

Wentworth Falls Garden Club – Committee Meeting – Minutes - 5 Sept. 2023

Venue: 3 Cook Road Wentworth Falls. 10am.

Attendance: Duncan Leys, Henry Nelson, Carol Conway, Sed Mayne, Kevin Hummel, Susan Hummel, Barbara Fox, Belinda Coates, Grant Clarke, Gai Horrocks.

Welcome by President Duncan Leys to new committee member, Belinda Coates.

Acceptance of previous CM Minutes: Move: Sed Mayne. **Seconded:** Gai Horrocks.

Business arising from previous Minutes:

- ABN application. Completed. To be used for grant applications.
- GCA
 - GCA 2024 Calendars.
 - Forward order for 13 calendars to Bartel Calendars. **Action: Gai**
 - Cost per calendar \$9.50. Cost to members \$10 per calendar.
 - GCA BM Zone Meeting 26 August.
 - Attended: Duncan Leys, Carol Conway, Janice Light.
 - Report – Duncan.
 - Member Janice Light will act/vote on behalf of WFGC at GCA AGM. Copy of CM Minutes 5 September to Janice. **Action: Gai**
 - Janice Light and team – Ideas - Reenergising Local Garden Clubs.
 - Reaching potential members. Social media: Facebook, Instagram.
 - Sharing Bus Events with other BM clubs.
 - Imperative cutoff date be noted for future WFGC events. After that date the Event may be offered to other clubs/members.
 - WFGC members will be advised of potential trips with other clubs.
 - Insurance. Public Liability covers members.
 - It is expected Visitors join WFGC before placing name on Bus Trip.
- Parramatta Trip.
 - Payments, Morning Tea numbers, Thank You gifts. **Action: Duncan.**
 - Overview. CV. Guides. **Action: Duncan.**
- Vacant position on committee. One vacancy.
 - Upcoming Vacant Positions July 2024. **Action: Sed, Carol.**
- Stairwell off hallway. School of Arts Hall
 - SitRep. Stairwell previously covered by folded table. WFGC requested permanent movable safety barrier. Clarification required re BMCC assessment and direction re removal of table from stairwell .
 - Committee to investigate and carry out risk assessment:
 - WFGC Risk Assessment: Definitions, Risk Matrix, Hierarchy of Control. Provided by Kevin Hummel.
 - Assessment of Fire Exits and ease of usage. **Action: Sed Mayne.**
 - Fire Extinguishers. **Action: Gai, Susan.**
 - BMCC School of Arts Evacuation Plan. Hold until after October CM.

- October CM: Discuss Risk Assessment findings. WFGC Evacuation Plan.
- Contact BMCC. **Action: Gai**

Correspondence In:

- GCA August 2023 Bulletin to committee.

Correspondence Out:

- Replies to webmail: Non-member question. Harold & Elaine Johnston.

Morning Tea – Barbara Fox

- Noted need to specify “Urn” or such for helpers. **Action: Barbara.**
- MT. Supply AV and Events persons only. **Action: Barbara.**
- Shopping bill to Treasurer every second month. **Action: Barbara.**
- MT pack up. GM 14 September. Barbara to leave for Ramble. Carol to assist and drive Jocelyn to Garden Ramble at home of Nick and Barbara Fox. **Action: Carol.**

Financial Report – Henry Nelson

- **New email address:** henlea.wfgc@gmail.com
- **No separate Credit Card required.**

Cash book Balance as @ 1st August 2023: \$5,645.76

Income: \$3,417.50 Expenditure: \$261.15

Cash Book Balance as @31 August 2023: \$8,802.11

Available Income: \$5,922.11

- \$2,500 Contingency fund for equipment.

Welfare – Henry on behalf of Lea.

- Card of Condolence to Maureen January.
- Thinking of You cards:
 - Lucille Frank. Illness of husband.
 - Lizzie Bond. Ill health.

Membership – Kevin Hummel

- Kevin thanked for WFGC Risk Assessment for Schools of Arts hall.
- Parramatta Bus trip. 27 Oct. Attendance List. Draft to Kevin. **Action: Gai**
- Sign on sheet. Parramatta Trip. List, contact number and Emergency contact. **Action: Kevin.**
- Ongoing Membership Emergency Contact details.
- Noted Kevin and Susan to Japan 17 October.

Library – Belinda Coates

- Entry to School of Arts hall outside meeting times. **Action: Gai, Belinda.**
- Use of Excel. **Action: Sed, Belinda.**
- Belinda's Proposals:
 - Limit the number of books on display.
 - Survey membership. What Do You Want?
 - October GM. Auction only. Library closed.
 - Library spreadsheet Online. (In the future) Action: Belinda, Sed.
- Donated Books for Sale
 - Members responding well. Money raised. To continue.
 - Storage of books. **Action: Duncan.**

Communications – Sed Mayne

- Newsletter. Update as required.
- Membership to be advised Sed will stand down July 2024. Volunteer/trainee required. **Action: Sed.**
- WebCam.
 - Facilitate large screen sharing of Guest Speaker demonstrations.
 - Display by Sed and Grant.
- October CM Agenda. Discussion: Does WFGC need new laptop?

Guest Speakers – Carol Conway

- September GM Speaker unavailable. Possible replacement:
 - Show and Tell. Shelley China. Primroses. **Action: Carol.**
 - and**
 - Bush Tucker Babies
 - or
 - Bryn Hutchinson. Local horticulturalist.
 - or
 - Wentworth Falls RFB. Preparation for Bush Fire season.
- Show and Tell. Aim to continue one per meeting.
- Show and Tell. Demonstrations on screen. WebCam? Agenda. October CM.
- Left over Neutrog free samples. To be used as Christmas Lunch prizes.
- Neutrog purchases. Discount not available. Recommend members join Rose Society or Native Plant Society.

My Garden – Ramble after GM.

- September My Garden and Garden Ramble by Barbara and Nick Fox.
 - Address will be given.
 - Sign on sheet. Location- Little gate. **Action: Gai.**
- October Geraldine and Peter Sternberg.

- November Sandie Cleaver.

Events and Rambles – Gai Horrocks

- Gai acting on Ronah’s behalf, collecting moneys, Sept and Oct GMs.
- Advise members:
 - Need to be financial member to go on bus trip.
 - Emergency Contact details to be submitted to Membership officer.
 - Specific Dietary requirements. **Christmas menu. Please forward to Gai.**
- Events:
 - Parramatta Friday. 27 October 8am. **FULL.**
 - Plant Bank, Mt Annan. Thurs 16 Nov 8.30am. **Five spaces.**
 - Christmas Lunch. Thursday 14 December. **Twelve booked.**
- 2024 Trip Suggestions
 - Chinese Friendship Garden. Yum Cha/Fish market.

General Business:

- Hall Set Up Roster.
 - Completed to March 2024. Thank You, Susan. Noticeboard. **Action: Gai.**
- Minutes:
 - Saving processes. No hard copies kept.
 - GM Minutes are on WFGC Web. **Action: Sed.**
 - CM Minutes are stored on “Black Box.” **Action: Henry.**
 - October CM. Decide if backup “Black Box” required.
 - Distribution of Minutes
 - CM Minutes – all committee.
 - GM Minutes - Sed only.
- 2024 WFGC 35th Anniversary. Carry over to October CM.
- Possibility Henry will not attend October CM.

Meeting closed: 12.20

Next CM: 3 October 2024