

**Meeting of Council
5 April 2016
Dickson Room**

Minutes

Attendance

Present: Lesley Jackman (Chair), Jan Finley, Rita Maclachlan, Helen Elliot, Christianna Cobbold, Sue Serjeantson, Barbara Tyler.
Ex officio: David Coutts, Rosella Hampshire, Steve Speer.
Co-opted: Barbara Podger.
Invited: Lucy Sutherland
Apologies: David Cox, Glenys Bishop, Alan Munns, Judy West, Peter Byron.
Non-attendance: Jeff Brown

1. Opening

The meeting was opened by the Friends' President, Lesley Jackman, at 2.30 pm.

2. Minutes of Council Meeting 1 March 2016 – for confirmation

- Item 5.3.3 Financial Report, second dot point, last sentence was amended by deleting '*Guides Conference*' and replacing with '*Summer Concerts*' to read '*Funds will be required by the end of June with \$10,000 needed to be granted to the ANBG for the Summer Concerts.*' The amended Minutes of the 1 March Council meeting were taken as read and accepted.

Resolution: Council accepts the minutes of the 1 March 2016 meeting as amended at item 5.3.3.

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

1. Matters arising from Minutes of 1 March 2016.

1.1. BAG Exhibition Opening Report

- The Botanical Art Groups' exhibition opened on 18 March at the Visitor Centre. The two artworks purchased by the Friends as gifts to the ANBG will be presented to the Executive Director of the ANBG, Dr Judy West at a brief ceremony before the Thursday Talk on 21 April. The artworks will be displayed in the Dickson Room, where art works donated to the ANBG previously can be viewed.
- Drinks were provided by the Friends.

1.2. Computer purchase for BRC

- A replacement computer has been purchased for the Botanical Research Centre (BRC) at a cost of \$599. (At the March meeting, Council gave in principle approval for the purchase of a new computer up to approximately \$1000.)

1.3. Response to call for volunteers for the archiving and retention policy

- Two responses to a broadcast email have been received from two Friends with requisite experience to assist with the Archive and Retention project. Jan Finley will meet with them in the next couple of weeks.

2. General Business

5.1 Friends' Strategic Plan 2016-20

- Jan Finley discussed the development of the Draft Strategic Plan. The discussion occurred prior to ANBG staff attending the Council meeting. Consultation at this meeting focussed on review of the SWOT analysis, Mission and Vision, Goals, Objectives. Consultation on Strategies will occur prior to

the draft Strategic Plan 2016-20 being sent to Friends' committees and special interest groups for consultation.

5.2 Schools Photography Competition – nil report.

5.3 Public Art project

- A special closed session of Council will be held on 6 May for ANBG senior management and Friends' Council to make a joint decision on the outcome of the considerations of the four design phase submissions received for the Public Art treehouse gazebo project. The project consultants, Pamille Berg and Jon Burchill, will report to the meeting on the outcome of the discussions of the Public Art Advisory Committee and Friends' Advisory Group, with a recommendation either to stop at this point or proceed with a particular artist and design, including the reasoning behind the recommendation. Public Fund trustees will be invited to attend as observers.

5.4 Friends' AGM

- Council discussed arrangements for the 2016 Friends' AGM, including the date, guest speaker, life membership award and Council resignations and re-appointments.

5.5 Public Fund

5.5.1 Management Committee appointments

- Council noted a paper on appointments to the Public Fund Management Committee. The terms of all current appointees to the Public Fund expire on 31 May 2016. Two trustees, Beth Hyde and David Headon have advised they will retire. Possible candidates for appointment as trustees were noted and it was agreed the President will contact them.
- Council noted that the terms of appointments will be staggered and that Public Fund trustees should contribute actively to fundraising by the Public Fund (as required by the Register of Environmental Organisations Guidelines).

5.5.2 Public Fund -Terms of Reference

- Council noted changes made to the Draft Terms of Reference for the Public Fund Management Committee following consultation with Council at the March 2016 meeting and further review by the Executive Committee of Council and the Chair of the Public Fund Management Committee.
- Council endorsed the recommendation that the draft Public Fund terms of reference as amended be adopted.

Resolution: Council adopts the Public Fund Management Committee –Terms of Reference dated 31 March 2016

Proposed: Helen Elliot *Seconded:* Rita Maclachlan **Carried**

5.5.3 Public Fund Guidelines

- Council noted changes made to the Draft Public Fund Guidelines following discussion at the March 2016 meeting and further review by the Executive Committee of Council and the Chair of the Public Fund Management Committee.
- Council endorsed the recommendation that the draft Public Fund Guidelines as amended be adopted.

Resolution: Council adopts the Public Fund Guidelines dated 24 March 2016.

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

- Council asked Jan Finley and Philip Finley to research and advise Council on what would be involved should a decision be made to disband the Public Fund. Additionally it was agreed it would be instructive to compare the differences between the ANBG's and the Friends' Public Funds, Lesley Jackman and Lucy Sutherland undertook to do this and report back to Council.

3. Reports

6.1 ANBG Executive Director

- Lucy Sutherland, on behalf of Judy West and Peter Byron, provided feedback on the National Seed Bank Conference noting that Council had funded two Friends Seed Bank volunteers (John Fitz Gerald and Jennette Jeffery) to attend. 145 delegates from 9 countries attended, there was strong representation from the CSIRO, presentations were of a high calibre, three publications will be forthcoming.
- The ANBG Bushland Precinct vegetation survey and report by Rosemary Purdie has been completed. Tony Wood and Mark Clements orchid survey is progressing .
- The Expression of Interest for architects for the ANBG's proposed Ian Potter Conservatory will go out on 7 April.
- Planning for the development of the Banksia Garden project 2016-2020 will commence in the near future.

6.2 ANBG General Manager

- In Peter Byron's absence, refer to Lucy Sutherland's report at item 6.1 above.

6.3 Friends' Liaison

- Matters covered in Steve Speer's report included giving thanks to the Friends for their support for running the refreshments table and ice cream stand at Enlighten., noting a \$3000 profit was made. The President asked that in the future any matters relating to the level of reimbursement for Friends support at ANBG events be brought to Council for a discussion via the Major Events group or the Council Executive.
- The volunteer guides were thanked for their support in providing special guided walks for National Eucalypt Day.
- There are no major events planned for April. The inaugural National Botanic Gardens Open Day will be held on Sunday 29 May.
- A number of staff movements were advised.
- The ANBG will hold a workshop in May on strategic directions in education in the Gardens, Steve Speer will discuss volunteer guides participating in the workshop with the Guides Convenor, Christianna Cobbold.

6.4 Treasurer

6.4.1 Financial Report

- Treasurer, Helen Elliot presented the March 2016 financial statement, noting that a net profit of \$2110 was made from the Enlighten event.

Resolution: Council accepts the Friends' financial statement of receipts and outgoings for March 2016.

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

6.4.2 Excess Operating Account Funds

- The Treasurer advised the current balance in the Operating Account is \$130,000 and is excess to requirements. She recommended transferring \$110,000 from the Operating Account to the Maximiser Account rather than use the option of establishing another term deposit. This would enable immediate access to funds as and when required and alleviate having to wait for a term deposit to mature. It would also cut time spent in the bank administrative queue both to establish and redeem the term deposit. The disadvantage of the Maximiser option is 1.5% per annum interest as compared to 2% pa, forgoing about \$42 interest per month. She was of the view that the advantages more than make up 'in-kind' for the reduced interest.

Resolution: Council endorses the Treasurer's proposal to transfer \$110,000 from the Operating Account to the Friends' Maximiser Account.

Proposed: Jan Finley *Seconded:* Sue Sergeantson *Carried*

6.4.3 2017 Guides Conference payment

- The Treasurer advised that Glenys Bishop, convenor of the 2017 Australasian Voluntary Botanic Gardens Guides Conference has requested payment of \$1799.00 as the 25% deposit for coaches to be used for Conference delegates.

Resolution: Council approves payment of \$1799.00 as 25% deposit for coaches for the 2017 Australasian Volunteer Guides Conference.

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

6.5 Friends' Groups' Reports

6.5.1 Fronds team update

- Pam Rooney, a volunteer guide and member of the Friends Photographic Group, has joined the Fronds editorial team. An advertisement seeking further assistance will be placed in the next edition of the newsletter.

6.5.2 Social Events and Activities Committee – nil report

6.5.3 Guides Report

6.5.3.1 Guides uniforms

- Guides Convenor, Christianna Cobbold, sought Council support for the purchase of embroidered shirts for the 17 trainees in the current program, noting all are expected to qualify.
- At the November 2015 meeting Council Council agreed that a Guides' Sub-committee investigate options for the design and cost of new shirts for guides. A local supplier was chosen that provides true and consistent sizing enabling female guides to wear their shirts buttoned up. The cost of fitting trainee guides with shirts is \$963.90 plus \$132 set up costs, a total of \$1095.90.
- Twenty six of the current guides would like to replace their poorly fitting shirts with the new one and will purchase them at their own cost.
- The supplier can also provide bonded polar fleece jackets and sleeveless jackets (optional uniform). In winter Guides are out in very cold conditions and either wear their own jacket or wear the shirt open over layers of warm clothes – neither looks professional. They are warm, windproof and light showerproof. .At this stage and 39 Guides are interested in purchasing them for this winter.
- Council was asked to consider contributing the logo embroidery of two logos per garment - cost for the shirts (\$9.50) and the jackets (\$12.50). The total cost would be \$734.50.
- Christianna Cobbold recommended that:
 - Council approve the expenditure of \$1095.90 for the purchase of shirts for the 17 trainees in 2016 Guides intake.
 - That Council contribute \$12.50 and \$9.50 respectively to cover the cost of logo embroidery on Bonded Polar Fleece Jackets and replacement shirts purchased by Guides. The total cost would be \$734.50.

Resolution:

Council resolved:

1. To approve the expenditure of \$1095.90 for the purchase of shirts for the 17 trainees in 2016 Guides intake.
2. To contribute \$12.50 and \$9.50 respectively to cover the cost of logo embroidery on Bonded Polar Fleece Jackets and replacement shirts purchased by Guides. The total cost would be \$734.50.

Proposed: Barbara Tyler *Seconded:* Helen Elliot **Carried.**

6.5.4 Membership

6.5.4.1 Report

- The number of individual members remains over 2000. Activity for the month was steady with a spike in new memberships following Enlighten and again after the opening of the Botanic Art Groups exhibition.

6.5.4.2 New Members Walk Sunday 15 May

- Jan Finley and Helen Elliot undertook to organise the welcome morning tea for new members which will be followed by walks by volunteer guides.

6.5.5 Environmental Monitoring Systems (EMS)

- Council noted a status report by David Coutts on progress to retrofit the existing EMS to function as originally intended. The other options considered by Council were to write off the investment due to its chequered history or put in a replacement system.
- David Coutts and Steve Speer undertook to report back to the May Council meeting on their attempts to get a quote from the technical consultant on the cost of redesign of the essential aspects of the system and to obtain access to the necessary programming code and passwords through documentation held by the ANBG.

Next meeting: 2.30pm, Tuesday 10 May 2016, Dickson Room.

This will be preceded by a special Council meeting on Friday 6 May (1-2pm) in the Crosbie-Morrison Room to discuss the submissions received for the Public Art treehouse gazebo project.

The meeting closed at 4.40 pm.

Lesley Jackman
President.