

Friends of Bendigo Botanic Gardens Inc.



Committee Meeting Minutes

Date: Tue 20th June, 2023
Time: 11:30 am
Location: Larni Garingilang Precinct, Bendigo Botanic Gardens

Present: Delene Comerford, Pam Sheean, Judy Milner, Lindy Sloan, Deb Degenhardt, Lyn Winn, Anne Aston, Kirstie Paterson, Chris Mitchell, Mandy Scott, Jan Bobin

Apologies: Annie Clark

Minutes of previous meeting held Tuesday 18th April 2023.

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

Moved: Lyn Winn Seconded: Judy Milner Accepted

Business Arising:

- 1. Promotional Signage** – Pam discovered on re-reading the Signarama quote that we need a written brief for each sign so she has drafted this up, which will be circulated between committee members for approval or comments.
- 2. Fund Distribution:** Labelling machine – Kirstie is still investigating possibilities for this. Pam suggested there is also a need for portable freestanding display stands for display of Art works etc for upcoming exhibitions. Problem with this is storage when not in use. Jan suggested that hire of them may be an alternative. Options to be investigated.
- 3. OH&S Checks** - Delene is cross checking the membership list with those attending the gardens and will continue checking weekly.
- 4. Committee Roles & Responsibilities** – Lindy is keen to have these documented for committee members to enable smooth transition at times of change. Pam advises that the roles of President, Secretary and Treasurer are contained in the “Model Rules” and will forward an electronic copy to Lindy. There will be a document created for general committee members, Gardening Group, Web site Manager, Publicity & Promotions including Social Media, and Membership officer.

New Members: Karin Stuart, Roz Skidmore, John Lindner

Moved: Pam Sheean Seconded: Deb Degenhardt Accepted

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

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Reports:

1. Correspondence: Pam Sheean

Email

IN	FROM	DETAILS
11.04.23	Bendigo Copy Centre	Re our scanning query
12.04.23	Lindy Sloan	Agenda items
12.04.23	Anne Rawson	Request for article for Eucalypt
16.04.23	Omaroo Bendigo	Introductory email & invitation to meet
17.04.23	TALGA	April Newsletter
19.04.23	AAFBG	Membership receipt
20.04.23	Jan Bobin	Draft April Meeting minutes
23.04.23	Anne Bridley	Reply on article for Eucalypt
24.04.23	Judy Milner	Dovyalis No. 17
25.04.23	Lindy Sloan	Possible photos for signs
26.04.23	Brad Creme	Offer for Djaara written article
26.04.23	Greg Orr	Invoice for workshop
28.04.23	Karen Stuart	New membership
29.04.23	Sharon Privett	Query re plant sale information
30.04.23	GCA	Invoice for insurance
01.05.23	Judy Milner	Reply re plant sale query
02.05.23	Omaroo Bendigo	FBBG Access to Central Hub
03.05.23	Annie Clark	April Membership
05.05.23	Michelle Wyatt	Invite to Volunteers Breakfast
11.05.23	LetsTalk@bendigo	Update on Council Budget Priorities
11.05.23	Jan Bobin	Accounts for payment approval
16.05.23	John Lindner	New member
21.05.23	Karin Harding	Invite to attend APS Flower show
22.05.23	GCA	May Bulletin
23.05.23	GCA	Insurance Certificate
27.05.23	Annie Clark	May Membership
29.05.23	Linda Caldis	Invoice from The Signmob
30.05.23	Omaroo Bendigo	Invitation to meet
30.05.23	CGB	CEO Letter in response to budget submission
01.06.23	Omaroo Bendigo	Confirmation of Meeting
02.06.23	Annie Clark	June Membership
06.06.23	Omaroo Bendigo	Follow up on Meeting
07.06.23	TALGA	June Newsletter
08.06.23	Chris Mitchell	Acceptance of Committee meeting invitation
11.06.23	Annie Clark	Membership update and amendments
12.06.23	AAFBG	Eucalypt Magazine
13.06.23	Omaroo Bendigo	Confirmation of access dates to Central Hub
OUT	TO	DETAILS
11.04.23	FBBG Committee	April Meeting documents
11.04.23	Bgo Copy Centre	Scanning query
15.04.23	FBBG Committee	Agenda for April Meeting
15.04.23	FBBG Illustrators	Details of upcoming Workshop
15.04.23	Greg Orr	Confirmation of details of workshop
17.04.23	Omaroo Bendigo	Response to introductory email

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17.04.23	FBBG Committee	fwd: above response
18.04.23	Kirstie Paterson	Query re activities for Botanic Gardens Day
18.04.23	Anne Bridley	Request for Eucalypt magazine article
20.04.23	Greg Orr	List of workshop participants
20.04.23	FBBG Illustrators	Reminder of upcoming workshop
24.04.23	Anne Rawson	Reply regarding article request
25.04.23	Lindy Sloan	Request for sign photos
25.04.23	APS Bendigo	Request for Sustainability Festival photos
26.04.23	FBBG Members	Dovyalis No. 17
26.04.23	CGB & Councillors	Dovyalis No. 17
27.04.23	FBBG Members	April Meeting Minutes & Newspaper
27.04.23	Bgo Copy Centre	April Meeting Minutes for printing
01.05.23	Jan Bobin	fwd: GCA Insurance invoice for payment
01.05.23	Annie Clark	New Member details
01.05.23	Judy Milner	fwd: Plant sale query
01.05.23	Jan Bobin	fwd: G. Orr Invoice for payment
02.05.23	Sharon Privett	Reply re plant query
08.05.23	FBBG Members	Invitation to Volunteer breakfast
08.05.23	Omaroo Bendigo	Response to meeting request
08.05.23	FBBG Committee	fwd: above response
26.05.23	Annie Clark	New member details
30.05.23	Jan Bobin	fwd: The Signmob invoice for payment
01.06.23	Omaroo Bendigo	Acceptance of meeting request
01.06.23	Chris Mitchell	Invitation to June Committee meeting
01.06.23	FBBG Committee	fwd: CGB CEO Budget submission response letter
05.06.23	FBBG Committee	Omaroo Meeting details
14.06.23	FBBG Members	fwd: Eucalypt magazine
14.06.23	Omaroo Bendigo	Response to feedback from June 6 th Meeting

POSTAL MAIL

IN	FROM	DETAILS
May	Foundation of FBG	Winter 2023 Magazine
OUT	TO	DETAILS
03.05.23	FBBG Members w/out email	April Meeting Minutes & News page

That the correspondence as circulated be accepted:

Moved: Pam Sheean Seconded: Deb Degenhardt Accepted

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2. Treasurers Report: Jan Bobin

Finance report for period 1/4/23-31/05/2023

Opening Balance \$21,918.20

Income :

Plant Sales	\$2,047.40
Membership	\$ 110.00
Guided Walks	\$ 284.00
Illustrators - Workshop	\$ 862.50
Illustrators - Paper	\$ 24.00
	<u>\$3,327.90</u>

Expenses:

Plants/Tools/Materials	\$ 683.20
Botanical Workshop costs	\$ 900.00
Admin: Printing, AAFBG Membership, Insurance	\$ 230.33
Admin : Bank Charges (Tyro Fees)Mar, Apr	\$ 28.01
	<u>\$1,841.54</u>

Closing Balance at Bank working account \$23,404.56

Term Deposit Account Balance \$10,069.62

Total Balance at Bank **\$33,474.18**

Illustrators Account \$ 164.88

That the Treasurers report be accepted:

Moved: Jan Bobin Seconded: Delene Comerford Accepted

Accounts for Payment:

Bendigo Copy Centre -Printing	\$ 307.90
Sign Mob - Nursery signs	\$ 357.50
Bendigo Bank - Tyro fees May	\$ 5.03
Bush's Produce Stores - Perlite, Vermiculite	\$ 129.75
Hip Pocket - Vest Embroidery	\$ 46.20
Reimbursement - Jan Coffee, Printer ink	\$ 47.50
	<u>\$ 893.88</u>

That the accounts for payment be accepted

Moved: Judy Milner Seconded: Lyn Winn Accepted

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3. Gardens Staff Report: Kirstie reports that all is travelling well in the gardens at the moment with staff mainly mulching and pruning. Approval has been received for a new full-time staff member to be employed as well as a new apprentice – this will be most helpful. Work has been completed on the Lavender collection display which looks spectacular after planting of fresh stock. 81 Varieties have been planted including some new ones. Not all of the originals survived. Propagation is being undertaken by staff to ensure replacement stock is available if required and also for sales in the nursery. Surprisingly there are still a lot of visitors to the gardens despite the weather conditions. There have been some instances of bikes being ridden through the Larni Garingilang precinct – this will be monitored with signage. Some vandalism is causing concern with plant identification signs being moved.

3.1 Chris Mitchell attended the meeting with an update from Council. He advises that the Aviary removal project has been delayed due to Heritage issues which are being investigated before further action. The Café is progressing and will take a bit longer than hoped while issues are resolved. Judy requested an update – this will happen with anything applicable to us.

FBBG Budget Priorities Submission - Scope Development of Samuel Gadd Centre:

Council has allocated money in the current budget for the Scope Development. A Project Officer will be appointed and discussions will be held with regard to the whole precinct and it's look over the next 10 years. These discussions will involve Council, FBBG and the Project members. No actual work will take place in this current financial year. In the meantime, our operations will be business as usual and any minor changes to the Nursery & Samuel Gadd centre (under \$5000) can be undertaken as part of those day to day operations. Chris & Kirstie suggest that we workshop our ideas and our needs (minimum & ideal) in the short term so that discussions with the Architects when appointed can be fruitful.

4. Growing Friends Report: Judy Milner – Attendance has been really good with nursery stock being maintained and the hothouse currently full of cuttings. Plans are being made for extra shelving along the garage wall, (similar to inside) for storage of pots etc. – this will be constructed by Frank with Geoff's assistance. Costs of materials is being investigated and a quote will be emailed to the committee for approval.

5. Botanical Illustrators Report: Pam Sheean – with several new members, attendance has been excellent of late to a point of being unable to fit everyone in! Members are working on material for a potential exhibition at the Native Plant Show in September, after our successful display last year. Also, an exhibition at Omaroo has been earmarked for January, February and March. Annie is keen to hold a small watercolour workshop in the near future especially for new members. There is also the possibility of a larger workshop with an external facilitator to be held at Omaroo later in the year.

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6. Talks and Talks Report: No recent walks have been conducted. A request has come from the operators of Omaroo who are currently organising an online competition. As part of the competition's offerings, they were hoping to potentially partner with the Friends to offer a private tour of the gardens. We are happy to proceed once a date has been locked in. There seems to still be some confusion regarding bookings of tours and who is responsible – this needs to be clarified between FBBG and Kirstie.

7. Dovyalis Report: Judy Milner reports that the last edition has been circulated. Judy is very happy to receive any submissions for the next edition due in November.

8. Website activity – May to June 2023 - Pam Sheean

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	150	158	758	1,863	483.19 MB
Total	1,298	1,471	8,543	24,350	4.53 GB

Pam suggested that we should contact Wordsworth regarding archiving Meeting Minutes and Newsletters on the website.

That the reports be accepted:

Moved: Judy Milner Seconded: Jan Bobin Accepted

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General Business:

1. Many thanks extended to Pam for her work on the Budget Priorities submission for a Scope Development at The Samuel Gadd Centre, which has met with success as per the report from Chris Mitchell.
2. Clarification of bookings for tours to be discussed with Kirstie, and once clear communicated to Omaroo.
3. Omaroo request for private tour as part of proposed competition – very happy to participate as reported in Walks & Talks.
4. Brad Creme has received his copy of Dovyalis and has offered an article by the Djaara or a collaboration with Djaara people for a future edition. Judy will be happy with any articles received.
5. Other Business: Lindy asks if we can circulate the question “Who has the skills for....” via the membership list – President and Secretary will be stepping down at the next AGM. Also, is it worth sending copies of the meeting minutes to the Councillors – discussions re this concluded that the three Ward representatives should get a copy – others can access them via our Website.

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

Meeting closed at 12:59 p.m

Next Meeting: Tues 18th July, 2023 at the Larni Garingilang Precinct, Bendigo Botanic Gardens.