



DRAFT MINUTES
Annual General Meeting
Open Gardens Canberra Inc
Sunday 9 July 2017 – 11.00 am -12.00 pm
The Green Room, National Arboretum Canberra

The Annual General Meeting (AGM) for 2016-17 of Open Gardens Canberra Inc commenced at 11.06.

Attendance: attendees and apologies received from members are listed in **Attachment A**.

Item 1 – Minutes of the General Meeting Held on 15 August 2016

Trevor Fuller, President of Open Gardens Canberra referred to the minutes of the Annual General Meeting for 2015-16 and sought member agreement. *Moved by Tom Baker; seconded by Chris Lord. Agreed* by members in attendance.

Item 2 – President’s Report

Trevor Fuller (2016-17) opened the meeting and delivered the President’s Report. A copy of this at **Attachment B**.

Item 3 – Treasurer’s Report

Merryl Bradley, Treasurer, delivered the Treasurer’s Report covering the period 1 April 2016 to 31 March 2017. A copy of this is at **Attachment C**. Merryl outlined the new financial measures adopted over the past year which had provided strong governance. She said Open Gardens Canberra Inc had achieved a net surplus of \$6,674 in the reporting year with key expenditure items being: one item carried over from the previous financial year; the new website; and the new initiative of sharing proceeds of open gardens with the respective owners. Merryl expressed appreciation for the work by Peter McFetters who had audited the accounts.

Merryl asked that the Treasurer’s Report be accepted. *Moved by Chris Lord; seconded by Sally Stephens. Agreed* by members in attendance.

Peter McFetters commented that he had been very impressed with the financial work by Merryl, noting this had made his job as auditor “a lot easier”. He asked that the minutes include a commendation to Merryl for her work. Liz Morrison queried the phone/fax charges. Merryl advised this was due to payment charges for the website and that these would continue as the organisation is linked to a professional web company. Liz also asked about garden owner payment. Merryl outlined the background to the decision for this and noted that it had had the effect of encouraging more people to open their gardens. One member said she appreciated receiving this payment following her open garden weekend.

Ange McNeilly said that as a former committee member, she agreed that this was an important initiative and expressed appreciation for this initiative having been implemented. One member asked about the community focus and where she could find information about the charities and community groups being supported. The committee agreed that it would look at a specific page to detail community focus for gardens.

Item 4 – Consideration of Resolution 1

The following two Special resolutions were put to the AGM.

Resolution 1

To change Part 1 Preliminary under 1. Definitions

from

“*financial year* means the year ending on 31 March.”

to:

“*financial year* means the year ending on 30 June.”

Merryl spoke to the resolution stating that the current situation was not appropriate. She said that Open Gardens Canberra Inc had started its financial records from July 2015 so if OGC financial records could move to the period June-July each year then this would enable a more accurate comparison of yearly finances.

In the present situation, the financial year ends in the middle of the spring season which makes accounting difficult as expenses incurred in one financial year need to be carried over to the next financial year. She said that, if agreed, the resolution would ensure that everything would round up neatly.

Peter McFetters added his agreement to the resolution. Ange McNeilly said she had not understood the background and thought it would have related to the date of the inception of Open Gardens Canberra Inc.

*Moved by Ian Davenport; seconded by Peter McFetters. **Agreed** by members in attendance.*

Item 5 – Consideration of Resolution 2

Resolution 2 –

To change Part 6 Rule 40 to read:

“In the event of the dissolution or winding up of the Open Gardens Canberra Incorporated Association, surplus property is to pass to the association known as the Friends of the National Arboretum Canberra as an Australian Capital Territory Incorporated Association number A04702 in accordance with Section 92 (1) (a) of the Act.”

Ian Davenport said the resolution was being put to the AGM to comply with requirements of ACT government. He said it was not anticipated that Open Gardens Canberra Inc would be wound up. Ian said the ACT government had confirmed agreement to the wording. Ange McNeilly said the resolution was an important step for Open Gardens Canberra.

*Moved by Ian Davenport; seconded by Chris Lord. **Agreed** by members in attendance.*

Item 6 - Appointment of Public Officer

Ian Davenport agreed to continue in this role.

Item 7 – Election of Office-bearers and Ordinary Committee Members.

Trevor declared all 11 committee positions to be vacant and asked that they be filled. He then asked Ian Davenport to assume the role of returning officer. Ian advised that the formal nomination process had closed a week ago. Some formal nominations had been received and some had been received subsequently and that further nominations could be included from this meeting. Ian expressed appreciation for Trevor’s contribution as President over the last year.

The following lists members who agreed to form the committee of Open Gardens Canberra for 2017-18:

Committee Office Bearers:

President: Chris Lord - nominated by Ian Davenport;
seconded by Ann Lord

Vice President: No nominations

Treasurer: Merryl Bradley - nominated by Sally Stephens/
Liz Myszka

Secretary: No nominations

Ordinary Committee Members:

1. Tom Baker (nominated by Trevor Fuller and seconded by Chris Lord)
2. Deirdre Kiorgaard (nominated by Anne Lord and seconded by Merryl Bradley)
3. Sally Stephens (nominated by Merryl Bradley and seconded by Chris Lord)
4. Ian Davenport (nominated by Judy Hayes and seconded by Maureen Davenport)
5. Jane Vincent (nominated by Tom Baker and seconded by Sheree Minehan)
6. Anne Lord (nominated by Ian Davenport and seconded by Merryl Bradley)
7. Ange McNeilley (nominated by Chris Lord and seconded by Ann Lord)

Chris Lord thanked Trevor who had been the President in 2016-17 and had come in to that role at short notice. He said that Trevor had done a wonderful job. Chris also thanked Sheree who, in addition to the Secretary role, had assisted greatly with new website. He said the committee would be very interested in finding a person with the skills to run the web. He also thanked Jane Vincent for her role as publicity officer and for opening her garden in Sutton in spring 2016.

Two committee vacancies remain to be filled. These are the positions of Vice President and Secretary.

Peter McFetters confirmed his agreement to continue as auditor for 2017-18.

The AGM closed at 11.51 am.

Members attending the AGM were :

Tom Baker

Valerie Bigg

Merryl Bradley

Ian Davenport

Raxanne Forrest

Trevor Fuller

Lis Haakanssen

Judy Hayes

Sally Stephens

Anne Lord

Chris Lord

Pam Linstead

Ange McNeilly

Carol MacFetters

Peter MacFetters

Pearl Moyseyenko

Sheree Minehan

Elisabeth Morrison

Tom Paine

Gabrielle Sheen

Jane Vincent

Apologies received from:

Pam Behncke

Linda Beveridge

Pat Bowden

Janelle Chalker

Geoff and Lorraine Corner

Gita Curnow

Maureen Davenport

Frank Doyle

Wendy Dodd

Liz Frazier

Christine Fulton

Christine Gascoyne

Elizabeth Geissler

Carmel Hargreaves

Deirdre Kiorgaard

Francis Trevor Mills

Lynette Mills

Bruce Muir

Heather Muir

Susan O'Neill

Sanya Ritchie

Jane Scrammell

Shirley Wilton



Presidents Report 2017

Good afternoon members and welcome to the second Annual General Meeting of Open Gardens Canberra Incorporated. It gives me great pleasure to present to you the Second President's Report. We have enjoyed a most successful year, achieved significant growth and strengthening of our organisation in a number of vital ways.

Before outlining some of these, I should firstly like to thank the 2016-17 committee comprising Tom Baker, Merryl Bradley, Ian Davenport, Deirdre Kiorgaard, Chris and Anne Lord, Sheree Minehan, Sally Stephens and Jane Vincent. We formed as a team of ten in September last year and set out with some ambitious goals for growth, governance and community engagement but with the overarching focus on ensuring a diverse and high-quality range of open gardens in Canberra and surrounding country districts for members and the public.

Open Gardens Canberra Incorporated continues to grow in membership numbers. This year's membership is now 572, an increase of 11 per cent since the last AGM. We hope you will renew your membership for our next exciting year of open gardens (details are available on our website). We thank you for your membership and hope you remain a member for many years to come.

Our steady growth in membership is largely due to the diversity of gardens that we have opened in spring 2016 and autumn 2017 seasons. These have included many interesting aspects of outdoor design and function. The range has included Japanese, native, productive and children's garden settings. These open gardens would not have been possible without the generosity of those garden owners who agreed to open their gardens to the public.

Since the last AGM, Open Gardens Canberra enabled the opening of 11 gardens to the public: five in the spring of 2016 and six in autumn 2017. There were a total of 2,819 visitors to the open gardens which included 1,606 paying visitors, 911 member visits, 173 new member visits and 129 renewing member visits. Total takings from the open gardens exceeded \$20,000.

I must also extend the Committee's appreciation to the loyal, committed and active group of volunteers, without whose assistance, we would simply not be able to organise these open gardens. This assistance also goes a very long way to ensuring that we are able to keep our membership fees at a modest level and unchanged since inception.

We hope that as volunteers, you have enjoyed the experience and will continue to be part of our dedicated group who provide such much needed support at open gardens. That said, we hope to attract even more volunteer assistance to enable us to deal with an increased number of gardens opening in our spring 2017 and autumn 2018 seasons as the workload associated with keeping a garden open from 10 am to 4 pm cannot just rest on a few.

As we need two volunteers at the entrance desk for each morning and afternoon session (Saturday and Sunday), the garden openings created 88 sessions to be filled by volunteers, 29 volunteers plus Committee members filled these sessions. As you can see, we are depending on the generosity and commitment of a small number of people to ensure the success of the openings. Without these people, we would not be able to continue.

The Committee is very proud of the sound financial position currently enjoyed by Open Gardens Canberra with net assets at the end of our financial year of just over eighteen thousand dollars – a substantial increase on our last financial year. Merryl Bradley, our Treasurer will outline the financial situation in more detail in the Treasurer's and Auditor's reports to follow but I would like to make note of the outstanding work done by Merryl in bringing sound accountability and transparency to the financial management of the organisation.

Owing to our improved financial position, an important initiative of the Committee this year was to allow the sharing of takings from Garden openings with the owners. This has had a substantial impact by generating new interest by garden owners by providing appropriate support for their efforts. It has also allowed the gardens owners to augment the fund-raising efforts for their charities. Open Gardens Canberra is not responsible for selecting these charities – it is entirely at the owner's discretion – but it is an important element of our commitment to community engagement.

We undertook a more dynamic, strategic approach to publicity and outreach and this bore positive results. Jane Vincent should be thanked specifically for her tireless work in this area as much of the success of reaching out to a wider range of people and organisations was due to Jane's excellent network of relevant contacts. We thank her also for opening her garden in Sutton last October. We examined our communication approach and this led to the development of the new website by Canberra Web Design. There is much more we can do to develop and maintain the website and to expand our social media range to increase our messaging to target audiences. With this in mind, we hope to attract people to the committee who can bring IT and communications/public relations expertise.

Growth can be measured in many ways other than membership numbers, finances and outreach. For an organisation like Open Gardens Canberra, our growth can also be measured through our community involvement and engagement. We are an inclusive organisation and seek to support community wherever possible. To this end, Open Gardens Canberra organised two 'walks' - one in Bungendore and one at Karawee Gardens in Queanbeyan –in consultation with community organisations as well as

partnering with the Charnwood Community Garden for a community open garden weekend.

Open Gardens Canberra Inc maintained a presence at Cap Expo 2017 in March this year at the Old Bus Depot markets in Kingston and at the National Trust's open day of Gunghalin Homestead during the Heritage Festival. These were important activities for raising the profile of our organisation.

Another key community initiative and one that I have been particularly pleased about has been the creation of an Open Gardens Canberra *Horticultural Scholarship* that provides an exciting opportunity for a CIT horticulture student to receive financial assistance. Scholarship applications are currently open with the first scholarship payment offered during the first term of 2018. Details of the successful candidate will be included on our website. We also anticipate that this person will be involved in the Open Gardens season of autumn 2018.

We have two resolutions to vote on today – they relate to deciding on a recipient of residual funding should Open Gardens Canberra Inc be terminated and this is an ACT government requirement. We also want to change our financial year to align with the standard June/July financial year and these will follow a little later in the program.

I thank the outgoing committee members, Sheree Minehan and Jane Vincent for their important contributions. I would like to mention that I will not be standing for re-election as President. This decision I have not taken lightly and has taken a lot of thought and reflection. I have appreciated the support and dedication by all involved throughout the last 12 months of my Presidency. We hope at this meeting or subsequent to this meeting, to attract new committee members as this is the way to generate renewal and new ideas.

Thank you.

Trevor Fuller

President 2016-17



Treasurer's Report

Annual General Meeting – 9 July 2017

Financial Statement

The Financial Statement for the Open Gardens Canberra reporting financial year 1 April 2016 to 31 March 2017 is attached (Attachment 1). This statement provides a comparison between income and expenses for this reporting year and the previous year, the first reporting year for the Association.

The Statement and financial records have been audited by Peter M Macfettters and found to :present fairly, in all material aspects, the financial position of the Association as at 31 March 2017 and its financial performance for the year then ended'. The Auditor's report is Attachment 2.

Net Financial Outcome

The association has achieved a net surplus of \$6,674 in this reporting year. This is less than achieved last reporting year. The reduction in surplus is due to:

- A net balance of \$2,800 in expenses spent in the last reporting year but claimed in the current reporting year.
- Payments to garden owners who open their gardens in this reporting year.
- The full cost of redevelopment of the Open Gardens Canberra website incurred in this reporting year.

Income

The total income for this reporting year was \$26,791, up from \$18,719 last year. The income included \$12,900 from membership fees and \$13,808 from ticket sales at open gardens.

Expenditure

Expenditure totalled \$20,216, up from \$7,211 last year. The main items of expenditure were:

\$5,500 Redevelopment of the Open Gardens Canberra Website
\$3,036 Payment to garden owners, implemented in the Spring 2016 Season
\$5,091 Printing

The balance of expenditure included:

- Equipment and postage for membership cards
- Equipment and stationery for open gardens
- Membership fee refunds to garden owners who opened their gardens in the Spring 2015 and Autumn 2016 seasons

Current Financial Position

Open Gardens Canberra currently has bank balances totally \$19,446.

The following is the profit and loss report for the period 1 April 2017 to 25 June 2017.

Profit and loss

For 1 April to 6 July 2017, cash basis

CODE	ACCOUNT	AMOUNT
INCOME		
4-0000	Income	\$9.30
4-2010	Donations received	\$21.00
4-3010	Contributions (Members)	\$1,450.00
4-4070	Sales of tickets	\$5,256.00
4-5020	Interest - Unrestricted	\$3.09
	TOTAL INCOME	\$6,739.39
EXPENSES		
6-0495	Open Garden Owner Payment	\$3,888.00
6-0320	Equipment	\$569.80
6-0530	Stationery	\$47.10
6-0010	Accounting Fees	\$10.00
6-0070	Bank Charges	\$19.95
	Meeting expenses	\$336.00
6-0510	Postage, Freight and Courier	\$50.00
6-0520	Printing	\$47.8
6-0680	Telephone & Fax Charges & Internet	\$433.79
	TOTAL EXPENSES	\$5,402.44
	NET POSITION	\$1,336.95

Note: \$1,160 Open Garden owner payments were for gardens opened in the last reporting year.

I recommend the statement provided be formally accepted.

Merryl Bradley
Treasurer
6 July 2017

Open Gardens Canberra Inc.

Financial Statement 1 April 2016 to 31 March 2017

End of Financial Year position at 31 March 2017

		2016-17	2015-16
Bank Account balance	Operating account	\$16,856.83	\$11,221.44
	Cash account	\$840.00	\$287.00
	Debit card account	\$380.20	\$0.00
Net financial position		\$18,077.03	\$11,508.44

Profit and loss statement with comparison with previous financial year

CODE	ACCOUNT	AMOUNT	COMPARISON AMOUNT	NOTES
INCOME				
4-2010	Donations received	\$71.10	\$500.00	
4-3010	Contributions (Members)	\$12,900.00	\$8,205.00	
4-4070	Sales of tickets	\$13,808.00	\$10,009.85	
4-5020	Interest - Unrestricted	\$12.45	\$4.67	
TOTAL INCOME		\$26,791.55	\$18,719.52	
EXPENSES				
6-0495	Open Garden Owner Payment	\$3,036.00	-	1
6-0535	Graphic design	\$473.00	-	
6-0320	Equipment	\$1,849.91	-	2
6-0530	Stationery	\$1,048.09	\$66.71	
6-0010	Accounting Fees	\$30.00	-	
6-0040	Assets Purchased <\$5,000	-	\$90.70	
6-0070	Bank Charges	\$130.70	\$53.20	
6-0330	Fees & Permits	\$47.00	\$341.00	3
6-0400	Insurance - General	-\$7.92	\$1,131.98	3
6-0440	Insurance - Volunteers	-	\$1,232.00	3
6-0480	Meeting Expenses	\$290.50	-	
6-0490	Membership Fees Refund	\$350.00	\$25.00	4
6-0500	Motor Vehicle Expenses	\$1,100.48	-	5
6-0510	Postage, Freight and Courier	\$1,190.00	\$324.70	
6-0520	Printing	\$5,091.75	\$1,929.89	6
6-0670	Sundry Expenses	-	\$1,893.50	
6-0680	Telephone & Fax Charges & Internet	\$5,587.45	\$122.40	7
TOTAL EXPENSES		\$20,216.96	\$7,211.08	
NET SURPLUS		\$6,574.59	\$11,508.44	8

NOTES

1. New policy for 2016-17 – payments to gardeners who open their gardens.
2. Includes around \$1,000 of expenses incurred in 2015-16 but claimed for and paid in 2016-17

3. These expenses are less than expected because of a reimbursement this year to Open Gardens Canberra of duplicate payments in last financial year.
4. Includes free membership for gardens owners who opened their gardens in 2015-16 season
5. Refund for car travel expenses incurred in 2015-16.
6. Higher this year due to late claim of printing expenses of around \$2,000 paid in 2016-17 which were incurred in 2015-16
7. Includes cost of redevelopment of the Open Gardens Canberra website
8. In all there was a total of around \$4,000 of expenses that were incurred in 2015-16 and claimed and paid in 2016-17. Taking into account the refund of some duplicate payments of around \$1,200 there was a balance of \$2,800 in 2016-17 expenses that should have been paid in 2015-16.

Attachment 2

6 Kirkham Place,
KAMBAH ACT 2902
Phone: 02 6161 3742
Mobile: 0409 811 772
Email: bloods@grapevine.com.au

INDEPENDENT REPORT TO THE MEMBERS
OPEN GARDENS CANBERRA INCORPORATED
REVIEW OF THE FINANCIAL REPORT as at 31 MARCH 2017

Opinion

I have examined the financial records of Open Gardens Canberra Incorporated (the Association), comprising the Financial Statement as at 31 March 2017, income and expenditure records and bank statements.

In my opinion, the accompanying Financial Statement presents fairly, in all material aspects, the financial position of the Association as at 31 March 2017, and its financial performance for the year then ended.

Basis for Opinion

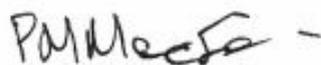
I conducted my audit in accordance with Australian Accounting Standards and Australian Charities and Not-for-Profit Commission (ACNC) guidelines for the review of financial reports of small not-for-profit entities; that is those with annual revenue less than \$250,000.

I believe the evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Committee's Responsibilities for the Financial Report

The Committee is responsible for the preparation and fair presentation of the financial report. They are also responsible for such internal control as the Committee deems necessary to enable preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee is responsible for assessing the Association's ability to continue as a going concern and disclosing, as applicable, matters related to going concern.



Peter M MacFetters

14 June 2017