

Minutes of BAROSSA BUSH GARDENS SECTION 41 COMMITTEE MEETING
Friday 12th July
Held in the Council Chambers

1. **Welcome** – The Chairperson welcomed members and staff present and opened the meeting at 1.07pm
2. **Present** K Jenkins, D Armstrong, B Simons, B Storey and R Dawkins.

In attendance:- P Payne
3. **Apologies:** R Duance, Cr. Bob Sloane, R Johnstone and C Hall.
4. **Minutes: Moved** B Simons **Seconded** D Armstrong That the minutes of the meeting held on the 10th May 2013 be accepted as circulated. **Carried**

5. Business Arising (See Attached Action Sheet):

5.1 Finance subcommittee item 7

D Armstrong reported on re the finance subcommittee that A Mousamas will continue on being the treasurer until we can find another person to do the job. There are problems with getting the detail from Council coming late in the month to enable a report to be available for the committee meeting.

ACTION We need to set up a meeting with Council finance department to allocate account numbers for grants and other accounts. B Storey, A Mousamas & P Payne to meet prior to meeting with Council finance staff.

5.2 Strategic Planning Day.

Moved D Armstrong **Seconded** B Simons That we have a strategic planning meeting on the 23rd August at 9.30am.

ACTION Strategic planning day on 23rd August – day for committee meeting. T Vincent be asked to be the facilitator. P Payne to book the Council Chambers for the day.

5.3 - Media guidelines 9.1 – Still awaiting Council to reply.

5.4 - Diary for bookings of the centre 8.1.9 –completed.

5.5 'The Herald' partnership 8.1.12 with the Bush Gardens if and when necessary.

5.6 - Guest speaker FoBB 10.1.3 Invite Michael Thorpe to speak at the FoBB AGM

5.7 - Open garden day request 10.1.4 go to FOBB to encourage volunteers to participate.

5.8 – Replacement Program 11.1 Develop a program and signage for replacement of A. Retinoides and other species. To be actioned by SMC.

5.9 - Provenance Species. 14.1 Provenance boundaries for regional plants guidelines to be discussed at Strategic planning day.

5.10 – Contact with Liz Ninnes NRM Gawler – still to be finalised

5.11 Skills for All:

- Had a good turnout for the skills for all information day. The programme will going ahead.

- The mentoring day is to be held on Tuesday 9th of July from 10am to 12pm with BBQ afterwards. There have been about 20 nursery/ gardening committee volunteers interested.

6. Correspondence:

In: SGIC acquittal – given a month's grace to report

Two quotes received for cool room at the centre. They have to be under \$10K to fit in the guidelines.

Seed cleaner- further investigation taking place.

ACTION R Dawkins and P Payne.

'Magnolia Fare' Faith looking for a donation gift vouchers to a value of \$150

Moved B Simons **Seconded** D Armstrong We provide gift vouchers to the value of \$150 **Carried.**

APS Membership Moved B Storey **Seconded** R Dawkins We approve payment of \$53 for annual membership of APS. **Carried.**

Out:

7. Financial Sub Committee Report:

Recommendation from A Mousamas that a small amount be allocated to maintenance (\$1000) and nursery managers direct spending (\$1000) to allow the garden to function with the majority being allocated to Nursery managers salary. This would be an interim measure until Council finalises Roll over figures and the new budget finalised.

Moved R Dawkins **Seconded** B Simons The committee authorise the above motion re finance **Carried.**

The coming year requirements are based on previous year's expenditure with adjustments for upcoming projects. Requirements need to be established and allocations are made according to Priorities

The Committee are happy for A Mousamas to proceed along these lines once direction has been given to prioritisation of funding.

We need to have an allocation for a number of classes of maintenance. There is a problem with the cross referencing of our finance and Council's records.

ACTION We need to sort out the cross referencing of accounting. Sub-Committee to look at it including P Payne, B Storey, A Mousamas, R Dawkins and Council.

8. Nursery Manager Report: P Payne

8.1 New Address and Telephone number - 653 Research Road Nuriootpa 5355 and Phone number (08) 8562 4775.

8.2 Rex centre We have been requested to plant out the **Rex centre** with a dense planting of low shrubs.

8.3 New nursery Volunteers - we have 5 new work for the dole volunteers through Employment Directions and is working well.

8.4 15-17 people from Treasury wines (Wolf Bass) most are managers who enjoyed a day at the Bushgardens doing their one day a year volunteering.

Break for 5 mins at 2.15pm

Resumed 2.20pm

9. OHS

9.1 OHS Meetings - P Payne reported that meetings will now be held every 2 months from August. She will attend training on two days.

9.2 Risk assessment - needs to be upgraded as we do not have any contents insurance which needs to be itemised. R Dawkins to work with P Payne and then get Council to assess it and take appropriate action for cover.

ACTION:- P Payne and R Dawkins to take action on insurance items.

9.3 Key register- Council requires that a register of all persons who have keys for the centre.

ACTION K Jenkins to send a memo to all members asking that ALL keys be returned so that we can formalise the key register.

10. Coordinator's Report: C Hall

10.1 Winter Planting Day – postponed until Sun 11 August; plantings to include Bluegum woodland areas and others; volunteers are needed to supervise individual sites within the gardens on the day.

10.2 Tanunda Women's Probus Request from Barb Paull, for guest speaker Wed 24 July

ACTION Kristin Wohlers to present to the club.

Moved B Simons **Seconded** D Armstrong That the reports be received **Carried**

11. Site Management SC Report: B Simons/R Dawkins

11.1 North garden has been completed with thanks to Trevor and Brian - new volunteers.

11.2 Sewerage Treatment Pump. The free 12 months maintenance for the Septic system has expired and we now need to formalize a contract for the ongoing maintenance.

Moved B Simons **Seconded** R Dawkins That we approve Water Smart to be given a contract for \$280 annual maintenance. **Carried.**

11.3 Irrigation Pump Cover Thanks to M Krause and B Simons for making and installing a cover for the pump.

11.4 Mowing – continues with M Krause.

11.5 Removal of Acacia trees – SMC to follow up and develop signage and plan for the redevelopment of the site.

11.6 Weed control \$400 has been spent on general site weed control. Need to keep in touch with G Donovan with the Electranet wood land.

11.7 Rubbish Concern raised over the rubbish left from the paving – need to have it removed.

12. Community Nursery & Volunteer Centre:

No report.

13. Tours -

13.1 NGRG Native grasses group want to use the centre for 2.30pm afternoon tea followed by a 'walk and talk' in the Bush Gardens on Saturday 31st August. P Payne to volunteer.

13.2 Bus Tour - Advised that a bus tour of 40 people on the 6th August at a cost

of \$5/head. The company are looking at doing more tours.

14. Marketing/Fundraising

14.1 Provenance boundaries for regional plants guidelines –To be discussed on our planning day.

14.2 FoBB Farmers market Stall – very successful, got 10 new members and made \$98. Kristin Wohlers and Ann Werner will do July, on a monthly basis.

14.3 Barossa Tourism Membership The Bush Gardens are to become a member thanks to K Wohlers.

15. Strategic Planning

See Item 5.2 above.

16. Friends report

16.1 Membership report S Simons reported we have 61 paid members for 2013 and 30 have paid for 2014 out of a base membership of 171.

16.2 FoBB AGM To be held on 17th Sept with Michael Thorpe as the guest speaker.

17. Information Sharing

17.1 SALA opening The opening of the SALA event will occur at the Bush Gardens on 28th July at 3pm.

17.2 Spring Open Day - 20th October.

17.3 New directions – Advised that C Hall is leaving us to pursue other interests.

K Jenkins and D Armstrong have had consultation the committee and Council as to how we might fill the gap with what we need as a group – There has been discussion with NRM – they are happy to look at how we sit with them as a NRC fund 2 days a week include 1 day from Council – giving a total of three days a week plus a percentage of the resources currently provided to the current coordinators position. We need to prepare a budget for that.

We lose some aspects – use of a car, mobile phone etc. which needs to be added into budget.

Job description needs a financial responsibility with a conduit with the Bush Gardens and Council.

Met with NRM on Tuesday pm they were supportive of what we are doing. If we were to become a NRC then being part of what they do helps to guarantee funding.

Moved R Dawkins **Seconded** D Armstrong we accept the offer to become a NRC **Carried.**

17.4 Site Manager Leave. Whilst the Site Manager is on leave it is requested that Volunteers contact P Payne to organise what needs to be done in the BG.

Next Meeting and Key Dates

FoBB AGM 17.9.2013

Section 41 Committee 9.8.2013 Note R Dawkins and B Simons will be an apology

3.25 pm meeting closed.

ACTION For email

New Patch carers book in box in shed. A legal requirement to fill it in for compensation and it gives a record of numbers who help.