

Room 1 - Moderator is Alexandra Kehl

1. Which tasks are quicker to do myself & why?
2. Which tasks are better to be done by volunteers & how?
3. What level of access should volunteers have to the data?
4. How to make best use of volunteer insight, how to make them feel heard

Write down your thoughts and ideas on the board which will be shared with the conference

longterm volunteers are better

Zoom meeting to train on Iris DB

Helpfulness depending on the person

Please add the names of all the room members below:

- 1: Cristina
- 2: Myriam
- 3: Alexandra
- 4: <name>
- 5: <name>

No access to the database?

New roles have to be developed

Training is important, always stay in contact

Give the volunteers a concrete checklist

tasks: taking pictures, custom fields, doing inventory to some extent

Room 2 - Moderator is Alison Vry

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Please add the names of all the room members below:

- 1: Palina S
- 2: Donna Thomas
- 3: Christy Powell

Volunteers at Ballarat do not get involved with Plant Records

Donna can share the information from Iris with the volunteers to do tours etc...

Reykavik have mostly short term volunteers/students

Chosing the right volunteer for the right task is crucial

in San Diego, digitising card records into Iris is done by volunteers

Also taking photos and digitising them

Room 3 - Moderator is Åsa Krüger

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Please add the names of all the room members below:

- 1: Liz
- 2: Shari
- 3: Öyvind
- 4: Stina & Åsa
- 5: <name>

1. Taxonomy and nomenclature

2. IUCN, country, images, moving data, recordkeeping in the nursery,

2. signs and labels - xl spreadsheet -

3. Volunteers works in iris with certain restrictions

4. Focus on interest, back-up assignments, student credits/ merit,

Room 4 - Moderator is Christopher Weddell

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- Please add the names of all the room members
- 1: Christopher Weddell - English Heritage
 - 2: Sayde Heckman - Yew Dell Botanical
 - 3: Elaine Chittenden - Smith College
 - 4: Cody Hudgens - Stoneleigh
 - 5: Tatiana Bernalova - SLU Sweden

1. Anything that has numerous conditional steps

1. anything we haven't thought through fully in order to hand it onto a volunteer

1. Finding a niche / set of tasks which can be delegated to volunteers

2. Volunteers have been instrumental in getting IrisBG and doing plant records - Yew Dell - but curation needs to come from the staff team

3. Clear on roles and responsibilities between staff and volunteers, and also between volunteers

4. Need to be in a position of knowledge and understanding how to use IrisBG before delegating

4. Challenge of finding volunteers wanting to be inside doing label production - too boring

3. Specific workflows into a task without changing anything so any changes and support for quality control comes from the records manager

3. Photos and propagation records - more comfortable using the system if they know they can't do anything to damage records

4. work with volunteers directly to make them feel valued

4. having paid full time position coming into volunteer led area of work is a challenge - make them realise the importance of the paid job, and the importance of the records eg succession and knowledge if they leave

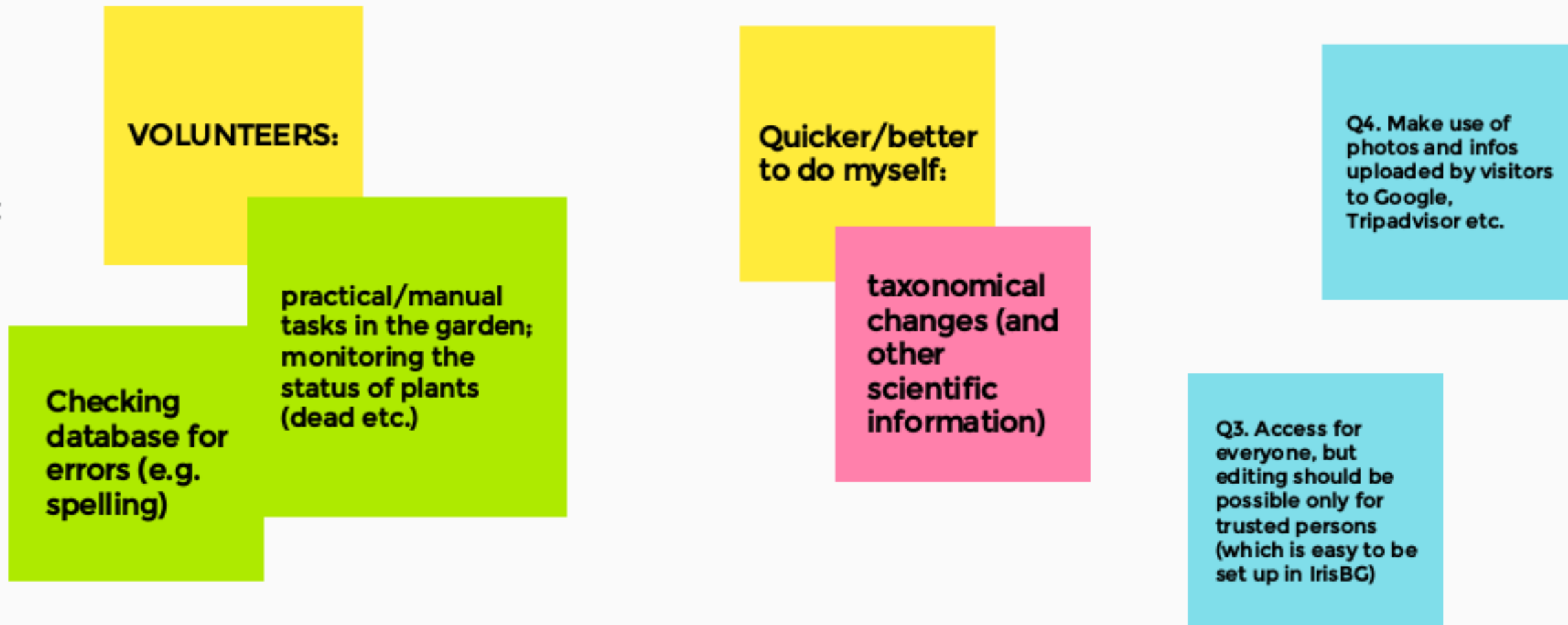
Room 5 - Moderator is Conny Löhne

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Please add the names of all the room members below:

- 1: Peggy Cornett
- 2: Emily James
- 3: Mike Pirie
- 4: Mari Rustan
- 5: <name>



Room 6 - Moderator is Faline Plantenga

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Please add the names of all the room members below:

- 1: Rosemary Bathurst
- 2: Travis Fisher
- 3: Kent Kainulainen
- 4: Faline Plantenga

1&2. good to have volunteers for garden work. But for record keeping risky, you need a specific type of volunteer, one that works with detail, but also IT and web knowledge could be useful

3. adding photographs is very useful. If you have a good standard already it's easier to build upon for volunteers

4a. respecting their opinions, be on the same level, work side by side, do the same work the volunteers would do (not the nasty tasks)

4b. invite them to a botanical conference ;)

Room 7 - Moderator is Heidi Lie Andersen

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- 1: Martin Nicholson
- 2: Anneleen Kool
- 3: Øystein Lofthus
- 4: Kate Wellspring
- 5: <name>

Some volunteers has special skills that can be very valuable.

You have to work for the volunteers, and connect to these people.

Volunteers is not stable resources.

Lunch for the volunteers every year, annual award. Price winner gives a presentation of the experiences.

Sign is easy work for volunteers.

Volunteer photographers is very useful!

4. Friends foundation has a volunteer coordinator. Feedback from the volunteers, open to them, they are acknowledged. They feel like a part of the family.

Room 8 - Moderator is Hjortur Thorbjornsson

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- 1: <John Bentley>
- 2: <Yana Shopova>
- 3: Daniel Murphy
- 4: <name>
- 5: <name>

**Volunteers
valuable and
useful in many
ways**

**long term
volunteers vs
short term
and different
groups and
needs**

**Some BGs exist only
based on
volunteers. Director,
curator, head
gardener should be
paid**

**organisation is
key, clear roles
and specific
groups**

**Level of
access
restricted but
report
provided as
needed**

Room 9 - Moderator is Martin Smit

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- 1: Zinnia Cheetam
- 2: Elaine Chittenden
- 3: John Loof Green
- 4: <name>
- 5: <name>

1. Taxonomic nomenclature, Data import, mass updates

2. Fresh eyes - basic task sometimes specialised tasks

3. Dependant on tasks and ability

Room 10 - Moderator is Mats Havström

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- 1: Mats Havström
- 2: Dawn Moore
- 3: Daniel Baird
- 4: Vinnie Parisi
- 5: <name>

We have for the most part no experience in working with volunteers, so can't really answer the questions.

It would be helpful with maintenance of tagging and updating the database.

Vinnie:our arboretum relies heavily on volunteers. mostly landscape work such as weeding, mulching etc. but we don't have many working in the database.the volunteers also engage our visitors quite a bit

3. volunteers should be limited to view the data only, no editing without oversight.

Room 11 - Moderator is Pete Atkinson

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- 1: Greg Payton
- 2: Annika Schrumpf
- 3: Sandra Rigotti-Santos
- 4: Pete Atkinson
- 5: <

Entering data,
images data, sorts
old labels, inventory
& gps coordinates

Identify what
they are
comfortable
with

Volunteers
herbarium,
some use in
the garden

Start simple &
allow to learn
and allow
more roles

Use
volunteers
knowledge
and ask
different ways
to do things

Extra eyes
looking
things

Make
volunteers
feel valuable

Room 12 - Moderator is Peter Jansen

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- 5: <name>

Sensitive tasks and speed to complete task

2. Using volunteers to do task there isn't time for. Keeping track of certain things.

volunteer coordinators are important

Limitations of volunteer, difficult to develop volunteer if they don't come regularly or only for a short period.

Could be as simple as investing in training, to encourage volunteer to return.

3. Jobs at certain level that volunteer can be trained, but would be good to be able to rely on them long term.

Room 13 - Moderator is Reinout Havinga

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Floria app worth exploring with volunteers

two-eyes principle for errors

large group of volunteers in the garden, small super-motivated group in records

Please add the names of all the records

- 1: <name>
- 2: <name>
- 3: <name>
- 4: <name>
- 5: <name>

Requires resources to work with volunteers (or reports any other reports!)

finding labels that are incorrect

Scandinavia: no tradition of working with volunteers

Room 14 - Moderator is Rob Cubey

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By nature, as plant recorders, we are control freaks, so have issues with allowing volunteers into our databases (but, this might just be me)

Specific tasks

It is very useful to provide feedback to ensure engagement, as a plant records volunteer

4. Structured feedback methodology.
b) Credit for work undertaken.

3. Data access depends on role, project, commitment. etc.(also on Data Projection act and access to names and addresses)

Photography volunteers work well

Access to hardware can be an issue, (and investing in corporate access)

Xmas volunteer party and invite to the 1/4 all staff & Volunteer meetings.

Range of volunteer stories at the RBGE
<https://stories.rbge.org.uk/?s=volunteer>

Room 15 - Moderator is Abby Lorenz

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Right now, all of them! Until you have someone you can train and volunteers invested in an area or project

Data Entry - can specialize fields for volunteers to edit

Photography

Specific fields

Floria app

Specialize in an area of the garden

Labeling and compiling data

Surveys and just listening!

Staff dedicated to Volunteer Recruitment and Interactions

Please add the names of all the room members below:

- 1: Sally Anderson
- 2: Bernd Mengel
- 3: Jessica Wong

Questions for the speaker

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**From John Bentley,
Melton BG,
Australia: What
screw is being used
at the National
Arboretum to attach
the labels?**