

**Meeting of Council
3 February 2015
Dickson Room**

Minutes

Attendance

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

1. Opening

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

2. Minutes of Council meeting 2 December 2014

Motion: That the minutes of the Council meeting of 2 December 2014 be accepted.

Proposed: Marion Jones. *Seconded:* Jan Finley. *Carried.*

3. Matters arising from December 2014 Meeting Minutes

3.1. ANBG Staff representative

Council welcomed Rosella Hampshire as the ANBG staff representative following the retirement of Anne Phillips from Council.

3.2 Major Events Planning

3.2.1 Group report.

See item 3.2.2

3.2.2 Social Events and Activities Committee report

- Council noted the Committee's January report covering activities and events:
 - The Summer Concerts: A full report will be made to Council after debriefing with the Committee in mid February, and the results of the evaluation undertaken by the ANBG are processed.
 - Silver Anniversary Dinner 19 February: the dinner is almost booked out. Bookings will cut off at 80-83 reservations.
 - Enlighten (6 evenings in February and March): The Friends are working with the ANBG on this event and will be providing three guides per evening and up to three Friends to coordinate and serve drinks. A person registered with the ACT Liquor Licence Regulation body will be present on each evening. Rosters are being filled.
 - Enlighten – Friends Around the Lake: Work is proceeding for this event as indicated above. Budget: Cost per person will be \$24.00 (actual \$23.72), with a breakeven of 50 people. Invitation sent/or to be sent to Friends around the Lake. The event is being publicised to Friends through the website and broadcast email.
- The Committee recommended that Council accept the resignation of Jan Finley as convenor and the appointment of Penny Sharp to the position from February 2015, noting that Jan will continue as a member of the Committee and report and liaise with Council about Committee activities. Council thanked Jan for her important contribution as convenor.

Resolution: Council accepts the resignation of Jan Finley from the position of Convenor of the Social Events and Activities Committee, and appoints Penny Sharp as convenor of this Committee from February 2015.

3.2.3 Sponsorship report

- The President advised the Summer concerts sponsors, The Central by Goodwin Homes and ACTEW Water are taking a broad view of their sponsorships.
- Reports of the summer concerts are in preparation. Steve Speer advised the ANBG's survey report will be available in a couple of weeks.
- The President thanked everyone involved in the Summer Concerts for their efforts.

3.3 Review of Friends' Constitution

Jan Finley, Convenor the Constitution Committee, provided a status report of the Committee's first meeting on 25 January. This included an information paper prepared by Philip Finley on the 'Friends' Constitution: Legislative Background and Framework' which was considered by the committee who agreed with the approach put forward. Committee members are currently researching a number of issues that will be presented to a future Council meeting.

4. General Business

4.1 Projects Committee – on line schools booking service

- At the December 2014 meeting the Projects Committee undertook to consider an ANBG proposal seeking the Friends support to fund the ANBG's contribution to a new coach tours and booking service involving national institutions. The ANBG's current booking system is ageing and problematic and the proposed system offered advantages including greater visitation by school groups. The cost would be approximately \$49K over three years commencing 2015/16. The National Capital Attractions Association (NCAA) has a \$250K grant from the Commonwealth for the project. Commonwealth funding is subject to receipt of matching funding from attractions partners in the ACT. Steve Speer advised there is an opportunity to buy into the system at a later date, the cost is yet to be determined.
- The Committee discussed the proposal with the ANBG, sought evaluation and comment from an IT consultant with the requisite qualifications and experience. The consultant's comment based on his experience with this type of project was there are risks with proceeding, not just to an ANBG component of the system. Additionally, the Projects Committee found the proposal had difficulty in satisfying the selection criteria approved for projects in 2012, in particular the criterion regarding the effective branding of the system as having been funded by the Friends. Dennis Ayliffe, the Projects Committee convenor also discussed the proposal with the NCAA who advised the system is likely to go ahead with the eight institutions already signed on to it. The Committee also considered the only benefit that would flow to the Friends if the system were implemented would be to booked guided walks and did not consider this as a sufficient ground for the significant expenditure required.
- Council accepted the Projects Committee's assessment not to support funding. However, Council noted that it is prepared to revisit a further booking system proposal from the ANBG that does not carry risks such as those identified with this one.

<p>Resolution: Council accepted the recommendation of the Projects Committee not to provide funding support for the on-booking system for school groups.</p>

4.2 Out of session Council decision – purchase of new computer for Friends office

The President noted the out-of-session agreement of Council to purchase a new computer for the Friends office at a final cost of \$526.00.

4.3 Request for Friends support for possible fundraiser for Australian Seed Bank

- Council considered a request from Lucy Sutherland, National Co-ordinator of the Australian Seed Bank Partnership for support, either in kind, promotion and possibly financially with film screenings of *Seeds of Time* and lectures by Lucy and Dr Sally Norton of the Australian Grains Genebank. These are scheduled for May- July 2015.
- Expert scientific advice indicated there may be reputational risks in supporting the proposal when only the trailer has been seen and not the film in its entirety. Council considered its support for the Seed Bank is better placed with the purchase of equipment and agreed the President will inform Lucy Sutherland of its decision.

4.4 Graduation of Botanical Interns

Council noted the graduating ANBG interns would be presented on 20 February with ANBG Bookshop vouchers and complementary Friends membership.

5. Reports

5.1 ANBG General Manager

Peter Byron advised the comment period has closed for the draft concept plan for the ANBG master plan and constructive and positive feedback was received from the community. The ANBG is now working on the detailed master plan, detailed drafts are expected in the coming week.

5.2 Friends Liaison

- Steve Speer advised that a quote of \$3.5K has been obtained for the repair of Environmental Monitoring System (EMS) but excluding the VIC kiosk. The quote has been obtained from the system's installer. The ANBG has accepted the quote and work is going ahead to repair the sensors and recorders. In the interim, laminated signs will cover faulty EMS equipment.
- Council requested that Steve provide an update on whether the repairs will include saving the EMS data in the long-term for reporting purposes, noting this was a key point for the Friends original support for the EMS.

Action: Steve Speer to provide Council with an update on the full extent of repairs to the EMS.

5.3 Treasurer

- Council noted the receipts and outgoings for December 2014 and January 2015. The President stated she had sighted the bank statements for the months of December 2014 and January 2015.
- In regard to the Summer Concerts, the Treasurer noted a profit of \$10K and commented that sponsorship was fundamental to this figure as well as the increase in entry charges particularly when the weather was inclement.

Motion: That the financial statements for December 2014 and January 2015 be accepted.

<i>Proposed:</i> Dennis Ayliffe <i>Seconded:</i> Rita Maclachlan <i>Carried</i>

5.4 Secretary

Report noted.

5.5 Friends Group Reports

5.5.1 Membership Team

Reports for December 2014 and January 2015 were noted. January figures have 1878 current members and 239 lapsed members. The membership team will be contacting the lapsed members in February to encourage them to consider rejoining. The percentage of Friends not renewing is 17%, the same for the last several years.

5.5.2 Botanical Art Group and School Photographic Exhibition

- Jan Finley met with BAG Exhibition Committee on 28 January 2015. She advised that plans for the annual Botanical Art Group exhibition are well in hand. The BAG Exhibition committee have recommended that Council approve up to \$800.00 (\$700.00 in 2014) may be spent on botanic artwork in accordance with the Friends Gift Purchase guidelines. The budget item for the project has been checked with the Treasurer. Council guidelines and timeline for the exhibition are being prepared. It was noted that the Friends do get a small financial benefit from the exhibition.
- Other aspects of the BAG exhibition agreed by Council include:
 - Rita Maclachlan will coordinate the selection of the gift in accordance with the above mentioned guidelines, and will contact the Executive Director of the ANBG, Dr Judy West, and Lynden Ayliffe to arrange viewing and selection prior to the opening.

- Ian Primrose will co-ordinate Friends drinks at the opening.

Resolution

Council approves that up to \$800.00 may be spent on botanic artwork in accordance with the *ANBG Friends's Gift Purchase Guidelines*, adopted by Council in November 2014.

5.5.3 School Photographic Exhibition 2015

- Jan Finley met with Cecilia Melano on 29 January 2015, and a draft timeline has been prepared for the forthcoming exhibition. Distribution of material to high schools and colleges in Canberra and Queanbeyan will occur in the second week of February. They recommended that Council approve a budget allocation for the School Photographic Exhibition 2015
- as follows:

Five categories (6 categories in 2014 – and the same amounts for prizes)

First prize \$150 x 5

Second prize \$100 x 5

Third prize \$50 x 5

\$150 will be awarded to the Photographic Department of First Prize winners.

Total Prize Money = \$2250.00

Poster Board – Promotion

Agreed that a generic board be produced so that it can be used in future years.

Up to \$200.00

Total Allocation from Council maximum \$2,450.00. The budget item has been checked with the Treasurer.

- Council agreed the following representation at the exhibition:
 - Barbara Tyler from Council will liaise and assist Cecilia in coordinating the exhibition and reporting to Council (oversee role only).
 - Cecilia will attempt to get a Friend in the Photographic Group to assist her with exhibition.
- Council guidelines and timeline for the exhibition have been drafted and will be finalised soon.

Resolution

Council approved a total maximum allocation of a \$2,450.00 for the School Photographic Exhibition 2015. The budget allocation comprises 5 categories:

1. First prize \$150 x 5

2. Second prize \$100 x 5

3. Third prize \$50 x 5

4. \$150 will be awarded to the Photographic Department of First Prize winners.

(Total Prize Money = \$2250.00).

5. Poster Board – Promotion – Council agreed that a generic board be produced so that it can be used in future years with budget of up to \$200.00.

6. Next meeting

2.30pm Tuesday 3 March 2015, Dickson Room.

The meeting closed at 3.45 pm.

Lesley Jackman
President.