

**Meeting of Council
1 December 2015
Dickson Room**

Minutes

Attendance

Present: Lesley Jackman (Chair), Jan Finley, Rita Maclachlan, Marion Jones, Jeff Brown, Christianna Cobbold, David Cox, Sue Serjeantson, Barbara Tyler.
Ex officio: David Coutts, Peter Byron, Rosella Hampshire, Steve Speer.
Co-opted: Glenys Bishop, Alan Munns, Barbara Podger.
Invited: Annalisa Millar

1. Opening

The meeting was opened by the Friends' President, Lesley Jackman, at 2:30 PM.

2. Minutes of Council Meeting 10 November 2015

No amendments were made to the minutes, they were taken as read and accepted.

Resolution: Council accepts the minutes of the November 2015 meeting.

Proposed: Christianna Cobbold *Seconded:* David Cox **Carried.**

3. Matters arising from Minutes of November 2015 Meeting

3.1 Donation to Roger Good Alpine Garden Development Fund

- The Friends' donation of \$1000 has been made to the Roger Good Alpine Garden Development Fund.

4. General Business

4.1 Australian Association of Friends of Botanic Gardens (AAFBG)

- The President will approach Dennis Ayliffe to consider nominating as the Friends' representative on the AAFBG Committee (as a general member) to replace Warwick Wright when he retires from the AAFBG Committee in May 2016. There are two face-to-face meetings a year and other meetings are held by teleconference.

4.2 Public Art

4.2.1 Friends' Advisory Group meeting with Pamille Berg

- On 20 November Pamille Berg updated the Friends' Advisory Group on progress with the Treehouse Gazebo commission.
- The group represents the Friends, it comprises the Council Executive Committee, the Public Fund chair and a Friend with relevant experience (Lynden Ayliffe). The role is advisory, the group reports to the Public Art Steering Committee and also to Council. John Burchill (who is working with Pamille on the project) and Craig Cosgrove (ANBG representative) also attended.
- Pamille advised the project is on track, work undertaken to date includes:
 - A revised project budget, there is no change to the project bottom line (\$250,000 exc GST).
 - Pamille's contract requirements covering the scope and the time program for work as design phase co-ordinator, setting out the detailed schedule for the commission and each of the milestone meetings.
 - The development of an Expression of Interest (EOI) 'Call for artists and designer/makers' process with a comprehensive list of Australian artists, craftspeople and designer/makers to send the EOI to. The design brief (artist brief, site plan etc) will be available on the ANBG website and in the *Canberra Times* Saturday Panorama on 5 December. EOIs will be distributed on 4/12/15 with a closing date of 15/1/16, responses will be assessed in mid February 2016 and three artists

will be selected to progress to the next stage.

4.2.2 Data bases for managing fund raising/Friends activities

- Council noted the need to review and update data bases for managing the range of Friends activities, particularly membership, financial records (preferably cloud based), fund raising for the Treehouse Gazebo project and the 2017 Guides conference.
- Glenys Bishop offered to look into data base options and the President would engage with Friends Around the Lake on their experience.

4.3 Friends' Strategic Plan 2016-2020

- Council considered a report by the Vice President, Jan Finley, on the proposed process to develop the 2016-2020 Friends Strategic Plan. The intention is to develop a meaningful up-to-date Strategic Plan, a complete rewrite is not necessary as most of the material in the current plan is still applicable. The Plan will be developed within the framework of the Constitution, the Public Fund, the MoU between the Friends and the Director of National Parks and the ANBG Management Plan 2011-2021. Friends volunteer and special interest groups and members will be consulted.
- Some discussion included the changing environment, the continuously evolving nature of the Friends' organisation, identifying opportunities to attract new volunteers.

Resolution: Council accepts the report on the process to develop the Friends' Strategic Plan for 2016-2020 and agrees that Friends' Vice President Jan Finley will progress the review with a paper for Council's consideration at the February 2016 Council meeting.

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

4.4 New Constitution – update on registration process

- The Friends' new Constitution, has been accepted by the Registrar General, Office of Regulatory Services, Access Canberra, and was placed on the public register on 16 November 2015.

4.5 Managing Friends drink supplies

- Jeff Brown and Ian Primrose will manage Friends' drink supplies.

4.6 Botanic Bookshop website

- Council was supportive of the Botanical Bookshop's proposal to include information about the Friends on its new website. Options for enabling Friends to obtain discounts when books are ordered on-line were also discussed and the President will provide feedback to the Botanical Bookshop manager .

5. Reports

5.1 ANBG General Manager

- Council clarified that support for Seed Bank volunteers' attendance at the National Seed Science Forum in March 2016 is for two early bird registrations. The matter was discussed at Council's October 2015 meeting.
- Updates on the ANBG Master Plan covered the bush land track to the Arboretum, the appointment of Annabelle Pegrum as design consultant for the new Depot, recruitment of a project officer for the construction phase and a visit to Sydney Royal Botanic Gardens conservatory.
- The Gardens has been granted ECO Certification by Ecotourism Australia. It is the second botanic gardens in Australia to receive this recognition. The ANBG demonstrated excellence in a number of areas, including conservation, business management, energy use, cultural and environmental practices. The ANBG's ECO certification is the first under the Parks Australia portfolio.

5.2 ANBG Friends' Liaison

- Planning for the 2016 Summer Concerts is on track, the major attraction on February 6 will be Justine Clarke, ABC actor, singer song writer supported by her band; the accommodation sponsor will be the DOMA Hotel Group.
- The Volunteers Recognition Ceremony will be held on 3 December. The Threatened Species Commissioner, Gregory Andrews, will speak and present certificates/pins to a number of volunteers.

- The launch of the Aboriginal Plant Use Trail will be on 21 January at 10.30 am. The trail will be launched by Aunty Agnes, a Ngunnawal elder.
- The voluntary guides interview process for the 2016 guides training program is nearing completion.
- A survey for monitoring and evaluating visitors' satisfaction and needs will be undertaken in January.
- The Gardens are being promoted in social media.
- Staff movements were noted.

5.3 Treasurer

5.3.1 Financial Report

- Marion Jones, Treasurer, presented the November 2015 financial statement of receipts and outgoings, noting it was strong month for income.
- Council supported her proposal to transfer \$80,000 from the Friends' Maxi account to the term deposit maturing on 31 December as there are no substantial calls on funds until March 2016 – at which time the Friends other term deposit will mature.
- Council agreed that the term deposit maturing on 31 December 2015 should be rolled over for six months at the best rate available.

Resolution:

1. Council accepts the Friends' financial statement for November 2015.
2. Council agrees to increase the Friends' Term Deposit maturing on 31 December 2015 with funds of \$80,000 from the Maxi Account and that this Term Deposit should be rolled over for six months at the best available rate.

Proposed: Marion Jones. *Seconded:* Barbara Tyler. *Carried*

5.3.2 Looking for a Treasurer

- An expression of interest for the Treasurer's position has been received and is being followed up.

5.4 Friends' Group Reports

5.4.1 Project Committee

5.4.1.1 Acknowledging Friends' contributions to ANBG projects

- At its June 2015 meeting, Council endorsed the development of a policy and procedures document on ways that Friends' support for projects could be acknowledged by the ANBG.
- Council noted that acknowledgement would raise visitors' awareness of Friends' support and encourage the ANBG to report on Friends' contributions. It was suggested an Exchange of Letters between the Friends and the ANBG may be an appropriate mechanism to set out an agreed protocol between the parties. Two levels of recognition were discussed – generic and project specific. David Coutts undertook to take the matter back to the Projects Committee to firm up on a proposal for Council's consideration.

5.4.1.2 Current projects under consideration

- David Coutts provided an update on current projects under consideration. He noted it has not been possible to progress issues relating to the Environmental Monitoring System (EMS) and replacement of the Botanical Resource Centre computers since the last Council meeting.
- Bushland Precinct: Following a meeting with Mark Clements and Tony Wood on orchids, a survey will be organized for March 2016. Craig Cosgrove has provided information on the proposed routes for the walking trail. This will be marked out in the very near future and there may be a need for volunteers to conduct some surveys along the routes. Dennis Ayliffe will liaise with Canberra Ornithological Group on bird surveys. Contact will be made with the ACT Conservation and Research unit. Contact will be made with Tom North at the Seed Bank about any need for seed collecting in the area. The Plant Science group will be activated in the New Year to follow up on the survey done a few years ago by Rosemary Purdie.
- Alpine project: the Committee needs to meet with the Gardens to consider possible outcomes for the funding provided in memory of Roger Good.
- Plant Finder App: the consultant has done a small amount of work, the Project Committee will be asked to provide input when the map has more functionality.

5.4.2 Major Events Planning Group Report

- The meeting on 27 November covered the ANBG's planning for the 2016 Summer Concerts - budget,

entertainment, launch, publicity, roles for Friends volunteers, wet weather arrangements.

- Luminous Botanicus /Enlighten will run 4, 5, 11 and 12 March 2016 with a launch on 1 February. Floresco will provide free ice creams and sparkling wine as part of the ticket at the entrance to the Rainforest. A separate bar is planned for the Eucalypt Lawn, which could be run by Floresco or some other contractor, possibly the Friends serving a local wine. The ANBG will seek to use guides as safety managers along the path.

5.4.3 Social Events and Activities Committee Report

- **Summer Concerts:** Entry fees will be \$5, \$2 concession for Centrelink and school or college concession cards, children 12 and under free. The lowering of the threshold for free entry reflected the fact that a band called Young Monks will attract young audiences and the Committee wants to raise some money from their attendance.
- ANBG flagged their expectation that the Justine Clarke concert on 6 February will be very popular with the parents of small children and will warrant special ticketing and other arrangements. ANBG is to reflect on this and will advise the Friends.
- Collection arrangements were discussed as was the need for a briefing session and written guidance also to be prepared on collection.
- Barbara Podger is working with David More on an online volunteer registration system that will go live on 1 December.
- Floresco will handle the drinks table at the Summer Concerts.
- The VIC Volunteers will be asked to help with the information table at the concerts.
- **Enlighten:** At the time of the Committee's meeting on 17 November there was no advice on the involvement of the Friends (see item 5.3.2 above for the ANBG's advice on Enlighten planning).

5.4.4 Membership

5.4.4.1 Report

- 1719 current members and 342 lapsed members.
- On behalf of the Friends, the President acknowledged the significant contribution made by Barbara Scott as convenor of the membership team and to Les Fielke for handling the IT data base support.

5.4.4.2 Answering the Friends' phone

- Council members Jeff Brown and Barbara Tyler agreed to assist with checking the Friends' office phone. The President and the secretary will provide backup when they are unable to access the phone.

5.4.4.3 New members walk 22 November

- A good number of new members attended the welcome morning tea and guided walk on 22 November.

5.4.5 Secretary's Report

- The Friends new Constitution, the Friends' Annual Return 2014-15 and Change of Friends Council Particulars 2015 have been lodged and accepted by the Registrar General, Office of Regulatory Services, Access Canberra.
- Permission has been granted by the Friends for the National Library of Australia to archive the Friends' website (refer to Council's Resolution Minute 4.5, October 2015 meeting).

6. Date and place of next meeting: Tuesday 2 February 2015, 2.30pm in the Dickson Room.

The meeting closed at 4.30 pm.

Lesley Jackman
President.