

Friends of Bendigo Botanic Gardens Inc.



Committee Meeting Minutes

Date: Tuesday 18th July, 2023
Time: 11:35 am
Location: Larni Garingilang Precinct, Bendigo Botanic Gardens

Present: Delene Commerford, Pam Sheean, Jan Bobin, Judy Milner, Lindy Sloan,
Anne Aston, Kirstie Paterson

Apologies: Annie Clark, Deb Degenhardt, Lyn Winn

Minutes of previous meeting held Tuesday 20th June 2023

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

Moved: Anne Aston Seconded: Judy Milner Accepted

Business Arising:

1. Promotional Signs: Pam has dropped off our brief to Signarama and is waiting for a call back from them. There will be a new Quote sent through due to the slight change we made to our requirements – Pam will forward to committee for approval.

2. Friends donation & labelling machine – Kirstie will consult with other Botanic Garden staff at the upcoming BGANZ conference to see what they are using for labelling. Re other uses for our funds – we will wait for the outcome of the Scope Development (see Garden Staff Report and General Business) before deciding any more uses for available funds.

3. Committee role descriptions & responsibilities – Lindy has done great work setting up Role descriptions for our Committee members. Some of the roles covered are the Office Bearers, Dovyalis Editor, Guided Walks coordinator, Gardening Friends coordinator, Growing Friends coordinator, Illustrators coordinator and Web site manager. Discussions resulted in some amendments and the following was put forward.

Motion: That the committee accept the amended role descriptions for nominated committee positions as described in documents presented at the 18th July, 2023 meeting.

Moved: Judy Milner Seconded: Delene Commerford Accepted

When complete, it will be forwarded to Bendigo Copy Centre for printing of 2 copies to be held on site.

4. Archiving of documents on web site – Pam has spoken to Wordsworth requesting an additional tab to go with the existing Publications tab called - “Publications Archive”. This will be where previous meeting minutes, etc. will be placed. Pam has found additional digital copies of some of the earlier meeting minutes. Judy will ask Rod Orr to look at Jan’s computer to see if other minutes can be located in digital format.

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New Member: Caroline Byrne

Moved: Jan Bobin Seconded: Lindy Sloan Accepted

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

Reports:

Correspondence: Pam Sheean

Dates: 14 June 2023- 14 July 2023

Email

IN	FROM	DETAILS
18.06.23	Annie Clark	June Membership
19.06.23	DEECA	Notice of upcoming Volunteering survey
20.06.23	Mark Hall	Biodiversity Strategy feedback
23.06.23	Jan Bobin	Draft FBBG June Meeting Minutes
23.06.23	Neil Robins	Query re types of grass in the Gardens
25.06.23	Andrea Metcalf	Thanks for FBBG Meeting Minutes
25.06.23	Dave Fagg	Thanks for FBBG Meeting Minutes
26.06.23	Lindy Sloan	Draft role descriptions
26.06.23	Irene McKinna	Notice of resignation from FBBG
26.06.23	Annika Ritchie	Summer in the Parks 2023 planning
27.06.23	Julie Sloan	Thanks & appreciation for the work of the FBBG
30.06.23	GCA	Notice of National Convention registration
05.07.23	Annie Clark	FBBG Membership Renewal notice
07.07.23	Eric Wilkinson	Renewal of membership
11.07.23	Annie Clark	July Membership
12.07.23	DEECA	Information re Loddon Mallee Volunteering Project
13.07.23	Caroline Byrne	New Member
14.07.23	Lindy Sloan	Compilation of draft Role Descriptions
14.07.23	DEECA	Loddon Mallee Volunteering registration information
14.07.23	Camp Australia	September School Holiday Booking

OUT	TO	DETAILS
14.06.23	FBBG Committee	Draft FBBG June meeting agenda & correspondence report
19.06.23	DEECA	Confirmation of FBBG details
22.06.23	Lindy Sloan	Copy of Model Rules for Incorporated Associations
22.06.23	FBBG Committee	Signarama brief
22.06.23	FBBG Members	Invitation to lunch in Memory of Audrey Baillie
22.06.23	Omaroo	Feedback from Committee meeting
22.06.23	Brad Creme	Invitation for a future Dovyalis article
25.06.23	Kirstie Paterson	fwd: query re grass types

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25.06.23	FBBG Members	June 2023 Meeting Minutes and Newspaper
25.06.23	Kirstie Paterson	June 2023 Meeting Minutes and Newspaper
25.06.23	Ward Councillors	June 2023 Meeting Minutes and Newspaper
25.06.23	Bgo Copy Centre	June 2023 Meeting Minutes and Newspaper for printing
06.07.23	FBBG Members	Notice of Membership renewal 2023-24
07.07.23	Lindy Sloan	Feedback re Role Descriptions
11.07.23	Adel Urie	Query re archiving of FBBG documents
11.07.23	FBBG Members	Reminder re Audrey's lunch
11.07.23	FBBG Committee	Draft July Meeting agenda
13.07.23	Annie Clark	fwd: new member details
14.07.23	Lindy Sloan	Further feedback re Role Descriptions

POSTAL MAIL

IN	FROM	DETAILS
June	AAFBG	Eucalypt Magazine
OUT	TO	DETAILS
03.07.23	FBBG Members w/out email	June Meeting Minutes & News page

That the correspondence as circulated be accepted:

Moved: Lindy Sloan Seconded: Delene Commerford Accepted

2. Treasurers Report: Jan Bobin

Finance report for period 1/6/23-30/6/2023

Opening Balance \$23,404.56

Income:

Plant Sales	\$ 289.00
Membership	\$ 15.00
Illustrators - Paper	\$ 12.00
	\$ 316.00

Expenses:

Plants/Tools/Materials	\$ 533.45
Admin: Printing, Ink, Coffee	\$ 355.40
Admin: Bank Charges (Tyro Fees) May	\$ 5.03
	\$ 893.88

Closing Balance at Bank working account \$22,826.68

Term Deposit Account Balance \$10,069.62

Closing Total Balance at Bank \$32,896.30

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Illustrators Account \$ 176.88

That the Treasurers report be accepted:

Moved: Jan Bobin Seconded: Delene Commerford Accepted

Motion: That an additional \$5000 be transferred to the Term Deposit or as an additional Term Deposit –at a different expiry depending on best interest rates

Moved: Judy Milner Seconded: Anne Aston Accepted.

Accounts for Payment:

Bendigo Copy Centre- Printing	\$ 15.50
Bendigo Bank - Tyro fees June	\$ 3.49
Bunnings - Fertilizer	\$ 88.54
Abbott Supply - Steel for shelves June & July	\$ 347.95
Garden City Plastics	\$ 168.75
	<u>\$ 624.23</u>

That the accounts for payment be accepted

Moved: Jan Bobin Seconded: Judy Milner Accepted

3. Gardens Staff Report: Kirstie has met with Anna Savage who has been appointed as the Project Manager for the Scope Development. She is keen to set up a meeting shortly with the FBBG to introduce herself and have a group discussion with us regarding our needs. She is currently doing interim research regarding the building and surrounds to familiarise herself.

Staffing: Are currently recruiting for a new employee with plenty of applications received. Still to get another targeted apprentice and this is in the pipeline.

BGANZ conference is on 10th August in Geelong – Kirstie will be attending and has been asked to make a presentation to the conference regarding the Larni Garingilang Precinct development. She has also been invited to join the BGANZ Committee.

HORTIS Data base – work is continuing on this – they are currently plotting the plants in the GFTF and Larni Garingilang area. When complete it is hoped that the Public will be able to log in to inform themselves as they tour the gardens. Geelong, Dandenong and Bendigo are the current users and we have 2 years of free use with the future use costing approximately \$1000 per annum. A request was made to the Friends for members that are able to assist with data entry if any members are interested.

Bookings for the gardens are flooding in again for all areas.

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A request for a booking from “Camp Australia” has been received and will be directed to the website.

Passions & Pathways – August 10th students from Kangaroo Flat secondary college will be attending – Sandra will be handling this in Kirstie’s absence.

4. Growing Friends Report: Judy Milner reports that we are having a good response from volunteers each week. Propagating is continuing and Saturday sales are slow due to the cold weather. Frank is progressing with the construction of shelving on the garage wall for pot storage. Watering needs some fine tuning and adjustment – will discuss with Kirstie. Numbers for the Gardening Group are increasing and they are doing well with the ongoing weeding.

5. Botanical Illustrators Report: Pam Sheean reports that 11 members of the illustrators recently had a lovely lunch at the Botanical Gardens Hotel in memory of Audrey Baillie where lots of stories and memories were shared. The group has been invited back to The St Arnaud Raillery Hub in conjunction with The Friday Group for another exhibition in December/January. So, we are working on that as well as one scheduled at Larni Garingilang Precinct, January to March. Another in-house workshop is planned by Pam McDiarmid in September on composition, mainly for new members and also one in the next couple of weeks by Annie Clark using Water Colours.

6. Walks and Talks Report: Anne Aston has been doing her own walks around to improve her knowledge and has requested a “Walk around” with Kirstie to get any updates. There have been no guided walks recently and none in the pipeline currently but this is expected to change once the weather improves.

7. Dovyalis Report: Judy Milner has chatted to Anne Bridley regarding an article of “Patterns in Nature”. Any and all articles are welcome for the next edition.

8. Website activity: Web Statistics for July 2023

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2023	10	10	11	178	111.13 KB
Feb 2023	2	2	10	10	128.01 KB
Mar 2023	5	8	17	53	137.39 KB
Apr 2023	15	16	19	20	130.57 KB
May 2023	5	5	8	9	1.97 MB
Jun 2023	4	4	8	45	1.26 MB
Jul 2023	14	14	17	17	111.82 KB
Aug 2023	0	0	0	0	0
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	55	59	90	332	3.83 MB

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That the reports be accepted:

Moved: Lindy Sloan Seconded: Pam Sheean Accepted

General Business:

1. Scope Development: Pam raised the question regarding the establishment of a subcommittee to work with the Scope Development Project Team. She will send out a request to all members for input as to our requirements with the building and nursery. It would be beneficial to have something planned for when we meet with Anna Savage. Everybody please put your thinking caps on!
2. End of Financial Year – Jan has finalised the accounts and discussed a review with Justin Gordon at Stratagem. The books will be handed to Justin this week to give him plenty of time to have the audit complete for our AGM
3. AGM: Larni Garingilang has been booked for 19th September. Suggestions for a Guest Speaker – Tim Entwistle former CEO of Royal Botanic Gardens will be approached. Alternative is the Australian Garden History group.

Pam will discuss with Jareth regarding catering.

4. A “Please Help” will be sent out to members for interest/assistance with the committee as the President and Secretary will be stepping down at the AGM.

Delene Commerford thanked everyone for their attendance.

Meeting closed at 1.00 p.m.

Next Meeting: Tuesday 15th August at the Larni Garingilang Precinct, Bendigo Botanical Gardens