



Friends of Bendigo Botanic Gardens Inc.

Committee Meeting Minutes

Date: 15th August 2023
Time: 11:30 am
Location: Larni Garingilang Precinct, Bendigo Botanic Gardens
Chair: Judy Milner
Present: Pam Sheean, Jan Bobin, Annie Clark, Judy Milner, Lindy Sloan, Anne Aston, Kirstie Paterson
Apologies: Delene Commerford, Deb Degenhardt, Lyn Winn

Minutes of previous meeting held Tuesday 18th July, 2023

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

Moved: Pam Sheean Seconded: Lindy Sloan Accepted

Business Arising:

1. Promotional Signs – Pam – Comments on the first Proof of the signage – Changes to be made as follows: Removal of second logo from right hand side; make sure the pink lettering stands out; amend wording from ‘ILLUSTRATIONS’ to ‘ILLUSTRATORS’ AT WORK; Addition of a QR code to direct to people to our website on Bottom RHS of all versions of signs. All members agreed to the signs being completed with those amendments.
2. Scope Project – Kirstie on behalf of Jan, Pam & Judy. First meeting held last week was to establish what all parties want from the project. Anna has put in the Project request to the CGB following feedback from Pam and Judy. Anna feels that the project is sitting favourably with Council. She has also broadened the scope of the project to cover all shared facilities including nursery, workshop, storage shed, shade house etc. We mentioned that an education role should be allowed for, as this is currently handled by Kirstie and would need forward planning for increased use. Further meetings are to be held weekly due to the budget submission being due late September.
3. AGM Planning - after enquiring with Jareth at Omari, self-catering is not allowed. The menu supplied could be quite expensive and would also require us to know numbers prior to the meeting. It was decided to move the meeting back to Samuel Gadd Centre at 2pm and cater ourselves as in previous years.
4. We desperately need help to fill the roles of Secretary and President for the coming year. Pam to send out a “HELP PLEASE” to members. We discussed the possibility of dividing the Secretary’s role, with one person to handle correspondence and another to handle distribution of Minutes etc.

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New Member: Alice Crellin

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: 15 July 2023 – 9th August 2023

Email

IN	FROM	DETAILS
18.07.23	Omari Bendigo	Invitation to Omari Café launch
18.07.23	Kirstie Paterson	fwd: from Anna Savage & Scope Project
19.07.23	Lindy Sloan	Final version of FBBG role descriptions
20.07.23	DEECA	Environmental Volunteers Bulletin
20.07.23	Kate Anderson	Information on upcoming Open Gardens Vic
20.07.23	Jan Bobin	Draft FBBG July Meeting minutes
24.07.23	Community Grants	Volunteer Grants information for 2023-24
25.07.23	Alice Crellin	New Member submission
25.07.23	Tim Entwisle	Re Guest Speaker request
25.07.23	Joan Mason	Re Audrey Baillie Memorial lunch
26.07.23	GCA	Notice of AGM
27.07.23	Angair	Notice of upcoming Wildflower Weekend
27.07.23	Signarama	Project Brief deposit invoice
27.07.23	RBG Friends	Upcoming Wattle event
28.07.23	Anna Savage	Information re Scope Working Group
29.07.23	Vanessa Reed	Inquiry re dahlia tubers
31.07.23	Pam McDiarmid	Upcoming Illustrators Workshop information
02.08.23	Signarama	Final invoice for Project
02.08.23	Anna Savage	Working Group meeting invite & agenda
02.08.23	Clare L Brumley	Inquiry re bird aviary
03.08.23	Bgo Copy Centre	FBBG Printing jobs ready
03.08.23	Omari Bendigo	Re FBBG AGM catering
07.08.23	DEECA	August Newsletter
08.08.23	Jareth Richardson	Omari Café Event catering pack
08.08.23	Lois Symes	Friends Facebook admin request
09.08.23	BSG	New email for Bendigo Sustainability Group

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OUT TO

DETAILS

16.07.23	FBBG Committee	Final July meeting agenda & documents
20.07.23	FBBG Committee	Signarama Brief update
20.07.23	Camp Australia	Reply to School Holiday booking enquiry
20.07.23	Judy Milner	fwd: Volunteering Survey
20.07.23	Omari Bendigo	Reply to Omari Launch invite
22.07.23	Lindy Sloan	Final check of role descriptions
24.07.23	Alice Crellin	Reply to new member enquiry
24.07.23	Judy Milner	New member visit request to nursery
25.07.23	Signarama	Completed Sign Brief
25.07.23	Tim Entwisle	Invite to speak at FBBG AGM
25.07.23	Annie Clark	fwd: new member details
25.07.23	FBBG Committee	Follow-up tasks from July Meeting
25.07.23	Anne Aston	Request for assistance with Guest Speaker
25.07.23	FBBG Members	July 23 Meeting Minutes & News Page
25.07.23	Ward Councillors	July 23 Meeting Minutes & News Page
26.07.23	Signarama	Follow up on Sign Brief
27.07.23	Jan Bobin	fwd: Signarama invoice for payment
28.07.23	Pam McDiarmid	Illustrators Workshop request
28.07.23	FBBG Committee	Request for FBBG representatives for Working Group
31.07.23	Anna Savage	Follow up on Working Group
31.07.23	FBBG Members	fwd: Angair Wildflower Show
31.07.23	FBBG SWG	Information on upcoming Scope Working Group
03.08.23	Delene, Jan & Judy	fwd: Tickets for Omari launch
08.08.23	FBBG SWG	Notice of change to meeting time
08.08.23	Jareth Richardson	Reply to query about AGM catering
08.08.23	Judy Milner	fwd: Queries re Facebook & Dahlia tubers
08.08.23	FBBG Members	fwd: RBG Friends Wattle event
08.08.23	C.L. Brumley	Reply to bird aviary query
08.08.23	Anna Savage	Follow up from Scope Working Group Meeting
08.08.23	FBBG Committee	Draft August 23 Committee Meeting agenda
09.08.23	FBBG Illustrators	Notice of upcoming Illustrators Workshop

POSTAL MAIL

IN	FROM	DETAILS
OUT	TO	DETAILS
05.08.23	FBBG Members w/out email	July Meeting Minutes & News page

That the correspondence as circulated be accepted:

Moved: Pam Sheean Seconded: Anne Aston Accepted

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2. Treasurers Report: Jan Bobin

Report for period 1/7/23-31/7/2023

Opening Balance \$22,826.68

Income :

Plant Sales	\$426.00
Membership	\$535.00
Illustrators - Paper	\$ 12.00
Donations	<u>\$ 50.00</u>
	\$1,023.00

Expenses:

Plants/Tools/Materials	\$605.24
Admin: Printing,	\$ 15.50
Admin : Bank Charges (Tyro Fees)June	<u>\$ 3.49</u>
	\$624.23

Closing Balance at Bank working account \$23,225.45

Term Deposit opening Balance \$10,069.62

Interest received \$127.90

Term Deposit Account Balance \$10,197.52

Total Balance at Bank \$33,422.97

Illustrators Account \$188.88

That the Treasurers report be accepted:

Moved: Jan Bobin Seconded: Annie Clark Accepted

Accounts to Pay:

Bendigo Copy Centre Printing	\$ 4.50
Bendigo Bank - Tyro fees July	\$ 6.00
Bunnings - Fertilizer, coir blocks	\$ 52.42
Reimbursement - Judy Adobe for Dovyalis	\$ 59.98
Reimbursement - Jan - Disinfectant	\$ 4.00
Signarama - Promotional banners	<u>\$1,447.92</u>
(50% deposit paid 1/8)	<u>\$1,574.82</u>

That the accounts for payment be accepted

Moved: Jan Bobin Seconded: Lindy Sloan Accepted

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3. Gardens Staff Report: Kirstie informed us that Orrin Hogan, Coordinator Heritage Gardens and Amenity Landscapes has resigned from the City, so recruiting is in progress and will be advertised to find his replacement.

Kirstie attended the BGANZ conference last Thursday in Geelong – her presentation to the event went well with personal congratulations received from the Royal Botanic Gardens Manager. A member from the Geelong Friends is likely to be contacting us for a visit in the near future. Kirstie spoke to other garden staff regarding their labelling and found that both Geelong and Ballarat use the same machine - they will forward details to Kirstie for investigation. This may result in different colours being used but it will likely blend better with the surroundings and hopefully reduce the risk of the vandalism that currently occurs.

New staff member Eliza has been appointed, she has been working with the staff since January and presented very well at her interview being the successful applicant from many received.

Everything is travelling well, with bookings increasing.

The Omari Restaurant is now open, unfortunately there have been a few issues regarding vehicles entering through the delivery area, thus an extra bollard has been installed and this situation will be monitored over the coming weeks.

4. Growing Friends Report: Judy Milner reports that numbers of volunteers have been fluctuating due to illnesses, holidays etc. Plant sales have picked up over the last couple of weeks and should continue with the onset of spring weather. Our greenhouse is full and propagation is continuing.

Friends requirements regarding the SCOPE proposal have been discussed with the Growing Friends, looking for ideas and suggestions.

5. Botanical Illustrators Report: Pam Sheean is organising a workshop for 9th September, convened by Pam McDiarmid who is a FBBG member on the topic of composition. Annie Clark ran a small workshop on watercolour recently and Pam Sheean is planning another on Bird illustrations.

Preparations are also underway for our participation in the APS Bendigo flower show in late September.

6. Walks and Talks Report: Anne Aston – there is a walk booked for 15th September for the Mad Hatters (Jan B is a member of this group) and it is expected that others will follow as the weather improves. Kirstie has also had some school groups for visits.

7. Dovyalis Report: Judy Milner –Articles are required for the next edition so anyone with something to add would be most welcome. Next issue scheduled for Spring.



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8. Website activity: Pam is still searching for older minutes to be added to the website – the more that are found in digital format the less cost will be involved in digitising paper format. We expect there may be a small cost to Wordsworth for adding an extra Tab on the website. Further work will proceed on this project.

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2023	238	276	729	3,385	918.49 MB
Feb 2023	198	231	498	2,018	624.38 MB
Mar 2023	234	256	1,675	7,736	858.25 MB
Apr 2023	252	293	848	4,061	992.62 MB
May 2023	226	257	4,035	5,287	763.91 MB
Jun 2023	268	290	1,223	3,657	834.95 MB
Jul 2023	267	304	1,305	3,482	779.40 MB
Aug 2023	220	234	1,549	3,579	622.00 MB
Sep 2023	0	0	0	0	0
Oct 2023	0	0	0	0	0
Nov 2023	0	0	0	0	0
Dec 2023	0	0	0	0	0
Total	1,903	2,141	11,862	33,205	6.24 GB

That the reports be accepted:

Moved: Annie Clark Seconded: Lindy Sloan Accepted

General Business:

1. Event Planning – APS Bendigo Flower Show on the 23rd-24th September.

As a stall holder we have been asked to provide a raffle item. The Growing Friends have some lovely hanging baskets and are happy to donate one of these. We need to keep in mind that the plants would have to be native to align with the flower show. We decided it was too much work to have plant sales, but Judy will put a selection of natives aside to be used for display purposes. The new promotional banners should be ready for use at the display. The Illustrators will have a selection of art works and gift cards for sale.

2. Alicia Cook from the Bendigo Times will visit next the Growing Friends next Tuesday (22nd) for an article in a future edition on the Friends activities. Lindy will prepare some reference material.

Judy Milner thanked everyone for their attendance.

Meeting closed at 1:04 p.m. Next Meeting: Tues 17th October 2023 at the Larni Garingilang Precinct, Bendigo Botanic Gardens.