

# Friends of Bendigo Botanic Gardens Inc.



## Committee Meeting Minutes

Date: Tuesday 18<sup>th</sup> April, 2023  
Time 11:30 am  
Location: Larni Garingilang Precinct Hub, Bendigo Botanic Gardens

Present: Delene Commerford (chair), Pam Sheean, Jan Bobin, Annie Clark, Judy Milner, Lindy Sloan, Lyn Winn, Kirstie Paterson

Apologies: Anne Aston, Deb Degenhardt,

Minutes of previous meeting held Tuesday 21<sup>st</sup> February 2023

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

Moved: Jan Bobin                      Seconded: Delene Commerford                      Accepted

### Business Arising:

**1. Promotional Signs** – Following from a quote received after our last meeting, Pam has spoken with a designer at Signarama. Basic design artwork is included in the price. Judy has drafted a sign with basic information, which has been amended following feedback from committee members. Some photos will be included on the Pull up banner following advice from the designer.

A motion to accept the quote received from Signarama for 1 of each of the 3 types of signs ‘A’ Frame with insert; Pull up Banner; Tear drop banner. Pam will organise this.

Moved: Annie Clark                      Seconded: Delene Commerford                      Accepted

A second motion to accept a quote from The Sign Mob for additional nursery signage as organised by Lindy and Judy. Lindy to organise.

Moved: Judy Milner                      Seconded: Delene Commerford                      Accepted

All committee members agreed that as our funds are currently substantial, this extra signage will be beneficial for future promotion of the Friends.

**2. Digitizing Hard Copy records** - Pam has contacted Sally at Bendigo Copy Centre regarding obtaining a quote for this job. Discussion was held regarding exactly what records need to be digitised. All hard copy minutes are currently spiral bound and contain Meeting minutes & Newsletters along with notes and invitations to events. It was decided that just the Minutes be digitised at this stage. Pam will further discuss with Sally to obtain a firm quote and report to the next meeting.

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**3. Sustainability Festival feedback:** Several members represented the Friends at a stall with the Australian Plant Society, Bendigo group. Many thanks to the group for allowing us to share the space. It was gratifying to discover that many people were aware of the Friends activities. Kirstie also discussed with Pam that in the future we could have a combined stall with the gardens staff – this to be kept in mind for the next one.

**4. Fund Distribution:** Suggestion of a Labelling machine as per Kirstie's report

**New Members:** Dianne Davis, Pam Gaulke, Margaret Kent, Rhonda McIndoe, Therese Bohane and Emily Unt-Wan

Moved: Annie Clark                      Seconded: Lyn Winn                      Accepted

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

## Reports:

### 1. Correspondence: Pam Sheean

Email

IN	FROM	DETAIL
16.02.23	Rebecca Harcourt	Botanic Gardens Day marketing kit
21.02.23	Kirstie Paterson	Re Feb Meeting follow-up
21.02.23	APS Bendigo	Re Sustainability Festival Stall
22.02.23	GCA	Latest news articles
23.02.23	Jan Bobin	Draft February Meeting Minutes
26.02.23	GCA	Re Insurance premium
28.02.23	Annie Clark	February Membership list
01.03.23	Nancy Miller	Enquiry regarding a garden tour
02.03.23	Environmental Volunteers	March update
02.03.23	Kirstie Paterson	Upcoming Tour bookings
03.03.23	Annie Clark	March Membership list
03.03.23	Mark Hall	Notice of Biodiversity Strategy workshop
04.03.23	Margaret Kent	New Member information
06.03.23	Lucas Dean	Online Dovyalis subscription
07.03.23	GCA	Call for Annual Award nominations
08.03.23	AAFBG	Annual Membership renewal notice
16.03.23	Annie Clark	New member update
14.03.23	Rebecca Harcourt	Botanic Gardens Day merchandise
15.03.23	AABFG	Member renewal invoice
16.03.23	Annie Clark	New member update
17.03.23	BGANZ	Inviting Botanic Gardener contributions
16-25.03	FBBG Illustrators	Acceptances for upcoming workshop
20.03.23	Kirstie Paterson	fwd: Weather concerns re upcoming garden tour

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28.03.23	Kirstie Paterson	New Garden Tour booking
05.04.23	AAFBG	Upcoming AGM & Bus Tour information
05.04.23	Euan McGillvray	Thank you for tour
06.04.23	GCA	Information on upcoming GCA Convention

OUT	TO	DETAILS
09.02.23	FBBG Committee	Draft February agenda & report
18.02.23	FBBG Committee	Final February agenda & previous minutes
21.02.23	Kirstie Paterson	Follow-up questions from Feb meeting
21.02.23	APS Bendigo	Re sharing a stall @ Sustainability Festival
22.02.23	GCA	Insurance Form 2 for renewal purposes
02.03.23	Anne Aston	List of upcoming Garden Tours
02.03.23	Nancy Miller	Re Tour booking enquiry
02.03.23	FBBG Members	February Meeting Minutes and News page
02.03.23	Bgo Copy Centre	February Minutes and News page for printing
04.03.23	FBBG Committee	List of upcoming tours
06.03.23	Annie Clark	fwd: New member details
07.03.23	FBBG Committee	fwd: GCA nominations
09.03.23	AAFBG	Membership information for renewal
16.03.23	FBBG Committee	fwd: Botanic Gardens Day information
16.03.23	Jan Bobin	fwd: AAFBG renewal invoice
16.03.23	FBBG Illustrators	Notice of upcoming workshop
20.03.23	Anne Aston	fwd: weather concerns with upcoming Tour
24.03.23	Annie Clark	New Membership information
24.03.23	Kirstie Paterson	re extra printing of FBBG Membership forms
25.03.23	FBBG Illustrators	Confirmation of workshop attendance
04.04.23	FBBG Members	fwd: AAFBG AGM & Tour information
04.04.23	FBBG Members	fwd: Environmental Volunteers update
10.04.23	Kirstie Paterson	re Garden Tour booking in April
10.04.23	FBBG Committee	fwd: thanks to Judy from Historical Society for tour
10.04.23	FBBG Members	fwd: BGANZ update with AAFBG newsletter

## POSTAL MAIL

IN	FROM	DETAILS
March	GCA	Our Gardens Magazine
OUT	TO	DETAILS
09.03.23	FBBG Members w/out email	February Meeting Minutes & News page

That the correspondence as circulated be accepted:

Moved: Pam Sheean      Seconded: Annie Clark      Accepted

# Friends of Bendigo Botanic Gardens Inc.



## 2. Treasurers Report: Jan Bobin

Opening Balance \$20,431.92

Income :

Plant Sales	\$1,869.70
Membership	\$ 115.00
Illustrators - Paper	\$ 24.00
Judy M reimbursement Bunnings purc	\$ 34.31
	\$2,043.01

Expenses:

Plants/Tools/Materials	\$ 253.18
Admin: Printing, GCA fees, meeting costs	\$ 289.40
Admin : Bank Charges (Tyro Fees)Jan,Feb	\$ 14.15
	\$ 556.73

**Closing Balance at Bank working account**

**\$21,918.20**

Term Deposit Account

\$10,000.00

Interest on deposit

\$ 69.62

Term Deposit Account Balance

Rolled over for another 4 months

@3.8%

**\$10,069.62**

**Total Balance at Bank**

**\$31,987.82**

Illustrators Account

\$ 178.38

That the Treasurers report be accepted:

Moved: Jan Bobin                      Seconded: Judy Milner                      Accepted

Accounts for Payment:

Bendigo Copy Centre -Printing	\$ 19.90
Bunnings - February account	\$ 318.24
Bendigo Bank - Tyro fees March	\$ 9.46
Garden City Plastics - pots	\$ 171.61
Reimbursement - Judy Canopy	\$ 139.95
	\$ 659.16

That the accounts for payment be accepted

Moved: Jan Bobin                      Seconded: Lindy Sloan                      Accepted

## Friends of Bendigo Botanic Gardens Inc.



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

Recent tours from Gallery Friends and U3A Heathcote were conducted and both received good feedback. Probus Club tour was cancelled due to inclement weather.

New Electric Vehicles are now on site – the gardens being the first recipient of the Council’s new “Green” initiative of converting to low emission vehicles within the council fleet.

The gardens have been the recipient of 13 large Cycads that were previously in front of the old Council offices – these have been placed in the Garden for the future.

There is a charity walk planned this weekend by Dementia Australia that will take place around the Heritage gardens and along the creek path – it will take the place of the regular Saturday Park run.

Events are slowing down after a very busy summer enabling the gardens to rejuvenate. Staff are currently fertilising which will be followed by mulching of the beds. A very BIG shout out to our Friends gardening team for their help with weeding.

Regarding our request for suggestions for fund distribution - Kirstie still needs to do some more research on a Labelling machine which can be used by both the gardens staff and FBBG nursery staff – hopeful to have prices by next meeting.

Nothing further to report on our budget proposals. Chris has responded to Pam however, and as he was unavailable for our April meeting, he is happy to meet in the near future.

Great news that a tenant has been found for the Hub building and Café – more updates in coming weeks. Our meeting was held in the building for part of the time which was appreciated and gave us an opportunity to have a brief chat with the tenants. They will be back Mid May for further updates and showed interest in further discussions when the lease details are finalised with Council.

### **4. Growing Friends Report: Judy Milner**

Thanks to Lindy for her work on signs/labels for the nursery – it is looking great. The friends are having social days monthly, visiting a Member’s garden, swapping plants and a cuppa with good attendance.

Saturday plant sales are going well with extra people becoming involved for the roster. A new one will be circulated shortly.

Judy purchased a pop-up canopy for use as shade/ shelter for workers and plants. The committee members approved this purchase and reimbursement will be made to Judy.

# Friends of Bendigo Botanic Gardens Inc.



Annie has appointed Ian and Mandy to be in charge of the Weeding group – Annie will concentrate on getting cuttings for the propagators to work on.

## 5. Botanical Illustrators Report: Pam Sheean

Numbers are growing with six new members over recent months. A workshop is being held this Saturday (22<sup>nd</sup>) for Basic 3D Drawing conducted by Greg Orr (Rod's son). Annie and Pam will organise morning/afternoon tea and ensure there are some photographs taken on the day for inclusion in the newsletter and on the website.

## 6. Walks and Talks Report:

Judy conducted a walk for the Bendigo Historical Society on Sunday 2 April. Anne Aston asked for Judy to conduct it due to her extensive knowledge of the history of the gardens and the FBBG. The feedback received was excellent and much appreciated by Judy. Anne has also conducted her first tour on her own and was happy with the results. Kirstie has conducted others as per her report. Funds have recently been banked from the Bendigo Trust for payment of the tours conducted and the system seems to be working well.

## 7. Dovyalis Report: Judy Milner

Next issue is almost ready for distribution – editing has been completed by Annie, Pam and Eric so it should be out by end of the month.

## 8. Website activity: Pam Sheean

Website statistics for March/April 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
<b>Apr 2023</b>	83	93	199	675	196.63 MB
Total	753	856	3,101	13,814	2.54 GB

That the reports be accepted:

Moved: Annie Clark                      Seconded: Lyn Winn                      Accepted

# Friends of Bendigo Botanic Gardens Inc.



## General Business:

1. Botanic Gardens Day – Sunday 28<sup>th</sup> May 2023. Pam will follow up with Kirstie to see if she has anything planned for the day. If nothing else, Judy suggested that the Friends should organise some conducted walks. More to come.
2. Website Assistance – Bev has asked if the committee could give her permission to talk to WordsWorth Communicating for assistance in adding new Photos etc. All agreed, but needed to check if there is any cost involved. See note

**NOTE:** on reading the original quote for the website set up – the quote reads:

**“Support: WWc offers full support of the website, hosting and emails – included in the annual hosting fee.**

**Hosting: Your hosting fee includes ongoing support, maintenance and occasional routine updates to the website by WordsWorth communicating.”**

3. Article request from AAFBG Eucalypt magazine – Pam will ask Anne Bridley if she would be able to do an article for the Eucalypt magazine of 450 words. Unfortunately the deadline for the article is very tight.
4. Occupational Health & Safety: we need to make sure that all new members have attended the OH&S induction. Delene will do a check of our records.
5. Roles & Responsibilities: Lindy asked if we have documented roles for committee members. Pam will send her the pro-forma used for the Garden Guide Co Ordinator. Lindy is prepared to assist in making sure roles are documented so that a transfer of responsibilities becomes seamless at any change of executive.
6. As we are meeting every two months, the Committee agreed that Jan could send monthly accounts for payment approval via email.

With no further business, Delene Commerford thanked everyone for their attendance.

Meeting closed at 12:55 p.m. Next Meeting: Tues 20<sup>th</sup> June 2023 at the Samuel Gadd Centre or Central Hub, Bendigo Botanical Gardens