



# Friends of Bendigo Botanic Gardens Inc.

## Minutes of Committee Meeting

Held: Tuesday, 21<sup>st</sup> November, 2023

Time: 11:30 am

Location: Larni Garingilang Precinct, Bendigo Botanic Gardens

Present: Pam Sheean, Jan Bobin, Judy Milner, Helen Musk, Lyn Winn, Anne Aston, Lindy Sloan, Deb Degenhardt, Joy Clusker, Kirstie Paterson.

Apologies: Annie Clark, Mandy Scott

Minutes of previous meeting held 17<sup>th</sup> October, 2023

That the minutes of the previous meeting with an amendment to the balances on the financial report are a true and accurate record:

Moved: Joy Clusker                      Seconded: Lyn Winn                      Accepted

### Business Arising:

1. Garden History Group Membership – Previously members but not current.

Moved: Judy Milner that we rejoin the group – Jan B to complete online membership

Seconded: Helen Musk                      Accepted

2. BSG Sustainability Festival – Pam & Kirstie – Joint site with Gardens staff: Pam will complete Registration (free for not-for-profit organisations). Kirstie will investigate obtaining a marquee through Council. Other requirements – Table, signage, staffing to be discussed at future meetings.

3. Samuel Gadd Project – progress on next stage – Pam - an email has been sent to Anna Savage requesting a progress report - a reply was received as the meeting progressed. A budget of \$280,000 has been proposed. Discussion as to timing of the project. Subsequent email from Anna *‘I can confirm that a Project Proposal for the 2024/25 Capital Budget was submitted for consideration by Council, referencing the attached drawings. The proposed budget for the project is \$280,000 excluding GST. The submission has been included in project prioritisation which will be reviewed by council commencing March 2024 and conclude in May 2024.*

*I have enquired with our budget management team about opportunities for community groups to advocate for project proposals and will forward this information on when I hear back.”*

4. Draft policy for distribution of FBBG funds – Jan & Pam - Pam will suggest to Illustrators group that a commission on sales of artworks be donated to the Friends group. Other discussions to produce a policy will be held early in 2024 before next AGM.

5. Information re Peter Fountain – Helen spoke with Peter who has joined as a member and will be interested in Tour guide, Gardening group after he completes horticulture studies.

6. Re: Garden visit – Gargarro at Girgarre -Annie (via email) “I spoke with a member Doc MacDonald, who was very welcoming of a visit to their new gardens. He said that he, or other members, would be happy to show us around. He also mentioned the café for lunch, and gave me their phone number as it is best to make bookings directly with them. I suggested that we make a visit late Summer early Autumn and said I would be in touch with



## Friends of Bendigo Botanic Gardens Inc.

details later.” Discussions re possible timing - do we combine it with the towns’ Market Day which is 2<sup>nd</sup> Sunday of each month? – tentative date 19<sup>th</sup> May 2024 (Sunday) (not market day) More discussions in the new year.

**New Members:** Simone Carmody, Kevin Wright, Bernadette Cozens, Tara Clarnette

Moved : Deb Degenhardt      Seconded: Joy Clusker      Accepted

That the Friends of Bendigo Botanic Gardens accept the above applicants to be members of the club.

### Reports:

#### 1. Correspondence: Judy Milner and Helen Musk

##### Correspondence Oct-Nov

Date Received	From	Subject
Today	11:50 am Caitlin Chessell Madu	RE: Easter Festival activity
Today	10:23 am Pam Sheehan	Re: Easter Festival activity
Yesterday	5:39 pm Omari Bendigo	Brochures
Yesterday	5:00 pm Cardiac Defibrillators	Are you after hassle free? 🍷
17/11/23	2:30 pm BGANZ Secretariat	Reminder: BGANZ AGM   BGANZ Vic updates   Contribute to BGCI PlantSearch   Indig...
17/11/23	1:58 pm Jareth Richardson	Re: Omari Bendigo: Event Comment for End of Year Celebration [Tue, Dec 12, 2023]
17/11/23	1:30 pm Jareth Richardson	Omari Bendigo: Event Comment for End of Year Celebration [Tue, Dec 12, 2023]
17/11/23	1:24 pm Judy Milner	FW: FBFG meeting items
17/11/23	10:23 am Caitlin Chessell Madu	RE: Easter Festival activity
17/11/23	12:34 pm Botanic Gardens Conservation Intern...	Call for PlantSearch Contributions and New Online Course
16/11/23	2:06 pm Community Grants Hub	New grant opportunity coming
16/11/23	8:16 am Bendigo Sustainability Festival	17-3-24
13/11/23	10:53 am Community Grants Hub	Help shape the future of the Not-for-Profit sector
13/11/23	9:12 am Community Grants Hub	Closing date reminder
10/11/23	10:01 pm news@talga.com.au	TALGA newsletter (November 2023)
10/11/23	5:30 pm BGANZ Secretariat	Notice of BGANZ AGM   Call for articles for The Propagator   ASBP Annual Report av...
6/11/23	10:00 am DEECA Community Programs team	November Newsletter for environmental volunteers and landscapers
2/11/23	5:45 pm Jareth Richardson	Re: Re repeated requests for payment of FBFG invoice which had been paid.
2/11/23	12:54 pm Jareth Richardson	Omari Bendigo: Tax Invoice Comment for Annual General Meeting [Tue, Sep 19, 2023]
1/11/23	7:36 pm john-bentley@bigpond.com	RE: FBFG Newsletter No 18 Spring 2023
29/10/23	8:53 am Simone Carmody	FBFG Membership Form Submission
28/10/23	12:10 pm rossie1cleo@yahoo.com.au	Walking times and schedules?
27/10/23	1:30 pm BGANZ Secretariat	Gorgeous garden photos wanted   Reminder: BARB Nov Forum and BGANZ Vic Net...
26/10/23	4:24 pm Delene Commerford	Re: MEETING MINUTES OCT 2023 AND NEWS PAGE
26/10/23	2:28 pm Jareth Richardson	Overdue Invoice
26/10/23	2:22 pm Jareth Richardson	Re: FW: Omari Bendigo: Tax Invoice Comment for Annual General Meeting [Tue, Sep...
26/10/23	1:41 pm Jan Bobin	FW: Omari Bendigo: Tax Invoice Comment for Annual General Meeting [Tue, Sep 19, ...
26/10/23	1:40 pm Janet Bobbin	FW: Omari Bendigo: Tax Invoice Comment for Annual General Meeting [Tue, Sep 19, ...
26/10/23	11:31 am Community Grants Hub	New grant opportunity
24/10/23	4:14 pm Kirstie Paterson	Kirstie on Annual Leave
24/10/23	3:30 pm BGANZ Secretariat	Details about the November BGANZ Vic Network Meeting at Rippon Lea
24/10/23	8:45 am Jareth Richardson	Omari Bendigo: Tax Invoice Comment for Annual General Meeting [Tue, Sep 19, 2023]
21/10/23	5:26 pm Clark Annie	Latest Membership
21/10/23	11:19 am Friends BgoBotanicGardens	Fwd: Upcoming Illustrators Workshop
20/10/23	7:29 pm Pam McDiarmid	Re: Upcoming Illustrators Workshop
19/10/23	9:00 am DEECA Community Programs team	October Newsletter for environmental volunteers and landscapers

Date Sent	To	Subject
Today	11:22 am Caitlin Chessell Madu	Fwd: Easter Festival activity
Today	11:21 am Jareth Richardson	Items for discussion with Jareth at FBFG Committee Meeting
Yesterday	9:02 pm Jareth Richardson	Re: Omari Bendigo: Event Comment for End of Year Celebratio...
17 Nov 2023	7:39 pm Pam Sheehan	Reply from Jareth Fwd: Omari Bendigo: Event Comment for En...
17 Nov 2023	1:38 pm Jareth Richardson	Re: Omari Bendigo: Event Comment for End of Year Celebratio...
17 Nov 2023	1:30 pm Anna Savage	Re Budget submission by staff and Friends of Bendigo Botanic...
16 Nov 2023	7:30 pm Friends of Bendigo Botanic Gardens	FBFG Committee Meeting Nov 21st 2023
2 Nov 2023	5:43 pm Jareth Richardson	Re repeated requests for payment of FBFG invoice which had...
2 Nov 2023	3:37 pm Jan Bobin	Latest email from Jareth. Fwd: Omari Bendigo: Tax Invoice C...
1 Nov 2023	11:17 pm Jareth Richardson	Fwd: FBFG Dovyalis Newsletter Spring 2023
1 Nov 2023	3:38 pm Friends BgoBotanicGardens	Fwd: FBFG Newsletter No 18 Spring 2023
1 Nov 2023	1:29 pm Simone Carmody	Fwd: FBFG Newsletter No 18 Spring 2023
30 Oct 2023	12:31 pm Pam Sheehan	Fwd: Gorgeous garden photos wanted   Reminder: BARB Nov...
30 Oct 2023	12:23 pm Simone Carmody	Welcome to the Friends of Bendigo Botanical Gardens
30 Oct 2023	12:14 pm rossie1cleo@yahoo.com.au	Re: Walking times and schedules?
30 Oct 2023	12:08 pm Delene Commerford	Re: MEETING MINUTES OCT 2023 AND NEWS PAGE
30 Oct 2023	12:03 pm Judy Milner	Fwd: MEETING MINUTES OCT 2023 AND NEWS PAGE
26 Oct 2023	3:40 pm Friends BgoBotanicGardens	MEETING MINUTES OCT 2023 AND NEWS PAGE
25 Oct 2023	2:07 pm Pam Sheehan	Fwd: Omari Bendigo: Tax Invoice Comment for Annual General...
23 Oct 2023	12:22 pm Pam Sheehan	Newsletter
21 Oct 2023	11:21 am Pam McDiarmid	Re: Upcoming Illustrators Workshop
21 Oct 2023	11:19 am Friends of Bendigo Botanic Gardens	Fwd: Upcoming Illustrators Workshop
19 Oct 2023	8:44 am Kirstie Paterson	Tour for Nov 2



## Friends of Bendigo Botanic Gardens Inc.

A request from Bendigo Easter Fair for possible involvement has been replied to by Pam – we don't have the resources currently to hold Children's activities during the fair.

That the correspondence as circulated be accepted:

Moved: Lindy Sloan                      Seconded: Lyn Winn                      Accepted

### 2. **Treasurers Report:** Jan Bobin

Finance report for period 1/10/23-31/10/23

Opening Balance: **\$23,358.84**

Income :

Plant Sales	\$ 1,271.00
Membership	\$ 30.00
Donation	\$ 50.00
	<u>\$ 1,351.00</u>

Expenses:

Plants/Tools/Materials	\$ 292.35
Illustrators reimbursements	\$ 627.50
Admin: Meeting ex's Printing	\$ 260.76
Admin : Bank Charges (Tyro Fees) Sept	<u>\$ 21.64</u>
	\$1,202.25

Closing Balance at Bank working account **\$23,507.59**

Term Deposit Account Balance \$10,197.52

Total Balance at Bank **\$33,705.11**

Illustrators Account \$ 212.88

Discussion regarding the reinvestment & addition to the Term deposit which is due at end of month. Add another \$10,000 for either 4 or 12 months depending on interest rates available – Jan to arrange.

That the Treasurers report be accepted:

Moved: Jan Bobin                      Seconded: Judy Milner                      Accepted



## Friends of Bendigo Botanic Gardens Inc.

### Accounts for Payment:

Bendigo Bank -Tyro fees October	\$	14.18
Jan Bobin - reimbursement Bags, Cleaner	\$	22.24
Bunnings - fertiliser, coco peat	\$	66.39
Judy Milner - Reimburse Postage, Adobe.	\$	94.69
	\$	<u>197.50</u>

That the accounts for payment be accepted

Moved: Pam Sheean                      Seconded: Deb Degenhardt                      Accepted

### 3.      **Gardens Staff Report:** Kirstie

RBGV held an education day last Tuesday for 2 local schools. Unfortunately, due to the short notice given and areas being prebooked, it was held in the Pavilion. This however proved to be quite successful. They have funding for next year and will be back then. Kirstie thinks it unlikely we will ever have an Education officer within the gardens so in future it may be possible for us to fund some sessions for us.

BGANZ meeting at Ripponlea last week was attended by 4 staff members. It was very beneficial for those attending, learning much about looking after Heritage gardens in the current climate. It was pleasing to see that Bendigo is 3<sup>rd</sup> on the list of Heritage gardens in the state. There may be an opportunity for Friends to attend a meeting here in the future as Kirstie is hoping to hold one now that she is on the committee.

Bookings: The gardens are heavily booked between now and April next year. Epsom Christmas Carols are to be held on 2<sup>nd</sup> December with 5 weddings also booked for that day!

**Jareth from Omari** was welcomed to the meeting at this time.

Jareth asked for a heads up on bookings that may affect them as they also have many over the coming months. A retail space is due to open shortly within the café building.

4.      **Growing Friends Report:** Judy Milner – is happy with recent attendances especially with new members. It is great to see our new male member Kevin who has been very helpful. Frank, Kevin & Lorraine erected the new marquee over the hedging plants this morning and also replaced the old canopy on the hardening off bench with shade cloth covers. Deb reported that the weeding group are working well, and that staff have been leaving a trailer near weeding areas for rubbish. Kirstie has also been updating the board with jobs. Lindy requested the purchase of a small guillotine for use preparing plant labels – given the OK to go ahead with a purchase of up to \$50.



## Friends of Bendigo Botanic Gardens Inc.

5. **Botanical Illustrators Report:** Pam Sheean reported that there was a great roll up of 13 to the recent workshop conducted by Pam McDiarmid and everyone got a lot out of the day. It helped renew interest with increased attendance of new members practicing what they learnt. Jareth confirmed a date for the exhibition at Omari which has been pushed off to April/May due to other commitments. Pam requested an “opening” for the exhibition and also discussed how sales would be directed to the Artists.

6. **Walks and Talks Report:** We need some more volunteers to do tours as Anne Aston is our only guide at present. An email to be sent out looking for interested members – folders were put together by Jane some time ago to assist with training so don’t feel like there is no support.

7. **Dovyalis Report:** Judy Milner – the latest edition has been circulated with a small amount of feedback at this stage. A Thank You was received from John Bentley from Melton gardens with positive comments on the articles contained in the publication. There were some great articles contained in it – thank you to the contributors. Start thinking of articles for next edition, please.

8. **Website & Social media activity:** Website visits remain relatively consistent with a total of 2789 unique (first time) visits to the website for the year. Joy has posted some photos to the Facebook page and has others to be posted.

January to November 2023

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	346	377	1,925	4,781	972.97 MB
Sep 2023	290	317	667	3,680	1.53 GB
Oct 2023	248	276	738	3,673	1.32 GB
<b>Nov 2023</b>	222	244	462	2,084	891.73 MB
Dec 2023	0	0	0	0	0
<b>Total</b>	<b>2,789</b>	<b>3,121</b>	<b>14,105</b>	<b>43,844</b>	<b>10.30 GB</b>

Motion - That the reports be accepted:

Moved: Helen Musk                      Seconded: Jan Bobin                      Accepted



## Friends of Bendigo Botanic Gardens Inc.

### General Business:

- 1. End of year celebrations** 12<sup>th</sup> December at 2.00 p.m.: Pam. Catering to be provided as a thank you to the many helpers throughout the year. Jareth gave us a list of catering packages available. He offered to work with us to a budget that we decide on and offered for us to bring our own drinks including alcohol to the function to reduce costs. Discussions revolved around the possibility of asking members for a “Gold Coin” donation to cover partial cost and/or purchasing their own drinks from the café. A budget of \$200 for food was suggested – i.e. for a scone and slice per person and Fruit platter. Pam will liaise with Jareth on this.
- 2. Possibility of pre-empting structures for the Nursery.** Shade facilities and/or garage type structure. This has been covered in Business arising Item 3 & the subsequent reply from Anna Savage
- 3. Guided walks booking procedures & charges** Kirstie asks how do the walks get registered? – the last tour group turned up from Malmsbury Gardens Friends and no one was here to greet them! Kirstie was able to conduct the tour however Anne Aston wasn't aware of the booking at all. Kirstie will contact the Visitor Information Centre to confirm their process. Much discussion followed regarding charging other Friends of Gardens groups for tours – Judy is happy for them to be conducted for free. Kirstie will also discuss this with the Visitor Info Centre to see if that can fit with their process.
- 4. Defibrillator** - Kirstie has contacted the Council regarding preferred models that the FBBG could purchase for use at the gardens. Question regarding the need for a First Aid officer – A Defibrillator would have very self-explanatory instructions for use, so no specific training is required. Kirstie is the registered First Aid officer at the gardens. It wouldn't hurt for others to be trained. More information next meeting.
- 5. Street name sign** for Garingilang precinct: The process of registering the street name is in progress – it is quite a process to go through as it was discovered that the GFTF and Garingilang precinct were not registered or included in Maps of the area. The street sign will be erected on completion. Shouldn't be too long now.

With no further business to discuss Pam Sheean thanked everyone for their attendance.

Meeting closed at 1:06 p.m.

Next Meeting to be held: Tues 19<sup>th</sup> December, 2023 at the Larni Garingilang, Bendigo Botanical Gardens.