

**Lake Wilderness Arboretum Foundation Docent Tours
Reference Guide
Revised January 2013
Lake Wilderness Arboretum**



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SECTION 1: DOCENT COMMITTEE/CHAIRMAN RESPONSIBILITIES

Docent Committee Responsibilities

The Docent Committee (DC) shall conduct tours of Lake Wilderness Arboretum (LWA) that present information on the Arboretum and LWA Foundation as part of the Foundation's community outreach and education programs. The committee shall be a subcommittee of the Education and Conservation Committee and, as such, shall assist with programs/projects as requested by the E&C Chairman. Members of the committee shall:

- Ø Act as representatives of the Foundation making sure tours and presentations represent the Foundation's Mission and Goals.
- Ø Attend scheduled meetings, training sessions, and special events/meetings scheduled by the DC and/or DC Chairman.
- Ø Familiarize herself/himself with the materials in the Tour Reference Guide, other reference materials provided by the Foundation/DC Chairman, and the grounds/gardens of the Arboretum.
- Ø Lead regularly scheduled tours and special tours for groups.
- Ø Put out TOUR and TOUR PARKING SIGNS (stored in Nursery) ½ hour prior to the start of your tour and put signs away at end of tour.
- Ø Distribute an ARBORETUM TOUR MAP and/or Arboretum Brochure, and special handouts provided by the M&P Chairman/Executive Director to tour visitors. Collect materials that can be reused/recycled at end of tour. (Materials/signs stored in Nursery.)
- Ø Generate a by month/season list of plants at the arboretum that are in bloom or have seasonal interest for tours/newsletter/website.
- Ø Assist with Power Point presentations to groups as needed.
- Ø Solicit updates from committees and Board re new policies and projects.
- Ø Have meetings at least quarterly once program is initiated to get feedback on tours, review Reference Guide, and note projects and seasonal interest items.
- Ø Submit volunteer hours spent on Docent related activities to Docent Chairman at the end of each month.

SECTION 1: DOCENT COMMITTEE/CHAIRMAN RESPONSIBILITIES

Docent Chairman Responsibilities

- Ø Update the Tour Reference Guide and provide copies to the Board/Committee Chairmen for review prior to Docent training.
- Ø Work with E&C Chairman/Executive Director to generate a training schedule and training materials.
- Ø Schedule regular committee meetings and make arrangements for meeting place.
- Ø Contact Webmaster with info, etc. for Tours web page and calendar.
- Ø Coordinate with M&P Chairman/Exec Director on publicity, signage, maps, and handouts.
- Ø Coordinate with Volunteer who is answering calls and forwarding emails requesting tours and tour info.
- Ø Make sure each tour request is answered and entered on the calendar in a timely fashion.
- Ø Schedule docents for all tours and provide docents with contact info for arranged tours.
- Ø Make reports to the Board, at least bimonthly, as well as a year-end report.
- Ø Provide budget input to E&C Chairman.

SECTION 2: INFORMATION ON LWA AND LWAF (History, Mission, Goals)

Please note: This information is important and should be incorporated in your tour as much as possible.

A good overview from our Website: www.LakeWildernessArboretum.org:

- Ø The Lake Wilderness Arboretum Foundation (LWAF) is a 501(c)3 nonprofit organization that is the steward for the Lake Wilderness Arboretum under a Joint Use Agreement with the City of Maple Valley. We maintain the Lake Wilderness Arboretum in a way that preserves, protects, and displays Northwest ecosystems as well as cultivated landscapes. LWAF is managed by a Board of Directors that operates per a set of approved bylaws.
- Ø The Foundation's ongoing maintenance of and improvements to forested areas, trails, and gardens help provide a setting where visitors can enjoy and study both natural and cultivated settings in an otherwise urban area. With the rapid loss of open space and environmental learning opportunities, the Arboretum trail system and gardens provide a unique opportunity for those who visit.
- Ø As part of our stewardship, the Foundation also promotes horticultural science and conservation and provides educational opportunities in those areas.

This can be done with the help and support of people like those of you on our tour.

Brief history:

- ✓ The South King County Arboretum Foundation (Name changed to Lake Wilderness Arboretum Foundation in 2007 to expand funding opportunities and foster identity with LWA.) was founded in 1965 as a 501(c) 3 nonprofit. (Donations are recognized as tax deductible.)
- ✓ The Foundation's goal was to establish an arboretum in south King County - a vision held by an immigrant from Bulgaria, a local schoolteacher named George Tersisky, and a small group of supporters, including Ardis Johnson, Lillie Wagner, and Mayor Isabel Hogan.
- ✓ Lacking a large sums of money, but having a strong desire to establish an arboretum in south of Seattle, the group approached King County.
- ✓ In 1969 King County Parks Dept agreed that approx 40 acres of County land at Lake Wilderness could be used as an arboretum.

SECTION 2: INFORMATION ON LWA AND LWAF (History, Mission, Goals)

Note: Unlike most arboreta and gardens, this arboretum did not begin as an estate or as part of a government project. You can look at us as an arboretum/botanical garden Cinderella story!

- ✓ The land remained as part of King County parks (transferred to MV in 2003), but the responsibility for developing and managing the arboretum was, and continues to be, the Foundation's. This was outlined in a Joint Use Agreement with the County and then the City of Maple Valley. (Think of us as a tenant).
- ✓ The concept of a plant sale was developed to address the need for funding. In 1971, donations and nursery stock went on sale on the board walk at the Golden Steer Restaurant at 240th and Benson in Kent. Today, our plant sales, donations, fundraisers such as the Hellebore Tea, and outside grants supplement the yearly grants the Foundation receives from the City of Maple Valley to manage this part of the City's park system.
- ✓ An interpretive center for the Arboretum was shown on the Lake Wilderness Park master plans of both King County and the City of Maple Valley, but funding has not been available for this thus far.
- ✓ The construction of an interpretive center at Lake Wilderness Arboretum as well as a director and staff have long been a major goal for the Foundation. The goal of hiring an Executive Director was finally realized in January of 2013 with the hiring of Amy Hardebeck on a part-time basis.
- ✓ The picture in current Foundation logo (on Index/Cover page) is of a flower of the Pacific Dogwood (*Cornus nuttallii*), a NW native.
- ✓ Lake Wilderness Arboretum and the Foundation that manages and develops it have benefitted from the support of many groups, including Chinook District Garden Clubs and the Boy Scouts. Members of Maple Trails Garden Club were especially active at the Arboretum during the development of the early gardens in the eighties. Members of Late Bloomers Garden Club helped during the installation of the Smith/Mossman Western Azalea Garden and continue to support the Foundation by cohosting our annual Hellebore Tea fundraiser in March.

Foundation's Goals/Strategies have stressed the following since the late 90's:

- Ø ***Develop and maintain the Lake Wilderness Arboretum in cooperation with the City of Maple Valley.***
- Ø ***Create educational programs in partnership with the regional community that will provide opportunities for environmental education.***
- Ø ***Gain regional, and eventually, national recognition for the Arboretum.***

SECTION 2: INFORMATION ON LWA AND LWAF (History, Mission, Goals)

- Ø *Provide opportunities for individuals, community groups, and neighborhoods to enhance their surroundings.*
- Ø *Collect and propagate plants for the purpose of income, distribution, and study.*

Our Modern History: Milestones since the mid 1990's . . .

- ✓ The Foundation has added many significant horticultural and garden collections since the mid 1990's – The Smith/Mossman Western Azalea Garden, plants from the garden of Loie Benedict and Marjorie Baird, a large hardy Fuchsia collection, a comprehensive vine maple collection, a hydrangea collection, as well as iris, day lily, peony, and epimedium collections. These will be expanded upon in a later section of the Guide.
- ✓ Our Tribal Life Trail, dedicated in 2011, is the result of a cooperative effort with King County Master Gardeners. This Master Gardener Demonstration Garden informs visitors through signage how native plants were used by local tribes for food, tools, clothing, medicinal, and ceremonial purposes. A small totem was added to the entrance to this garden in 2011.
- ✓ In 2011, Tahoma School District students in the elementary, middle, and high school levels used different parts of LWA as an outdoor lab. In fall of 2012 all second grade students from Lake Wilderness and Cedar Creek Elementary Schools had field trips to LWA to bring life to their curriculum on native plants and how they were used by native peoples..
- ✓ In late 2009, we started working cooperatively with Tahoma High School to give several students the opportunity to work part time at the Arboretum as interns for compensation, giving us our first part-time employees.
- ✓ While part-time contractors do specialized work at the arboretum, volunteers play a major role in managing and developing it. It is not unusual for the Foundation to log over 10,000 hours of volunteer time in a single year!
- ✓ Volunteer work parties are scheduled every Wed, Thurs, and the first two Saturdays of each month from 9am to noon. Groups meet in the Arboretum's Nursery and work there as well as on the grounds.

SECTION 3: INFORMATION ON LAKE WILDERNESS PARK & LODGE

INFORMATION ON LAKE WILDERNESS PARK & LODGE

King County purchased the historical site of Lake Wilderness Park in 1966 with Forward Thrust funds. Lake Wilderness Park, including South King County Arboretum (today known as Lake Wilderness Arboretum), was transferred from the County to the City of Maple Valley in 2003.

Early History of the Area:

- Ø In the 1890's, one of the largest logging mills in King County was located on the site.
- Ø In the early 1900's, the Jacobsen family purchased what was then a homestead farm and opened it to hunters and anglers.
- Ø The farm evolved into two and then three separate resorts in the 1920's. The land was later consolidated under a single ownership and by the 1950's, Gaffney's Resort was an active year-round vacation destination that included boat and two swimming beaches with slides, trapezes, and diving towers, an airstrip, a ballroom, a skating rink, rental accommodations and restaurant.

The Lodge

- Ø The award winning Lake Wilderness Lodge was constructed in the early 1950's.
- Ø In 1951, the building received the highly prestigious American Institute of Architecture and Washington State Design Awards.
- Ø A thirty-three foot tall totem pole, carved by Dudley Carter, is surrounded by a spiral staircase which stretches up to the ceiling is the central feature of this three story, spacious, window-lined lodge that looks out over Lake Wilderness.
- Ø In 1997 it was designated a King County landmark, cited as an excellent example of "post-war, Northwest architecture".
- Ø Today the lodge serves as office space for the City of Maple Valley's Parks and Recreation Department (Director is Greg Brown) as well as space where various classes are held. The Lodge is rented out for weddings and other venues.

The County Trail

- Ø A County trail goes through the arboretum from east to west separating our 26 acres of 2nd growth forest (Forest Reserve) on the north side from our display gardens, collections, and Nursery/office on the south side.
- Ø This trail, called The Green-to-Cedar Rivers Trail (and formerly known as Lake Wilderness Trail), is a non-motorized trail gravel trail and is part of the County's interconnected trail system .
- Ø While it does connect to the Cedar River Trail NE of Lake Wilderness arboretum, it currently *does not* connect to the Green River Trail at this time.

SECTION 4: COMMITTEE & BOARD NOTES

LWAF BOARD AND GENERAL INFO ON THE FOUNDATION:

Pres: Noel Patterson

- Ø **LWAF has a Joint Use Agreement with the City of Maple Valley** since the 42 acre Lake Wilderness Arboretum is part of the City's park system. This document, which periodically comes up for renewal, outlines the responsibilities of the Foundation and City and defines our partnership. Basically, LWAF bears the responsibility of developing and maintaining LWA with some oversight and support by the City of Maple Valley.
- Ø Our brochure and website (www.LakeWildernessArboretum.org) both contain a good overview of the Foundation and Arboretum as well as maps of the gardens and Forest Reserve area, AND contain the following contact info:
 - Mailing address: PO Box 72, Maple Valley, WA 98038
 - Street address: 22520 SE 248th St, Maple Valley, WA
 - Phone: 425.413.2572
- Ø **Memberships: MV/BD Chamber of Commerce, Specialty Nursery Association of Western Washington**

STAFF:

- Ø The efforts to manage and develop Lake Wilderness Arboretum have been the responsibility of Arboretum volunteers, and since the year 2000, some part time independent contractors have been added to help with different projects and maintenance of LWA's 42 acres.
- Ø Thanks to the efforts and monetary contributions of LWAF past President Patty Davis, the Foundation added its first part-time employees just prior to 2010: four high School interns from Tahoma High School's horticulture program.
- Ø It has been a long time goal of the Foundation to have an interpretive center on site as well as an executive director with staff to add consistency, administrative help, and expertise to the Foundation's efforts. While the interpretive center appears to be a goal that is not attainable in the near term, the Foundation has hired its first part-time Executive Director in January of 2013 (Amy Hardebeck).

SECTION 4: COMMITTEE & BOARD NOTES

MEMBERSHIP AND PUBLIC RELATIONS:

Chairman: Position currently open.

Volunteer Coordinator: Will probably fall under the Exec Director in the short term

- Ø **Foundation Memberships:** cost is \$20/yr for individuals, families, and organizations with reduced rates (\$10/yr) for senior and students; Lifetime Membership is \$500; *benefits for members only have included early access to plant sales, reduced fees for workshops, invitations to special events.* **Sponsorships** levels are: Friend (\$100-\$249), Supporter (\$250-\$499), Steward (\$500-\$999), Benefactor (\$1,000+).
- Ø To cut down on mailing costs, paper use, and volunteer hours required, in 2010 the Foundation followed the lead of numerous other nonprofits and stopped mailings of our **newsletter**, "*Branching Out*". *However, it was appearing on our website until 2011 when it was discontinued due to a lack of volunteers.*
- Ø Membership forms are available online as well as calendars, information on our gardens, etc.
- Ø *We have been holding an **Annual Azalea Celebration** each year to celebrate our Smith/Mossman collection in late May or early June.* This function is for Foundation members and invited guests only. *All docents are encouraged to attend to help conduct tours, meet, and greet.*
- Ø *In September of 2012 an additional fundraiser (barbeque) was held in the Perennial Garden.* Tables were hosted by volunteers. It is anticipated that this will become a yearly event.
- Ø The Foundation has display boards with pictures and a **power point projector** *This is an area where docents should have training and be involved.*
- Ø *We will have a booth at this year's NW Flower and Garden Show, Weds., Feb.20 – Sun, Feb24th. Docents are encouraged to help man the booth, answer questions about LWA, and help book tours. Entrance to the show will be provided free of charge for those taking a shift at our booth.*

SECTION 4: COMMITTEE & BOARD NOTES

BUDGET & FINANCE:

Chairman: open

- Ø *Standing Committee Chairmen authorize expenditures for his/her committee. Expenditures should be approved by the appropriate chairman before they are incurred.*
- Ø *Receipts should be submitted with Vouchers. Voucher forms can be found online.*
- Ø *Lake Wilderness Arboretum Foundation (formerly known as South King County Arboretum Foundation) has been a 501(c)3 nonprofit since 1965. Donations are tax deductible.*
- Ø *Our primary sources of income traditionally come from the City of Maple Valley and our plant sales. Occasionally the Foundation gets grants from other sources. The Foundation received a \$20,000 grant from the Stanley Smith Horticultural Foundation in late 2012.*
- Ø Other sources of income include donations, the Hellebore Tea (cosponsored by Late Bloomers Garden Club), the summer barbeque, and sponsorships.
- Ø *Plant Sales:*

The Board is in the process of evaluating the best way to run the Nursery in order to achieve our financial and educational goals. Plant sales in addition to our spring and fall sale are still to be determined.

Our *Spring Sale* - held the Friday and Sat of Mother's Day weekend – features a great variety of plants as well as vendors and a booth manned by Master Gardeners.

Our *Fall Sale* is a one day sale traditionally held the 2nd Sat in Sept.

Credit cards, checks, and cash are accepted at these sales.

EDUCATION & CONSERVATION:

Chairman: Position Open

- Ø *The Docent Committee is a subcommittee of the E&C Committee.*
- Ø *LWAF encourages the use of LWA as an outdoor lab. We often see students from elementary schools to college level utilizing our resources. Currently, Tahoma*

SECTION 4: COMMITTEE & BOARD NOTES

High School students, 7th graders, and many of Tahoma's elementary students actively use the Arboretum as part of their school curriculum.

- Ø *Our Tahoma High School gives those students an opportunity for local employment and job experience.*
- Ø LWAF and the Master Gardeners of south King County have worked cooperatively on completing an ethnobotanical trail that skirts the meadow area in the Arboretum. Referred to today as the *Tribal Life Trail, this Master Gardener demonstration garden has labels explaining how native plants were used by local tribes in their everyday lives. A small totem was added to this new trail garden in 2011.*
- Ø In 2008, our E&C Committee was instrumental in establishing the *Alliance of South County Environmental Stewards (ACES), a subcommittee of E&C.* ACES consisted of a wide range of groups and individuals based in South King County, with the purpose of sharing “educational resources to nurture a greater awareness and encourage protection, conservation, and restoration of our natural environment, now and in the future.” This group is not active at the current time.
- Ø The E&C Committee normally offers workshops for a small fee plus materials. Foundation members receive a discount.
- Ø Information on programs and workshops as they are scheduled will be announced on our website.
- Ø Other goals for E&C include plant identification and botanical labeling.

PROPERTY MANAGEMENT AND DEVELOPMENT:

CoChairman: Maria Van Zanen

CoChairman: Susan Goodell

Part time Property Manager: Bob Wahlberg

- Ø *We continue to work toward the implementation and refinement of our Master Plan in cooperation with the City of Maple Valley.*
- Ø The City of Maple Valley recently completed a Master Plan for the area from the MV Community Center through the Arboretum to the far side of Lake Wilderness Park.

SECTION 4: COMMITTEE & BOARD NOTES

- Ø Elements of the plan, including the 42-acre LWA site, will get more specific review and recommendations by outside planners, and will be prioritized based on funds available and need. Implementation of entire plan may take more than 10 yrs. The arboretum is not a high priority at this time.

- Ø *This will affect the Foundation's ability to make significant changes to the property, especially the addition of an interpretive center.* Placement is currently planned adjacent to the Smith/Mossman Garden and Lake Wilderness Lodge Rd.
- Ø Another major goal in our master plan is the elimination of the service rd entrance, replacing it with display gardens, and making an alternate entrance with parking from Gaffney Rd (Lake Wilderness Lodge Rd). Some clearing was started in late 2009 to help identify pocket parking sites in this area.
- Ø *A group of volunteers meets every Weds am from 9 to noon* to take on small maintenance and development projects at the Arboretum as well as some propagation other projects in the Nursery. Participation is open to all and flexible.
- Ø *Eagle Scout candidates as well as a host of large groups that include volunteers from Boeing, Microsoft, John L. Scott, Windermere, Starbucks, Fred Meyer, Make a Difference Day, and local churches have made a large impact on the Arboretum's grounds.*
- Ø *Volunteers are urged to help with a variety of projects on the 1st Sat and 2nd Sat of each month from 9am to noon.*
- Ø LWAF agreed to let the Greater Puget Sound Iris Society install iris beds in the Meadow area near the Nursery in preparation for the Iris Symposium that took place in the Seattle area in the summer of 2012. Iris Society members from the region toured the display beds at LWA during the symposium.
- Ø The majority of the irises have been removed since the symposium, with representative bulbs donated to the Foundation. Many have been planted in the Perennial Garden.
- Ø *Garden icon signs help visitors fix their location and visit areas of interest. Gardens and areas of interest identified by icon signs are listed in our brochures and on our website.*
- Ø A new totem was added near the entrance to the Tribal Life Trail in 2011. A second, smaller totem depicting a hummingbird will be installed on the Arboretum grounds in the near future.

SECTION 4: COMMITTEE & BOARD NOTES

NURSERY/OFFICE:

Chairman: open

Contractor working as Propagation/Nursery Manager:

- Ø *Our office in the Nursery contains a rest room, work space, library, storage space, files, as well as a well-stocked kitchenette area with refrigerator and microwave. There is a combination lock on the office door as well as a combination lock on the large Nursery gate.*
- Ø *The Head House provides a heated space for storage, meetings, and propagation activities.*
- Ø Due to the large inventory of pots in the Nursery, the Foundation will no longer be accepting pots for recycling.
- Ø A volunteer group focusing on the Nursery and propagating meets each Thursday and the 2nd Sat of the month from 9am to noon. There are often opportunities to work on the grounds at this time as well. All ages and skill levels welcome!
- Ø We will be covering access to Nursery structures and our materials stored there when section 5, Nursery is discussed.

SUMMARY OF MAJOR GOALS AND PRIORITIES FOR 2013:

FOUNDATION:

- Ø Work with new Part-time Executive Director to enhance outreach (especially educational), fundraising, and volunteer support.
- Ø Retreat to establish priorities and goals.
- Ø Establish a plan to provide optimal benefit from the Nursery.
- Ø Fill vacancies on Board and in committees.

ARBORETUM:

- Ø Perennial Garden improvements.
- Ø Groundcovers and trees in Acer Garden.
- Ø Install hummingbird totem.
- Ø Work with City to provide additional parking off of entrance to Lake Wilderness Lodge
- Ø Garden maintenance