

**Meeting of Council
6 June 2017
Dickson Room**

Minutes

1.0 Opening and Confirmation of Agenda

The meeting was opened by the Chair at 1 pm. The agenda was confirmed.

Apologies: Jan Finley, Judy West.

Attendance Council – Lesley Jackman (Chair), David More, Jonette McDonnell, David Coutts, David Cox, Rita Maclachlan, Helen Elliot, Christianna Cobbold
ANBG - Peter Byron, Steve Speer, Rosalie Hampshire, Sue Fyfe (for Research Scholarship Item)
Invited Friends - Barbara Podger, Glenys Bishop

2.0 Minutes

2.1 Minutes of Council meeting 4 April 2017

RESOLUTION

Moved David More **Seconded** Christianna Cobbold - that the minutes of the 4 April Council meeting be approved as tabled.

Carried

2.2 Minutes of Council meeting 2 May 2017

Glenys Bishop proposed the following addition to Item 6.6

Glenys also indicated that the program had been adjusted to allow conference delegates extra time to move between the Shine Dome and the Gardens and the Committee is exploring options to assist those who feel unable to walk that distance.

Helen Elliot proposed the following revision to Item 5.6

Helen Elliot informed Council that she has discussed Association Office Bearer Insurance with the Friends insurance broker. The insurance application is to be completed and the insurance broker will then canvas quotes to meet our needs. This information will be brought to Council when available.

RESOLUTION

Moved David Cox **Seconded** Helen Elliot - that the 2 May Council minutes be approved as tabled with the amendments above.

Carried

2.3 Minutes of Special Council meeting of 23 May 2017

RESOLUTION

Moved David More **Seconded** Christianna Cobbold – that the 23 May Special Council meeting minutes be approved as tabled

Carried

3 Matters Arising from Minutes of 2 May 2017

3.1 Handover of photographic and botanical artwork gifts to ANBG

Council was informed that the artworks and photographs were presented to the Gardens at the Thursday Talk on 11 May.

3.2 AAFBG AGM 20 May

Council was informed that the AAFBG AGM was held at the Gardens on 20 May. It was well attended and a very positive meeting. The future of the organisation looks good on the basis of this AGM.

The new AAFBG e-Newsletter was noted and welcomed. However the website team will look at how this might be made accessible to members of the Friends.

3.3 Launch of Fanny Karouta Manasse Book

Council was informed that the launch of Fanny's book was very successful at the bookshop on 27 May. David Coutts will check that the library has a copy.

4. General Business

4.1 Public Art Project

Council was informed that there would be a public announcement of the approved design for the Treehouse project on 16 June by media release. There will be no formal launch at this time. However the Friends are encouraged to provide information on the project to members, through Fronds, the website, broadcast emails and other opportunities such as Thursday talks.

The Friends will now prepare for fundraising for the project and a brochure will be developed over the next few weeks. Trevor Capps has advised that fundraising permits will only really be needed for the ACT.

Lesley Jackman will draft the text and work with Beth Darling, who has agreed to do the design work. Suitable images will be sought from Cave Urban for this brochure and other publicity for the project. Initial estimates of the cost of the brochure were around \$2600 for design and printing plus bank costs for donations. It was underlined that suitable arrangements with the bank for online payment will be needed fairly urgently.

RESOLUTION

Moved Rita Maclachlan Seconded Jonette McDonnell

Council agreed to a fundraising campaign for the Public Fund of the Friends featuring the Cave Urban design for the treehouse gazebo and other current Public Fund projects. This would involve an initial brochure mailout in Fronds or the membership renewal process, followed by a series of emails during the 2017-18 financial year.

Council also agreed to spend up \$4,000 on the brochure and associated mailout:

- design work of up to \$1,000 GST incl
- printing of 4,000 brochures by the chosen printer – up to \$1552 GST incl
- bank costs to be advised in due course by the Treasurer, but \$1500 per annum can be taken as a guide, depending on the number and value of donations
- Fronds insert costs of \$40.

Carried

4.2 AGM

It was agreed that the date for the 2016/17 AGM should be 31 October 2017. Lesley Jackman informed Council that the nominees for life membership were very happy to accept this award. A guest speaker for the AGM still has to be found and members were asked to give consideration to possible names.

It was noted that at this stage there will be two vacancies for Council (Jan Finley and Rita Maclachlan) and a vacancy for the Secretary. Members were asked to consider possible candidates and some names were discussed. It was also noted that a new Public Officer appointment would be necessary as this was an increasingly important function currently held by Rita Maclachlan.

4.3 IT matters

David More informed Council that his trials of Google Drive with various users had been encouraging and he was ready to move to the next stage. This will involve all Council members, and some others, being given a Google Access account through which they can access meeting papers and other documents and save their own documents.

RESOLUTION

Moved David More **Seconded** David Coutts that

- Friends Council adopts the 'Friends of ANBG' Google Driver facility for shared file storage, with all Council members being given access to the 'Friends Council' Team Drive.
- Once all Council members have access to the 'Friends Council' Team Drive, meeting papers be lodged in the relevant folder under 'meeting papers' rather than by email.

Carried

David More also indicated that he would meet with the Fronds team shortly to find out about their needs and introduce them to Google Drive. He also indicated that he would be working with the Projects Committee to develop a more effective projects tracking and storage system. David also indicated he would be discussing an online membership payment system with the membership team.

4.4 Insurance

Helen Elliot informed Council that she had looked very closely at Association Liability Insurance and had found that the requirements for lodging a proposal were just not practical given the standard requirement to provide certain details of Friends who had volunteered since the establishment of the organisation in 1990.

RESOLUTION

Moved Helen Elliot **Seconded** David Coutts that the Friends do not proceed with Association Liability Insurance at this time.

CARRIED

Council did agree that it would be prudent to look at the risk assessment framework in the context of the above decision. Jan Finley would be asked to report to the next Council meeting on this point.

4.5 Cool Country Natives

Council was informed that there has been an approach from Cool Country Natives at Pialligo to form a relationship with the Friends. They wish to take out a corporate membership and form a strategic partnership. They would want to make more use of the bookshop and bring staff and others for walks at the Gardens. In return they will offer a 5% discount to Friends members, possibly run some workshops on gardening with native plants and possibly display Friends brochures at their nursery.

Council agreed to give further consideration to the proposal.

4.6 Volunteering and Contact ACT

RESOLUTION

Moved Helen Elliot **Seconded** Rita Maclachlan that the Friends join Volunteering and Contact ACT at an annual cost of \$55.

Carried

Council asked Helen Elliot to follow up and action this matter.

5 Reports

5.1 ANBG Executive Director

5.2 ANBG General Manager

The General Manager gave a brief summary of the overall budget situation of the Gardens for the coming year, noting that a further efficiency dividend was likely to be imposed.

In relation to the 2018 summer concerts Council was informed that one sponsorship was finalised. The ANBG Development Manager is talking to other possible sponsors but nothing has been firmed up at this stage.

The timber bridge in the rain forest is now being replaced and that work should be finished by end June 2017. Peter Byron will represent Parks Australia at the BGCI's 6th Global Botanic Gardens Congress in Geneva from June 26-30, 2017.

5.3 ANBG Friends' Liaison

The Friends Liaison manager's verbal report was noted. Key points included were

- The BGANZ Open Day was successful, although numbers were lower than hoped. The weather was quite unfavourable on the day, which was a key factor in attendance numbers. David Cox noted that the Friends activities on such days could be located in a more accessible place than on this occasion.
- The current VIC exhibition on Eucalypt dyes is being well received by visitors.

5.4 Treasurer's Report

Helen Elliot presented the May P&L and Balance Sheet. It was proposed that the term deposit maturing on 30 June 2017 be rolled over for 3 months. It was noted that some project expenditure should come due over the next few months but there was felt to be ample accessible funds to cover this. It was noted that the figures for

Term Deposit maturity dates were incorrect and the Treasurer will send a corrected version to the Secretary for the records.

RESOLUTION

Moved Helen Elliot **Seconded** Christianna Cobbold that the Treasurer's report for May be accepted, with the correction for the term deposit maturity dates.

CARRIED

5.5 Project Committee

5.5.1 Research Scholarships

Sue Fyfe briefed Council on a development of the earlier Research Scholarships proposal. This now proposes to fund a 3 year PhD scholarship for Plant Conservation research relating to Norfolk Island. Council was receptive to the proposal but noted that the original estimate of \$30000 had increased to \$45000, with some possible additional travel costs for Friends volunteers. There were some questions as to whether a project like this would fit with the Objectives of the Friends. However, given the focus on Australian plants, the future role of the Gardens in growing and preserving threatened species from the Island and the possibility of some display areas at the Gardens, it was felt that the project would fit with the Friends objectives. Council asked that the Projects Committee look at this proposal and bring their views to the July meeting if possible.

5.5.2 Insect Guide

Council was informed that Dr Roger Farrow has proposed to prepare a booklet as a guide to insects found in the Gardens. Roger is an entomology expert and sees this booklet as a companion to the birds booklet funded by the Friends several years ago. The booklet will be drafted over the next 6 months or so and possibly be ready to be finalised in late 2017 or early 2018. Roger had asked if the Friends would fund the cost of design and printing of the booklet. The actual cost is not known at this stage but should be well below that for the bird booklet (\$8000) as that involved significant original artwork.

Council agreed to support this project in principle, subject to further information on the actual cost for the booklet.

5.5.3 Update on other active projects

Council noted the report by David Coutts on projects that are active or under consideration. In particular the updating of the project information on the website was circulated as a draft and Council agreed this should be finalised and put on the website in the near future. It should be structured in reverse order (ie most recent projects at the top) and consideration should be given to adding links for major projects to give more detailed information. The Projects Committee was asked to look at these issues and report back to Council.

5.6 Guides conference

Council noted the report by Glenys Bishop on developments with the conference. In particular

- Registration numbers for the conference, dinner, walks and the tours are good, although there are very few men registered so far
- Catering arrangements are basically in place with Edge catering for the Shine Dome, Bookplate for morning tea and lunch on the Tuesday and with Pollen for catering at the Gardens.
- Speakers are now all effectively in place
- Guides for the day tours are in place and the Committee will discuss other requirements for volunteers during the conference.
- Lesley Jackman will be in contact with Government House to confirm arrangements for opening the conference.

5.7 Public Fund

Barbara Podger informed Council that the Management Committee met on 5 June. Council noted that Geoff Hay, Marion Jones and Sue Serjeantson have resigned. All three were thanked for their contributions over many years. Council was informed that Adrienne Nicotra and Ian Morison had agreed to take up appointments to the Committee. There will be a search for a suitable additional member. One existing member has agreed to replace Sue Serjeantson as Secretary.

5.8 Membership

The Membership Report for May 2017 was noted. The New members walk is now scheduled for Sunday 18 June and approximately 15 people have signed up so far.

5.9 Social Events and Activities Committee

Council noted that arrangements were being put in place for this year's Wake up with the Birds, to take place from 23 September to 15 October. It was requested that publicity now be included in broadcast emails as well as Fronds and the website.

5.10 Fronds

Barbara Podger informed Council of the deadlines for the August issue of Fronds

- Articles by 16 June
- Regular reports by 23 June
- What's On by 28 June

It was also agreed that it was time that the extras list for Fronds should be reviewed.

5.11 Broadcast email

It was agreed a broadcast email should go out a little later in June to include, inter alia

- Treehouse announcement
- Wake up with the Birds
- Illawarra Grevillea Garden Open day
- Thursday talks
- AGM
- Project information (if appropriate)
- AAFBG Newsletter (if feasible)

6. Next meeting

1pm on Tuesday 4 July 2017 in the Dickson Room.

Lesley Jackman
President