

BRITISH HOSTA AND HEMEROCALLIS SOCIETY

Registered Charity No. 1003489

Minutes of the AGM Meeting held in the Classroom at Waterperry Gardens (Wheatley) Oxfordshire, OX33 1JZ Published on August 2nd 2019

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COMMITTEE PRESENT John Baker (Secretary and Acting Chairman), June Colley (Secretarial cover), Bob Prigmore (Treasurer), Andrew Whittle (Web Editor), Ollie Walker (Hosta Publicity), Christopher Potts.

MEMBERS PRESENT

James Allnutt, Sue Beck, John Carr, Denise Cotterill, Christopher Cotterill, Philippa Dobson, Katie Jacobs, Karen Llewelyn, Margaret Loynds, David Loynds, John Palethorpe, Edward Sellick, Antony Shaw, Marjorie Sturman, Antony Sturman, Sandra Thompson.

1) MESSAGE FROM THE CHAIRMAN

Jonathan Hogarth sent a message to welcome everyone and give his best wishes. Unfortunately, he was unable to attend the meeting as he was in hospital following a hip replacement operation. His wife, Anita, reported that the operation was successful and that he was already able to move about. We conveyed our best wishes to him for a speedy recovery. He has requested that John Baker act as Chairman in his absence.

2) APOLOGIES

Apologies for absence were received from Diana and Roger Grounds, George Smith, John Newbold, Mike Shadrack, Stephen Baker, Tim Saville and Gillian Murray.

3) MINUTES OF THE LAST AGM MEETING (our 36th)

The Minutes of the last AGM meeting held on 1st July 1918, in Savill Garden, Wick Lane, Englefield Green, Egham, Surrey were reviewed and actions from the meeting were discussed.

3.1 The decision to move the renewal date for all members to January 2020 was taken so as to move away from part year payments. Ian Scroggy confirmed that someone joining or renewing part-way through a year would begin their membership in January the following year. This would make most memberships and renewals on an annual basis and at the beginning of each year.

3.2 Efforts to increase membership were discussed and membership forms were printed and were distributed at this AGM so that relatives, neighbours and friends could be encouraged to join the Society. June Colley reported that during the last 12 months, over 25 new members were recruited at their garden talks and garden visits.

3.3 The venue for this year's AGM (Waterperry Gardens) was arranged by Jonathan Hogarth.

3.4 Andrew Whittle reported that the proposal to back-up the Society's data was part of the service provided by our Website provider and that this continues on a regular basis.

3.5 Handover to the new officers was completed by Andrew and Marjorie following the 1918 AGM.

The Minutes were unanimously approved. Proposer: Sandra Thompson,
Second: Ollie Walker.

**PLEASE NOTE THAT COPIES OF INDIVIDUAL REPORTS WILL BE
AVAILABLE ON THE WEBSITE**

4) TREASURER'S REPORT

4.1 Draft accounts were prepared but were not published until Wednesday prior to this meeting and so were not available to be audited or reviewed. This means that an Extraordinary General Meeting will need to be called to approve the accounts when they have been reviewed by an independent examiner.

ACTION: An Extraordinary General Meeting must be called within four weeks of this AGM to approve the audited/reviewed draft accounts presented today.

ACTION: John Baker has approached the Treasurer of his local Horticultural Society and he has offered to act as an independent examiner to review our accounts at no cost to the BHHS. John will take the accounts for review before the Extraordinary General Meeting.

4.2 The draft accounts were presented:

According to amounts received during the year, membership subscriptions income has increased to £3,352 due to the collection of arrears and new members. A plant sale at Wisley Garden was conducted by Bob and Jonathan. Donated plant sales were £330. The AGM auction of plants raised £269.

4.3 Due to the closure of the Eastern Counties Group, the remaining funds of £1,171 were donated to the Society at the last AGM.

4.4 We published a spring and autumn Journal in 2018 at a cost of £3,756. An autumn Journal only was published in 2017. Advertising in the Journal in 2018 raised £730 and as the Journal replaced the Newsletter there was saving of £977 on 2017 costs.

4.5 Website costs were £1,552 in 2018. Following the closure of Hemerocallis Europa at the end of 2018 in March this year we received a donation of £1,759. This could be set aside for Hemerocallis work or added to the existing Hemerocallis Fund.

4.6 The net assets of the Society stand at £19,666 with £15,564 in an investment bond. We made a small profit on the year of £77. John Carr asked what the yield was on the investments. Bob Prigmore reported that this was only 0.45% but was the best available figure. Andrew Whittle said that if the none recurrent fund from the Eastern Counties Group was removed from the calculation, we are running about a £1,000 loss. In 2019, with the Hemerocallis Europa donation, we should break even but we need to increase membership and reduce costs. John Baker remarked that we have held the cost of the Journal over the last years and that we are evaluating a plan to lower the cost of the Journal by using slightly lighter paper weight.

4.7 David Loynds asked if the special funds (Hemerocallis Fund and the Eric Smith Hosta Fund) could be shown separately as they were in previous accounts. John Carr said that they should be shown separately and should be shown to accrue interest separately.

**ACTION: The special funds should be shown separately and invested separately.
The Hemerocallis Europa donation should be added to the Hemerocallis Fund.**

4.8 After 2 years in office Bob Prigmore is stepping down as Treasurer this year. The Society expressed its thanks to him for his time as Treasurer and for the all good work he has done to keep our accounts in order.

5) AMMENDMENT TO ITEM 15 OF THE CONSTITUTION

5.1 Item 15 of the constitution says that the Committee shall be responsible for appointing an Auditor every year. The Auditor shall be an independent examiner who is a person who has ability and experience in accountancy matters and who is independent of the trustees.

5.2 Bob Prigmore has retired from his accounting company and so, can no longer ask his company to provide a free audit to our Society. The price of an independent Chartered Accountant to audit our books would be more than £250. This was the reason to amend the rule 15.

5.3 Bob Prigmore stated that we have never had the accounts “audited” (an audit is deep and is very detailed and takes several weeks and is very costly) but we have always had an independent examiner “review” and report that the accounts are true and accurate. Also, because the Charities Commission does not require an audit if our accounts are below £25,000, and in some case below £10,000, (which is always the case for our Society) and because the Charities Commission does not even require a copy of our accounts, they only receive our annual return on line, Bob Prigmore suggested that we should amend the wording of the Constitution.

5.4 However, when we published this to the membership for review, a number of our members have emailed to object. For example:

Peter Bridge of Worchester and John Fleetwood and others wrote:

“Dear Chairman/Treasurer/Secretary

I received the detail of the proposed amendment to para 15 of the BHHS Constitution. I think that the proposed amendment is unconstitutional.

The Charities Commission may well require accounts of more than £25,000 to be audited, but I believe that the membership (not the Committee) should be satisfied that the accounts have been audited, regardless of the rules of the CC, and the value of the accounts. In short, all accounts should be audited, regardless of the value.”

5.5 John Palethorpe requested that the proposed amendment be read out. John Baker read out the amendment as follows:

“If the sum reported to the Charities Commission is less than £25,000 the Society does not need to appoint an auditor. However, if the sum reported is £25,000 or greater the Committee shall be responsible for appointing an Auditor. The Auditor shall be an independent examiner who is a person who has the ability and experience in accountancy matters and who is independent of the trustees.”

5.6 John Carr stated that in the proposed amendment there is nothing about a “review of the accounts” so this amendment should be voted down. He did not think that the books needed to be audited but that they did need to be reviewed and checked for accuracy. He proposed that the wording should be changed to say “review” and that we do not need a qualified auditor to examine the books. Two independent members of the Society that are none trustees and non-officers should be sufficient to review the books and report that they are accurate.

5.7 While the emails sent in suggested that the membership should approve those who examine the accounts, it was stated by John Carr that it was the right of the trustees to appoint an auditor and that it was sufficient if the Committee appoint independent reviewers from the membership to examine the books.

5.8 David Loynds expressed the view that the reviewer should be completely independent of the Society.

5.9 John Baker stated that he has approached the Treasurer of his local Horticultural Society, Robin Hall, a Chartered Accountant. He has said he would review our accounts at no cost to our Society.

5.10 John Carr agreed that in many Societies an accountant could be found who would review the accounts for free because it was for a charity. Andrew Whittle said he had been in a number of Societies where the accounts would not have an auditor but an independent examiner to review the books. The Cricket Club where he was a member had exactly the same problem with the wording in their Constitution and changed it from “Auditor” to “Independent Examiner”, someone who was not a member of the Cricket Club. John Baker said that the review was to protect the Treasurer as well as the membership. Bob Prigmore again stated that the Charities Commission do not require our accounts, only the total annual return sent on line. The dead line for this was the end of October. John Carr stated that the approval of the accounts and the submission to the Charities Commission should be dealt with at the Extraordinary General Meeting.

5.11 It was proposed that the amendment to Item 15 should be held over to the Extraordinary General Meeting and would be amended to the following:

“The Committee shall be responsible for appointing an Independent Examiner every year. He should be is a person who has the ability and experience in accountancy matters and shall be independent of the Society and the trustees.”

The Proposal was unanimously approved. Proposer: Denise Cotterill, Seconder: Philippa Dobson

ACTION: An Extraordinary General Meeting must be called within four weeks of this AGM to amend Item 15 of the Constitution according to the recommended wording discussed today. Submission to the Charities Commission should also be processed at this meeting.

6) MEMBERSHIP SECRETARY’S REPORT

6.1 There was no Membership Report available. Ian Scroggy who has done an excellent job in developing our Facebook page has had problems with the Membership data and has reported as follows:

“I cannot provide an accurate Membership Report as I cannot confirm who has paid via the bank. Since I was appointed the Treasurer has not provided bank statements to allow me to check who has paid. This is making my job very difficult. I have given my details to the HSBC bank and asked to be put onto the bank account but no reply has been received yet from HSBC since March this year.

Ian Scroggy is very frustrated that he cannot give you a Membership Report and needs to be given access to the bank statements as soon as possible so he can know who has paid and who has not.

6.2 Jonathan Hogarth has provided John Carr with a letter asking him to update the bank with details of the current appointments. This is because these changes have not been made and the bank still has John Carr as the Chairman. This should be done as a matter of urgency so that Ian Scroggy can be included and have access to the bank account. The HSBC is very difficult to deal with and David Loynds said he still receives correspondence as the Chairman of the Society.

6.3 Bob Prigmore said that he has brought all the records of the accounts to hand over at the end of the meeting.

6.4 John Palethorpe asked if we were trying to encourage people to use Direct Debit payment. Ian Scroggy has encouraged members to move to Standing Orders and more than half pay in this way. However, Direct Debit costs more and a larger number of members would be needed to justify the expense. Many pay by PayPal and we pay a fee for this service.

ACTION: John Carr will contact HSBC to provide a mandate to change the leadership appointment so as to place Jonathan Hogarth as Chairman.

7) LIBRARY & ARCHIVE REPORT

Bob Prigmore submitted the following report:

7.1 The British Hosta and Hemerocallis Society is a charity which aims to increase knowledge of, foster interest in cultivation and preserve the history of Hosta and Hemerocallis. The Library and Archive is a collection of books and publications including Mark Zillis' magnificent 'Hostapedia'. These books are available for members to borrow so please do not hesitate to contact the Librarian. A list of the books in the Hosta Library is available in the Membership section of the Website.

7.2 After 2 years of service, Bob Prigmore is stepping down as Librarian and it is proposed that June Colley takes over this role.

Proposer: Margaret Loynds, Seconded: Karen Llewelyn.

8) WEBSITE REPORT

Andrew Whittle submitted the following report:

8.1 *Reminder of Upgrade work*

This was completed just over 1 year ago in June this year the cost was £2,450 +VAT

Work was split into 4 areas

- Easier to use and more complete editorial functionality
- Reconfigure pages to optimise for viewing on mobile devices
- Reconfigure 'Members Only' section of the site
- Redesign the 'Gallery'

We have seen an increase in Website traffic. Before the upgrade it was about an average of 10 users per day and now it is an average of 25 users per day. The most popular area of the site is the Galleries. Also, about half of these people look at other parts of the website after visiting the Galleries. Two thirds of our viewers are from the UK, 19% from the USA and the rest are from Europe.

8.2 *Positives*

The site is being updated fairly regularly – easier to do now including:

- Past events (e.g. AGM, plant shows) and Minutes
- Plant profiles
- Journals etc on 'Members Only' part of the site

Online membership renewals and new joining process generally working well

- Including PayPal payments. We get a lot of renewals and membership through PayPal.

The hosting package and servers used result in high performance

- In terms of speed, lack of downtime, security
- But this comes at a price....

8.3 *Issues*

The website is based on an e-commerce platform

- This limits some of the look and feel of the site (e.g. the Gallery)
- Have made most of the enhancements possible at a reasonable price within these limitations

Web hosting is expensive

- Paying about £39 per month
 - For a business rather than a retail package
 - includes email addresses, dedicated technical support, customised tools, managed PayPal interface, website maintenance (coordinating with 3rd parties and upgrades), strong security (e.g. on e-commerce pages), sophisticated firewall, back-ups

It uses fast servers running well within capacity, minimal sharing, low downtime

- plus, other annual charges of £200 for SSL security and domain name (fairly standard)
- have asked web host to reduce costs but they are unwilling/unable to do so
 - only offer 1 package
- to materially reduce costs would mean changing website host
 - typical retail package about £10 per month
- But this would mean:
 - taking on more work ourselves
 - security may be compromised (manual update of all plug-ins)

We have to hold all the personal details of members and we have all the PayPal information so, a cheaper website like Go Daddy might not have the facilities to protect this security information.

- risks decreasing speed and increasing downtime of site
- significantly reduced level of technical support
- different web page interface so some code will need to be re-written.

8.4 John Carr commented that in the Members section we still have the earlier Members Handbook which lists the earlier Committee Members and list John Carr as Chairman. This is now 2 years out of date and should be removed now that we have the new Handbooks.

8.5 John Carr also reported that the Website had stopped showing the Minutes since the 2018 AGM, although these were submitted to the Committee within one week to 10 days after the meetings.

ACTION: Andrew Whittle to remove the earlier Handbook from the Website.

ACTION: Andrew Whittle to enter the October 2018 and February 2019 Minutes of the Meetings on to the Website, and enter Minutes of this AGM as soon as they are published.

The Website Report was accepted. Proposer: Ollie Walker, Seconded by Jim Allnutt.

PUBLICITY REPORTS

9) HOSTA REPORT

Ollie Walker gave the Hosta Publicity Report:

9.1 Despite some tricky and extreme weather conditions hostas have gone from strength to strength. Early warmth followed by late frosts meant many early risers were left damaged. During June rainfall across the country was extreme, and in some areas, there was up to 100mm of rain in just 24 hours.

9.2 It's been a big year for the nursery members of the Society. There was a very strong hosta presence at all of the major shows which reflected the popularity of the genus. There were some notable highlights of the show season for so many hosta nurseries. Paul Harris of Brookfield Plants won a 7th consecutive Chelsea Gold medal. New Forest Hostas and Hemerocallis won their first Chelsea Gold medal as well as being featured on the BBC at the show. Bowdens Nursery was also awarded Silver-Gilt at Chelsea. Sienna Hosta won Gold at their first RHS show at Malvern as well as being featured on BBC Gardeners World. Mickfield Hostas also continued to win Gold medals most notably at Hampton Court. BHHS Chairman Jonathan Hogarth won Gold at Hampton Court as well as picking up the prestigious Best Plant Heritage Exhibit award. Well done everyone.

9.3 June and John attended the American Hosta Convention in rainy Wisconsin with the main attractions being three new mouse varieties *Hosta* 'Skinny Mouse', 'Iron Mouse' and 'Mouse on the Moon' as well as a variegated *Hosta* 'Empress Wu' sport called 'Wu-La-La'.

9.4 There were some brilliant hosta gardens open to the public throughout the year including Freston House which despite wet weather raised an impressive £3000 for the NGS and St Peter's Church at Freston. There were also open gardens at the Hanging Hostas of Hampshire and Sue Proctor Plants Nursery Garden during July.

10) DAYLILY REPORT

10.1 With the early unusually hot weather some of our daylilies have become confused and so, have bloomed earlier this year. But it is not just the weather conditions that cause the variations seen in the UK. The bloom season submitted by the hybridiser during registration in the USA will not always be the same in the UK. Conditions here are often very different.

10.2 New Daylilies available in the UK include 'Aliens in the Garden' (Gossard, 2011), 7.5" Bloom diameter. 36" Scape height. Mid-season bloom with rebloom. Dormant winter foliage. Scapes have 3-4 way branching and 18-22 buds. This daylily was the winner of the Presidents Cup 2019. Also, 'Catawampus' (Jeffcoat, 2014). A big tall beautiful tomato red Unusual Form Cascade. 7.5" Bloom diameter. 47" Scape height. Mid bloom season. Semi-evergreen winter foliage. Winner of the American Daylily Society Junior Citation Award.

10.3 At the Hampton Court flower Show, Paul Harris of Brookfield Plants won a Silver Medal for his display of Hemerocallis cultivars with RHS AGM awards.

Vickie Meads has requested to stand down as Daylily Publicity Officer so a new appointment is needed.

11) FACEBOOK REPORT

Ian Scroggy has submitted the Facebook report:

11.1 At present we have 1236 likes and 1273 followers on Main BHHS Facebook page. We are making slow progression to the new Group page where we currently have 174 members. This new page allows members and others to post their own images and write posts direct to the page. Since changing to this page some members have started to use the Group page which is good to see. Eventually the idea is to close the Main page and just have the Group page but this will take time for all members to progress over to the Group page.

11.2 Thanks to Jan Wyers for giving me daylilies to post and Henry's Daylilies from the USA. Thanks to the administrators and moderators who are doing a great job keeping the Group page spam free and for approving applications for membership.

11.3 Ian Scroggy still put a Hosta and daylily photograph up on alternate days which is proving popular and keeping the interest of the two plants going.

12) REGIONAL REPORT

June Colley produced the Report for the Hampshire and Isle of Wight Region which was read by John Baker.

12.1 The Chairman, Gillian Murray, organised outings for the year. The July meeting was at Pollie and Terry Maasz' who were celebrating their joint birthdays. There was a big marquee with fabulous blues music, sumptuous lunch and a big selection of refreshments. Over 70 people had great fun in the sun to admire the spectacular displays of daylilies, including some interesting new seedlings and blooming companion plants. The crowd included guests from several horticultural societies who shared their enthusiasm for both daylilies and hostas.

12.2 This year to date, John and June have given 20 garden talks and have had NGS visitors to the garden in July, including a group of 42. June and John have been actively recruiting new members during their talks. The majority of our Society members are now from the southeast. The daylilies this year were extra floriferous. The blooms of 'Anna Rubinina' and 'Barbara Alsop' attracted all the visitors with 'Barbara Alsop' producing over 70 buds and flowers. Nearly 100 daylilies were displayed with the hostas and the remaining 170 were an added attraction in the allotment.

12.3 In early spring, June visited gardens in New Zealand to look for hostas and daylilies. She also had the opportunity to view the many vertical gardens in Indonesia and Singapore.

The highlight of her trip was a visit to the sites of the old Dutch East India Company in Jakarta (Kuta Tua) and Bogor Botanical Garden (Kebun Raya) which were associated with the great plant hunter, Phillip Franz Von Siebold. This will be reported in the American Hosta Journal to complete the series on the footsteps of Philipp Franz von Siebold.

12.4 In June, John and June attended the National Hosta Convention in Green Bay, Wisconsin, USA. In July, John and June returned to Wisconsin to attend the National Daylily Convention in Madison, where they also met BHHS member, Paula Dyason. They took time to distribute copies of the Journal in both conventions and posted some to save the Society on posting costs. They made new contacts, including a professor in Beijing who gave an invitation to visit her in China. It was good to meet Professor Zhiguo Zang again. He wrote an article for the Autumn 2018 edition of our journal.

12.5 Details about the Conventions will be published in the next edition of the Journal. Again, we would like to emphasise that It is important to represent the genus in our publications, and while we have a preference for British contributors, we are always short of daylily articles.

The Publicity and Regional Report were accepted. Proposer: Denise Cotterill, seconded by Philippa Dobson.

PLEASE NOTE THAT COPIES OF INDIVIDUAL REPORTS WILL BE AVAILABLE ON THE WEBSITE. JOHN BAKER ALSO ASKED THE MEMBERS TO LOOK AT THE NEW HANDBOOKS NOW AVAILABLE ON THE WEBSITE.

13) PHOTOGRAPH COMPETITION

13.1 John and June reported that so far only 4 members had submitted photographs. Therefore, we are holding the competition over to the autumn Journal. We ask you to send in your entries so that we can have more to judge.

13.2 The categories are:

1. CLOSE-UP PHOTOS OF HOSTA LEAVES
CLOSE-UP PHOTOS OF DAYLILY FLOWERS
2. PHOTO OF AN ENTIRE HOSTA CLUMP
PHOTO OF AN ENTIRE DAYLILY CLUMP
3. A LANDSCAPE PHOTO OF HOSTAS OR DAYLILIES
4. ARTISTIC IMPRESSION OF HOSTAS OR DAYLILIES

Please send in your photos, at least post card size or larger if possible, either as prints or by email. High resolution with high pixel count is preferred.

14) ELECTION OF OFFICERS

14.1 Officers standing down: Bob Prigmore (Treasurer, Librarian and Archivist), Vickie Meads (Daylily Publicity Officer).

14.2 June Colley has offered to take over the Librarian and Archivist role. She plans to create a database of what is available and to rationalise the contents of the Library.

14.3 Jonathan Hogarth will stand as Chairman and also as temporary Treasurer.

14.4 The posts of Registrar and Show Secretary remain open and we would welcome an additional Committee member.

14.5 We need to find a Daylily Publicity Officer. All other Officers remain and will continue their service.

The Appointments were approved by the AGM.

Proposer: Sandra Thompson, Seconded: John Palethorpe.

15) SOCIETY AWARDS

These were presented and photos taken. Details will be posted in our autumn Journal:

Eric Smith Bowl: Ian Scroggy for his work in developing our Facebook pages.

Peter Fernyhough Award: Victoria Meads for medal winning displays at major flower shows.

Newbold Hosta Vase: Thomas Jolliffe for the introduction of *Hosta* 'Silver Wedding'.

Newbold Hemerocallis Vase: Marc King for the introduction of 'Devon Ruby'.

Grenfell-Grounds Trophy: Marjorie Sturman for many years of outstanding service.

16) NEXT AGM VENUE

16.1 June Colley recommended Wakehurst, previously known as Wakehurst Place. This house and botanic gardens in West Sussex is owned by the National Trust but used and managed by the Royal Botanic Gardens, Kew. It has the National Seed Bank and two good restaurants. The address is Haywards Heath RH17 6TN. We will need to inquire about the charges, parking and entrance fees, etc. John Carr said that he could contact someone at Kew to see if, as a charity, we could have a reduced price.

ACTION: John Carr to investigate the cost of room hire for the AGM at Wakehurst with his contacts at Kew Gardens.

16.2 Wisley Garden is another alternative as they have recently expanded with new facilities including meeting rooms.

ACTION: John Baker to investigate rooms at Wisley Garden for the next AGM.

17) ANY OTHER BUSINESS

Marjorie Sturman suggested that late July was the best time as most of the exhibitions and Flower Shows were over. Ollie Walker confirmed that the end of July was good as the shows were over.

The meeting was closed and the auction of plants was begun.

Date of next Committee Meeting at the Barn RHS Wisley
Tuesday 22nd October 2019 at 2-5pm

SUMMARY OF ACTIONS REQUIRED AT THE AGM 2019 MEETING

| Section ref. | Action | Person (s) Responsible | Target Date | Status of Actions: New/Completed/Ongoing |
|--------------|--|---|-------------|--|
| 4.1 | Robin Hall, Treasurer of a local Horticultural Society will act as an independent examiner to review our accounts at no cost to the Society. | John Baker | August | New action |
| 4.1 | An Extraordinary General Meeting must be called within four weeks of this AGM to approve the audited/reviewed draft accounts presented today. | Committee members and non-committee members | August | New action |
| 4.7 | The special funds should be shown separately and invested separately. The Hemerocallis Europa donation should be added to the Hemerocallis Fund. | Jonathan Hogarth | October | New action |

| Section ref. | Action | Person (s) Responsible | Target Date | Status of Actions: New/Completed/Ongoing |
|--------------|---|---|-------------|--|
| 5.11 | An Extraordinary General Meeting must be called within four weeks of this AGM to amend Item 15 of the Constitution according to the recommended wording discussed today. Submission to the Charities Commission should also be processed at this meeting. | Committee members and non-committee members | August | New action |
| 6.2 | John Carr will contact HSBC to provide a mandate to change the leadership appointment so as to place Jonathan Hogarth as Chairman. Jonathan will then appoint Ian Scroggy to the bank accounts. | Jonathan Hogarth, John Carr and Ian Scroggy | ASAP Urgent | New action |

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|------|--|----------------|---------|------------|
| 8.4 | Andrew Whittle to remove the earlier Handbook from the Website. | Andrew Whittle | ASAP | New action |
| 8.5 | Andrew Whittle to enter the October 2018 and February 2019 Minutes of the Meetings on to the Website, and enter Minutes of this AGM as soon as they are published. | Andrew Whittle | ASAP | New action |
| 16.1 | John Carr to investigate the cost of room hire for the next AGM at Wakehurst with his contacts at Kew Gardens. | John Carr | October | New action |
| 16.2 | John Baker to investigate rooms at Wisley Garden for the next AGM. | John Baker | October | New action |
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SUMMARY OF ONGOWING ACTIONS REQUIRED AT PREVIOUS MEETINGS MEETING
(note: actions will be checked at the beginning of each meeting. Please review your actions before arriving.)

| Date | Action | Person (s) Responsible | Target Date | Status of Actions: New/Completed/Ongoing |
|------|---|-----------------------------------|-------------|--|
| 2017 | Review Gift Aid entitlement | Treasurer | October | To be reported. |
| 2018 | Follow-up non-renewed membership | Ian Scroggy and Committee members | October | Ongoing |
| 2018 | Plant profiles and leaf and blossom photos for web and Facebook. Also, photos of members gardens for Facebook | Members and Committee members | October | Ongoing |
| 2018 | Dates of members' gardens opening required for website | Committee members | October | Ongoing |

