

Uki Garden Club

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<http://ukigarden.club/wp/>



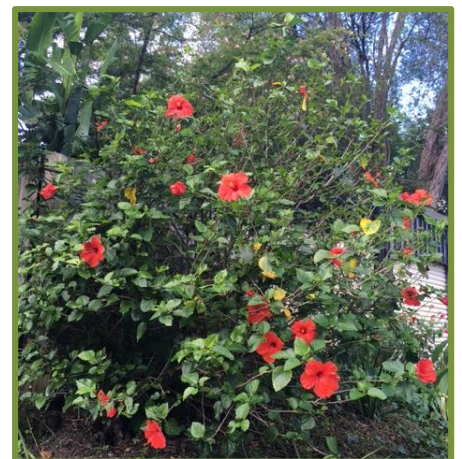
I don't know about you, but I am sure that most of us are really glad to see the back of March with all its rain and flooding! Let's hope that April and May bring back some sunshine and better times for all. I seem to do nothing but prune lately in my garden, as the shrubbery just continues to thrive. However, my vegetable patch is struggling from too much rain and many hungry pests.

It's been a long time since our Christmas gathering at Don's, but at last we are able to get back together. The Food Group meeting at Nellmary's on Tuesday 12th was our first chance to meet this year. It was good to see so many of you there and to hear tales from your produce gardens. We don't require bookings or QR codes any more (phew, I hear you say!) but we are still expected to practice social distancing as various Omicron variants of COVID are still circulating in our region. This is left up to you, but is most critical in areas like the swap table, where crowding can happen if we are not careful.

Thank you to all those members who have put up their hands to host Garden Gatherings in 2022. Every month is now full except for July. However, we still need more hosts for Food Group as July, August, October and November are still vacant. If you know of a garden or venue that would be suitable (even if not members), then let us know. Marie Luxford (Ph 0401 833 164) co-ordinates the Food Group calendar and Jenny Clark (Ph 0450 702 168 or 02 6677 9490), the Garden Gatherings.

Time is marching on so I need to remind you that two important committee positions are becoming vacant at our July AGM in about 3 months' time. Both our Treasurer and President are stepping down from office this year. Please do consider carefully your possible ability to fill either of these positions, whether or not you are already on the committee. The Club can only continue to run if there are willing volunteers to do all the various jobs. At the end of this newsletter we have included a document listing the duties and responsibilities of committee members. We only get together as a committee about 4 times a year so meeting attendance is certainly not onerous. Most tasks are completed each month by those serving in the various roles on the committee.

There is now an 'Autumn feel' in the air and the daytime temperatures are certainly better for getting outside. The Tibouchina bushes are looking very bright at present as are Allamandas and Hibiscus flowers.



I hope you are able to enjoy reading the contributions in this newsletter, and look

forward to seeing more members at our April Garden Gathering. We have not been to this Pumpenbil garden before, but I am reliably informed that it used to be the site of the Pumpenbil school. Our host, Greg, has only been there 8 months, and is hoping to tap into ideas from members for his garden development.

Warm regards and happy gardening, Gillian

March Food Group Report

Julia Hancock

We all felt excited and happy to be meeting at Nellmary's wonderful property in Murwillumbah on 12 April. She's been there for 18 years, moving into the oldest house in the street which had no garden except for a couch lawn and a couple of paths. An avocado tree was the first thing she planted and now it's absolutely dripping with fruit. Her garden is fabulously eclectic, featuring found objects, pots, vegie patch, natives for the birds, chickens, annuals and perennials, fruit trees and ferns. She makes sure all her visitors (human and otherwise) are comfortable, including frogs with their own separate hotel, and native bees in a stylish hive. She's very fond of her blue-banded bees that feast hungrily on her salvia. Other plants worth a mention are her double *Clitoria ternatea* butterfly pea vine, the flowers of which Husk Distillers use to colour their gin purple, and which Byron Bay hipsters use in tea to create 'blue tea' – who knew?



Two years ago almost to the day Nellmary suffered a stroke but has made a terrific recovery. Part of this is due to gritty determination and diligence with her physio exercises, but the most enjoyable aspect of her recuperation has been exploring art as therapy and getting in touch with the right side of her brain. Her garden is full of her imaginative creations from large sculptures to hanging baskets and wall decals cut from metal. Nellmary has a welder and knows how to use it! She is a wizard at finding recycled objects that she can upcycle into works of art. Good on you Nellmary – you are a superb role model for recovery, gardening, and all things positive.





We had a good turnout, supervised by Nellmary's dog Charlee, so the discussion was lively and could have continued for hours.

- Sue Y has an oxalis problem in her vegie patch but is slowly getting on top of it. She's discovered that mango trees have extensive roots which are excellent for retaining soil.
- Greg moved into his new property at Pumpinbil 8 months ago and has been planting bush tucker trees.
- Bridgitte has had problems with seed germination but now uses top quality mixes to better effect. She's noticed a proliferation of butterflies in her garden this year, including the birdwing.
- Trish has purchased a native bee hive and they are loving all the flowers on her overgrown garden plants. Her Lebanese cucumbers, yellow climbing beans and chokos are doing really well in the damp weather.

- Sheila lost her bottom garden in the flood, but the upper part around the house is looking superb with flowering autumn plants and spectacular bromeliads.
- Philip is rejuvenating his raised beds after the recent deluge. He and Richard have also been culling their fruit trees, removing those that don't produce, but also those that produce too much such as the carambola which sheds all its fruit which then rot and attract fruit fly. He's currently sourcing rare fruit seeds from a source on the net.
- Richard has been wielding the chain saw in their recent clean up.
- Dot's back yard became a swimming pool but amazingly the soursop has not only survived but thrived in the flood. Bush turkeys are a problem – try plastic snakes.
- Jackie mourned the loss of her celeriac which turned to mush in the wet and she hasn't been able to buy seed anywhere. Meanwhile her dragonfruit, pineapples, passionfruit, mamey sapote, snake beans and okra are powering away. She grew lots of yacon this year and found a recipe for yacon syrup. After processing 2.5kg of fruit for several hours she ended up with half a cup of syrup. It was delicious, but she won't bother making it again.
- Heather is having success with her purple-skinned white-fleshed sweet potatoes and her raised beds are full of Asian greens. Sadly two of her chooks drowned in the flood. She's been making tamarillo chutney from the fruits that the flying foxes and possums didn't eat.
- Karen lost her vegie garden although sweet spuds, feijoas and passionfruit are rampant.
- Tess paid two men to hack back her jungle and reckons it was worth every cent! Her turmeric and asparagus (very unseasonably) are doing great.
- Jim is busy planting Russian garlic as Easter is the best time to do so.
- Jenny and Jim's bridge collapsed but luckily they had parked safely and now have to wheelbarrow all their shopping to the house using a barrow. But get this – the barrow is battery-operated! We all want one now. Jenny has adopted the practice of gardening by the moon.
- Marie came on her own to the meeting, having taken Peter to Murwillumbah hospital following a nasty turn that



morning. We all wish him a complete and speedy recovery. Marie hasn't been able to work in the garden for several months after knee surgery as she couldn't risk infection. She lost lots of coleus in the wettest parts of their garden. But on a happier note, she and Peter haven't needed to buy veggies for months.

- Annie also hired gardeners to help her with the post-flood clean-up and said they did a wonderful job taming the wild.
- Sue H had just about given up with her sad, soggy garden but then she noticed a special variety of Japanese mandarin had survived, which cheered her up. Her herb garden was destroyed but she's been resurrecting that. The success story was that they produced 140 bunya cones this year – a record for them. And lots of her other fruiting trees have done really well.
- Hartmut boasted "my weeds are better than your weeds"! He's also employed an extra pair of hands to pull the garden into shape and they are slowly getting themselves together. He lost all his papayas, rosellas (from which he usually makes splendid jam) and bananas.
- Gillian's red papaya has produced masses of fruit and is self-seeding.



Solar Dryer



Nellmary gave a very informative talk on solar drying, which she has become something of an expert in since her time as a home economics teacher. The school where she was teaching had invested money in buying solar driers which relied on an electricity source to work. Nellmary thought this was too expensive and when she retired she constructed a dryer using black recycled tip shop materials (including casters) that works fabulously. More recently she's streamlined the operation to use only a large electric frypan (not connected to electricity of course) with a glass lid. The pan is black so absorbs heat and she puts sliced fruit and veggies on a metal baking rack covered with foil so they don't fall through. She dries herbs, rosellas (for tea), orange peel and chillis. You can leave the dryers in the sun for two days but bring them in at night.



Many thanks to Gillian and Jackie Balk for their photographic skills on the day.

Seed Box

Hartmut had begun to despair that no one was interested in the seed box any more, but that was mostly because we haven't been meeting since Covid. He was happy to receive seven packets of seeds at the meeting that members had collected and donated. He urges people to keep on saving as much as possible because propagating our own stuff has never been more important and he's very happy to continue being Keeper of the Seeds.

Wedgetail Retreat

Wedgetail are in desperate need of help to rejuvenate their vegie gardens. Hartmut and David Hancox have volunteered to source and organise delivery of bulk garden soil to top up the raised bed near the building and the longer garden bed lower down the property. The perennially-generous David Gourlay is donating compost. Other requirements include fertilizer and seedlings. Can anyone help with these items, and also spare some time to work in the gardens at Wedgetail? If so, please contact Hartmut who is coordinating the working bee. Telephone: 0448880209, or email: hartmutholzknicht215@gmail.com

Farewell Thomas family

Rex and Jan Thomas have left the Tweed for pastures new in Ballina where they have lived before and have many friends.. They hosted several meetings at their large property in Nunderi which boasted what must have been the best back lawn in the Tweed – Rex's pride and joy. Jan grew lovely and unusual plants, many of which she donated to the swap table.

We will miss them greatly, and thank them for the many wonderful events they generously hosted at their home in The Grove. We wish them well in their new home and hope they continue to enjoy creating wonderful gardens.

Get-together with Twin Towns

Lesley Fidler is the President of Twin Towns Garden Club and sadly her son passed away at Wedgetail in February. Philip looked after the Fiders and Lesley expressed an interest in our two clubs getting together at some stage. We all thought that was a good idea and will pursue it at a future time.

Vale John Stevenson

Two of the first members of the Uki Garden Club back in 1998 were John and Diane Stevenson, who had just retired to Uki from the Central Coast. The Stevenson's were always willing to host meetings under their large back patio looking out onto extensive gardens, featuring numerous citrus trees and beds full of shrubs. They made many friends through the club and seldom missed a meeting. John was devoted to his dachshund Tia and the pair of them would enjoy a Tim Tam or two on the sofa of an evening.



Following John's diagnosis of dementia they downsized to Banora Point where John has been in a care home for several years. Sadly he passed away on February 11 and is greatly missed by his and Di's children Kellie and Alan and grandchildren Maryjane and Jackson.

Rest in peace John.



- ☺ My tolerance for idiots is extremely low today. I used to have some immunity built up, but obviously there is a new strain out there.
- ☺ As I watch this generation try and rewrite our history, one thing I'm sure of ... it will be misspelled and have no punctuation.
- ☺ Hard to believe I once had a phone attached to a wall, and when it rang, I picked it up without knowing who was calling, and I'm still alive.
- ☺ Me: Sobbing my heart out, "I can't see you anymore. I'm not going to let you hurt me again."
Trainer: "It was one sit-up."
- ☺ Do you ever get up in the morning, look in the mirror and think "That can't be accurate."
- ☺ I want to be 14 again and ruin my life differently. I have new ideas.
- ☺ Teacher: Give me a sentence which includes the words: defence, defeat, detail.
Student: When a horse jumps over defence, defeat go first and then detail.
- ☺ God promised men that good and obedient wives would be found in all corners of the world. Then he made the earth round...and laughed and laughed and laughed.
- ☺ I'm on two diets. I wasn't getting enough food on one.
- ☺ Apparently RSVPing to a wedding invitation "Maybe next time," isn't the correct response.
- ☺ I put my scale in the bathroom corner and that's where the little liar will stay until it apologizes.
- ☺ Felt uncomfortable driving into the cemetery. The GPS blurted out "You have reached your final destination."



- ☺ My mind is like an internet browser. At least 19 open tabs, 3 of them are frozen and I have no clue where the music is coming from.

**NOW THAT I'VE LIVED
THROUGH AN ACTUAL PLAGUE,
I TOTALLY UNDERSTAND
WHY ITALIAN RENAISSANCE
PAINTINGS ARE FULL OF
NAKED FAT PEOPLE LAYING
ON COUCHES.**

I hate telling people I'm a taxidermist.
When they ask what I do everyday, I
say:
"Y'know. Stuff."

News Update on Tweed Palliative Support

All of the opportunity shops of Tweed Palliative Support (TPS) were adversely affected in the floods. Clifford Lane was totally wiped out with water filling both sheds up to the roof! The contents were bulldozed out, with very little recovered. Queen Street's main shop was impacted by a landslide on the back wall, so water and mud entered the shop, unfortunately wiping out the stocks of bed linen, towels, and so many household items ... just what people need after the floods! Other Queen Street shops had roof damage which led to soiled stock.

But true to form, Edna and her volunteers have been situated on the footpath for the last 6 weeks, giving away everything for free –clothes, food, mattresses and whatever else has been donated or salvaged from the shops. Many more fortunate residents have donated items of furniture, bedding and clothes, so these are being stored in Clifford Lane shops, once they were cleaned out, and are being made available to flood victims for free. The main things people need are white goods and bedding. Clothes are no longer being accepted as stocks are full, but later down the track, these may be appreciated.

The hospice was cut off by road for about a week in the first flood (and again for a few days in the second flood). One nurse stayed on duty around the clock for four days and nights! The locals nearby helped out with food and other supports. Finally, new staff members were shipped in by boat, so things proceeded pretty much as normal for the two clients and a family member in residence, throughout this difficult time.

The Wedgetail veggie garden has survived, but like in so many of our own gardens, was adversely affected by all the rain. It is very soil-depleted. UGC committee has agreed to replenish the garden with several cubic metres of new soil and I believe David Gourlay from Soil Life is donating some compost as well. Hartmut will need some volunteers to assist when the soil is delivered to Wedgetail, so please make contact with him if you can help out.

Once restored to appropriate safety levels, all 4 shops will re-open, both for donations and for purchasing goods. TPS as usual has shown great community spirit in supporting the Tweed residents, who in turn continue to support the charity to carry out its important role in providing palliative care and home support to those in need.

Gillian Woodward

TPS volunteer



Way to go Annie!!

One of Club members – Annie Simonds – was recently recognised for her service to the community at the opening ceremony of the Tweed Seniors festival with the presentation of the Local Achievement Awards.

The awards presentation was one of many highlights at the ceremony which featured musical performances by local choirs, dancers, a mini expo and time to reconnect over a cuppa and light refreshments.

Mayor of Tweed Shire Chris Cherry presented 7 Local Achievement Awards winners with their certificates at the Tweed Heads Civic and Cultural Centre at the opening ceremony.

The recipients included:

- Glenda Ashby – service to Marine Rescue Point Danger
- Carole Cohan – service to Meals on Wheels, Tweed VIEW Club and Fun Activities for Banora Seniors (FABS)
- Marilyn Gilmore – service to numerous Tweed charities over more than 30 years
- Ruth Philip – service to South Tweed Over 50s group
- Irene Rainey – service to Tweed Valley Justice Association and work as a JP
- **Annie Simonds – service to Friends of the Gallery and Friends of the Pound (second from right)**
- Alan Young – service to Twin Towns Radio Yacht Club
- Sue Breckenridge – service to Murwillumbah Farmers Market and small farmers (absent).



Tweed Local Achievement Award recipients proudly display their certificates at the opening of the Tweed Seniors Festival 2022 at Tweed Heads Civic and Cultural Centre.

Congratulations Annie on a well-deserved award.

A Date for your Diary

Kyogle Garden Club will be holding their annual flower & foliage display on **Friday 22nd & Saturday 23rd April 2022.**

Timing is 9am to 6pm Friday and 9am – 3pm Saturday.

It will be held in St Brigids School Hall, Wyangarie St, Kyogle.

Entrance fee is \$2 plus raffles.

Many stalls will have plants and other garden products on display and for sale. Phil Dudman will make a guest appearance on Saturday 23rd @ 10:30am. Morning tea will be available for purchase on both days.

Come along and enjoy the wonderful display of local plants including seasonal flowers and foliage and see what is available to gardeners in our local area.



This *Lepidozamia peroffskyana* is growing in the corner of King and Brisbane Streets, Murwillumbah. It has survived the floods and has produced an enormous cone. This cycad is endemic to northern NSW and SE QLD.

Julia



Golden penda (*Xanthostemon chrysanthus*) is a fabulous rainforest tree that thrives in sub-tropical and warm temperate conditions. It's an Australian native that is related to eucalypts and bottlebrushes and produces masses of amazing yellow flowers in summer and autumn. Here's a local one in bloom.

Gillian



Story of a Lismore Refugee

Cathy Shields



I would like to share my story and also say a huge thank you to Lynn O'Hara and clan for all their help and support. Where would you be without mates? In particular Lynn, who introduced me to the Club when I came home from overseas, before COVID changed our world.

Recently I had moved into my newly renovated home in South Lismore, then we were hit with a rain event !!!

You can see from the pictures the devastation the flood caused on my home; it just missed the gutters and I ended up with a 40-foot container in my back yard.

The clean-up broke my heart, thank God my mates turned up to help, as I was shell shocked and unable to make any credible decisions. Since that life changing event, I have decided, I won't ever live in that house again. So, once I made this decision, I started to think about where I could live, I wanted to make a change and I feel a whole house for a single woman is very privileged. Therefore, I am hoping to buy a tiny house and ultimately make it off grid.

To this end I was wondering if anyone was interested in renting me a small plot of land to start my dream? I would love to have a chat and see what is possible? Or if you know someone who would be interested, please pass on my details. Thanking you in advance, Cheers.

Cathy Shields 0417-127-204



Members' Recipes

Moroccan carrot salad – Julia Hancock

I can't live without carrots.

I eat them in one form or another every day as they are versatile, tasty and healthy. On a trip to Morocco back when travelling was doable I enjoyed this variation on the theme.

You will need:

- 500g carrots, peeled, tops and bottoms trimmed, and sliced into sticks or rounds
- ½ cup virgin olive oil
- ¼ red wine vinegar
- 1 tablespoon smoked paprika
- 1 tablespoon ground cumin
- 2 cloves garlic, crushed
- ½ teaspoon finely grated lemon or lime rind
- 1 tablespoon each of chopped parsley, mint and coriander
- Salt and pepper to taste



Cook the carrots until tender, then drain. Combine the remaining ingredients (except for the herbs) and toss in the carrots. Chill and allow to marinate for a couple of hours. Toss again before serving and sprinkle with herbs.



My sister Sara Hancock snapped this beautiful scene on a recent visit to the Spanish island of Majorca

Julia

Down the Garden Path with Penny Riley

Dear friend and regular funnies contributor Penny Riley took me on a wander and wonder down her garden path recently and shared some of the delights to be found there.

See for yourself!



April Job File – Julia Hancock

- ☼ Check the stems of plants and trunks of trees to make sure heavy rain hasn't left a soggy mass of mulch pressing up against them. Move it away to avoid the trunk rotting.
- ☼ Cut back flowers and stems that have broken under the weight of too much wet foliage. Snip off dead flowers from dahlias, hydrangeas and zinnias.
- ☼ If your clay soil is impossible to dig after all this rain, apply some gypsum and let it be absorbed for a few days before working the bed over.
- ☼ Scrub bird baths and clean statues and ornaments.
- ☼ Aerate lawns and get rid of weeds.
- ☼ Divide and replant perennials as they die back.
- ☼ Check stored pumpkins to make sure they aren't rotting or the rodents have got at them.
- ☼ Plant more lettuce.

Why use Vermiculite and Perlite?

Vermiculite is brown or beige in colour, and is a hydrous phyllosilicate mineral which undergoes significant expansion when heated. It is used as a thin layer over the top of seeds and in pots of cuttings to create a humid, warm and aerated environment ideal for germination and root development. It helps to inhibit damping-off of seedlings, and because it is open-textured it still allows light to reach the soil and seed beneath.

Perlite is white in colour, made from volcanic glass and is mixed into potting compost to open it up and improve drainage, usually in a ratio of 70% compost to 30% perlite. It greatly improves the strike rate and health of the growing plant.



Nice Nigella



No, I'm not talking about the domestic goddess, but the old-fashioned cottage garden plant that has recently made a comeback. And that's a good thing because it is a delightful plant that thrives in our area.

Its delicate pink, white and blue flowers are cupped in a fern-like nest of foliage and are so delicate the plant is commonly called Love-in-a-mist. (however a thing to note is that the flower Love in a mist is *Nigella damascena*. The culinary plant whose seeds are eaten is *Nigella sativa*. Internet sources indicate that *N. damascena* seeds (*kalonji*) are edible, but urge caution eating them.). In frost-free areas

sow seed now, in the position in which it is to grow. Feed young plants with worm juice or liquid seaweed and keep the soil around them weed-free. Deadheading spent flowers will encourage repeat blooming, but at the end of the season let the seed pods ripen. They are fantastic for flower arranging, and the tiny black seeds within are also a staple of Asian cookery, lending a delicate spice to curries and stir fries.

Julia Hancock



April Garden Gathering

Saturday 30th April 2022 – 2pm

In the garden of Greg Forbes

72 South Pumpenbil Road, Pumpenbil, 0407024204

Directions on how to get there:

Because Tyalgum Road from Murwillumbah is closed due to a major slump caused by the recent rains, access to Tyalgum Valley involves travelling via Numinbah Road to Chillingham.

- ☼ In Chillingham village turn left (opposite the old Butcher's shop) onto Zara Road;
- ☼ continue along Zara Road to Tyalgum Village (about 12 km);
- ☼ continue straight ahead through Tyalgum exiting on Brays Creek Road until a "T" Intersection (about 2.5 kms);
- ☼ turn right onto Pumpenbil Road and continue until it splits into South and North Pumpenbil Roads (about 3 kms);
- ☼ proceed along South Pumpenbil Road for approximately 700 metres.
- ☼ 72 South Pumpenbil Road is on the right.

May Food Group

Tuesday 10th May 2022 – 9.30am start time

In the garden of Dave and Bronwyn Hancox

327 Limpinwood Valley Road, Limpinwood, Tel: 0429 845 884

Please note: For both the April Garden Gathering and May Food Group, there will still be no shared food. However, members are encouraged to bring their own refreshments for after the formal meeting time.

For both meetings members are asked to bring the following:

- ☺ Name badge
- ☺ Hat & water
- ☺ Swap table items
- ☺ Any gardening questions
- ☺ Chair

For Garden Gathering – please bring some small change for raffles.

That's all Folks for This Month...

Huge, huge, huge thanks to all the contributors to this newsletter.

As always, all of your contributions are welcome and we would love to hear what you've all been up to. Send your hints, tips, recipes, stories, bragging photos to us at ugcnews@gmail.com

And thanks as always to our printer – Sandra & Alan Guthrie at Poster Paradise, Murwillumbah.

Uki Garden Club Committee

Duties and Responsibilities of Committee Positions 2022/2023

President

- Provides leadership and inspiration and maintains a good working relationship with the Committee and all club members. Needs good communication and interpersonal skills.
- Has responsibility for agendas and convening meetings including General monthly Garden Gatherings and Committee meetings.
- Does final overview/edit of monthly newsletter before printing and distributes printed newsletter copies to members via post.
- Communicates with website manager regularly and has responsibility for ensuring that all club website information is current and correct. Updates website regularly.
- Responsible for distributing Committee meeting minutes to the Committee for review. Finalises minutes and places in Drop Box.
- Maintains the printed copy newsletter mailout list and distributes hard copy newsletters monthly

Vice President

- Assists and works closely with President and Committee and stand in for President when required.
- Maintains the Club 'Useful Box' and ensures all material contained within the box is up to date and in good supply.

Secretary

- Responsible for ensuring the Club meets record keeping obligations in terms of minutes of Committee meetings. Shall be responsible for registering the Club's correspondence in/out.
- Responsible for taking accurate minutes of the AGM and Committee meetings and for distributing minutes to the President for review and distribution to the Committee.
- Holds a key to the Uki Garden Club mail box (no. 580).

Treasurer

- Has good knowledge of book keeping and maintaining records electronically. Ensures accurate books are maintained and reconciled.
- Is responsible for the prompt receipting and banking of monies received and payment of Club accounts.
- Is responsible for preparation and presentation of monthly financial reports and of the annual report, including submission of accounts to the Office of Fair Trading.
- Will act as the Club's Public Officer.

Treasurer's Assistant

- Responsible for ensuring that the Treasurer's Box is taken to all Garden Gatherings and Food Group meetings. Ensures that all contents are present and updated as necessary.
- Responsible for collecting and collating all moneys received at meetings as well as recording these (on treasurer's record sheet provided), before banking. Must collect any invoices (original copies) from committee members who have purchased items for the Club and ensure that these are passed onto the Treasurer. If possible, will reimburse member at meeting from monies collected at the meeting or will pass invoice to Treasurer along with bank account details for EFT reimbursement.

- Advises Treasurer of receipt no. of all new memberships and renewals – giving full name and contact details to the Assistant Treasurer.
- Responsible for clearing the Club PO Box of any Treasurer matters therefore holds the spare key.

Membership Secretary

- Is responsible for receiving membership applications, the preparation of Welcome packs and name badges and maintaining the membership records.
- Maintains the Club email contact list and ensures it is current. This is also the mailout list for distribution of newsletters.

Welfare Officer

- Organises & sends cards for members as required (eg thank you, sympathy and get well) – also letting the Secretary know so it can be added to the correspondence register.

Committee Members

The Club also has 3 non-office bearer positions on Committee. These positions exist to give a broader opinion base representing the general membership and to assist in the running of the group. Specific tasks for committee members include:

- **Meeting calendar organisers** - organise annual meeting calendar for both General and Food Group meetings including guest speakers. Forwards same to both the president and newsletter editor when completed for insertion in the appropriate newsletter (usually 3 monthly) of the calendar year.

It is the responsibility of the calendar organisers to contact hosts at least 1-2 weeks prior to the next meeting/gathering, to ensure they have all the necessary equipment (signs, table, meeting box etc.) or know where to get it from.

NB Remember it is up to the previous meeting host to pass on the equipment to the next host.

- **Meeting Helpers**
 - Greeting of members at meetings and directing to swap and food tables;
 - Name labels for members.
 - Assist meeting hosts – set up and pack up, sending hosting kit on to next meeting etc.;
 - Organises people to unwrap contributed food;
 - Maintains the Club Tea and Coffee box - ensures all material contained within the box is up to date and in good supply.
 - Bringing and assembling PA system, making sure batteries have been charged
- **Raffle organiser** for monthly Garden Gatherings – purchases raffle prizes, circulates raffle tickets at meetings and purchases additional ticket books when required
- **Note taker** and **Photographer** for General Garden Gathering & Food Group meetings notes for inclusion in the Club newsletter - Chair of meeting to organise on day.

Newsletter Editor and Assistant Editor (non-committee members)

- The Editor is responsible for the preparation, completion and email distribution of the Club's newsletter.
 1. When the newsletter is completed for review, the Newsletter Editor places a copy of the newsletter on Drop Box and advises the Assistant Editor.
 2. After final revision, the Assistant Editor advises the President that the revised edition is in Dropbox for review.
 3. The President does a final overview/edit, then advises the editor. President confirms no. of printed copies required at the same time.
 4. Editor prepares final version and sends to the membership email list and also the printing company via email.

5. Editor places PDF final copy of newsletter on Drop Box as well as Word version.
6. Editor monitors and maintains the Club's email address (ugcnews@gmail.com), forwards emails onto the president/committee members as appropriate. All membership matters including new members and renewals payments will be forwarded to the Treasurer's Assistant.
7. Has responsibility for Drop Box account including arranging access for new Committee members and removing access for members no longer on Committee.

Other responsibilities of either Committee members or Club volunteers

Website Maintenance (Michael Balk)

- Maintains the UGC website.
- Pass on any queries from the website to the Secretary who will then pass on to the President and appropriate committee member for action. Passes on any membership renewal forms to the Treasurer's Assistant.

Bus Trip Organiser

- Organises the venue(s) for any proposed bus trips, books the bus company.
- Prepares an article for inclusion in the newsletter on the trip and forwards to the Editor.
- All bus trip monies are paid to the Treasurer, who forwards a list of paid participants to the trip organiser.

Seed Box Holder

- Responsible for transporting the Seed Box to and from all meetings.
- Ensures that all contributed seeds are appropriately labelled and enveloped, then filed in appropriate categories.
- Responsible for transporting Seed Box & Treasurers Box table to and from all meetings

Storage of Club Equipment

- Storage (and charging of batteries) of the PA system and ensuring it is transported to meetings as needed/requested.
- Storage of shade tents and liaising with those who will transport them to meetings as needed.