

**Meeting of Council
3 March 2015
Banks Building**



Minutes

Attendance

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

1. Opening

The meeting was opened by the Friends' Vice President, Jan Finley, at 2:30 PM.

2. Minutes of Council Meeting 3 February 2014

Resolution: Council accepts the minutes of the 3 February 2015 meeting.

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

3. Matters arising from February 2015 Meeting Minutes

3.1. Schools Photographic Exhibition

Barbara Tyler provided an update on the forthcoming Schools' Photographic Exhibition:

- Advice to schools will be sent shortly by Cecilia Melano.
- Material stored from previous exhibitions needs to be sorted and assessed with a view as to what is to be kept. Council agreed that prize winners entries should be kept.

4. General Business

4.1 Strategic Review follow-up

Discussion on the outcomes of the Friends Strategic Review was held over to the April 2015 meeting.

4.2 Graduation of Botanical Interns

Council noted an information paper on the Centre for Australian Biodiversity Research annual summer vacation hosting of a group of 10 student interns from Australia and overseas to gain experience in botanical collection management. Their program included a 4-day field trip to Kioloa Campus where they collected new specimens for the Herbarium. The Friends supported the program by contributing a voucher (currently \$80) for use in the Botanical Bookshop and a year's complimentary Friends membership. The President of the Friends spoke at the graduation ceremony.

4.3 Membership brochure update

- Noting that the current stock of the Friends membership brochure is about 500, Council supported a proposal to undertake an update rather than a wholesale revision of the brochure. The President will consult interested parties in the Friends on the update.
- Quotes totalling \$1025.40 have been obtained for the brochure update. These include the services of a designer (Siobhan Duffy of CSIRO, who designed the current brochure), a print run of 3,000 copies and a sticker reprint to amend membership prices in the current stock.

Resolution: Council agrees to updating the Friends brochure, noting the President will consult with interested parties in the Friends and that quotes for the brochure's design and printing and printing of stickers for current stocks are of the order of \$1025.40.

4.4 Possible book/DVD deal with the ANBG Bookshop

- Tom Butt from the Botanical Bookshop has advised that the shop is running out of the Friends' produced DVD *Impressions of a year in the Australian National Botanic Gardens* DVDs and has requested more, if the Friends wish to continue to sell them. These sell at the bookshop for \$10. David Coutts will arrange for another 20 DVDs to be cut (through Sheila Cudmore) and delivered to the bookshop.
- The Friends still hold a large stock of the booklet *Australia's Garden* currently selling at the bookshop for \$14.95. Whilst the booklet has not been updated to reflect recent changes at the ANBG (e.g. Red Centre Garden and the Asteraceae Garden), it is considered to be a reasonably comprehensive overview of the Gardens. It was suggested that the booklet price be reduced to \$10 and that the DVD and booklet be offered as a package at a reduced price of \$15 to try and increase sales. They will also continue to be sold separately for \$10 each.
- It was agreed Barbara Podger will continue her discussions with the Bookshop on selling the DVDs and booklets as a package.

5. Reports

5.1 ANBG General Manager

- Green Army application: The ANBG sought Friends support to host a bid for a Green Army application to the Department of Environment for the regeneration of the ANBG's southern annex that would include weed control, build the walking path to the Arboretum, plant restoration over a period of 26 weeks between 1 June 2015 and 30 June 2016. The project is identified in the ANBG Masterplan. It will improve public access to the southern annex and conserve many of the important native species in the bush land annex (the Arboretum is considering submitting an application for their part of the track). Should the application be successful then service providers will train and supervise the Green Army participants. The Green Army program covers costs associated with the team (tools, wages, clothing, local transport costs, insurances) and additional funding up to \$10,000 may also be available for project specific materials such as herbicide and mulch. There is no risk and no cost to the Friends. The ANBG and the Arboretum are undertaking a feasibility study over the next month. Friends of Black Mountain are keen to be involved.
 - Council agreed that the Projects Committee will review the bid.
 - Council gave in principle support dependent upon advice from the Project Committee. Dennis Ayliffe would get back to Jan Finley and Peter Byron by the end of the week as applications close 17 March 2014.
- ANBG Masterplan update: Revised overview plans will be available in the next 2-3 weeks and the Master plan is on track to be completed by June 2015. An update will be provided at the April Council meeting.
- Capital works funding: ANBG has submitted bids to Parks Australia for additional capital works funding to include upgrade of the public toilets in the Administration Block and funding for upgrading internal roads, in particular resurfacing roads around the Red Centre Garden.

5.2 ANBG Friends Liaison

- The costs of the summer concerts are close to being finalised.
- Enlighten was near sell out, the Friends volunteers were thanked for their significant contribution to the event (e.g. roving guides, lantern makers, drinks table). Following a request from the Chair, Steve Speer undertook to arrange a combined debrief on the Summer concerts and Enlighten for staff and Friends prior to the next Council meeting (Note: this has been arranged for 31 March 2-3.30pm).

5.3 Treasurer

5.3.1 Financial Report

- The Treasurer sought advice from the ANBG as to when invoices would be submitted for the Red Centre lighting and Plant Finder App projects. She was advised the Plant Finder App is still being developed and the Red Centre lighting invoice will be provided shortly.
- Council noted the receipts and outgoings for 3 February 2015. The Treasurer advised that the President had sighted the bank statements for the month of February 2015.

Resolution: Council accepts the financial statement for February 2015
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Proposed: Ian Primrose. *Seconded:* Christianna Cobbold. ***Carried***

- The Treasurer noted a Friends' term deposit will mature in March and suggested it be re-invested for a 6 to 9 month period.

Resolution: Council agrees that a Friends' term deposit maturing on 11 March should be renewed at the discretion of the Treasurer for 6-9 months at the best possible prevailing rate.

Proposed: Christianna Cobbold. *Seconded:* Marion Jones. ***Carried***

- Glenys Bishop foreshadowed there will be a payment soon for the 2017 Guides conference.

5.3.2 Proposal for an Assistant Treasurer

- Marion Jones advised Council she intends to resign as Treasurer of at the end of the 2015 financial year after six years in the position. Ian Primrose advised he is prepared to take on the Treasurer's position either temporarily or permanently from the start of the new financial year if there were no other suitable applicants as he has a CPA and has familiarity with the role.

Resolution:

1. Council accepts the resignation of Marion Jones as Friends Treasurer from 1 July 2015 and passes a motion of thanks to her for her 6 years service as Treasurer of the Friends.
2. Council co-opts Councillor Ian Primrose as Friends Treasurer from 1 July 2015 until the next AGM.

Proposed: Dennis Ayliffe *Seconded:* Rita MacLachlan ***Carried***

- Council agreed the Treasurer's duties have become increasingly time consuming and onerous in recent years with Friends membership around 2000 and the increasing number and success of Friends events. It was noted that the duties covered in the Treasurer's duty description could be split by creating an Assistant Treasurer role taking responsibility for collecting, recording and banking the income from events. The Treasurer would continue to have sole access to internet banking, have responsibility for membership and Public Fund donations and other regular income, attend Council and Council executive meetings, Public Fund meetings, reports to Council, end of year accounts and liaison with the auditor.
- Other ways of reducing the Treasurer's work load were discussed including setting up a finance committee, a paid administrator's position and alternative ways of dealing with special events. However at this stage members considered the proposal for an Assistant Treasurer was reasonable and agreed the position should be created in accordance with the duty statement as amended by the meeting, specifically the position would not withdraw any monies from Friends bank accounts. Expressions of interest would be sought in the next Friends' broadcast email specifying the applicant should have experience with spreadsheets and be accurate with figures.
- Marion advised she is prepared to take on the Assistant Treasurer's role until the 2015 AGM should an appropriate applicant not be appointed by the end of the 2015 financial year.

Resolution: Council agrees to establish the position of Assistant Treasurer. The position will be under the responsibility of the Treasurer, with duties for collecting, recording and banking the income for all Friends' events and will have clearly defined bank access. It will not be a Council position.

Proposed: Rita MacLachlan *Seconded:* Dennis Ayliffe ***Carried***

5.4 Secretary

Report for information was noted.

5.5 Constitution Sub-committee

- The progress report noted the review and the drafting of the new Constitution is proceeding according to schedule and issues that require Council discussion and agreement will be presented at the April Council meeting. Council will be presented with a redrafted Constitution and reasons for all changes. The aim is to have this completed by May.

- Organisational aspects pertaining to provisions of the Associations Incorporation Act 1991 will be drafted for inclusion in *Council Manual, Part A – Organisational Overview*. Procedural aspects relating to the Constitution will be noted during the drafting of the Constitution, and will be prepared for inclusion in *Council Manual, Part B – Policies and Procedures*. This information will be sent to Council for consideration and ratification.
- Consultation with Friends on the draft Constitution will occur after Council approval and is scheduled for July 2015.

5.6 Friends Group Reports

5.6.1 Membership

- Current membership stands at 1783 which covers 1949 members.

5.6.2 Major Events Planning

5.6.2.1 Social Events and Activities Committee report

- Three special events in February and March have been held: the Silver Anniversary Dinner, Luminous Botanicus and Luminous Botanical – Friends around the Lake. All have been well subscribed.

5.6.2.2 Sponsorship

- Following the recent summer concerts, the President and ANBG General Manager have met both The Central by Goodwin Homes and ACTEW Water providing an evaluation report prepared by the ANBG and to discuss possible future sponsorships. ACTEW Water is keen to continue involvement at about the level of this year's sponsorship with the focus again being on having fun with water. Discussions will continue with Goodwin after it considers its results from the concerts.

5.6.3 Project Committee

5.6.3.1 Growing Friends facility refurbishment

- Dennis Ayliffe, convenor of the Project Committee, has reviewed the site of the Growing Friends facility requiring refurbishment. Two quotes have been obtained and a paper to Council will be forthcoming with the Project Committee's recommendation.

5.6.3.2 Australasian Systematic Botany Society Annual Conference, Canberra, December 2015.

- Dennis Ayliffe advised a funding request has been received from the Australasian Systematic Botany Society to support publication of a conference booklet. More information will be provided to the April Council meeting.

5.6.4 Botanical Art Group (BAG)

5.6.4.1 8th Art in the Gardens with Friends Exhibition 20 March – 19 April

- Arrangements for the exhibition are well in hand, these cover the official opening, the Friends' gift selection, provision of drinks and financial assistance and issuing invitations for the official opening.
- The Treasurer advised that the Botanical Art Group will run 2 workshops and she has been requested to bank the money for registrations.

5.6.4.2 BAG/ANPS joint exhibition November 2015

- The BAG will hold a joint exhibition with the ANPS in November 2015. Proceeds from commissions on sales of BAG Friends artists will go to the Friends.

5.7 Public Art

- Following the ANBG's release in 2014 of a Public Art Policy and Masterplan, Council agreed to fund a consultancy by Pamille Berg, public art consultant, to prepare a feasibility study on the Friends commissioning an art work in the Gardens. Council established a Friends' Public Art Steering Committee (Barbara Podger, Marion Jones, Lynden Ayliffe, Max Bourke) to work with the consultant and with the Gardens management and staff on the feasibility study. The Steering Committee members were of the view that the art work should be functional and integrated into the Gardens setting; it should have meaning within the Gardens, providing an opportunity for interpretation; and it would be desirable

- if children and adults could interact with and attract visitors to an area of the Gardens not heavily used.
- In February 2015, Pamille Berg gave a presentation to ANBG staff and Friends on the draft feasibility study report (Attachment to minutes). The draft report recommends an elevated tree house gazebo structure to be built on one of two sites in the Melaleuca/Paperbark swamp in section 13, either on the upper north side or on the southwest side.
- The budget proposed by the consultant is a minimum of \$150,000 which is considered a ‘lean’ budget for a public art work which is also functional and interactive. The budget includes the employment of a project officer to manage the commission, government fees and charges, assessment and review of the project to ensure it meets safety and building code requirements, design fees, fabricating, interpretation and landscaping costs.
- The Steering Committee recommends that Council agree to underwrite the cost of \$150,000 to commission an artwork along the lines of the draft feasibility study proposal. It was noted the consultant is finalising her report in light of comments at the February 2015 presentation. The Steering Committee noted:
 - It hoped a fund raising campaign would raise much of the budget and this aspect needs to be explored further;
 - a commission co-ordinator would need to be appointed;
 - a minimum of 3 artists would be selected to submit detailed designs for the project;
 - the ANBG Public Art Advisory Committee in consultation with ANBG management would decide which (if any) of the designs should be selected and the artist would be commissioned to proceed; and
 - it is anticipated the project would take 18 months to complete.
- Barbara Podger noted that there appears to be great enthusiasm for public art and she would like Friends to make a commitment to public art in the future and for a process for this to be put in place.
- The Chair noted the draft report and asked for members comments, including their views of support for the project, financial implications for the Friends now and in the future and how risks will be managed. Some issues raised during the discussion were:
 - This is a significant financial commitment for the Friends and the Friends Public Fund, the proposed cost is 50% of the Friends reserves;
 - a fully documented project plan is required as this is an extremely large construction effort;
 - there are issues of process in raising funds, a formal referral from the ANBG for the project is required, any sponsorship must include the ANBG;
 - the proposal is in draft;
 - it must be considered in the context of all Friends projects in the pipeline.
- The ANBG General Manager commented the ANBG’s initial assessment of the cost is that a minimum of \$200,000 is needed for a good outcome. His other comments included:
 - there needs to be consultation with a number of entities;
 - the ANBG’s new development manager will need to be involved;
 - the ANBG will need a contract with the artist;
 - this will be a major capital works project for the ANBG;
- Based upon the discussion of issues outlined, Council agreed it cannot make a decision to support the project at this stage.

Resolution:

- Council was informed of the draft report prepared by the consultant Pamille Berg on a feasibility study for commissioning an artwork in the Australian National Botanic Gardens. The draft proposes a tree house gazebo.
- Council noted a significant financial commitment from the Friends would be required to underwrite the proposed tree house gazebo, of around \$150,000 conservatively, with the possibility of further run-on costs would need to be considered. The project would be undertaken over an 18 month period.
- Council supports the proposal in principle and recognises that further work is required before any commitment can be given to proceed, which includes:
 - A full assessment of the Friends’ financial situation, both current and projected (this would include consideration of proposals received and potential future applications to the Projects Committee (the Strategic Plan indicates grants of \$150,000 over a three year period) and what it would consider in terms of this proposal in dollars; future summer concert funding (a need for additional funds if sponsorship is not received); the possible

- need for employee assistance if a volunteer is not found for the proposed assistant treasurer's role; and ongoing funding of all Friends' activities.

 - b. Consultation with the Friends Public Fund on funding issues/amounts in dollars (current, projected and anticipated) and what it may consider contributing to this proposal.
 - c. Fully scoped methods and timeline for raising additional funds for this commission (outside regular fund raising currently undertaken by the Friends).

Proposed: Christianna Cobbold Seconded: Ian Primrose Carried.

6 **Next meeting:** Tuesday 7 April 2015
 2.30pm, Banks Building.

The meeting closed at 4.30 pm.

Jan Finley
Vice President.

Attachment

<http://www.anbg.gov.au/gardens/visiting/exploring/public-art/Public-art-policy-master-plan-20131121.pdf>

AUSTRALIAN NATIONAL BOTANIC GARDENS: CONSULTANCY REPORT –
NEW COMMISSION FEASIBILITY STUDY (FINAL DRAFT FOR DISCUSSION)
Pamille Berg AO, Director - Pamille Berg Consulting Pty Ltd