

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

**Minutes**

**1.0 Confirmation of Agenda**

The meeting was opened by the President at 2.30 pm. The agenda was confirmed.

The President welcomed participants and stated that the Minutes of this meeting would be recorded in an action oriented manner which is in accordance with contemporary practice.

**2.0 Attendance**

Present: Council - Lesley Jackman (Chair), Jan Finley, Helen Elliot, David Cox, Sue Serjeantson.

Ex officio: Friends - David Coutts

ANBG – Lucy Sutherland, Julie Akmacic, Rosalie Hampshire

Invited: Barbara Podger, Glenys Bishop, Alan Henderson (for Agenda Item 5.1)

**Apologies:** Council - Rita Maclachlan, Christianna Cobbold, Jeff Brown, Barbara Tyler

Ex officio – Judy West, Peter Byron, Steve Speer

Invited Friends - Alan Munns

**3.0 Minutes of Council Meeting 7 June 2016**

No amendments were made to the minutes.

**RESOLUTION**

**Moved** Helen Elliot, **Seconded** Jan Finley that the Minutes of the Council meeting held on 7 June 2016 be accepted.

**CARRIED**

**4.0 Matters Arising from Minutes of June 2016 Meeting**

**4.1 In Flower this Week**

The report was noted.

**RESOLUTION**

**Moved** Helen Elliot, **Seconded** Sue Serjeantson that Council approves the implementation of new arrangements for the production of 'In Flower This Week', as follows:

- making it a Friends' responsibility with a move to Schedule 2 of the *Memorandum of Understanding with the Director of National Parks, and the Friends*;
- a change of name to 'Flowers, Fruits, Foliage';
- design artwork/logo incorporating the new name to be used on the template and the new stakes to be arranged by CVS;
- revised production and website arrangements; and
- further training to ensure quality assurance.

**CARRIED**

**FURTHER ACTION**

The ANBG is to arrange training for those involved:

- Ben Walcott will be the Friends' contact, and Sue Fyfe the ANBG contact for the quality assurance training that will be provide; and
- photographs taken by Friends of plants in the gardens that could be used for the Australian Plant Index (including reference to accession numbers). Acknowledgement of photographers to be included. David Cox is the Friends' contact person.

Peter Byron would be consulted on a suggestion that the new arrangements for 'In Flower This Week' be trialled for three months before amendments to the *Memorandum of Understanding with the Director of National Parks*

are commenced.

## **5.0 General Business**

### **5.1 Public Art Project**

Full discussion was held on the Treehouse Gazebo Project.

#### **RESOLUTION**

**Moved** David Cox, **Seconded** Jan Finley that in relation to the Tree House Gazebo Project, the Friends endorse the approach outlined by the ANBG in contracting the artist who has been chosen, with an initial contract to be signed for the design development phase, after which the ANBG will have the option of not proceeding further. Subject to satisfactory conclusion of the design development phase by the chosen artist the Friends will provide the funding for the Treehouse Gazebo Project on the partnership basis previously agreed. In this connection, Council reiterated its decision of November 2015 to increase its level of underwriting of the project to a capped contribution of \$250,000 (ex GST), as follows:

- (a) the case and in-kind commitments made to date to the project amounting to \$170,000 in cash, subject to satisfactory conclusion of the design phase, by the Friends (initial commitment of \$100,000), ANBG (\$40,000 in cash and \$40,000 in kind), and Public Fund (\$30,000 in cash plus tax deductibility on donations received by the Public Fund); and
- (b) the proposal that the funding campaign directed at the Friends' membership intended to fill the gap between cash commitments and the upper limit of the Friends' underwriting contribution also be accompanied by a corporate sponsorship drive.

#### **CARRIED**

#### **FURTHER ACTION**

Risks have been assessed and believed to be covered fully for the Treehouse Gazebo Project, further action required:

- that the ANBG in dealings with its solicitors in drafting contractual arrangements be asked to consider/ensure that any 'top-up' funding does not expose the ANBG or the Friends to any liability;
- that a budget set against actual income and expenditure for the Treehouse Gazebo Project be regularly provided to Council meetings.

### **5.2 Friends Strategic Plan 2016 – 20**

Two responses received to the new Strategic Plan consultation process with committees, special interest groups and key Friends' groups. Neither impacted on the Strategic Plan.

#### **RESOLUTION**

**Moved** Helen Elliot, **Seconded** David Cox that the Draft *Strategic Plan 2016-20* be placed on the Friends' website with a request for comment by Friends by 22 August 2016.

#### **CARRIED**

### **5.3 AGM 2016**

The AGM will be held on 19 October 2016.

#### **ACTION**

To publicise through Broadcast Emails, the Website, *Fronds* and promotion at Thursday Talks and other meetings of Friends groups that there are vacancies on Council, for the Position of Secretary and one Council Member. Council participants to advise the President if they know of Friends with relevant experience who would be interested in these positions.

### **5.4 Database**

#### **RESOLUTION**

**Moved** Helen Elliot, **Second** Jan Finley that the Friends continue to explore options for an integrated IT package to handle the key functions of membership, fundraising and managing volunteers, and in the first instance by developing specifications for preliminary discussions with ThankQ and Foxtrot CKS.

#### **CARRIED**

## **FURTHER ACTION**

David More is to be advised that a Friend, Greg Quinn, who has IT experience would be worth contacting to assess his capacity and availability to assist with IT issues.

### **6.0 Reports**

#### **6.1 ANBG Executive Director**

#### **6.2 General Manager**

Lucy Sutherland presented a verbal on behalf of the ANBG Executive Director and General Manager.

#### **6.3 ANBG Friends Liaison**

##### **ACTION**

Council provides in principle agreement to the new branding for Floriade developed by the ACT government, involving a Floriade Trail in which the ANBG (with involvement from the Friends would participate). Julie Akmacic will advise Council of details when they are available.

#### **6.4 Treasurer**

##### **6.4.1 Financial Report**

##### **RESOLUTION**

**Moved** David Cox, **Seconded** Sue Serjeantson that the financial statement for June 2016 be accepted.

##### **CARRIED**

##### **6.4.2 Confirmation of Out of Session Resolution on Roll Over of Term Deposit**

##### **ACTION**

Council confirmed the Out of Session Resolution in June 2016 for the rollover of the fixed term deposit of \$267,965.18 for a further six months (until 30 December 2016).

##### **6.4.3 Draft Budget 2016-17**

##### **RESOLUTION**

**Moved** Sue Serjeantson, **Seconded** Jan Finley that the Budget for 2016-17 be adopted.

##### **CARRIED**

##### **6.4.4 Audit Update**

No further action to report.

#### **6.5 Friends' Group Reports**

##### **6.5.1 Projects Committee**

##### **ACTION**

David Coutts is to provide a report for the August Council meeting on issues being considered.

## **ENDORSEMENT**

Fan Grevillea Project - the Executive Committee of Council advised the ANBG on the 28 June 2016 that the Friends recognises and supports the involvement of the Plant Science Group in relation to the Fan Grevillea Project under Schedule B of the *Memorandum of Understanding with the Director of National Parks*. This decision was endorsed by Council at this meeting.

##### **6.5.2 Public Fund Management Committee Meeting**

See Agenda Item 5.1.

##### **6.5.3 Major Events Planning Group**

There was no report nor is there any activity at present.

##### **6.5.4 Social Events and Activities Committee**

This Committee needs to be re-established, and Tricia Morton has agreed to take on the Convenor role with the help of a deputy.

## **ACTION**

### **Invitation to Attend Council Meetings**

Council agreed that Tricia Morton who has agreed to be the Convenor of the Group (or deputy) be invited to attend Council meetings as required.

#### **Breakfast with the Birds**

Council accepts the budget for Breakfast with Birds that is included in the agenda papers for this meeting.

#### **6.5.5 2017 Guides Conference**

The report and draft budget were noted.

#### **RESOLUTION**

##### **Supporting the Friends' Guides at the Conference**

**Moved** Helen Elliot, **Seconded** David Cox that in principle agreement be given to support the Friends' of the ANBG Guides at the 2017 Guides Conference by providing \$75.00 reduction in the Registration Fee if the registration is within the Early, Early Bird timeframe.

**CARRIED**

#### **ACTION**

Further action required by the Committee:

- ascertain whether there has been provision in the budget for credit card fees and further review the budget,
- Council to be provided with the draft speakers' list;
- promotion of the conference is to include the Botanical Gardens of Australia and New Zealand as well as others listed in the report to Council;
- further consideration and discussion with Council on post conference tours is required prior to discussion with Guides. The take up on tours at the previous Guides Conference in Sydney in 2015, and the recent AAFBG conference is to be ascertained and reported to Council;
- the 2017 Guides Conference is to remain a standing item on the Council agenda.

#### **6.5.6 Photographic Group Exhibition**

##### **RESOLUTION**

**Moved** Helen Elliot, **Seconded** Jan Finley that in principle approval be given to the Friends' Photographic Group to conduct a Photographic Exhibition between 24 November and 11 December 2016, as outlined in the report to the July 2016 meeting of Council.

**CARRIED.**

#### **6.5.7 External Talks**

The External Talks were noted.

#### **6.5.8 Membership**

The Membership Report for June 2016 was noted.

The meeting closed at 4.50 pm.

The next meeting will be held on Tuesday 2 August 2016.

Lesley Jackman  
President