

**Meeting of Council
2 June 2015
Dickson Room**

Minutes

Attendance

Present: Lesley Jackman (Chair), Dennis Ayliffe, Christianna Cobbold, Marion Jones, Rita Maclachlan, Ian Primrose, Sue Serjeantson (from 3.30pm), Barbara Tyler.
Ex officio: Glenys Bishop, Peter Byron, Rosella Hampshire, Steve Speer.
Apologies: Jan Finley, David Coutts, Alan Munns, Barbara Podger, Judy West.

1. Opening and confirmation of agenda

- The meeting was opened by the Friends' President, Lesley Jackman, at 2:30pm.
- Additional item 5.8 regarding the 2015 Annual General Meeting was added to the agenda.

Minutes of Council

2.1 Meeting 5 May 2015

Resolution: Council confirmed the minutes of the 5 May 2015 meeting .

Proposed: Christianna Cobbold. *Seconded:* Ian Primrose **Carried**

3. Matters arising from the Minutes of May 2015

- Peter Byron advised free Wi-fi access will be implemented in the Gardens in two months. It is an ACT Government initiative.

4. General Business

4.1 Public art

- Pamille Berg will be available in October.
- In the meantime development of the Steering Committee's terms of reference and preliminary planning for the project will be discussed at the July meeting of Council.
- The Friends President will hold discussions with Barbara Podger (Chair of the Friends Public Fund) prior to the June meeting of the Public Fund and July Council meeting.
- Council supported mention of the tree-house gazebo project in the launch of the ANBG Masterplan on 28 June.

4.2 The Friends and Social Media

- Lesley Jackman advised she has had preliminary discussions with the Friends Web team to explore the use of social media for Friends communications. This is both for practical reasons with sponsorship deals for example and also because it offers a way of communicating to a younger membership. The team is willing, the logic for doing this being that selected content could be shared between the website and various forms of social media . There are currently six people on the website team and it is thought that about half are likely to be willing to work on this. There is also scope to try and recruit an additional person with the requisite expertise as an additional volunteer.
- Council agreed that social media has the potential to widen the Friends audience, as it is fast, flexible and responsive. Council supported the Friends continued exploration of the implications of a social media presence.

4.3 Sale of second hand books by the Friends

- Ian Primrose discussed the sale of good quality second hand books as providing a reasonable revenue stream for the Friends. He noted the recent sale of overflow books from the ANBG Library at the Growing Friends Plant Sale raised \$1700. There is stock left over from that sale, in addition the Library

has more books to de-acquisition and some Friends with excellent libraries may wish to donate books to us. Additionally with the ANBG bookshop being renovated in mid winter, there is an opportunity to sell these books at a Friends sale in conjunction with this in July and also in November, possibly raising about \$2,000. Ian noted his experience at the last book sale was that it is not an onerous task; he also offered to store stock in his storage facility.

- It was suggested the Thursday Talks and Guides meetings provide other avenues for sourcing books and for book sales. It was also noted that Mike Johnston, a Friend with relevant experience, is willing to assist
- Council supported the sale of good quality books, with the sales occurring as opportunities present.

4.4 Parking arrangements for the planned visit of Canberra Ornithologists Group (COG)

- When the ANBG's new car parking arrangements were agreed late last year, Council signalled to the ANBG that there would be occasions, perhaps once or twice a year, when Friends who were also members of other groups closely associated with the Gardens might request parking in excess of three hours (refer to November 2014 minutes). The COG is one such group which will be meeting in the Gardens in the near future.
- Peter Byron advised that Rangers would be advised that COG members who are Friends will be allowed to park in the Gardens car park in excess of three hours on the applicable day.

4.5 Australian Association of Friends of Botanic Gardens Inc. (AAFBG)

- The President welcomed Warwick Wright to the meeting to inform new Council members about the background and activities of the AAFBG (see <http://www.friendsbotanicgardens.org/>) as he is considering retiring from representing the Friends of the ANBG and from the position of AAFBG Vice President. During discussion Warwick indicated he will continue to represent the Friends until next year, by teleconference from Canberra as he can no longer travel the distances to Victorian venues. This will give Council time to consider future Friends participation and in time for the next AAFBG AGM in 12 months. Lesley Jackman thanked Warwick for representing the ANBG and for his contribution to the AAFBG.
- Warwick has represented the ANBG Friends since 1996. The association was formed in 1993, became a national body in 2013, has 54 members from every State and Territory and one from New Zealand. The focus of the AAFBG is promoting use of native plants and supporting new regional gardens. The AAFBG conferences are biennial (the next will be hosted by the Geelong group in 29 April – 1 May 2016), alternating with the Australasian Volunteer Guides Conferences. The organisation's biannual newsletter *Campsis* is currently produced by members of the Friends of the ANBG on behalf of the AAFBG Committee, with the distribution by the AAFBG administration. The Friends of the ANBG has the largest membership of all AAFBG members. The annual membership of \$300 has now been paid.

4.6 Master Plan Open Day 28 June

- Council noted the ANBG will be holding a community Open Day to present the Master Plan on Sunday 28 June. See item 5.1 for discussion.

4.7 Submission on the Register of Environmental Organisations

- Council noted the Friends submission to the House of Representatives Standing Committee Inquiry into the Register of Environmental Organisations.

4.8 Annual General Meeting (AGM)

- Council considered October is the most appropriate time for the annual AGM. It discussed possible speakers and noted that two Council positions will be vacant with the retirements of Dennis Ayliffe and Marion Jones. Council also agreed that Sally Barnes, DNP, should be invited to speak on the new ANBG Master-Plan.

5. Reports

5.1 ANBG Executive Director

- Nil report

5.2 ANBG General Manager

- The launch of the Gardens 20 year Master Plan will be held at 11am to 3pm on Thursday 25 June. The public consultation phase concluded on in January 2015. The architect is to do more work on the new

Display Conservatory where the focus will be on plants from northern Australia and endangered species – there will be a fund raising campaign for this. It is anticipated the bulk of the Master Plan works work will be done in 10 years. Details of the Plan can be found at:

https://www.anbg.gov.au/gardens/about/management/ANBG_Masterplan_KEY_STRATEGIES_A3.pdf

- The Friends will assist in cooking pancakes for visitors on the day.
- The Parliamentary Secretary has approved new fees for the ANBG. This includes a \$1 increase in daily parking in line with the Parliamentary zone. Venue fees will also increase slightly.

5.2 ANBG Friends Liaison

- Staff movements include Jennifer Salkeld to Marketing and Media, Steve Speer will oversight her previous duties until a replacement is appointed. A graduate is working in the working in the education program's 'biodiversity detective' looking at species discovery.
- The completion of the Aboriginal Plant Use Trail is proposed to be completed by 30 June 2015. The design will be circulated to Dennis Ayliffe and Lesley Jackman.
- The \$1500 Friends funding for a poster has been delayed to 2016.
- Parks Australia is developing a Plant App to find 50 plants on the Main Path, an initiative by Parks Australia for all its national parks; it is planned to launch it in the Spring. This app is distinct from the Friends-funded Plant Finder App.
- The Gardens NAIDOC Week (5-12 July) public program will include tours of the Red Centre Garden. This year's NAIDOC Week focus and theme is Aboriginal and Torres Strait Islander peoples' unique and timeless connection to land.

5.3 Treasurer

5.3.1 Financial Report

- The Treasurer provided receipts and outgoings for May 2015. Council accepted an adjustment made for the 10/11 April EFTPOS Sales which included the Art Sale, Plant sale and Book Sale.

Resolution: Council accepted the financial statement for May 2015.

Proposed: Marion Jones. *Seconded:* Rita Maclachlan. *Carried*

- Council agreed that Marion Jones pay the bill for the Public Liability Insurance policy required under the Memorandum of Understanding between the Friends and the ANBG, which fall due at this time of year.

Resolution: Council agreed that Marion Jones pay the Friends Public Liability Insurance.

Proposed: Christianna Cobbold. *Seconded:* Dennis Ayliffe. *Carried*

- The Treasurer asked Council's views about the time period for keeping records of paid invoices. Council agreed that two financial years was sufficient as they all have been sighted by the auditor. The audited financial statements are kept for seven years.

5.3.2 Financial Management Structure

- Council confirmed that the new financial management structure will take effect at the end of the financial year following the completion of Marion Jones tenure as Friends Treasurer.

Resolution:

1. Following discussion of the proposed new financial management structure to be adopted from 1 July 2015, Council agreed to the following:
 - Resignation of Marion Jones as Treasurer of Friends and of the Public Fund.
 - Appointment of Ian Primrose as Treasurer in both capacities.
 - All payments to be initiated by Lisa Wilmot (or in her absence, Marion Jones or Ian Primrose) and authorised online by two signatories.
 - Formation of a finance committee comprising Ian Primrose, Lisa Wilmot, Kim Liston and Marion Jones.

- Income in Advance and Accrued Interest to be scrapped from Balance Sheet.
- 2. Council also agreed with regard to banking arrangements that the:
 - Authorised signatories to be:
 - Lesley Jackman, Jan Finley, all current.
 - Additional: Ian Primrose and Rita Maclachlan.
 - Removed: Marion Jones.
 - New Community Fee Saver A/c to be opened for the purposes of depositing income from Events.
 - Lisa Wilmot and Ian Primrose to be given authority to access internet banking for all bank accounts. Marion Jones to retain authority until no longer required as backup.
 - Lesley Jackman, Rita Maclachlan and Jan Finley to be given limited internet bank access to view accounts and to authorise payments.
 - Marion Jones to be removed, and Ian Primrose authorised, as person approved to renew term deposits.
 - The daily transfer limit to be increased to \$20,000 to deal with payments such as concerts and the new public art project.
 - Lisa Wilmot to be added as person authorised to process credit cards via NAB Transact online facility. Marion Jones to be removed when no longer required as back-up.

Proposed: Barbara Tyler. *Seconded:* Christianna Cobbold. ***Carried***

- The President paid tribute to Marion Jones for her contribution to the Friends as treasurer for six years, for her careful attention to detail and setting up the new financial management structure.

Resolution: The Friends Council acknowledged Marion Jones significant contribution as Friends' Treasurer for six years.

Proposed: Lesley Jackman. *Seconded:* Dennis Ayliffe. ***Carried.***

5.3.3 Botanical Art Workshops

- Marion Jones advised she has agreed to the Botanical Art Group's request that she do the Group's banking (registration fees and paying bills) for four workshops over four months (\$220 per person, a maximum of 12 people per workshop). Kim Liston will take over the task on her return from overseas.

5.4 Friends Groups' Reports

5.4.1 Botanical Art Group Exhibition Report (BAG)

- Council noted the BAG Exhibition Committee's report of their 2015 exhibition.

5.4.2 Project Committee

5.4.2.1 Growing Friends refurbishment

- Dennis Ayliffe reported on the successful completion of the refurbishment of the Growing Friends propagation area. It has corrected a potential OH&S issue, made good use of recycled material and was completed promptly under the supervision of Andy Rawlinson. The official opening will be at 3pm on 18 June.

5.4.2.2 Acknowledging Friends support to ANBG projects

- In the past acknowledgment of Friends support for the ANBG through the Project Committee has operated in a somewhat ad hoc manner. At a recent meeting involving Lesley Jackman, Dennis Ayliffe and Steve Speer, it was agreed that it would be desirable to develop a more systematic approach to acknowledgments. The type of acknowledgement has varied according to the type of project (e.g. assistance with a new garden, library support, trail signage) and generally discussed close to the conclusion of projects.
- Council endorsed the development of a policy and procedures document by Dennis Ayliffe giving the Friends support of projects a more visible presence in the ANBG.

5.4.3 Membership

- The May report noted that current membership is 1496 covering 2032 individual members.
- The new members welcome and walk on 31 May was well attended and received.

5.4.4 Hosting of the new GuidesWeb on the Friends server.

- Christianna Cobbold, the Volunteer Guides Convenor, sought Council approval for the GuidesWeb, the replacement for the GuidesWiki (hosted by the ANBG), to be installed on Friends web server.
- GuidesWeb has software and management advantages and improved user accessibility over GuidesWiki. It uses the same procedure as for the development of the Friends website. To set it up as a replacement for the Guides Wiki, it should be installed on the Friends hosting account. This will have little or no impact on the existing public website and administrative databases. There are no storage space limitations involved. There will be increased traffic to the server, but the level of use expected from the guides is minor (by comparison with the public website) and there should be no perceptible slowing-down or other performance implications. There should also be no security implications, the GuidesWeb managers will not have access to other parts of the Friends account and access to GuidesWeb will be available only to guides and staff of the ANBG.
- Council agreed to support the installation of GuidesWeb on the Friends web server and that preparations towards making it available to Guides in place of the existing Guides Wiki should proceed.

Resolution: Council approved the installation of GuidesWeb on the Friends web server and that preparations proceed towards making it available to Guides in place of the existing Guides Wiki.

Proposed: Christianna Cobbold. *Seconded:* Barbara Tyler. *Carried.*

Next meeting: Tuesday 7 July 2015
2.30pm, Dickson Room.

The meeting closed at 4.35 pm.

Lesley Jackman
President.