

		Bgen AGM 2025 Minutes	
<b>Location:</b>		National Botanic Garden of Wales, Building: Tŷ Melyn Room: Tywi	
<b>Date:</b>		<b>Thursday 6<sup>th</sup> February 2025</b>	<b>Time:</b> <b>16.45pm</b>
<b>Invitees:</b>		Bgen Members	
<b>Chair:</b>		Dr Lauren Baker	<b>Secretariat:</b> Helen Miller
<b>Apologies</b>		Sarah Garry, Sophie Muskett, Wadzanayi Mavhura, Sam Bowden	

Item	Agenda Description	Led by
<b>1</b>	<p><b>Welcome</b></p> <p>Lauren welcomed everyone to Bgen's 2025 AGM and provided an overview of the session and agenda.</p> <p>Lauren confirmed we were quorate with over 25 members able to vote in attendance.</p>	Lauren Baker
<b>2</b>	<p><b>Minutes from last meeting</b></p> <p>The date on the 2024 minutes needs to be corrected to 29<sup>th</sup> January 2024.</p> <p>The minutes, with this amendment, were then approved:  Proposer: Susie Kelpie  Secunder: Nia Crouch</p>	Lauren Baker
<b>3</b>	<p><b>Annual Report from the Board</b></p> <p><u>Communications update (Rupert Bannister)</u>  Bgen is currently working to build both internal and external communications. We are setting up the use of Microsoft Teams to allow better internal communication and file storage/sharing. Comms team are now focusing on improvements to the website and social media channels.</p> <p><u>Membership update (Lauren Baker on behalf of Sam Bowden)</u>  Ongoing work to tidy up our membership data on Membership Works. As of date of AGM Bgen currently has 162 members across 45 organisations. Membership renewals were processed significantly later than usual last year, due to the impact of recruiting a new Coordinator, and will revert back to April moving forwards.</p> <p><u>Conference 2024 summary (Nia Crouch)</u>  Title: Inside Out and Outside In  International Online Annual Conference  7th-8th February 2024  Sponsored by Timberplay</p> <p>Being an online conference enabled us to be truly international with speakers from Edinburgh to Brisbane and attendees also coming from a wider range of countries. Going forward Botanic Gardens Education Network plan to alternate between online and in person conferences to get the benefits from face to face networking and online facilitation.</p>	Lauren Baker Susie Kelpie Rupert Bannister Lauren Baker Nia Crouch Sarah Webley Lauren Baker

	<p>With 24 speakers over two days there was a wide range in topics for attendees to learn about, to enhance the work they do in education, participation and engagement.</p> <p>The successful conference concluded with keynote speaker Richard Louv, a journalist and author of ten books. He spoke on human and nature consciousness: how we pay attention in the natural world, implications of that for education and generally, for the future of all species.</p> <p><u>Training update (Sarah Webley)</u> Recent online coffee mornings:</p> <ul style="list-style-type: none"> <li>• The Orchard Project January 2024, and</li> <li>• Welcome from your new Board November 2024</li> <li>• Dr Sarah Edwards The Ethnobotanical January 2025</li> </ul> <p>Upcoming training sessions and coffee mornings for 2025:</p> <ul style="list-style-type: none"> <li>• Royal Meteorological Society - Communicating Climate Change - 26 March 11am – 12pm - Cost £10/£45 non-members</li> <li>• Dr Kim Polgreen – Nature and Sustainability Education and Connection in Secondary Schools – 30 April 11am – 12pm – cost free/£10 non-members</li> </ul> <p>Plus (dates tbc): An Introduction to Botany and Etymology session for Educators Invasive Weeds and Biosecurity Decolonisation practices with Isabel Gilbert Carbon Literacy Climate Change and Forest Ecosystems with BiFOR Herbarium, Soil and much more! We also welcome any suggestions for topics, speakers, projects that would be useful to you or that you think members would be interested in.</p> <p><u>Governance update (Lauren Baker on behalf of Sarah Garry)</u> In late 2024, Bgen began a robust review of its governance including its policies and procedures. The Bgen Board is committed to ensuring its governance practices align with best practice and tasked the governance committee with a thorough review.</p> <p>Due to the departure of the coordinator and some long-standing trustees, this review began in late 2024 with a gap analysis. The results of the gap analysis will be used to prioritise the development of new, and the review of existing policies in 2025.</p> <p>To ensure handovers between trustees and coordinators are effective in future, several standard operating procedures which are required, have been identified. These will be actioned in 2025.</p>	
4	<p><b>Report from the Treasurer</b> A new Treasurer, Wadzanayi Mavhura, was appointed at the end of 2024. The Bgen Coordinator, Sophie Edwards, left the position at the beginning of 2024 and by end of the financial year, the position was still vacant. During this time, there was no coordinator to manage membership income and training courses income, which temporarily inhibited our main income streams.</p> <p>Outcome for the Year Total income for the year decreased by 24 % (current year £16,295: previous year £21,512). Total expenditure decreased by 16% (current year £15,383: previous year £18,383). The charity recorded a marginal net profit of £567 compared to £4,593 in previous year. This reflects the drop in membership renewals and conference income.</p>	Helen Miller Treasury Group

	<p>Income from training contributed £3,370 in the financial year (previous year £3,146), a 7% increase. Membership income decreased significantly to £3,650 compared to £4,445 in the previous year. Conference income decreased to £6,895 compared to £13,007, a 47% drop, due to online versus face to face events. Advertisement contributed £2,330 to the total income compared to £2,130 due to promotion through our social media channels and member and subscribers emailing.</p> <p>The financial year 2023-24 closed with £21,512 in the Bgen accounts. The accounts have been approved by the Board in January 2025. We now seek members' adoption of the accounts at the AGM so that they can be filed with the Charity Commission.</p>	
5	<p><b>Approval of accounts</b>  The accounts were approved.  Proposer: Felicity Gaffney  Secunder: Rupert Bannister</p>	Helen Miller Treasury Group
6	<p><b>Election/Appointment, Re-election, and Appointment and Resignations of Board members</b>  The following board members have/are stepping down at this AGEM: Steve Nash, Zoe Chapman, Frances Sampayo and Felicity Gaffney. Bgen is hugely grateful to all of these board members for their support and input. Felicity was personally thanked due to her long service on the Bgen board and presented with a card and small token of gratitude from the board.</p> <p>Sarah Webley and Sarah Garry are standing for re-election. The motion to re-elect both individuals was passed unanimously.</p>	Susie Kelpie
7	<p><b>AOB</b>  Questions: There was a question regarding how much training and workshops will be going forward. Lauren responded to explain that there has been a discussion around changing training costs to reduce costs for members. This is a trial with the next course offered to members at just £10.</p>	Lauren Baker
8	<p><b>Closing Remarks</b>  Lauren officially closed the AGM and thanked members for attending.</p>	Lauren Baker