

## **Wentworth Falls Garden Club Inc. – Committee Meeting – Minutes - 31 October 2023**

**Venue: 3 Cooks Road Wentworth Falls. 10am.**

**Attendance:** Duncan Leys, Henry Nelson, Carol Conway, Sed Mayne, Belinda Coates, Grant Clarke, Gai Horrocks.

**Apologies:** Kevin Hummel, Susan Hummel, Barbara Fox.

**Acceptance of previous Minutes:** Gai

**Seconded:** Duncan

**Business arising from previous Minutes:**

- Vacant positions AGM 2024: Three positions: Treasurer, Communications Officer, Guest Speakers.
- WFGC 35<sup>th</sup> Anniversary 9 May 2024.
  - Sylvia Beresford, raffle prize botanical painting. Publicity photo and coverage in Gazette.
  - Commence contact with past members January 2024.
- Risk Assessment.
  - Overview of Risk Assessment Matrix well received by membership.
  - President and Secretary met with BMCC Amanda Rogers re risk assessment of stairwell.
- GCA BM Zone Meeting. 11 November. **Action: Duncan WFGC Report, Carol to attend.**
- WFGC Constitution. Subgroup: Carol, Sed, Susan.
  - Aim to strip back constitution as far as possible within the guidelines.
  - Written comments submitted by Susan.
- WFGC Purchases:
  - Hard Drive and Window 11 computer purchased. Thank you, Sed.
  - Duncan to use his Microsoft license to set up WFGC licence. **Action: Duncan.**

### **Correspondence In:**

- BMCC Facilities Bookings. 2024 New process - Online booking.
- BMCCC Facilities Booking: WFGC booking number: 4322.
- WFGC a/c [wentworthfallsgardenclub@gmail.com](mailto:wentworthfallsgardenclub@gmail.com) Password: garden club2024.

### **Correspondence Out:**

- BMCC. Risk Management. SoA hall stairs. To meet with BMCC Facilities Manager Amanda Roger.
- BMCC. SoA hall. Oct GM: Advise Refrigerator off. Free standing chairs backwards. Retractable up.

### **Morning Tea – Barbara Fox**

Apologies to Barbara Fox. Left off GM. In future Barbara will speak first before President's Welcome.

### **Financial Report – Henry Nelson**

Cash Book Balance as @ 1<sup>st</sup> October 2023:

Income: \$1724.17

Expenditure: \$2,844.05

Cash Book Balance as @ 31<sup>st</sup> October 2023: \$8,938.78

Available Funds: \$6,248.78

Payment to JaniceLight. GCA. AGM.

### **Welfare – Henry on behalf of Lea.**

No Welfare cards sent.

### **Membership – Kevin Hummel. Apologies from Kevin.**

- Non-financial members finalised. Foundation member, Florence Baker, to be contacted. **Action: Gai**
- 92 members
- 82% of members submitted Emergency Contact details.
- Applications accepted: Wendy Cayless, Julie Nolan, Stephen Ingram, Adrian Howie.

- Welcome Team will be advised of new members. **Action: Gai**

### Library – Belinda Coates

- Silent Auction raised \$65. Valuable Shoemark book to be sold on Ebay. **Action: Belinda.**
- Social Media. New WFGC publicity. Set up and will be updated. **Action: Belinda.**
- Gazette notice. **Action: Belinda.**

### Communications – Sed Mayne

- Nov Newsletter. Send to and collect from Bennett's. **Action: Sed, Gai.**
- Thank you to Sed and Grant. AV. Acknowledgement to Country.
- Jan – Feb 2024 Newsletter. Request for past members' contact details for Anniversary invitations.
- End of Year lunch details for members.

### Guest Speakers – Carol Conway

- Guest Speakers, Duncan - AV Plant Hoppers, Sandie Cleaver My Garden. Ramble details.
- Jan – June 2024 Guest Speakers confirmed except March – Andy's Rare Plants. **Action: Carol.**
- Aim to distribute Jan – June 2024 Speaker Schedule at End of Year function. **Action: Carol.**
- Guest Speaker spreadsheet update. **Action: Carol, Sed.**

### Events 2023

- Parramatta. Successful trip. Excellent speakers.
- Mt Annan.
  - Ronah to take bookings at Nov GM. Foyer.
  - Mike Lane will replace Patrick Leonard who no longer volunteers for BMCC Community Bus.
- End of Year Lunch.
  - Payment due Friday 10 November. Deposit \$525 paid in July.
  - Numbers to Palais Royale. Attendance + Dietary concerns 30 November. **Action: Duncan.**
  - Activities:
    - Trivia. **Action: Duncan, Sed.**
    - Lucky Door tickets, Raffle, table decorations. **Action: Carol, Belinda.**

### Events 2024

- 5-6 events. Two Autumn. Two Spring. End of Year function.
- Maggie Weir's suggestions read and noted.
- Maple Springs event to be held in April.
- Rookwood Cemetery and Chinese Friendship Garden.
- TAFE not being considered. Possible BM International School of Management lunch. Costing requested.

### General Business:

- **Note. January 2024 CM - Thursday 4 Jan.**
- 2024 CM and GM dates will go out with November CM Minutes.
- GM Welcome Desk. Dorothy Davis assisting Di and Carlene.
- Welcome Team: Trish Fewer, Gwen Day, Liz McCowage.
- Foyer Table. **Action: Ronah**
  - Raffle. Sylvia Beresford Red Spanish Onion. Cost 3 - \$5. One - \$2.
  - Events. Mt Annan and End of Year payments.

Meeting closed:

Next CM: Thursday 4 Jan 2024