



## **Fredericton Botanic Garden Association Annual General Meeting Report 2013**

*Presented at the Annual Meeting on February 28, 2015*

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**FREDERICTON BOTANIC GARDEN ASSOCIATION, INC.**

**2014  
Executive Committee**

**President – Wendy Bourque  
Vice-President – Jim Goltz  
Secretary – Kim Hill  
Treasurer – Heather Connors-Dunphy**

**Board of Trustees**

**Wendy Bourque**

195 Bourque Lane  
Fredericton, NB E3B 7E3

**Heather Connors-Dunphy**

295 Deerwood Drive  
Fredericton, NB E3E 1C7

**Peter Gorham**

266 Golf Club Road  
Fredericton, NB E3B 5Z7

**Kim Hill**

164 Burpee Street  
Fredericton, NB E3A 1M5

**Richard Tarn**

21 Forest Acres Court  
Fredericton, NB E3B 4L2

**Liz Whamond**

1421 Woodstock Road  
Fredericton, NB E3B 5J1

**Nicola Cassidy**

719 Mitchell Street  
Fredericton, NB E3B

**James Goltz**

126 Wilsey Road, Apt 17  
Fredericton, NB E3B 5J1

**Stephen Heard**

83 Shore Street  
Fredericton, NB E3B 1R3

**Matthew Methven**

30 Joslin Lane  
Prince William, NB E6K 3Y7

**Ian Veach**

210 Woodbine Lane  
Upper Kingsclear, NB E3E 1S5

**James Whitehead**

559 Montgomery Street  
Fredericton, NB E3B 2X6



## **Minutes of the 2014 Annual General Meeting**

*Presented at the Annual General Meeting on February 28, 2015*

### **Fredericton Botanic Garden Association Annual General Meeting February 22, 2014 1:10 pm, Royal Canadian Legion**

President Wendy Bourque opened the meeting welcoming the Association members and Eric Megarity, City Councilor City representative on the Local Improvement Association.

She noted material for the meeting was contained in the Agenda, Annual Report and Biographical booklet.

She thanked Graham Allen, the executive officer and Ian Veach, the FBGA site webmaster for their services.

Moved by Bill Seabrook, seconded by Jim Nicholson, that the Agenda be accepted as presented. Carried

Moved by Bill Heather Connor-Dunphy, seconded by Liz Whamond, that the minutes of the February 23, 2013 Annual General Meeting be accepted as presented.

Carried with 2 abstentions (James Whitehead and Jim Goltz)

There was no business arising from the minutes.

### **Presidents Report**

Wendy Bourque highlighted some of the points in her printed report. She noted that the Pond project may have a partner and that it is planned to have that project finished this coming year. She recognized and thanked Jim Nicholson for his offer to donate to the FBGA his share of the royalty proceeds on the sale of the Lucy Irene rose developed by Jim and Bob Osborne.

She noted the Hypertufa, Christmas wreath, and Garden Furniture workshops that were offered this year as part of the "Talks on the Garden" program, and that Valerie Hillier is leaving that committee. Also mentioned were the SPCA day camps and Yoga in the Garden. A presentation was made to the City of Fredericton which resulted in the Garden receiving a \$25,000 line item in the City Budget. The Association and the City continue to work through the Local Improvement Association relationship. There will be an effort towards fundraising this year as well as the Plant Sale and Treasured Garden Tour. She asked the membership to consider further financial support.

Moved by Wendy Bourque, seconded by Jane Seabrook that the President's Report be accepted as presented

Carried

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### **Treasurer's Report**

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Heather Connors-Dunphy explained some of the variances to the 2013 budget and actual. She also highlighted some of the items in the 2014 budget as fund raising of 25,000, application for student grants and Plant Sale as sources of revenue. Expenditures included: people counters, a tent, the updating of the Rose Garden construction costs and maintenance, signage, resource center heating costs and finishing the Pond Project. It was noted that another garden bench had been memorialized with the donation to be received the coming year. Further memorials can be made in the Memorial Garden and there are three benches are still available.

Moved by Heather Connors-Dunphy, seconded by James Whitehead that the financial statements as presented in the AGM report.

Carried

Moved by Heather Connors-Dunphy, seconded by Richard Tarn that the budget for 2014, with an income of \$ 63681 and expense of \$ 66965 be accepted as presented in the AGM report.

Carried

Moved by Heather Connors-Dunphy, seconded by Richard Tarn that Bringloe and Feeny be retained to conduct the audit for the year ending Dec, 31, 2013.

Carried

## **Committee Reports**

### *Membership*

There being no committee chair this report was compiled by Graham Allen. The number of members was about the same as 2012. There were 13 new members gained 2013. At the end of 2013, the membership list stood at 182, consisting of 96 Individual memberships, 44 Senior/student memberships, and 41 Family memberships. Because each Family membership represents at least two individuals, the total number of members is higher than the total number of memberships

### Publicity and Web

Heather Connors-Dunphy noted that a Garden map has been produced for visitors with availability at both the top and bottom of the Garden.

Activities such as Seedy Saturday slated for March 15, 2014, a Rhododendron tour in June, the Treasured Garden Tour in July and Talks in the Garden are announced through the website and media and networking platforms.

Since postage is an increasing expense, electronic membership renewal capability will added to the website.

Ian Veach noted changes to the appearance and ease of use and invited people to visit and tour the site.



### Resource Center

The resource center is used for meetings, talks and rented to various groups as well as being the base for the Garden operation. Energy costs are a concern. A board member is looking at the overall situation.

### Education and Outreach

Heather Connors-Dunphy reported that the workshops were well attended

### Site Development

President Wendy Bourque recognized Richard Tarn as the chair of the committee and the work that he has put into the development of the Garden for many years.

Richard Tarn reported on-going and finished projects, including plant identification labeling, and a possible web site plant location finder, the colorful berm additions and the invitation to members to establish an allotment garden. Garden maintenance is largely carried out by a City casual staffer and our summer student. He recognized the considerable volunteer time contributed by Heather Connors-Dunphy and Doug Dewar.

### Plant Sale and Raffle

Richard Tarn presented two graphs illustrating that over past years that expenses have remained about the same, but revenues have decreased. Reasons for the decrease are largely due to completion and more selective consumers.

The committee has taken a serious look at the wrap-up notes from previous sales, with many ideas to try in 2014. One change will be to move from the Market to the Entrance Garden. He invited new people to join the Sale and Raffle team with their ideas which would provide new focus on this the main fundraising event of the year.

### Treasured Garden Tour

James Whitehead noted he was disappointed that the Tour had been discontinued and led the committee to a very successful 2013 Tour. Tickets sales of 177 through five gardens were visited. He thanked Nancy Beltrandi and Wendy Bourque for their organizing skills. The 2014 tour will be 2 weeks later with 5 gardens already selected.

Moved by Margaret Dykeman, seconded by Bill Seabrook, that the committee reports be accepted as presented.

Carried

Wendy Bourque spoke on the proposed by-law change. There is a need to have an active board with more members, therefore the following changes are proposed to



Bylaw 4.0 where the number of board members increases to 12 and the quorum to 6 as follows:

**At the Annual General Meeting the following changes were brought before the meeting.**

**Change #1 (Number of board members 4.02)**

**from:** 4.02 The Board of Trustees shall consist of a maximum of **ten** members, one of whom shall be the immediate Past President of the Association.

**to:** 4.02 The Board of Trustees shall consist of a maximum of **thirteen** members, one of whom shall be the immediate Past President of the Association.

(1) The Immediate Past President shall be a full voting member of the Board of trustees and shall serve for one year.

(2) (a) All other members of the Board of Trustees shall be elected by a majority vote cast at the Annual General meeting.

(b) each of these Board of Trustee members shall be elected for a term of three years.

(c) in the event of a resignation or removal from the Board of Trustees, the remaining members of the Board of Trustees may appoint a person to the Board until the next AGM is held

(c)(i) at the next AGM, a replacement member shall be elected by majority vote of the association members present to complete the initial term of the Board Member being replaced.

2(d) For the sake of continuity of the Board, it is desirable that the terms of elected Board members be staggered whenever possible.

4.02(3) It is intended that the current members of the Board and their term of office shall survive this amendment February 2013.

**Change #2 (quorum 4.05)**

**from:** 4.05 A quorum shall consist of **50% plus one** of elected and voting members of the Board for a meeting of the Board of Trustees.

**to:** 4.05 A quorum shall consist of **five(5)** elected and voting members of the Board for a meeting of the Board of Trustees.

bylaw

Moved by James Whitehead, seconded by Jane Tarn that the bylaw change be accepted as presented .

Carried

**Board Elections**

Wendy Bourque recognized and thanked board members Tom Sifton and Norah Davidson-Wright for their service to the board.



Wendy Bourque announced the nominations to the 2014 board as: Kim Hill, Stephen Heard, Nicola Cassidy, Richard Tarn, Heather Connors-Dunphy, Ian Veach, Wendy Bourque, James Whitehead, Jim Goltz, Matthew Methven and Liz Whamond.

Further nominations were called from the floor three times. There being none, by acclamation, Heather Connors-Dunphy was relected and Kim Hill, Stephen Heard, Nicola Cassidy and Richard Tarn were elected to the 2014 Board of Directors.

### **Adjournment**

Moved by Ian Veach the meeting be adjourned 4:00 pm

Following the meeting, James Whitehead presented an interesting talk on Backyard Beekeeping, bringing in several items and samples from the honey making industry.

Refreshments provided by the membership were enjoyed by those in attendance.

Respectfully submitted

Graham Allen



## Treasurer's Report 2014

*Presented at the Annual General Meeting on February 28, 2015*

President and Fellow Members:

### General

Revenue for the 2014 year is dependent on successful fund raising efforts including the Plant Sale, Raffle, and Treasured Garden Tour revenue and receipt of grants to help pay student salaries.

Expense is driven by:

- strategic investments : purchase of a tent for garden functions;
- garden growth: (Pond Project) and advancing the Rose Garden Project;
- public relations: expenditures in signage and brochure
- student employment
- reduction in City support for the Garden

Expenditures for 2015 will be funded through revenue items and existing bank balance.

### Observed Variances

#### 2014 Budget to 2014 Actuals

Revenue lagged budget by about \$35,000. This was primarily related to not realizing the Capital Fund Raising goal (\$25,000), with the advent of hurricane Arthur, the Treasured Garden Tour had to be cancelled, thus the added \$3500 of this budgeted revenue was missed. and not memorializing of a second bench (\$4000). Two grants were budgeted, one grant from the Government of Canada was received for a revenue impact of \$3500. Income from plant sale and raffle was \$11,500 and lagged budget by \$1000. Dollars donated and memberships remained at budgeted levels.

Expenses were under budget by \$24,700. A tent was purchased for use with events as the Plant Sale and Fair (\$11,400). \$10,000 had been allocated for pond project, but there was a plan to have this project covered by a proposal from Ducks Unlimited. Reduced student salaries (a second student was not employed due to grant monies not being received (\$3500). A Rose Garden review (\$4200), people counters (\$5000), greenhouse repairs (\$1500) electricity costs (\$1600) ,and general reductions in entry garden, memorial garden and plant acquisition (1500) expenses contributed to the underspending..

#### 2015 Budget to 2014 Actuals

Revenue in the budget exceeds revenue in 2013 by \$35,300. This variance is mainly related to the Board's signalling that it and you (by approval of this budget) are committing to a phase of capital fund raising in the amount of +\$25,000. Other items are two successful student employment grant applications +\$2700 and +\$8000 in Memorial Bench donations (one of these is the realization of cash for the 2013 sale as noted above).

Expense will exceed 2013 expense by \$40,500. Items include purchase of a tent for outdoor garden functions in the Entrance Garden, +\$8000, installation of people (traffic) counters at two locations

+\$5000, +\$7500 for review and updating of Rose Garden plan and tender documents, +\$10,000 to complete the pond garden, development of the members' allotment garden +\$1200, publication of a garden brochure +\$1000, renewed garden signage +\$1000. Two student salaries +\$2700, greenhouse repair +\$1500, fundraising seed money +\$1000, +\$1400 in existing garden enhancements and +\$1600 as City budget will no longer cover Resource





Centre winter heating cost. These are offset by no budgeted expenses for the plant ID project and capital equipment.

Respectfully submitted  
Graham Allen

**Balance Sheet - As of December 31, 2014**

*Presented at the Annual General Meeting on February 28, 2015*

| Account                               | Balance          |
|---------------------------------------|------------------|
| <b>ASSETS</b>                         |                  |
| Chequing                              | 4411.05          |
| Segregated                            | 10,559.99        |
| Shares                                | 303.32           |
| TOTAL Bank Accounts                   | 15,274.36        |
| <b>TOTAL ASSETS</b>                   | <b>15,274.36</b> |
| <b>LIABILITIES</b>                    | <b>0.00</b>      |
| <b>TOTAL LIABILITIES &amp; ASSETS</b> | <b>15,274.36</b> |

**Financial and Budget Report 2014***Presented at the Annual General Meeting on February 28, 2015*

| <b>INCOME</b>   | <b>Actual 2013</b> | <b>Budget 2014</b> | <b>Actual 2014</b> | <b>Budget 2015</b> |
|---|--------------------|--------------------|--------------------|--------------------|
| <b>Donations</b>  |                    |                    |                    |                    |
| Gift Received   | 1695.58            | 1500.00            | 2007.60            | 1500.00            |
| Memorial Benches  | 0.00               | 8000.00            | 4000.00            | 8000.00            |
| Memorial Grove  | 0.00               | 500.00             |                    | 500.00             |
| Memorials   | 87.27              |                    | 105.00             |                    |
| Tours   | 41.85              | 150.00             |                    |                    |
| <b>TOTAL Donations</b>                                    | <b>1824.70</b>     | <b>10150.00</b>    | <b>6112.60</b>     | <b>10000.00</b>    |
| Building Rental   | 1800.00            | 2000.00            | 2980.00            | 1800.00            |
| AGM Silent Auction  | 0.00               | 0.00               |                    | 200.00             |
| Capital Fund Raising                                      |                    | 25000.00           |                    |                    |
| <b>Education Committee</b>                                |                    |                    |                    |                    |
| Talks in the Garden<br>Education Committee<br>(Workshops) | 267.20             | 200.00             | 65.50              |                    |
| <b>TOTAL Education Committee</b>                          | <b>1487.20</b>     | <b>200.00</b>      | <b>65.50</b>       |                    |
| Garden Plots  | 0.00               | 200.00             |                    |                    |
| <b>Grants</b>   |                    |                    |                    |                    |
| Government of Canada                                      | 4463.00            | 3500.00            | 3554.00            | 3500.00            |
| Province of NB  | 0.00               | 3500.00            |                    | 3500.00            |
| <b>TOTAL Grants</b>                                       | <b>4463.00</b>     | <b>7000.00</b>     | <b>3554.00</b>     | <b>7000.00</b>     |
| HST Rebate  | 385.25             | 650.00             | 1839.58            | 650.00             |
| Interest Income   | 6.90               | 6.90               |                    |                    |
| Membership  | 2180.00            | 2500.00            | 2555.00            | 2500.00            |
| Plant Sale Income   | 10234.45           | 10000.00           | 9711.34            | 10000.00           |
| Raffle Income   | 2369.30            | 2500.00            | 1901.25            |                    |
| <b>Plant Sale &amp; Raffle Income</b>                     | <b>12603.75</b>    | <b>12500.00</b>    | <b>11507.90</b>    | <b>10000.00</b>    |
| Sale Items  | 30.00              | 100.00             | 10.00              | 20.00              |
| Seedy Saturday  | 59.00              | 50.00              | 14.00              |                    |
| Dividend Investment income                                | 28.80              | 25.00              | 14.24              |                    |
| Treasured Garden Tour                                     | 3436.68            | 3500.00            | 180.00             | 3500.00            |
| Misc. Income  |                    |                    | -4.59              |                    |
| <b>TOTAL INCOME</b>                                       | <b>28305.28</b>    | <b>63681.90</b>    | <b>28678.23</b>    | <b>35670.00</b>    |

**EXPENSES****Administration**

|                                  |                |                |                 |                |
|----------------------------------|----------------|----------------|-----------------|----------------|
| Capital Expense                  | 1157.11        | 8000.00        | 11424.00        |                |
| Audit                            | 1695.00        | 1695.00        | 1695.00         | 1695.00        |
| Insurance                        | 866.00         | 900.00         | 866.00          | 400.00         |
| Membership Fees                  | 50.00          | 50.00          | 50.00           | 50.00          |
| Other Administration             | 750.07         | 550.00         | 637.72          | 550.00         |
| <b>TOTAL Administration</b>      | <b>4518.18</b> | <b>3195.00</b> | <b>14672.72</b> | <b>2695.00</b> |
| Administration Services          | 4070.00        | 4500.00        | 3705.00         | 4000.00        |
| Annual General Meeting           | 553.30         | 200.00         | 416.31          | 350.00         |
| Bank Charge                      | 2.00           | 20.00          | 170.85          | 20.00          |
| Building                         |                |                | 66.92           |                |
| Board Development                | 0.00           | 100.00         |                 | 100.00         |
| Capital Fund Raising             |                | 1000.00        | 72.81           | 1000.00        |
| Membership Services              | 155.86         | 200.00         | 223.69          | 225.00         |
| Talks In The Garden              | 120.00         | 100.00         | 243.73          | 250.00         |
| Other Education Workshops        | 1109.43        | 0.00           |                 |                |
| Brochure                         | 0.00           | 1000.00        |                 |                |
| Vegetable plots                  | 0.00           | 1200.00        |                 |                |
| Newsletter                       | 150.01         | 300.00         | 219.50          | 250.00         |
| <b>TOTAL Membership Services</b> | <b>1535.30</b> | <b>2800.00</b> | <b>759.73</b>   | <b>1825.00</b> |
| Plant Sale                       | 4639.38        | 4500.00        | 5374.60         | 6600.00        |
| Raffle                           | 652.55         | 775.00         | 249.87          |                |
| <b>Plant Sale and Raffle</b>     | <b>5291.93</b> | <b>5275.00</b> | <b>5624.47</b>  | <b>6600.00</b> |
| Tent                             |                | 8000.00        | 11424.00        | 1800.00        |
| Advertising                      | 0.00           | 200.00         |                 | 100.00         |
| Web Site                         | 0.00           | 150.00         | 34.64           | 50.00          |
| Garden Map Brochure              | 307.69         | 0.00           | 169.50          |                |
| <b>TOTAL Public Relations</b>    | <b>307.69</b>  | <b>350.00</b>  | <b>204.14</b>   | <b>150.00</b>  |
| Recognition Comm.                | 221.13         | 50.00          |                 |                |
| Seedy Saturday                   | 0.00           | 75.00          | 13.56           | 50.00          |
| Site Developement                |                |                |                 |                |
| Entry Garden                     | 0.00           | 250.00         | 619.62          | 250.00         |
| Memorial Garden                  | 0.00           | 650.00         |                 | 250.00         |
| Rose garden review               |                | 7500.00        | 4237.50         | 4200.00        |
| Plant ID projects                | 315.39         |                |                 |                |
| Greenhouse                       | 450.67         | 1500.00        |                 | 6600.00        |
| Plant Collecting Acquisition     | 53.25          | 500.00         | 402.82          | 500.00         |
| Ponds & Swale                    | 0.00           | 10000.00       |                 | 3000.00        |
| People Counters                  |                | 5000.00        |                 |                |
| Signage                          | 0.00           | 1000.00        | 847.50          | 800.00         |



|                            |                |                 |                 |                 |
|----------------------------|----------------|-----------------|-----------------|-----------------|
| Site Development:Operating | 71.17          | 500.00          | 286.65          | 300.00          |
| TOTAL Operating            | 849.35         | 26900.00        | 6394.09         | 15900.00        |
| Salary                     | 7316.78        | 12000.00        | 8893.10         | 9000.00         |
| TOTAL Site Development     | <b>8166.13</b> | <b>38900.00</b> | <b>15287.19</b> | <b>24900.00</b> |
| Telephone                  | 1261.23        | 1300.00         | 1271.86         | 1300.00         |
| Electricity                | 0.00           | 1600.00         |                 |                 |
| Treasured Garden Tour      | 608.88         | 600.00          |                 | <b>600.00</b>   |
| <b>TOTAL EXPENSES</b>      | 26535.77       | 66965.00        | 42192.75        | 44290.00        |
| OVERALL TOTAL              | 1769.51        | 4716.90         | -13514.52       | -8620.00        |

Bank balance Dec 31, 2014 14971.04  
If the budget is realized the balance **6351.04**



## President's Report

*Presented at the Annual General Meeting on February 28, 2015*

### **President's Report Annual General Meeting February 28, 2015**

It is time again to give a brief synopsis of what has been happening with the Fredericton Botanic Garden Association since our last annual meeting. There were some high points and some less than encouraging events over the past year and I will outline those that I feel are most notable.

Hurricane Arthur put the damper on our plans for the 2014 Treasured Garden Tour, which was a big disappointment and a significant blow to our budget position. Although the best laid plans, in this case, were for naught, we are optimistic that we can pull off a Treasured Garden Tour this year in 2015. Let's all keep our fingers crossed.

Last year marked a new direction for our annual Plant Sale. We moved the event from the long standing venue of the Boyce Farmer's Market to the top of the Garden, off Prospect Street. The event was extremely well attended and the comments were positive. The move was part of a general effort to rejuvenate the yearly event and to reinvented it to include a fair atmosphere with displays and interactive activities, with a particular eye to including children in the event. The name was changed to the Spring Fair and Plant Sale. We will continue to include more diversity in efforts to make the event even more successful.

In advance of the Spring Fair and Plant Sale the Association purchased a tent which we will use in future events in the Garden. This expenditure will allow us to host events in the Garden that won't have to be cancelled when inclement weather threatens....it is not quite up to hurricanes however.

The Garden won a grant from the Sheila Hugh MacKay Foundation which will provide funding to a New Brunswick artist to design and create a permanent work of art for the Garden. The Foundation will provide us with \$10,000.00 which will be matched by the City. The committee received 14 applications from artists and a short list of 2 has been created. The deadline for the artists to make their detailed submission is today, February 28<sup>th</sup> and the committee will meet shortly

Translation unavailable  
at this time



to select a winner.

The Talks in the Garden program continues to be a popular event with members and non-members. I would like to congratulate the committee of Jim Goltz, Richard Tarn and Heather Connors Dunphy for their diligent efforts to keep this long standing program vibrant with new speakers and topics.

Coming up shortly is an annual event, Seedy Saturday, and Steve Stehouwer has kindly offered to organize this on March 14<sup>th</sup> 1:00-3:00 at the Resource Centre off Cameron Court. Thank you Steve.

We will once again be hosting the SPCA children's day camp this summer and are pleased to be on the radar of these young Frederictonians.

We were also fortunate this year to be able to provide a home base for a new program taking place in the wooded area adjacent to the Garden. The program is a head start program focused of getting children outside and comfortable being there. The Take It Outside program was a pilot study and we hope that it will grow into something bigger.

As I usually do I would like to finish up by sending out a call for more volunteers to help with all aspects of the Association. The Board members have worked very hard to keep things going, but are much overburdened when events like the Treasured Garden Tour and the Spring Fair and Plant Sale add to their already heavy volunteer load. If the Garden is to continue and grow we must raise funds to support the vision of a Botanic Garden. Without lots of willing workers at these events we cannot continue to expect a few people to carry the load, especially if they feel unsupported by the membership. We also need our members to reach out to others so that we can grow our membership base and ultimately our volunteer pool. I am hoping that you will come forward and support your Board and Garden as we move into another year.

Respectfully submitted  
Wendy Bourque  
President Fredericton Botanic Garden Association



## Board Development Committee

*Presented at the Annual General Meeting on February 28, 2015*

Serving to the end of 2017

- |  |               |
|--|---------------|
| 1. Nicola Cassidy (1 <sup>st</sup> term) | resigned      |
| 2. Richard Tarn (1 <sup>st</sup> term)   |               |
| 3. Kim Hill (1 <sup>st</sup> term)       | to be elected |
| 4. Stephen Heard (1 <sup>st</sup> term)  |               |
| 5. Peter Gorham (1 <sup>st</sup> term)   | to be elected |

Serving to end of 2016

- |  |          |
|--|----------|
| 1. Heather Connors-Dunphy (2 <sup>nd</sup> term) | resigned |
|--|----------|

Serving to end of 2015

- |   |          |
|---|----------|
| 1. Liz Whamond (1 <sup>st</sup> term)     | resigned |
| 2. James Whitehead (1 <sup>st</sup> term) |          |
| 3. Matthew Methven (1 <sup>st</sup> term) | resigned |
| 4. Jim Goltz (1 <sup>st</sup> term)       |          |

Serving to end of 2014

- |   |                |
|---|----------------|
| 1. Ian Veach (2 <sup>nd</sup> term)     | resigned       |
| 2. Wendy Bourque (1 <sup>st</sup> term) | to be relected |

Terms of Reference: Board Development Committee

- i) Review the composition of the Board and committees and the involvement of their respective members annually.
- ii) Recommend changes to the Board and committee structure, terms, etc., that would be most effective and productive for the FBGA.
- iii) Develop a standing list of potential Board and committee members.
- iv) Recruit and nominate qualified candidates to the Board and committees. Explain duties and attendance expectations.
- v) Maintain an up-to-date manual for presentation to new Board and committee members.
- vi) Develop and implement an orientation program for new members of the Board and committees.
- vii) Interview each new Board member or committee member at the time of nomination and annually thereafter, to assess their interests, role on the team, and their satisfaction with their current and past involvement.
- viii) Assure ongoing board training for all members.
- ix) Try to assure all members are using their skills effectively and are satisfied with their involvement.
- x) Arrange for recognition of Board and committee members.
- xi) Develop ways to make serving the Botanic Garden organization an enjoyable experience.



## Membership Committee

*Presented at the Annual General Meeting on February 28, 2015*

Again, over the past year the membership committee struggled without an active Chairperson.

There were 13 new members gained this year. Support is appreciated from the new members and extend them all a hearty welcome to the organization. It is hoped they will become actively involved. At the end of 2014, the membership list stood at 180, consisting of 93 Individual memberships, 52 Senior/student memberships, and 32 Family memberships. Because each Family membership represents at least two individuals, the total number of members is higher than the total number of memberships. We continued to promote the purchase (and renewal) of memberships at Association events and elsewhere, including:

- Setting up and decorating a membership booth at the Annual Plant Sale in May and distributing brochures. We also set up a small Botanic Boutique at the Plant sale, to generate some extra revenue for the Association by selling the Association's attractive, high quality green t-shirts, FBGA pins, and aprons.

- Attending Seedy Saturday to promote membership.
- Gift memberships were promoted via the Newsletter.
- Committee was to look into revamping the Brochure

A list of retailers providing a 10% discount to members now includes Capital Landscape & City Gardeners, Co-Op Country Store (Northside) Corn Hill Nurseries, Curries Greenhouses, Kent Garden Centre, Scott's Nursery and Wetmore's Nursery.

We would be happy to have interested volunteers join the Committee to help us achieve these goals:

1. Continue recruitment of new members and distribution of brochures.
2. Increase our retention rate of present members by encouraging renewals
3. Review benefits of membership and improve these where possible
4. Encourage the purchase of promotional items (T-shirts, pins) etc.

Thanks go to all volunteers who helped sell memberships at the Plant Sale.

## Resource Centre

*Presented at the Annual General Meeting on February 28, 2015*

The Resource Centre had groups use the building. The River Valley Obedience Club, Under one Sky (off reservation children's program), the Beekeepers Association, SPCA summer camps and Local Improvement Association used the space for meetings as well as the various Fredericton Botanic Garden Association committees.

A new top cover was put onto the greenhouse last year and there were plans to fill in the ends and install ventilation louvers.

Respectfully submitted and Graham Allen





## Publicity Committee

*Presented at the Annual General Meeting on February 28, 2015*

President and Fellow Members:

Purpose: To manage the image of the FBG across all media and social networking platforms.

Major Responsibilities (these are draft):

1. Speak on behalf of the organization, to the media
2. Maintain a media list
3. Represent FBGA at tourism related events
4. Maintain and on-going relationship with the Daily Gleaner and CBC
5. Use every occasion to promote the Garden
6. Responsible for maintenance and growth of the website and the Facebook group
7. Ensure common look and feel across the Web, Facebook, signage, brochures etc.
8. Provide a periodic update in the newsletter

The committee is striving to increase the public's recognition of garden and the value it brings to the community.

We continue to revise and grow the FBGA website. You can find it at <http://frederictonbotanicgarden.com>. A huge vote of thanks to James Whitehead for his great work.

We continued active promotion of the garden through Facebook. All events in the FBG are included.

The Committee publicized FBG events i.e. notice of this meeting on CBC, in the Daily Gleaner and on the City Tourism web and Facebook sites.

In 2013 we produced a new map and guide to the Garden: these are in brochure cases where the kiosks are in the Entrance Garden and beside the Resource Centre. We also promoted of Seedy Saturday, the Spring Fair and Plant Sale, The Rhodo Tour, the Treasured Garden Tour and the Talks in the Garden series.

In 2014 we will be adding plant lists to many of the garden features, upgrading the signage in the Garden and producing a new garden brochure. The use of Paypal and Credit Card for membership renewals and merchandise purchases has been initiated.

We participated in the Capital Region Tourism Association.

We welcome suggestions and input from members on any of these items.

Respectfully submitted and edited by

Graham Allen for Heather Connors-Dunphy



**Web Site report for 2014**

*Presented at the Annual General Meeting on February 28, 2015*

Web Master



## Education and Outreach Committee 2014 Report

*Presented at the Annual General Meeting on February 28, 2015*

### Summary Report of “Talks in the Garden” Activities for 2014

Throughout the year, on the third Thursday of every month, the FBGA continues to host monthly events, including talks, workshops and guided walks and tours. Numbers of persons participating in individual events in 2014 ranged from 0 to 20. A summary list of events held in 2014 is as follows:

| Topic  | Presenter   | Date        |
|--|---|-------------|
| Mosaiculture – Landscape as Culture                                      | Matt Methven  | 16 January  |
| Shrubs and Bushes, New Introductions and General Care                    | Diane Earl,<br>Scott's Nursery                                  | 20 February |
| New Ornamental Plant Introductions                                       | Brian Spragg,<br>VanNoort and Mori Nurseries                    | 20 March    |
| Endangered Plants of New Brunswick                                       | David Mazerolle,<br>Atlantic Canada Conservation<br>Data Centre | 24 April    |
| Daylilies  | Ruth Muldrew  | 15 May      |
| Historic Heritage Garden Tour of King's Landing                          | “Francis Peabody Sharp”   | 19 June     |
| Walk in the Garden (guided tour)   | Heather Connors-Dunphy  | 17 July     |
| Walk in the Garden (guided tour)   | Heather Connors-Dunphy  | 21 August   |
| History of Food Crops – Corn   | Ian Veach   | cancelled   |
| Orchids on the Rocks   | Eugenia and Jorge Dietrich                                      | 16 October  |
| Establishing a Vineyard in New Brunswick: Successes, Joys and Challenges | Sonia Carpenter and David                                       | 20 November |
| Fresh Greens and Creative Ideas  | Scott's Nursery   | 4 December  |

The Talks in the Garden Committee, comprised of Heather Connors-Dunphy, Richard Tarn and James Goltz, thanks our speakers and event leaders for the excellent presentations, walks, tours and workshops, as well as those who participated in these events. We have been strategizing on how to increase participation in the “Talks in the Gardens” events and, in addition to our traditional public service announcements, have begun outreach to other groups that may be interested in specific topics.

We welcome participation by FBGA members and non-members in any of our events, and would welcome any ideas you might have for future “Talks in the Garden” activities.

Respectfully submitted,

James Goltz



Site Development

*Presented at the Annual General Meeting on February 28, 2015*

**Plant Sale and Raffle 2013**

*Presented at the Annual General Meeting on February 28, 2015*



**Spring Fair Plant Sale  
and Raffle 2014**

|                                |                 |                                    |                 |
|--------------------------------|-----------------|------------------------------------|-----------------|
| Plant Sale Income              | 8969.23         | EXPENSES                           |                 |
| Gift in Kind                   | 44.69           | Plant Sale                         |                 |
| Boutique                       |                 | C. Frensch Ltd labels              | 170.04          |
| BBQ                            | 697.42          | Halifax Seed, pots                 | 906.60          |
| <b>Total Plant Sale Income</b> | <b>9711.34</b>  | Tomatoes and peppers               | 174.80          |
|                                |                 | Van Noort Bulb                     | 807.16          |
| Raffle                         |                 | Corn Hill Nursery                  | 350.30          |
| Market sales                   | 905.25          | ARHS rhodies                       | 252.58          |
| Member sales                   | 996.00          | Composters                         | 70.00           |
| <b>Total Raffle</b>            | <b>1901.25</b>  | Premix etc                         | 160.13          |
|                                |                 | Prizes (Fushia)                    | 21.46           |
| <b>INCOME</b>                  | <b>11612.59</b> | Frex (tables)                      | 100.00          |
|                                |                 | Supplies                           | 138.34          |
|                                |                 | Entertainment                      | 300.00          |
|                                |                 | Posters, Postage                   | 281.37          |
|                                |                 | Refreshments                       | 112.68          |
|                                |                 | BBQ Supplies                       | 319.48          |
|                                |                 | Herbs                              | 488.16          |
|                                |                 | Daylillies                         | 302.00          |
|                                |                 | CISV                               | 50.00           |
|                                |                 | Security                           | 200.00          |
|                                |                 | Speedpro Signs                     | 169.50          |
|                                |                 | Gift in Kind adj                   | 44.69           |
|                                |                 | <b>Total Plant Sale</b>            | <b>5,419.29</b> |
|                                |                 | Raffle                             |                 |
|                                |                 | BBQ prize                          | 224.87          |
|                                |                 | Raffle license                     | 25.00           |
|                                |                 | Market Rental                      | 60.00           |
|                                |                 | <b>Total Raffle</b>                | <b>309.87</b>   |
|                                |                 | <b>Total Plant Sale and Raffle</b> | <b>5729.16</b>  |
|                                |                 | <b>Net</b>                         | <b>5883.43</b>  |



### Comparison table from previous years of Plant Sales and Raffles

| Comparisons        | 2004     | 2005     | 2006     | 2007     | 2008     | 2009    | 2010     | 2011    | 2012    | 2013     | 2014    |
|--------------------|----------|----------|----------|----------|----------|---------|----------|---------|---------|----------|---------|
| Plant Sale Revenue | 14233.60 | 11492.00 | 9748.97  | 10697.39 | 10085.16 | 8744.35 | 10689.52 | 9946.11 | 9546.38 | 10234.45 | 9711.34 |
| Expense            | 3438.35  | 3854.70  | 3924.02  | 4278.40  | 3528.77  | 4129.65 | 4551.68  | 3867.08 | 4084.96 | 4639.38  | 5419.29 |
| Raffle Revenue     | 3911.60  | 3901.08  | 4613.80  | 4322.93  | 4778.45  | 3388.95 | 3510.30  | 2096.39 | 3018.50 | 2369.30  | 1901.25 |
| Expense            | 891.26   | 404.86   | 553.22   | 801.01   | 1139.69  | 872.62  | 777.99   | 687.46  | 777.24  | 652.55   | 309.87  |
| Silent Auction     |          | 902.00   | 648.00   | 641.00   | 366.00   | 185.00  | 370.50   | 307.00  |         |          |         |
| Net                | 13815.69 | 12035.52 | 10252.91 | 9940.91  | 10561.15 | 7131.03 | 9540.65  | 7795.46 | 7702.68 | 7311.88  | 5883.43 |

### Treasured Garden Tour Report, 2014

*Presented at the Annual General Meeting on February 28, 2015*

Visits to five spectacular and varied gardens were planned for the 2014 Treasured Garden Tour. Unfortunately, owing to the chaos generated by Hurricane Arthur, including garden damage and the impact of the prolonged absence of electricity and phone communication with garden hosts, the 2014 Tour had to be cancelled.

Ticket income was reimbursed, though \$180 was unclaimed and was deemed a donation to the garden. We also had art work donated for the garden party and visual and musical artists scheduled for the gardens.

We will shortly start planning the 2015 tour and will be re-approaching the hosts and artists, as well as looking for additional gardens and donations. If you'd like to be considered, please let us know.

Volunteers for the tour committee would also be very welcome! Please contact

[jameswhitehead99@gmail.com](mailto:jameswhitehead99@gmail.com).

James Whitehead, Treasured Garden Tour Chair

| Comparisons                  | 2004    | 2005    | 2006    | 2007    | 2008    | 2009    | ..... | 2013    |
|------------------------------|---------|---------|---------|---------|---------|---------|-------|---------|
| <b>Treasured Garden Tour</b> |         |         |         |         |         |         |       |         |
| Revenue                      | 4225.00 | 3845.00 | 3945.00 | 2670.00 | 2658.21 | 3101.67 | ..... | 3436.68 |
| Expenses                     | 2218.37 | 2132.07 | 1883.58 | 909.18  | 2077.66 | 2489.51 | ..... | 608.88  |
| Net Income                   | 2000.63 | 1712.93 | 2061.42 | 1760.82 | 580.55  | 612.16  | ..... | 2827.80 |