

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



Minutes

Attendance

- Members: Lesley Jackman (Chair), Jan Finley, Marion Jones, Rita Maclachlan, Christianna Cobbold, Sue Sergeantson, Barbara Tyler.
- Ex officio: Judy West, Peter Byron, Rosella Hampshire.
- Co-opted: David Coutts, Barbara Podger, Annalisa Millar .
- Apologies: Dennis Ayliffe, Glenys Bishop, Alan Munns, Steve Speer.

1. Opening and confirmation of agenda

The meeting was opened by the Friends' President, Lesley Jackman, at 2:30 pm on 1 September 2015.

2. Minutes of Council Meeting 4 August 2015

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

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

Proposed: Jan Finley. *Seconded:* Barbara Tyler. **Carried.**

3. Matters arising from July 2015 Meeting Minutes

3.1 Storage of financial records

- The ANBG has identified a vacant tradesmen's cottage on site as suitable for storage of Friends' financial records. Additionally the area has the capacity to store other Friends' documents and books. It will be used to store botanical/horticultural books collected for Friends' fund raising activities.

3.2 Out of session ratification of July 2015 Financial Report

- The July 2015 financial statement was ratified out of session by Council members after the August meeting.

Resolution: Council accepts the July 2015 financial statement of receipts and outgoings.

Proposed: Jan Finley. *Seconded:* Rita Maclachlan. **Carried.**

3.3 Project Committee resolution for *ex situ* project

- Council agreed to rescind a previous resolution made at the July Council meeting referring the Project Committee *ex situ* conservation project to the Public Fund for its consideration (refer to minute 5.5.1.4 August Council minutes).
- Judy West updated Council on the project's status which included staffing, selected endangered species and the project's timetable. It is intended to focus on populations in the ACT and NSW. A project officer is being recruited (hopefully by the end of September) who will take the next steps including selecting target species and planning field work. David Coutts advised that Dr John Fitz Gerald, convenor of the Friends' Seedy Volunteers, is a possible candidate for the Friends' liaison role to work with the project team.
- Council affirmed its strong support for the project which includes funding of \$25000 over 2 years to support necessary field work plus in kind support.

Resolution:

1. Rescind resolution at Minute 5.5.2 of 7 July Council meeting referring the ANBG project proposal for an *ex situ* conservation program under the Global Strategy for Conservation to the Friends' Public Fund.
Proposed: Christianna Cobbold. *Seconded:* Rita Maclachlan. **Carried.**
2. Council confirmed its strong support for this important project agreeing to the requested funding of \$25,000 to support the field work. Payment of this funding is contingent on Council receiving details of the proposed field work and budget breakdown in due course. Council agreed to nominate a liaison officer to work with the project team to facilitate Friends assistance, both in kind and financial, and to keep Council informed of progress on the project and the appropriate acknowledgement of Friends' support in due course.
Proposed: Marion Jones. *Seconded:* Jan Finley. **Carried.**

4. General Business**4.1 Australian Association of Friends of Botanic Gardens (AAFBG)****4.1.1 2018 Conference**

- The AAFBG has asked the Friends to consider hosting the 2018 conference in Canberra. Council was of the view that 2018 is not feasible as the Friends and the ANBG are supporting the Australasian Volunteer Guides Conference in 2017. However it is supportive of doing so at some later time.

4.1.2 ANBG Friends future representation of the AAFBG

- Warwick Wright, has been the Friends representative on the AAFBG for many years and more recently held the Vice President position. Warwick will step down from the Committee at the 2016 AGM.
- Council affirmed its ongoing support of the AAFBG and the importance to nominate someone else to the AAFBG Committee, probably as a General Committee member. The AAFBG Secretary has indicated that such a nomination would be warmly welcomed. Council also noted that Anne Rawson of the *Fronde* editorial team has edited the AAFBG newsletter (rebadged from *Campsis* to *Eucalypt* in the next issue) for some time.

Resolution:

The Friends of Australian National Botanic Gardens should:

1. Maintain its membership of Australian Association of Friends of Botanic Gardens.
2. Seek a suitable person to offer as a replacement for Warwick Wright on the committee, as a General Member rather than Vice President. This election would be at the Geelong conference in April 2016.
3. Participate actively with the Association to help maximize its effectiveness. The Committee member would be encouraged to work to facilitate this.

Proposed: Rita Maclachlan. *Seconded:* Christianna Cobbold. **Carried.**

4.2 Constitution Committee**4.2.1 Report**

- Consultation on the new Constitution with Friends commenced on 4 July 2015 (website) and a few days later via Broadcast Email. The consultation period was increased from 10 August to the 22 August. Six persons commented and the Constitution Committee responded to these in full. Amendments were made to the proposed draft as a result of comments. The amendments were detailed in the current report to Council.
- Council noted the ratification process for the new Constitution that must be undertaken pursuant to the relevant legislation (*Associations Incorporation Act 1991*).
- Council endorsed the adoption of the draft Constitution dated 25 August 2015 and recommended as a Special Resolution for ratification by the Friends at the 8 October AGM.

Resolution:

That the draft Constitution dated 25 August 2015 as presented to the September 2015 meeting of Council be adopted by Council and recommended as a Special Resolution for ratification by the Friends of the Australian National Botanic Gardens at its Annual General Meeting on 8 October 2015.

Proposed: Jan Finley. *Seconded:* Christianna Cobbold. *Carried.*

4.2.2 Draft Constitution 25/8/2015

- Council noted the redrafted Constitution dated 25 August 2015 would be placed on the Friends website and a link included in a Broadcast Email, a copy would be placed in the Friends' Lounge and the AGM agenda would be amended to indicate the new Constitution will be adopted by Special Resolution.
- Council gave a vote of thanks to the Constitution Committee (Jan Finley- team leader, Philip Finley, Alan Munns and Ian Primrose) for their diligence in drafting the new Friends' Constitution .

4.3 Public Art – way forward**4.3.1 Public Fund meeting 7 September**

- The tree house gazebo project will be considered by the Public Fund at its next meeting.

4.3.2 August Steering Committee meeting

- Lesley Jackman advised she attended the first Steering Committee meeting last week. The ANBG will manage the project with Friends' involvement to be formalised through an exchange of letters under the MOU.
- Council noted a timeline outlining the Friends' involvement.

4.4 AGM 8 October 2015

- Two persons have indicated they will nominate for general Council positions.
- Catering (refreshments) will be provided by Council; Council members were requested to provide a small food plate.

4.5 Floresco feedback

- Hellenic Club/Floresco management has been invited to the 6 October Council meeting to discuss concerns about catering which have been raised by some members of the Friends. Lesley Jackman will collate a document outlining what works well, what does not and include some specific examples.

4.6 Friends communication guidelines

- Council agreed to develop guidelines for what matters could be included in various Friends' communications (Broadcast Emails, Website, Fronds), i.e. relevant and appropriate advertising. The issue has arisen due to an increasing number of requests received from wide ranging organisations for the Friends to advertise their events.
- It was noted that the Web team's current criteria are : is the event likely to be of interest to our members (necessary) and are any members involved in the event (adds weight).

4.7 Schools' Photographic Exhibition - update

- The closing date for entries is 18 September. No entries have been received to date. Prize presentation is scheduled for 17 October.
- Council agreed there would be five categories of prizes and the price base would be the same as for 2014.
- Jan Finley, in the absence of Barbara Tyler, will liaise on progress with Cecelia Melano at the beginning of October .

5. Reports**5.1 ANBG Executive Director**

- Recent children's activities have been very popular including the Science Week Dinosaur Walk which attracted over 10,000 visitors and the AFP's Constable Kenny Koala who visited the Gardens and planted a *Eucalyptus viminalis* (the event was televised by WIN TV).
- The ANBG will host a Farmers Market from 2.30pm to 7 pm each Friday from 4 September.
- The refurbished ANBG Bookstore opening will be on Friday 4 September.

5.2 ANBG General Manager

- The Green Army submission, supported by the Friends, must be lodged by 15 September.
- The *Master Plan* schedule for construction of phase 1 is underway.
- Helen McHugh has returned from leave.

5.3 ANBG Friends' Liaison

- No report was provided as Steve Speer was absent.

5.4 Treasurer

5.4.1 Financial Report

- In the absence of the Acting Treasurer, Marion Jones presented the August 2015 financial statement of receipts and outgoings. It was noted that funds from a Maxi Account could be transferred into the term deposit due to mature on 11 September 2015.
- The new financial arrangements with Friends' volunteers Lisa Wilmot and Kim Liston assisting with banking and collection of monies are working well.
- Barbara Podger, Chair of the Public Fund, advised it would be preferable for Marion Jones to continue as Treasurer of the Public Fund until a new Treasurer is elected at the forthcoming AGM.

5.5 Friends Groups' reports

5.5.1 Project Committee - Current ANBG projects

The status report of current Friends' funded projects included:

- *Exs situ conservation project*: Funding of \$25000 to support field work requested over 2 years plus in kind support. Refer to item 3.3 of these minutes.
- *Repair of Environmental Monitoring System (EMS) recording stations*: The Grassy Woodland data collection has been repaired and is now functioning. The Rainforest station repair is awaiting the return to work of a suitably qualified technician. Once all EMS recording stations are functioning properly, proper functioning of weather and soil data streaming and storage will be ascertained. There remains a problem with the scale of the graphs on the display panels. No budget has been set aside for new work on the data streaming and storage functions.
- *Aboriginal Plant Trail* (funded by the Public Fund). The interpretive trail will be installed during the week of 7-11 September, the web page will go live once trail signage has been installed. There will be an official launch in late September/early October, date to be advised by the ANBG.
- *Plant Finder App* – The ANBG has signed the contract aiming for the project to be completed in 2016 (\$15,000).
- *Southern Annex* – under the guidance of the Friends' Plant Science Group, no funding has been requested to date. The Friends of Black Mountain have indicated their interest to collaborate on the project.
- A stock take of past projects, especially over the past ten years, is being undertaken and will be reported to Council in due course. The ANBG is to be followed up for their annual/biannual call for funding projects.
- The Project Committee will bring a paper to the next Council meeting on acknowledging Friends' contributions to the ANBG.

5.5.2 Major Events Planning Group

5.5.3.1 Report

- The Friends will participate in a variety of activities for the ANBG 45th Anniversary Celebrations including:
 - A Community Day on 18 October (10.00am – 3.00pm) focussing on family participation and activities. Friends have been invited to have an information tent, Friends' special interest groups will be invited to participate.
 - Reflections Outdoor Exhibition, all October, social media will be used of visitors enjoying the Gardens.
 - Horticultural chats by ANBG staff at Floresco on Thursdays 10am.
 - Staff and former staff morning tea and cake cutting, Tuesday 20 October.

5.5.2.2 Sponsorship

- The ANBG and the Friends are in discussion with possible sponsors for the 2016 Summer Concert Series.

5.5.3 Social Events and Activities Committee

5.5.3.1 Report

- *Rainforest Walk for Friends*: 26 Friends participated in the free walk led by ANBG staff member Toby Golson on 12 and 13 August.
- *Breakfast with the Birds*: Planning is well advanced, bookings are being received, promotion is continuing, and guide leaders and support volunteers in place and training commenced.
- *25th Anniversary Function*: Planning and promotion well advanced. Friends' Patron, Her Excellency Lady Cosgrove, will attend the event, together with Vice Patron Mrs Marlena Jeffery, the Director of National Parks, Sally Barnes and the ANBG executive Director, Judy West. Additionally all ANBG staff have been invited.
- *Volunteer Register*: See agenda item 5.5.3.3 .

• 5.5.3.2 New Challenges

- Council discussed the need to think strategically about the work and future direction of the Social Events and Activities Committee given the new demands being made upon it in the last couple of years and the increasing events tempo at the ANBG and the challenges in its *Master Plan*. At the same time the *Friends' Strategic Plan is 2010-15* is concluding, and new goals and strategies need to be considered to meet future expectations. In being proactive in their support of ANBG initiatives, the Friends will need to reconsider how some of its structures work and how they can be enhanced – e.g. continuing partnering arrangements (e.g. concerts and other activities), attracting more Friends, and people from the community, from different demographics to the Gardens, fund raising, sponsorship, reporting and accountability, increasing and maintaining volunteer input, attracting volunteers with specific expertise, monitoring and evaluating activities, acting upon evaluation results, etc.
- It was noted that there are now different expectations for Friends' committees and special interest groups to what there were five years ago. Council will need to look closely at what we currently have, what we want for the future, future initiatives, the challenges ahead, skills and structures for the future, in order to meet future challenges and goals.
- Council agreed to set up a small strategically focussed committee comprising Council members, the Social Events and Activities Committee and an ANBG representative to report back to Council on how current arrangements can be enhanced to meet future expectations. The Committee will comprise Lesley Jackman (Friends' President) as chair, Jan Finley (Vice President), Sue Sergeantson (Council member), Penny Sharp (Social Events and Activities Convenor) and Jennifer Salkeld (ANBG Manager Marketing and Media).

5.5.3.3 Volunteer Register

- Council considered a discussion paper on ways to progress a Friends' Volunteer Register. The concept of a volunteer register arose from concerns that a number of Friends' activities depend upon a small number of volunteers whose capacity is being stretched with the increasing number and frequency of Friends and ANBG events. Whilst the discussion paper was prepared from input of the Social Events and Activities Committee, the issues are generic across a number of Friends committees/ groups.
- The paper proposed there is opportunity for the Friends to leverage on ANBG investigation of an on-line rostering register (including volunteers), arrangements of the Arboretum and other community groups on-line arrangements and that David More's (Friends' web team) advice be sought on these options as he too has been looking into areas of on-line rostering. A rostering system would include summer concert rosters, guiding tour rosters. There may be scope for a role for a Volunteer Coordinator.
- It was noted that the Friends' Broadcast Emails have proved an efficient and timely communication vehicle for disseminating information quickly and can be used to seek volunteers for specific tasks.
- Council endorsed the suggestion that discussion on opportunities for an on-line rostering system be investigated with the ANBG and that David More's advice be sought.

5.5.4 Membership

5.5.4.1 Report

- There were 2103 individual members at August 2015 compared to 1962 the previous year.

5.5.4.2 Draft renewal letters

- Council approved the wording of the draft renewal letters.

6. **Next meeting:** 2.30pm, Tuesday 6 October 2015, Dickson Room.

The meeting closed at 4.30 pm.

Lesley Jackman
President