

Friends of Bendigo Botanic Gardens Inc.

71 Napoleon Crescent, White Hills 3550
Samuel Gadd Centre, Bendigo Botanic Gardens

Committee Meeting Minutes

Date: 16.03.2021

Time: 9:30 am

Place: Samuel Gadd Centre

Chairperson: Anne Bridley

Present: Pam Sheean, Anne Bridley, Annie Clark, Judy Milner, Lindy Sloan, Jan Bobin,
Delene Comerford

Apologies: Jan Orr, Kirstie Paterson

Minutes of previous meeting held 16.02.21

That the minutes of the previous meeting are a true and accurate record:

Moved: Lindy Sloan Seconded: Pam Sheean Accepted

Business Arising:

1. Proposed Website: Lindy & Pam. Lindy previously emailed copies of quotes from WordsWorth Design and Regional Toolkit for members perusal. It is the committee's opinion that the Regional Toolkit quote was in excess to the groups needs and also cost excessive. The WordsWorth Design quote is more suitable, cost effective and is also used by other Friends groups. Pam to contact Regional Toolkit and WordsWorth Design to follow up.

Annie Clark moved a motion to apply for a Local Government Community grant of up to \$3000 to finance the website when formal quotes are satisfactorily received. Seconded: Pam Sheean
Carried

2. Certificates of Appreciation for retiring committee members: Samples prepared by Pam Sheean were well received by all committee members. Pam will have the certificates printed on heavy card for presentation to the recipients – Lyn Hamilton, Eric Wilkinson and Jane Cleary. A morning tea will be organized for presentation at a later date.

3. Return of Growing Friends – The Friends returned last week with enough nursery workers which are restricted to 5, + extras in the shade house; more help would be good for gardens work as any number are allowed. Illustrators will be allowed back on Saturdays from this week. Wednesdays not yet.

New Members: Carmel Grey

Moved : Annie Clark Seconded: Judy Milner Accepted

That the Friends of Bendigo Botanic Gardens accept the above applicant to be a member of the club.

Reports:

1. Correspondence: Pam Sheean

Dates: 9th February, 2021 to 9th March, 2021

Email

| IN | FROM | DETAILS |
|----------|--------------------|--|
| 09.02.21 | Michael Terrett | Apology for FBBG AGM |
| 10.02.21 | Pam Sheean | Fwd: Artist Statement & requirements for St Arnaud exhibition |
| 10.02.21 | Camp Australia | Refreshed brand and updates |
| 11.02.21 | Annie Clark | Artist biography for St Arnaud exhibition |
| 11.02.21 | Environ Volunteers | February update |
| 11.02.21 | Jan Bobin | FBBG AGM Draft minutes |
| 11.02.21 | Judy Milner | Response to Info request on John Smith Edwards |
| 12.02.21 | Pam Sheean | Fwd: DCAV Annual Statement confirmation & invoice |
| 12.02.21 | GCA | Garden Club Australia February Bulletin |
| 12.02.21 | Judy Milner | Re: Environmental volunteers grant opportunities |
| 12.02.21 | Geoff Fallon | Connect Greater Bendigo registration |
| 13.02.21 | Don Leversha | Artist biography for St Arnaud exhibition |
| 13.02.21 | GCA | Garden Club Australia Convention information |
| 14.02.21 | Annie Clark | Membership update |
| 16.02.21 | Annie Clark | Financial Report Dec/Jan 21 |
| 16.02.21 | AAFBG | E-News edition 83, 16 Feb 21 |
| 16.02.21 | Lindy Sloan | Certificate of Appreciation samples |
| 16.02.21 | Annie Clark | Amendment to accounts for payment |
| 16.02.21 | Jan Bobin | Draft FBBG February Committee meeting minutes |
| 19.02.21 | Aaron Lindsay | Re request for information on John Smith Edwards |
| 19.02.21 | BSG | Change of venue for BSG Sustainable Living Festival |
| 20.02.21 | Anne Bridley | Re BSG Festival & return of Growing friends |
| 21.02.21 | Caolan O'Connor | Website proposal and draft agreement |
| 21.02.21 | Joy Clusker | Artist biography for St Arnaud exhibition |
| 22.02.21 | Lindy Sloan | Website proposal quote comparison |
| 23.02.21 | Annie Clark | Plan for the return to the gardens of the Growing Friends |
| 28.02.21 | AAFBG | E-News edition 84, 1 March 21 |
| 01.03.21 | John Kitt-GCA | Garden Club Australia Readings for March |
| 03.03.21 | Adel Urie | Contact times and details for Wordsworth web design |
| 03.03.21 | Judy Milner | Proposed Plant Sales details |
| 04.03.21 | Nell Cameron | Invitation for inclusion in next Jacinta Allen Seniors newsletter |
| 05.02.21 | GCA | Garden Clubs Australia South Tassie newsletter |
| 06.03.21 | Judy Milner | Growing Friends roster for 9 th & 16 th March 21 |
| 09.03.21 | Pam Sheean | St Arnaud Exhibition flyer for news page |
| 09.03.21 | Connect GB | Account activation notice |
| OUT | TO | DETAILS |
| 10.02.21 | FBBG Committee | FBBG draft Jan/Feb Meeting Agenda & Correspondence Report |
| 10.02.21 | FBBG Illustrators | Information re St Arnaud exhibition & request for artist biographies |

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| 11.02.21 | Judy Milner | Fwd: Environmental Volunteering update |
| 12.02.21 | Annie Clark | Fwd: DCAV Annual Statement lodgement & invoice for payment |
| 13.02.21 | FBBG Committee | FBBG Jan/Feb Meeting agenda, zoom link & previous minutes |
| 18.02.21 | Jan Bobin | Acknowledgement of receipt of draft minutes |
| 18.02.21 | Judy Milner | Garden tour request |
| 19.02.21 | FBBG Committee | Fwd: BSG Sustainable Living Festival change of venue to GFTF |
| 19.02.21 | FBBG Members | FBBG AGM minutes, Jan-Feb Meeting Minutes and News Page |
| 19.02.21 | Bendigo Copy Centre | AGM Minutes & Jan-Feb Minutes for printing |
| 23.02.21 | FBBG Members | Notice of a meeting to plan for the return of the Friends to the gardens |
| 24.02.21 | Judy Milner | Fwd: BCARM survey |
| 24.02.21 | Caolan O'Connor | Acknowledgement of receipt of website proposal documents |
| 24.02.21 | Adel Urie | Request for further information re website proposal from WordsWorth Design |
| 24.02.21 | Audrey Baillie | Completed artist biographies ready to send to St Arnaud Gallery |
| 26.02.21 | FBBG Members | AAFBG E-News edition 83 16 Feb 21 |
| 09.03.21 | FBBG Members | Garden Club Australia Readings |
| 09.03.21 | FBBG Members | AAFBG E-News edition 84 1 March 21 |

POSTAL MAIL
OUT

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|----------|----------------------------|---|
| 19.02.21 | Rosemary Davies | Hard Copies of History of FBBG |
| 26.02.21 | FBBG Members with no email | FBBG Jan/Feb Meeting Minutes, News Page & AGM |

That the correspondence as circulated be accepted:

Moved: Jan Bobin Seconded: Pam Sheean Accepted

2. Treasurers Report: Annie Clark

Opening balance at 1/02/21 \$ 9,166.30

Receipts

| | |
|------------------------|-----------------|
| Membership | 30.00 |
| Plant sales | 00.00 |
| Botanical Illustration | 00.00 |
| Publications | 00.00 |
| Donation/Grant /Walks | 40.00 |
| Dovyalis | 00.00 |
| Total receipts | \$ 75.00 |

Expenses

| | |
|----------------------|--------|
| C.O.G.Bendigo - tree | 495.00 |
| Consumer Affairs | 59.20 |
| Bendigo Copy Centre | 73.80 |

Total Expenses **\$ 628.00**

Closing Balance at 28/02/21 \$ 8,608.30 (Illustrator's account \$ 194.38)

Total Funds at 28/02/21 \$ 8,608.30

That the Treasurers report be accepted:

Moved: Annie Clark Seconded: Delene Comerford Accepted

Accounts for Payment

1. Plant Sale float \$200.00

Accounts for Payment: Cash \$200 for Sale float

That the accounts for payment be accepted

Moved: Annie Clark Seconded: Delene Comerford Accepted

3. Gardens Staff Report: Nil

4. Growing Friends Report: Judy Milner

Back in action last week – good roll up although extras for gardens work would be appreciated. The Plant Pen is now part of our Growing Friends operation. Any Friends wanting to help to call Judy as she has a fortnightly roster in place.

5. Botanical Illustrators Report: Pam Sheean

The illustrators are allowed back from Saturday 20th – on Saturdays only. Pam will send an email to illustrators to let them know. The St Arnaud exhibition starts on 10th April (Same day as our sale). Several illustrators will attend on opening day.

6. Walks and Talks Report: Judy Milner

Bendigo Garden Club on 17th March – Judy to give history and Kirstie to a conduct tour.

A request has been received from The Bendigo Sustainability Group to run a tour of the gardens for Jerry Colby-Williams on Saturday 27th March – he is attending the Sustainable Living Festival. Anne Bridley and Judy Milner will be a part of the tour.

More guides are needed. Jane Cleary is working on more Self-Guided tour brochures to assist.

7. **Dovyalis Report: Judy Milner**

More articles are required – to be received by end of March. Already received articles from Eric, Judy and Pam plus another on Illustrators exhibitions. Judy has asked Aaron to do article on the progress re the Central Hub. Anything else is welcome.

That the reports be accepted:

Moved: Lindy Sloan

Seconded: Annie Clark

Accepted

General Business:

1. Plant Sale: There will be a lot of stock needing to be transferred from the Plant Pen for the sale. Volunteers will be needed to help set up on the Friday before the sale. There was much discussion regarding Covid 19 implications. We will work with Kirstie and the City of Greater Bendigo to ensure we comply with all Covid 19 requirements. Anne will organise a meeting next Tuesday with Kirstie and other committee members to co-ordinate this.

Promotion: Lindy prepared details of advertising based on previous sales, she has done a great job contacting all the various outlets.

It was Moved by Annie; Seconded Delene that Lindy be given approval to spend up to \$150 for paid advertising in Bendigo Advertiser (Lindy to pay and be reimbursed). All agreed.

2. Model Rules: It has come to light that there is no available copy of amended Model Rules for the Friends. When the Friends were incorporated the rules were added/changed to reflect the club's needs. Anne feels that it is time to revisit the original rules over the coming months so that an updated set of model rules can be ratified at the next AGM. Judy suggests that individual copies be made for President, Secretary and Treasurer to be passed on whenever there is a change of executive positions. – all agreed.

3. Connect Greater Bendigo: This is an initiative of COGB to promote organisations within the city. Pam has registered FBBG.

Anne Bridley thanked everyone for their attendance. Meeting closed at 10:50 a.m.

Next Meeting: Tues 20th April 2021 9:30am at the Samuel Gadd Centre, Bendigo Botanic Gardens