



2007
ANNUAL REPORT

THE AUXILIARY OF
ROYAL BOTANICAL GARDENS

February 2008

A Publication of the Auxiliary of
Royal Botanical Gardens

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Zimsculpt, September 2007
Hendrie Park

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The Auxiliary is an independent corporation governed by a Board of Directors whose mission is:

“To promote the objects and interests of Royal Botanical Gardens through volunteer service”

THE AUXILIARY OF ROYAL BOTANICAL GARDENS

Honorary President: **Dr. Leslie Laking**

BOARD OF DIRECTORS 2007

Officers

Past President	Rosemary Russell
<i>(Nominating Committee, Paterson Bowl Committee)</i>	
President.....	Cathy Rideout
Vice President.....	Rob Simpson
<i>(Policies and Procedures)</i>	
Secretary.....	Carol Jenkins
<i>(Auxiliary Archives)</i>	
TreasurerRod Saunders
<i>(Finance Committee)</i>	

Directors

Membership & Placement.....	Mary-Lyn Brown
<i>(Telephone, Social Correspondent)</i>	
Auxiliary Workshop.....	Betty Dockray
<i>(Auxiliary Garden, Christmas Sale, Christmas Evergreen Design Workshops, Flower Arrangers)</i>	
Nature Interpretive Centre	Christine Lee
<i>(Children's Activities, Children's Gardening Program)</i>	
Education and Information Services	
Docent Training/Staffing.....	Connie Hall / Gabrielle Adams
Information Desk.....	Heide Koehn / Brenda Deacoff
<i>(Gardening Information, Trail Watchers)</i>	
Tour Guides	Ed Clutton
Plant Sale.....	.Lee Burroughs
<i>(Bulb Sale, RoyalSelect)</i>	
Publicity.....	Norman Madill
<i>(Newsletter, Photographer, Special Gardens Tours, Special Projects)</i>	
Support Services.....	Syja Hughes
<i>(Computer Manager, Library, Social Committee, Volunteer Gardeners)</i>	

(Committees in parentheses are represented on the Board by the Director under whose name they appear)

COMMITTEE CHAIRS

Archivist.....Marie Minaker	Newsletter.....Lyn Robinson
Auxiliary Garden.....Antje George	Photographer.....Fleur-Ange Lamothe
Auxiliary Workshop.....Betty Dockray	Plant Sale.....Lee Burroughs
Bulb Sale.....Pat Harrison	Policies and Procedures.....Janet Hutton
Children's Activities.....Mary Doering	Publicity.....Norman Madill
Children's Gardening.....Joyce Leslie	RoyalSelect.....Dave Cummins
Christmas Evergreen Design Workshops..... Claire Jennings & Wanda Sinclair	Shop @ The Gardens Liaison.....Marg McAdam
Christmas Sale.....Nancy King	Social Committee.....Marion Little
CommunicationsCathy Rideout	Social Correspondent.....Ruth Walker
DocentsConnie Hall/Gabrielle Adams	Special Events.....Ann Pallant
Flower Arrangers.....Elizabeth Crozier	Special Gardens Tours.....Jeanne Robertson
Gardening Information.....Joan Leigh-Bell	Support Services.....Syja Hughes
Information Desk...Heide Koehn/Brenda Deacoff	Tour Guides.....Ed Clutton
Library.....Anne Simpson	Trail Watchers.....Doris Southwell
Membership and Placement.....Mary Lyn Brown	Volunteer Gardeners.....Toni Carson
Nature Interpretive Centre.....Christine Lee	

FINANCE COMMITTEE

Chair.....Rod Saunders
President.....Cathy Rideout
Vice President.....Rob Simpson
Members-at-large.....Syja Hughes
David Reed

NOMINATING COMMITTEE

Chair/Past President.....Rosemary Russell
Members-at-large..... Pat Barton
Maureen Crawford
Cathy Cummins
Membership Chair.....Mary Lyn Brown

POLICIES & PROCEDURES COMMITTEE

Chair..... Janet Hutton
Members-at-large..... David Reed
Mary Hopkins
Patricia Arndt
Ann Pallant

When we look back on 2007, what an exciting year!

The video we created, in partnership with RBG, was completed and used as a recruitment tool for the Auxiliary. I am happy to say that it was a success and we recruited several new members as a result. A big "Thank You" to RBG Board of Directors for making the production of the video possible. At our Fall General Meeting we gave a copy to all of the volunteers; if you did not receive yours, please pick one up from the Auxiliary Office.

The construction of the new Camilla and Peter Dalglish Atrium is well underway and should be finished by fall of 2008. The Helen Kippax Garden was started with the final plantings to be completed in the spring of 2008.

Volunteer Recognition.

The Paterson Bowl is presented each year in recognition of one member's continuous and outstanding achievements; our recipient for 2006 was Gwen Wilby.

Grace Fewster and Syja Hughes were nominated for the City of Burlington Community Service Award, both representing the City of Burlington for long term, dedicated volunteering. Syja was the successful recipient of that award. Six of our members received Ontario Government Volunteer Service Awards. .

During April's Volunteer Appreciation Week, RBG staff recognized the contribution of the Auxiliary by treating us to coffee, cake and a big thank you. In June the RBG Board and staff hosted the 2nd annual Strawberry Social in the tent at Hendrie Park. A terrific celebration with fabulous local strawberries!

Fundraising Events

Plant Sales began in the early spring with the very successful May Plant Sale, including RoyalSelect plants, followed by the Bulb Sale in June. Never let it be said we missed an opportunity, as we also sold plants at the Lilac, Iris and Rose festivals, and continued on Tuesdays and Thursday mornings right up to the Fall Plant Sale in September, and on into October. The Fall Plant Sale was extremely successful with the half-price approach. The Auxiliary Workshop volunteers were busy with their designs for the Orchid Show, Mothers' Day corsages, dried bouquets with flowers grown in the Auxiliary Garden, Weddings, the Christmas Sale and Christmas Design workshops. A very busy and successful season for the Auxiliary Workshop.

Donations to RBG

After careful consideration, the Auxiliary Board recommended that we donate \$50,000 to RBG to aid with general funds for capital projects. At our Spring Meeting the membership whole-heartedly supported this donation. A cheque was present to RBG at the Strawberry Social.

Non-fundraising Volunteer Services

Our move this year was to provide RBG with more service, as this has a value that is greater than our financial donation. We were excited to be involved in more areas and welcomed the challenges that new opportunities bring. RBG staff is most appreciative of assistance. Our volunteers weeded the gardens, staffed the Information Desk and Gardening Information office; assisted in the Herbarium, the Shop @ The Gardens and Nature Interpretive Centre; monitored the Trails; taught at the Children's Garden and Special Events Activities; served as Tour Guides, decorated RBG for special events including the Christmas Traditions in Paradise; staffed membership booths at RBG Special Events and Festivals, assisted with Steel Magnolia night by decorating, coordinating, setting up and hosting; and provided administrative support to the Development Office. Volunteers were the sole staff for RBG's Library and Archives. When you review the list this is a major contribution, and is much appreciated and recognized by the RBG Board and Staff.

Auxiliary Support Services

Without the dedication of our secretary, treasurer, membership and placement team, publicity, social team, newsletter team, photographer and special gardens tour team, the Auxiliary would be unable to provide the services required to support the volunteers. A big thank you to all of these people who really do the behind the scenes work.

The computer used by our membership team reached a stage where it needed to be replaced. This also prompted us to find a new database that provides more flexibility to meet our future needs. Membership is looking forward to more ease of operation for 2008. We also replaced our 2 printers with laser printers and made upgrades to the other 2 computers in the office.

Partnering with RBG

In September the Auxiliary Officers met on a retreat with RBG senior management staff. This was a very successful event where we reviewed ways to work together even more as we move forward.

In Summary

Most Presidents write about enjoying their year. I can honestly say that I loved this past year; I learned so much about the Auxiliary, the dynamics of our members, and what happens in all areas of RBG and the RBG Board.

I could not have done this without the support of the Auxiliary Officers - the best team I have ever had the pleasure of working with. One of my personal mandates going into this position was to have fun - we did that too!

In 2008 Rob Simpson will make a wonderful President and I wish him and the next Auxiliary Board a successful year.

VOLUNTEER AWARDS

Paterson Bowl.....Gwen Wilby

Recognition of Auxiliary Service:

40 Years.....Shirley Brooker
Betty Peebles

President 1979...Doreen Henry

35 Years.....Marjorie Nelson

President 1981.....Gwen Wilby

President 1983....Jean Cumming

30 Years.....Judy Harris

Ann Kalbfleisch

Betty Vallance

25 Years.... *President 1988*...Marie Minaker

President 1990.....Lesley Race

20 Years..... Jack Finlayson

City of Burlington

Community Service Award...Syja Hughes

Ontario Government Service Awards:

30 years.....Janet Hutton

20 years.....Jack Finlayson

15 years.....Eileen Jamieson

10 years.....Noreen McNairn

5 years.....Toni Carson

Bonnie Thompson

THE PATERSON BOWL

As a most deserving recipient, the Auxiliary was proud to present Gwen Wilby with the Paterson Bowl for 2006.

Gwen has volunteered in almost every area of the Auxiliary for many years; the list of her activities reads like a history of the organization itself. Having already taken an RBG flower-arranging course when she joined in 1972, she first worked in the Auxiliary Workshop, but soon branched out to many other areas. She was Membership Chair from 1975 to 1977, during which time she started the Library Committee and initiated a Bookbinding course for its members; Publicity Chair 1978-79; Christmas Show & Sale Chair when she was 1st Vice President in 1980 (and one other time a few years later); President 1981, Floral Arts Shop (Gardens Shop) Chair 1983-84, with ongoing responsibilities for gift and book purchasing; Auxiliary Workshop Chair 1988; and helped with the Plant Sale since its inception in 1977, was Plant Sale Chair 1989, and in charge of herbs 2003-06. She continues to enjoy her involvement with the flower arrangers committee.

VOLUNTEER HOURS

Administrative Volunteer	108
Archives	1348
Auxiliary Garden	814
Auxiliary Workshop	9002
Children's Gardening	70
Christmas Evergreen Design Workshops	545
Christmas Sale	921
Communications	235
Docents	1838
Finance Committee	38
Flower Arrangers	332
Gardening Information	792
Herbarium	25
Information Desk	1344
Library	1424
Membership & Placement	799
Nature Interpretive Centre	748
Newsletter	369
Nominating Committee	205
Past President	295
Photographer	100
Plant Sale (includes Bulb Sale)	12343
Policies & Procedures	30
President	1131
Publicity	297
RBG Board Member	40
RBG Committee	15
RoyalSelect	149
Secretary	255
Shop @ The Gardens	512
Social Committee	416
Social Correspondent	24
Special Events	2602
Special Gardens Tours	191
Support Services	20
Tour Guides	655
Trail Watchers	257
Treasurer	1081
Vice President	976
Volunteer Gardeners	1421
Total	43767

Gwen is ready to say 'yes' when asked to help, and exudes a quiet confidence in whatever she does. Calm and well organized, she is always supportive of new volunteers, and shares her depth of knowledge of the Auxiliary's history with enthusiasm. A role model for us all.

VICE PRESIDENT

Rob Simpson

Three of the four published responsibilities of the Vice President start with the words “assist the President”. These responsibilities can be expanded to include assisting the Auxiliary Officers, Directors and Committee Chairs as well as the Auxiliary and Royal Botanical Gardens staff in our collective activities, while responding to telephone calls, e-mails and personal inter-actions. As with most jobs, fulfilling these duties requires attention to many details that have a short “shelf life”.

To philosophize, “any job is worth doing well” and “a job is what one makes of it”. The focus of the Vice President’s job is about managing details while keeping the overall scope of the Auxiliary in mind.

The Vice President is a member of the Christmas Sale Committee, the Policies and Procedures Committee and the Finance Committee and acts as secretary for the Barbara Laking Memorial Fund Committee. The Vice President sits as an invited non-voting member on Royal Botanical Gardens’ Board of Directors.

The 2007 Spring General Meeting was held on May 17th, with Belinda Gallagher as our guest speaker. As Chair of Royal Botanical Gardens’ Science, Horticulture, Education and Conservation committee (the SHEC committee), Belinda outlined some of the programs of this committee, which represent Royal Botanical Gardens’ core mandate. Belinda then entertained us with her visual presentation “Why I Love My Garden”.

Mike Szabo of Diamond & Schmitt Architects was our guest speaker at the Fall General Meeting held on September 20th. Mike’s Power Point and DVD presentations showed the features of the new gateway pavilion, now named the Camilla and Peter Dalglish Atrium. Royal Botanical Gardens staff talked about the future Wollemi Pine exhibition. The results of the Auxiliary’s Volunteer Vitality initiative were briefly presented.

Since early 2007, several meetings took place between senior Royal Botanical Gardens staff and Auxiliary Officers, at which we discussed ways and means to increase volunteer participation at Shop @ The Gardens. A Shop Committee was formed to carry forward the ideas of the steering committee. Royal Botanical Gardens will continue to be responsible for Shop @ The Gardens while Auxiliary members will continue to support its operation, with volunteers augmenting the part time and full time staff. The Auxiliary’s position is that no staff jobs or hours will be lost due to increased volunteer participation. A letter from the Auxiliary was sent to Royal Botanical Gardens expressing the Auxiliary’s concern for job security for the existing full- and part-time staff.

In early December, an e-mail was sent to members requesting a response from those interested in volunteering in the shop. Six additional members have expressed an interest. Additional recruitment will follow.

The Barbara Laking Memorial Fund Committee held three meetings during 2007. The BLMF balance as of December 31, 2006, was \$130,969. The fund contributed \$10,000 to pay the cost of a 2007 summer student at the Laking Garden. The committee met in September and December to discuss the potential to host a floral art show in 2008. The committee will meet in early 2008 to further discuss these ideas.

In October, the Auxiliary participated in Royal Botanical Gardens’ Members’ Night. Membership, Publicity, the Plant Sale and the Christmas Sale were represented. As a highlight, visitors who stopped at the Auxiliary table were offered a free decorated bag of assorted tulip bulbs.

The 2007 Auxiliary Officers made an excellent team. We supported each other, the Auxiliary and Royal Botanical Gardens, and will strive to continue this support in 2008.

PAST PRESIDENT *Rosemary Russell*

One of the casualties of becoming older is that the years tumble by at an increasingly rapid rate. It could be that our involvement as Auxiliary volunteers allows us to remain very active in all areas of RBG, and always on the threshold of learning something new.

The Past President has two specific duties, as well as being a support to the new Officers, but I found it less intense than being the VP and President for 2 years prior. Our Officers this year were a great team, and it was fun as well as work for most of the time.

Chairing the Paterson Bowl Committee led to the choice of Gwen Wilby as this year’s recipient, recognized for her many years as an active, helpful and friendly team player within the Auxiliary. Congratulations, Gwen, from us all.

The Past President also chairs the Nominating Committee, whose duty it is to present a complete slate of Officers, Directors and Committee Chairs at the Annual General Meeting in February. The one area that is a little bereft is the children’s area and I know the Auxiliary has many retired teachers who may well enjoy this experience. There are no lesson plans to adhere to, and the involvement is almost always fun. If you wish to learn more about the Nature Interpretive Centre, I would love to hear from you.

TREASURER

Rod Saunders

2007 was another very good year for the Auxiliary from a financial point-of-view. Solid performance in the Plant Sales, Christmas Sale, and Christmas Evergreen Design Workshops kept the Auxiliary on a solid financial footing and permitted us to again contribute \$50,000 to RBG operations.

This is a significant achievement in view of the widespread commercial competition so evident in our community – coupled with the steadily increasing requests for participation of our volunteers in various RBG projects.

Detailed summaries of Revenues and Expenses for 2007 are reported separately, together with the proposed Operating Budget for 2008.

At year-end (December 31, 2007) Operating funds were:

Cash (Bank & Petty Cash)	\$ 63,526
GIC Accounts	\$115,000
	<hr/>
	\$178,526
	<hr/>

Accounts Receivable	\$ 5,613
Accrued Year-End Receivables	\$ 3,135

Accounts Payable	\$ 1,617
Accrued Year-End Liabilities	\$ 4,234

ARCHIVES

Marie Minaker

In 1992, I accepted responsibility for the archives of the Auxiliary of Royal Botanical Gardens and today, fifteen years later, the Auxiliary's processed documents, photographs, slides, tapes, CDs and memorabilia measure 13 linear metres in length and are stored in three metal cabinets. Each item is checked to see that it is clean, free of metal staples and stamped "RBG Auxiliary Archives". Then, each item is catalogued in electronic form and the item itself is stored in an appropriate acid-free container.

This volunteer job has expanded to include the processing of administrative, educational and scientific documents and memorabilia for RBG's corporate archives, which measure 148.50 linear metres. Each year another volunteer prepares an acid-free scrapbook of newspaper clippings about RBG. The Auxiliary has generously paid for all the specialized supplies that are used.

Although the Centre for Canadian Historical Horticultural Studies (CCHHS) is not open to the public at the present time, a group of volunteers work two mornings a week on archiving Canadian, American and International nursery seed catalogues. By the time they have

finished, these seed catalogues will have evolved into a major Canadian collection. Other processed archives within the CCHHS holdings measure 17.50 linear metres.

A document preservation specialist from the Archives Association of Ontario toured our archives this summer and was pleased with what had been accomplished with such limited resources.

In my educational role, I presented a lecture to RBG staff on what to save for our corporate archives. In my public relations role, I fielded numerous queries from the public and chaired a first-ever meeting of Burlington area archivists, which emanated from an earlier study commissioned by the City of Burlington.

If anyone is interested in volunteering with an archive/library group, there has never been a better time; there are numerous projects awaiting attention. I am available in the Archives Office each Tuesday and Thursday morning, from 10 o'clock until noon. Please contact me at 905-527-1158 x531 or mminaker@rbg.ca for an appointment.

AUXILIARY GARDEN

Antje George

We had another successful season in the Auxiliary Garden. Our small group of volunteers planted fifty-three flats of annuals, and our harvest was excellent. The gypsy moths came to investigate but did no damage!

We grew more 'Gold Plate' Yarrow this year, and plan to increase the number of plants again as the dyed yarrow is still a big seller at the Christmas Sale. Two hundred and sixty-three bunches were sold for \$1578.00, a new record.

Fresh bouquets of statice were sold during the summer, and Melinis 'Savannah', a new grass we planted in the garden, is proving to be a great addition to the dried bouquets, which are now on sale in the Shop @ The Gardens.

Thank you to all the volunteers who supported us in the Garden and the Workshop, as well as RBG staff for their assistance.

AUXILIARY WORKSHOP

Betty Dockray

2007 was an exciting and challenging year for the Workshop. Our orchid designs, as usual, were very popular during the Orchid Show. It is always fun watching people's faces when they realize that the orchids are made of silk.

We were pleased to provide RBG with 250 corsages to be handed out as part of their Mothers' Day brunch package.

As usual, we began shopping and planning early in the year for the Christmas Sale, for which our hardworking volunteers made 551 designs.

In addition to creating designs, we were asked to decorate RBG Centre for the holiday season. With the help of a lot of wonderful volunteers and RBG staff, the building was decorated early in November.

We were thrilled to have a number of new Workshop volunteers join us late in the year and are looking forward to working with them in 2008.

On behalf of the workshop I want to thank all the many extra volunteers who came to help us in the fall. I hope you will all think about coming to help us again in 2008.

BULB SALE

Lee Burroughs

Our sale of used tulip bulbs from RBG's displays was, once again, a great success. RBG staff dig up the bulbs after they have flowered and we clean and sort them by colour in preparation for sale to the public in June, at \$4.00 per dozen. This is a good example of the ultimate recycling project. We also sold several thousand dollars of perennials from our inventory on that day.

The bulbs were offered at \$4.00 per dozen until the end of the summer, and then, at our Fall Plant Sale, sold for half price, along with all other plants.

Leftover bulbs were given to Auxiliary members who had worked tirelessly all summer, and also to some church groups and other community partners. These are planted

on church properties for the enjoyment of the congregations, and shared with neighbours as gifts. A good exercise in developing community spirit.

For "RBG Members' Only" night in late fall, we offered complimentary packages of tulip bulbs along with directions on how to force them for Christmas. This was met with great enthusiasm by RBG members.

For the second year, the best of the remaining bulbs were planted on the hillside at the Plant Sale site, and should look colourful and attractive next spring. Any bulbs left over were composted completing the recycling process.

CHILDREN'S GARDENING

Joyce Leslie

The Children's Gardening Program was held from May to August, meeting once each week. Under the direction of RBG staff, it is run by summer students and assisted by two Auxiliary volunteers. Up to four other volunteers help at the end-of-season fair, as well as filling in when necessary during the summer.

The program, for children from 3 to 13 years of age, is divided into three groups: the *Cockleshells & Silver Bells* for 3 to 5 year old children; the *Sow & Grow* for 5 to 7 year olds; and the *Junior Gardeners Club* for 7 to 13 year olds. Each child is assigned his or her own garden plot. They prepare the garden, choose what

they will plant, care for the plot and harvest when the crop is ready. There are also crafts and nature study activities, and the *Junior Gardeners' Club* do some cooking activities. The final meeting is a flower and vegetable fair. The children's gardens are judged and awards given out at a parents / family night.

The *Cockleshells and Silver Bells* program thrived this summer, with forty-five attending the first 6-week session and thirty attending the second. The first session of the *Sow & Grow* program attracted only seven children, and thirteen 7 to 13 year-olds attended the *Junior Gardeners Club* throughout the summer.

CHRISTMAS EVERGREEN DESIGN WORKSHOPS

Clare Jennings & Wanda Sinclair

As first time chairs we would like to express how very much we appreciated all the expert guidance that was so generously given.

The event was a success, with 91% of the tickets sold, and the atmosphere in the auditorium was enthusiastic. The opportunity for participants to purchase extra items to customize their own designs was very popular, especially the variety of bows. The event is made up of two volunteer events, the first being the bagging of the greens and the second the four workshops. Bagging of greens was finished in record time; we received excellent yew and juniper from two

Auxiliary members and the rest was supplied by the ever-helpful RBG grounds staff.

A big "Thank you" to the designers for their beautiful traditional door and table designs. We had no idea of the number of hours needed to ensure an educational and enjoyable experience for the participants, and thank the many volunteers who came to help.

We wish to recognize the fine work of RBG staff in setting up for bagging greens and also the auditorium for the Workshops. They could not have been more obliging.

CHRISTMAS SALE

Nancy King

In order to boost attendance, the following attractions were presented during the three-day event:

- "Holiday Shimmer", a fashion show by Laura, Laura Petite and Laura Plus, took place on Thursday, and was well attended. The models, from both RBG staff and the Auxiliary, certainly added to the audience's interest.
- The Auxiliary Carollers performed prior to the fashion show.
- Harpist, Pat Johnston, entertained on Friday, followed by a culinary demonstration by Margarita Tsangrakis.

- Two fresh floral demonstrations were offered by our designers on Saturday.
- In the auditorium intervals of seasonal music were provided by Reg Wilson and David Lee on the keyboard.

One again we charged a small admission fee, and also increased our number of vendors. Although auditorium sales were down slightly the additional vendors enabled us to maintain the same level of revenues as last year.

To the members of my committee and volunteers in the workshop and beyond, my sincere thank you.

COMMUNICATIONS

Cathy Rideout

We have had good success with communicating with our members, while continuing to fine-tune our efforts to reach everyone in a timely fashion.

Many of our communications are done by e-mail, a wonderful tool but one that fails to provide the personal interaction required when there is a big event to staff. In August we telephoned the majority of our members to ask for help with Zimsculpt. It was a

huge success and we filled all of the positions for hosts and interpreters. Thank you to the telephone team that came to the RBG office on two separate evenings to make all of the calls.

Thank you also to our faithful callers who regularly telephone those members who do not have e-mail.

DOCENTS

Gabrielle Adams

2007 was a successful year for Auxiliary activities. The monthly Auxiliary/Docent meetings were well attended. Excellent speakers provided educational presentations that were much appreciated by members.

The Annual Auxiliary Picnic on August 15th was a lovely, relaxing evening with good food and drinks. Thanks to our many members who brought their delicious contributions, and to our Social Committee members for putting it all together.

New Members' Orientation Meetings took place in May and October. These meetings gave a chance for our enthusiastic new members to become more familiar with Royal Botanical Gardens and the exciting volunteer opportunities that await them.

The new year promises to be equally exciting. We will use the monthly Auxiliary/Docent meetings to benefit from the wealth of new ideas and talents that new members and new staff are bringing to our organization.

FLOWER ARRANGERS

Elizabeth Crozier

In 2007 we created flower designs for three weddings.

Our group was invited to compete with several area florists at the Ontario Garden Show held at RBG in

April. Our entry of a modern table centrepiece placed second in the competition.

We were pleased to enhance the colonnade in the fall with two large urn designs created by members of our committee.

GARDENING INFORMATION

Joan Leigh-Bell

The telephone calls decreased slightly from last year but the number of e-mails received remained constant.

We staffed the office for five mornings a week from early spring to October; for the rest of the year this was reduced to three times a week. During our shifts we responded to messages by telephone and e-mail, and helped those who came in person to the counter.

There were a number of unusual queries for plant identification, especially from people who have travelled to exotic places and have brought back photographs. The

computer is a wonderful resource in these instances, for receipt of pictures by e-mail and for researching answers on the Internet.

We have had excellent support from the staff in the Mediterranean Garden, as well as from other RBG horticultural staff, in accurately identifying plants and pests.

In addition, of course, we have relied heavily on the nearby office staff to help us with a number of computer “glitches” as they have arisen.

INFORMATION DESK

Brenda Deacoff

Volunteers staffed the Information Desk for a reduced number of days in 2007. From July we were there only on weekends, as RBG staff worked at the kiosk seven days a week to take admissions. Because fewer volunteers are needed and some cannot work on weekends, some have chosen to contribute in other areas.

We are now joining staff at the new kiosk and our table will be removed. We look forward to the more streamlined process of giving information, taking admissions and working more closely with RBG staff.

LIBRARY

Anne Simpson

One year ago we had just moved into our temporary location in the former Graphics room behind the Auditorium, and we had nothing more than four rows of empty shelves. Our book collection was still in storage in an East Hamilton warehouse where it had been since May 2005. In the last year eight crates of books have been returned to RBG Centre. The library volunteers have unpacked and processed approximately 7,000 books.

The volunteers are a dedicated, good-humoured group of book lovers. Silence reigns when we are working, but at break time conversation is always lively and sometimes hilarious. To get us back to work after relaxing we have to set an oven timer at an agreed upon twenty minutes - when the bell rings, it's back to the books!

To recap our system of processing books, we follow these steps:

- Unpack each box and photocopy the circulation card found in the back pocket of each volume, making sure the right card is in the right book and that the call numbers match
- Tuck this photocopy into the book to serve as a “comment slip” when the Library Advisory Committee and RBG staff review the collection to weed any publications no longer useful to us
- Set aside any damaged book for future repair
- Shelf the book in its proper location according to the Library of Congress classification system.

We are now working on the last shipment of books. All of our collection will be here at RBG Centre and these remaining 1,500 books will not present any difficulties whatever for our team of volunteers. As always, they are up to the challenge.

MEMBERSHIP & PLACEMENT

Mary Lyn Brown

2007 was a very busy year for the Membership and Placement team. We felt our way for the first few months, but Helen Keevil's excellent training stood us in good stead.

We interviewed many candidates and approximately thirty-five new members joined the Auxiliary during the year.

Members worked in some new areas in 2007, one of which was RBG Administration - three volunteers worked with staff in the planning of Steel Magnolia Night, and also on membership in general. Plans are underway to expand our involvement in the Shop @ the Gardens, and with the new Exhibit Shop related to events in the Gardens.

Unfortunately the computer with the Membership files on it crashed during the year, but it was not all bad news. On the one hand, we now have a new computer along with new membership software; on the other hand, while it was possible to transfer names, addresses and telephone numbers, details of member's placements were lost. It will be very important for everyone to complete their Membership Renewal form with details of their placements so that we can recapture that information.

I would like to thank the Membership and Placement team, without whose help we would not have been able to cope with these challenges. Life goes on and, with a supporting team instead of just one person, the work of Membership and Placement was able to progress.

NATURE INTERPRETIVE CENTRE

Christine Lee

Volunteers assisted with program delivery during the school term, donated an abundance of camp craft materials, provided administrative support and helped to decorate the Nature Centre (inside and outside) for the change of seasons.

Families with children were an important group of visitors to the popular spring and summer weekend festivals in the Gardens. A resilient, small group of volunteers committed themselves to creating a fun-filled experience for those of all ages who visited the "Children's Activity Tent".

NEWSLETTER

Lyn Robinson

The Newsletter Committee was responsible for producing three publications during the year, which were posted on RBG's webpage and printed for those members without e-mail access:

- Annual Report in February
- Spring Newsletter in April
- Fall Newsletter in October

All Officers and Committee Chairs are required to submit a report for the Annual Report. While they are also invited to submit reports for the Newsletters, the decision to do so may depend on seasonal volunteer activities in their area of responsibility. Articles by Auxiliary

members on garden-related topics, human-interest stories about members, and photos taken of volunteer activities, are all welcome.

Three members of the Committee were responsible for editing the submissions, which were then sent to our fourth member for layout and printing. 'Thank-you' to all concerned for your great support. Dahri Wilson has now retired as our 'layout specialist' after several seasons, and deserves a special 'thank-you' from us all for her beautiful publications. Thanks, too, to Syja Hughes, for tackling the layout of the 2006 Annual Report at very short notice.

PHOTOGRAPHER

Fleur-Ange Lamothe

I investigated the procedure for archiving photos, and moved photos and slides to the filing cabinets upstairs.

Photographs of Officers, Directors and Committee Chairs were taken, along with many Auxiliary activities, including presentation of the Paterson Bowl

Other activities photographed included Auxiliary/Docent Meetings, work in the Auxiliary Garden, and many

aspects of the Spring and Fall Plant Sales.

Photos were also taken to advertise the Christmas Sale and the Christmas Evergreen Design Workshops, and images for the website and newsletters were processed.

All selected images were copied to a digital disk, labelled and identified, along with copyright approval, and a backup copy filed in the Archives.

PLANT SALE

Lee Burroughs

2007 was a year filled with highs and lows.

The year started with the move of our production of annuals into greenhouse #9, the large glass house in which we shared space with RBG. Before we started, we built a very large heated seeding table that was really larger than we needed, so RBG used it for their annuals and we were able to share with them.

Preparations for the Plant Sale went smoothly until April, when we hit two low points. We were infested with aphids and then had a killer heat wave, both due to the mild winter. This year we will allow the pots of perennials to freeze outside before we bring them in, which helps to kill off the aphids. Greenhouse #6 was fumigated in April and this killed most of the bugs. We then had a weekend of very hot weather and many plants in Greenhouse #6 wilted and could not be presented for May 3rd & 5th sale days. Most did recover and were sold later in the season.

In spite of these problems, the 31st Annual Spring Plant Sale was a success. We had wonderful attendance, phenomenal weather and everyone appeared to enjoy themselves tremendously. Sales were outstanding and we ran out of many, many plant cultivars. Good sales followed at the Lilac Festival and Bulb Sale.

Over the summer we made several improvements to our production. First we built a garden shed up at High Hill Garden. Much of the materials used were recovered from the remnants of "Renfest", keeping the cost of building low. We will add a coat of paint in the spring and it will get lots of use next summer.

We also did extensive mapping of plant locations in High Hill Garden. This will make future use of High Hill much easier, particularly for new people coming in

to take over in future years. Now that we have organized and mapped the garden, we can increase our planting potential.

Also this year, we made a large donation of plant material to RBG to be used in the Woodland Garden in Hendrie Park. Many Hosta and Actaea (formerly Cimicifuga) were added to the garden in large drifts. The results were beautiful and a definite improvement to the area. We hope to help RBG again with similar donations of plant material.

We started late, but did accomplish some perennial seeding. We now have a significant number of new plants for the 2008 Spring Plant Sale at a relatively low cost.

At our Fall Sale we chose to sell everything at half price. This was done to reduce our inventory over the winter and again we had a very successful Sale.

After the Sale we started to prepare for the new year. Stock was dug out of High Hill Garden and stored in large pots to be prepared for sale in the spring. This will help to reduce our costs. Ordering for next year was completed by early December, and everything was put to bed for the winter.

2007 was a very productive and successful year. Our profits were good and our operation more efficient, but there is always room for improvement. We need new people with new ideas. If you have never tried potting and like working with plants, come on out and join us.

Many thanks to all the Auxiliary members who helped throughout the year, and a special "thank you" to the men who worked so hard to finish the garden shed project before the snow fell.

POLICIES & PROCEDURES

Janet Hutton

Our committee met twice during 2007. We reviewed Policies and Procedures Nos. 1 – 8 at our March 29th meeting, and no special request was received during the year.

Policies & Procedures files in the Auxiliary Office filing cabinet were reviewed and updated in accordance with our Committee files and RBG Archives Department files.

Concern for the accessibility and security of the Auxiliary Office Policies & Procedures file was expressed.

At the November 27 meeting of our committee it was agreed that the President's portion of the Memory Book be updated and displayed at the three General Meetings of the Auxiliary each year. Thank you to our 2007 Committee members.

PUBLICITY

Norm Madill

Publicity was responsible for publicizing the Plant Sales, RoyalSelect, Bulb Sale, Special Gardens Tours, Christmas Sale, and Christmas Evergreen Design Workshops, along with setting up the new RBG Auxiliary Ambassadors' program.

We were fortunate to have the opportunity to work closely with the RBG's professional marketing staff. This allowed for a great learning experience and gave us more media exposure in a variety of local and area newspapers, as we were able to piggyback our advertising on to other RBG events.

In early May, the Hamilton Spectator ran a full page article about the Spring Plant Sale, as well as providing free advertising for the Plant Sales and the Christmas Evergreen Design Workshop.

Two television interviews were done on Cable 14; one in early spring about the Spring Plant Sale, and one in the

late fall about the Christmas Sale and Christmas Evergreen Design Workshops.

Media Releases, letters to Garden Clubs and Horticultural Societies, notices on the RBG website and in Now @ The Gardens, along with large posters, sandwich boards and flyers, were all methods used to promote the Auxiliary events. After a number of different surveys of our customer over the last few years, we will decide on the best areas to spend our advertising budget in the future.

In the RBG Auxiliary Ambassadors' program, 30 volunteers distribute RBG and Auxiliary materials to a wide variety of different places and organizations. It is one more way of letting the public know about the good things that are going on at RBG.

Thanks to the Newsletter Committee, the Special Gardens Tours Committee, Irene Feddema (graphic designer), and RBG Communication and Marketing Staff for their help this past year.

ROYALSELECT

Dave Cummins

We received many very positive comments on the selection and quality of the plant material offered this year, and, in spite of a slow start, several of the perennials and all of the woody material sold out.

This is the first year that online ordering was introduced and, although there were some initial growing pains, it was successful in producing 57% of our orders. I think this shows great potential for future sales.

SHOP @ THE GARDENS *Liaison*

Marg McAdam,

Volunteers continued to provide many hours of valuable assistance in the Shop during the year.

Along with its regular merchandise, the Shop handled sale transactions and displayed additional pieces of glass art for the first RBG 'Glass under Glass' exhibit. It was less involved in the *Zimsculpt* exhibit than in 2006, due to construction of the gateway project, which limited access between RBG Centre and Hendrie Park. We continue to feature the work of many talented local artists.

The Shop was involved in a successful "Members' Day" in October, which offered RBG members a 20% discount on purchases during extended shop hours.

We now stock more environment-related products such as books, magazines, pedometers and tree-growing kits, and, in 'Cafe On The Go', we offer more natural organic food products to our customers.

SOCIAL COMMITTEE

Marion Little

The Social Committee has eight hard-working members, whose duties included:

- Providing healthy continental breakfasts for the May and September General Meetings
- Supplying coffee/tea and goodies for the monthly Auxiliary/Docent Meetings, Plant Sale, Christmas Sale, and Christmas Evergreen Design Workshops

- Organizing the August Picnic – which once again was well attended with great potluck food and good weather
- Urging all members to bring their own mugs when attending the different events.

Thanks to the Social Committee members for their continued support.

SOCIAL CORRESPONDENT

Ruth Walker

The mailman was kept busy during the year delivering cards to members who had suffered from broken limbs, carpal tunnel syndrome, pacemakers, eye surgery, cancer surgery and treatment, and various other conditions.

Three of our members died, one of whom was a very longtime contributing member. Eight caring cards were sent to acknowledge the deaths of parents or spouses, and members appreciated the many phone calls that were made.

SPECIAL EVENTS

Ann Pallant

We had a very busy year supplying Auxiliary assistance to promote RBG at both local and outside events.

These included *Canada Blooms*, *Green Living Show* and the *International Home & Garden Show* in Toronto in the spring. As the year went on, we were to be seen at *Glass under Glass*, the *Ontario Garden Show* and, of course, at all RBG Festivals during the summer. We again helped at *Zimsculpt* in Hendrie Park, and also promoted the Gardens at *Sound of Music* in

Burlington, the *Oakville Waterfront Festival*, the *Burlington Jazz & Blues Festival*, the *Festival of Friends* in Hamilton and the *Dundas Cactus Festival*. Finally, we all enjoyed taking visitors through the exciting Wollemi Pine Exhibit and mustn't forget those who kindly helped out with the children at Hallowe'en.

I really think we make a difference and RBG staff has been very grateful for our help. I wish to take this opportunity to thank you all for the hundreds of hours you gave RBG in 2007.

SPECIAL GARDENS TOURS

Jeanne Robertson

For the first time, tickets to these popular bus tours were sold to Auxiliary members at the Spring Plant Sale. This proved to be a very convenient area for all, and tickets disappeared quickly. Within the next 2 weeks, all tickets were sold.

In June, our visit to the University of Guelph Arboretum and other local gardens was a success, in spite of a late-afternoon thunderstorm. It left everyone

drenched but still smiling, thinking about our fabulous lunch at The Cutten Club.

Our July tour included visits to gardens around St. Catharines and Niagara, with lunch at Queenston Heights Restaurant, and a chance to enjoy the view down the Niagara River.

SUPPORT SERVICES

Syja Hughes

The technical area of the Auxiliary Office ran smoothly during the year until October, when the main office computer crashed. So much depends on our computers working well that it caused a lot of headaches for everyone. Fortunately, our backup system allowed the data to be restored and transferred to the new computer we purchased, along with a new laser printer.

The second Auxiliary Office computer is now upgraded to avoid future problems, and a more recent computer installed in the Workshop to facilitate their record keeping. All of these changes update the equipment for the jobs at hand.

TOUR GUIDES

Ed Clutton

The year got off to a good start with a training session in March for two new guides and four guides who took the course as a refresher.

Twenty tours were booked by the end of March and by the end of April, tour guides had signed up for most of them, with some guides signing up for two or three tours each. Fewer than twenty-five tours were booked for the balance of the year and about seven or eight of those were cancelled. The low number of tours resulted in some of our thirty guides not having a tour, a discouraging situation since most guides enjoy conducting several

tours a year. We hope to see an increase in the number of tours in 2008.

As tour guides we are front line ambassadors for RBG. Thanks for doing an excellent job and a special thanks to those who took tours on very short notice.

A tour-guide training course is planned for early spring. We encourage all Auxiliary members who are interested in tour guiding to take this course, because some members move into other areas of volunteering and leave room for new guides join the group.

TRAIL WATCHERS

Doris Southwell

Trail Watchers regularly reported the condition of selected portions of the 30 kilometres of RBG hiking trails to Harry Jongerden, Head of Horticulture. These reports identified which trails were in good condition at that time and where the work crews were most needed.

We enjoyed monthly educational walks with Ian Hendry, Nature Interpretive Centre Manager, during which he identified safety and maintenance issues that should

be reported, and increased our nature interpretation skills. The newly revised 'Volunteer Trail Watch Program' manual will help refresh our memory and train new Trail Watchers.

Trail Watchers are needed on several trails. If you enjoy walking in the woods and would like to help keep the rails safe, please join us by contacting the Auxiliary Office at 905-577-7771.

VOLUNTEER GARDENERS

Toni Carson

Thirty-four volunteers helped in the gardens this year; some were only able to come out a few times but many were faithful regulars. This was a slight increase from last year, but we would welcome more. We worked in the Laking Garden, Hendrie Park, RBG Centre gardens, Nature Interpretive Centre garden, and in the Arboretum Rhododendron garden.

In April, Volunteer Gardeners assisted with a general tidying of the land around the Nature Interpretive Centre. Regular gardening started in May and finished in October. We welcomed several new volunteer gardeners, including our first high school student, who worked with us at Hendrie Park.

On any Tuesday morning there were up to seven members working in the Laking Garden; and on Thursdays one or two offered assistance with the rhododendron beds at the Arboretum. Also on Thursdays we had a regular gardener at the RBG Centre gardens, while the rest were kept busy in Hendrie Park.

Congratulations and thank you to all our volunteers who contributed time, effort and refreshments to work with the RBG gardeners and students, enabling so many visitors to comment on how beautiful (and relatively weed free) the gardens looked this past year.

2008 BUDGET -- Board-Approved FEBRUARY 15, 2008	** RECOMMENDED **				Line #
		[Approved by Board]			
	BUDGET 2008	ACTUAL 2007	BUDGET 2007	ACTUAL 2006	
<u>SALES & RECEIPTS</u>					
<u>Plant Sales - Revenue</u>					
Plant Sales -- Spring	85,000	81,435	87,000	83,066	105
Plant Sales -- Summer	5,000	4,902	3,500	3,195	107
Plant Sales -- Fall	6,500	6,385	5,000	4,680	108
Plant Sales -- RoyalSelect	9,000	6,366	7,000	6,809	109
Total	105,500	99,088	102,500	97,751	118
<u>Auxiliary Workshop - Revenue</u>					
Sales -- Shop @ The Gardens Sales	12,000	12,089	12,000	14,138	121
Sales -- Custom: Fresh flowers & Other	5,000	2,495	5,000	2,297	122
Sales -- Christmas Sale	33,000	32,079	35,500	33,587	123
Sales -- Christmas Evergreen Design Workshops	3,000	3,079	3,000	3,029	124
Christmas Sale -- Vendors Fees & Admissions	4,800	4,757	5,000	4,516	125
Christmas Evergreen Design Workshops -- Registrations	10,000	10,215	10,000	9,509	130
Other Workshop Revenue	0	64	0	54	136
Total	67,800	64,778	70,500	67,131	139
<u>Membership, Meetings, & Communications</u>					
Membership Dues	4,600	4,669	4,500	4,475	141
Auxiliary Meeting Receipts (General, Docent, etc.)	2,300	2,061	2,300	2,289	144
Special Gardens Tours - Registrations	13,150	5,830	5,700	5,810	150
Misc. Sales -- Apparel, etc..	300	290	300	342	156
Total	20,350	12,850	12,800	12,915	159

<u>Auxiliary Projects - Revenue</u>	Budget 2008	Actual 2007	Budget 2007	Actual 2006	Line #
RBG Tour Guiding	3,800	3,339	3,700	3,403	160
"Laking Tribute" Book -- Sales	1,500	2,010	1,000	9,615	166
Total	5,300	5,349	4,700	13,018	169
Administration, Banking, Accounting					
Investment & Interest Income	2,300	3,163	1,000	2,407	171
PST Rebate ("Filing Compensation")	600	633	600	660	174
Misc. Revenue (Donations, gratuities, etc..)	100	149	100	318	176
Total	3,000	3,945	1,700	3,385	179
(Overall) Total SALES & RECEIPTS					
	201,950	186,010	192,200	194,200	190
EXPENSES					
<u>Plant Sales Expenses</u>	Budget 2008	Actual 2007	Budget 2007	Actual 2006	Line #
Plant Sales Purchases -- General	31,900	29,055	26,615	28,862	202
RoyalSelect -- Purchases & Expenses	4,000	1,982	3,100	3,739	204
Plant Sales -- On-Line POS Expense (Dr/Cr cards)	2,200	2,117	2,200	1,931	207
Plant Sales -- Advertising/Promotion	6,500	3,884	9,700	7,969	208
Plant Sales -- Event Expenses	2,800	1,147	0	0	212
Plant Sales -- Other Expenses & Contingency	1,000	11	2,720	2,081	215
Total	48,400	38,196	44,335	44,583	218
Auxiliary Workshop Expenses					
Purchases -- Regular	30,000	31,754	30,000	32,857	221
Purchases-Custom: Fresh flowers & other	2,000	2,922	2,500	575	225
Christmas Sale -- "Staging" Expense	1,600	1,340	1,000	1,090	231
Christmas Evergreen Design Workshops --"Staging" Expense	3,000	2,378	3,000	2,708	235

<u>Auxiliary Workshop Expenses (cont.)</u>	Budget 2008	Actual 2007	Budget 2007	Actual2006	Line #
Christmas Events -- Advertising/ Promotion	3,000	2,769	3,000	4,512	237
Christmas Events -- On-Line POS Expense	1,000	987	1,000	936	241
Other Auxiliary Workshop Expenses	100	253	0	314	246
Total	40,700	42,403	40,500	42,992	249
<u>Membership, Meetings, Communications</u>					
Membership Expenses (eg: Police Records Checks, etc..)	600	509	500	384	250
Auxiliary Meetings Expenses (eg: Annual, General, Docents)	2,600	2,047	2,800	2,410	255
Social & Refreshments Expenses (Auxiliary Groups)	1,000	909	800	0	258
Communications (Newsletters, etc.. incl: copying & postage)	400	0	400	244	260
Special Gardens Tours -- Expenses	12,920	4,797	4,700	4,613	262
Misc. Member Expenses	50	47	0	0	266
Total	17,570	8,309	9,200	7,651	269
<u>Auxiliary Projects - Expenses</u>					
RBG Archives + Library	1,400	1,708	1,400	731	305
Total	1,400	1,708	1,400	731	
<u>Administration, Banking, Accounting</u>					
Audit / Review Fee	3,400	3,300	4,500	4,250	401
Bank Fees & Charges	750	700	1,100	941	403
Liability Insurance	1,300	1,296	1,300	1,296	405
Computer Expenses (Hardware, Software & Supplies)	500	262	1,000	758	410
Property & Equipment (excl. Computer Equipment)	400	259	750	332	415
Amortization Expense -- Capital Equipment	1,800	1,630	1,700	2,024	420
Telephone Expenses -- Admin.	900	800	1,000	916	425
Office & Admin. Supplies	300	80	600	1,271	430
Copying Charges -- Acctng. & Admin.	250	244	250	191	435
Postage Expense -- Acctng. & Admin.	350	252	00	346	440

Administration, Banking, Accounting (cont.)	Budget 2008	Actual 2007	Budget 2007	Actual 2006	Line #
On-Line POS Expense -- Admin.	600	487	800	495	445
Auxiliary Gift Certificates Issued	600	450	0	0	450
Misc. Board Expenses (eg: gifts, etc.)	250	256	200	134	470
Misc. Auxiliary Expenses	500	610	200	83	475
Total	11,900	10,626	13,700	13,037	490
(Overall) TOTAL EXPENSES	119,970	101,242	109,135	108,994	500
Surplus -- before Contribution	81,980	84,768	83,065	85,207	520
Contribution to RBG					
Financial Contribution -- RBG Operations	[Note-2]	50,000	50,000	50,000	610
Financial Contribution -- "CAPITAL PROJECT"	[Note-1]	0	0	100,000	615
Additional Contribution (incl. Tour Guiding & Plants)	4000	3,688	3,700	3,965	618
Total Current Contribution to RBG		53,688	53,700	153,965	650
Surplus -- after RBG Contribution	[To Be De- termined]	31,080	29,365	-68,758	700

Notes:

1) The Board recommends a Capital Donation of \$150,000 to fund the immediate installation of a second elevator in the Dalglish Atrium. \$75,000 to be given in 2008; \$75,000 to be given in 2009.

(2) If funding of the Capital Project is approved by the Auxiliary Membership, the amount of any donation to RBG Operations will be determined by the Board and Membership each year -- based on results of the various Auxiliary fundraising projects.