

**Meeting of Council
2 August 2016
Dickson Room**

Minutes

1.0 Confirmation of Agenda

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

2.0 Attendance

Present: Council - Lesley Jackman (Chair), Jan Finley, Helen Elliot, Rita Maclachlan, Jeff Brown, Christianna Cobbold, David Cox, Barbara Tyler

Ex officio: Friends - David Coutts
ANBG - Peter Byron, Steve Speer, Rosalie Hampshire

Invited: Glenys Bishop, Barbara Podger, Tricia Morton

Apologies: Council - Sue Serjeantson
Ex officio - Judy West
Invited Friend - Alan Munns

3.0 Minutes of Council Meeting 5 July 2016

No amendments were made to the minutes.

RESOLUTION

Moved Helen Elliot, **Seconded** David Cox that the Minutes of the Council meeting held on 5 July 2016 be accepted.

CARRIED

4.0 Matters Arising from Minutes of July 2016 Meeting

4.1 In Flower this Week

The progress report was noted on implementing new arrangements for the production of the successor to *In Flower this Week*.

RESOLUTION

Moved Christianna Cobbold, **Seconded** Jan Finley that, subject to satisfactory conclusion to arrangements for design artwork/logo incorporating the new name Flowers, Fruits, Foliage, Council approves \$500 for design work for the new brochure.

CARRIED

4.2 Friends' Database

Full discussion was held on the approach to be taken for the review and development of the Friends' IT requirements, including strategy, database management system requirements and functional modules for Friends activities.

ACTION

1. Jan Finley and Christianna Cobbold to develop a scoping paper of current and future Friends' IT requirements, including database management system, website, IT support and timelines for implementation.
2. David More to continue developing specifications of key Friends' functions for discussions with software companies specialising in integrated IT packages for membership and client database management systems with optional modules and functions.

4.3 Friends' Strategic Plan 2016-2020

The new Strategic Plan will go out for broad consultation with Friends by broadcast email in mid-August.

5.0 General Business

5.1 Public Art Project

Peter Byron reported on progress of the design development phase of the Tree House Gazebo project.

5.2 AGM 2016

Discussions have been held for some Council vacancies.

5.3 Advertising volunteering opportunities on the Friends' website

A draft article for the Friends' website on volunteering for Friends activities and for the ANBG volunteering program was noted.

5.4 Friends' Draft Sponsorship Agreement

Council endorsed the draft *Sponsorship Agreement Template* and noted it is to be used for small companies which do not have their own Sponsorship Agreement documentation. Larger organisations are likely to have their own requirements (company policy) and it would be in the interests of the Friends to use their documentation. A Sponsorship Policy and Procedure has been drafted and will be distributed for comment after the Council meeting.

RESOLUTION

Moved Jan Finley, **Seconded** Rita Maclachlan that the draft *Sponsorship Agreement Template* dated July 2016 be adopted by Council for smaller organisations which do not have their own Sponsorship Agreement documentation.

CARRIED

ACTION

The President will forward the agreement template to any organisations interested in sponsoring the Guides 2017 Conference that do not have in-house contracts.

5.5 Confidentiality of Council Documents

Council supported the development of a Confidentiality Policy in relation to Council documents and related issues.

RESOLUTION

Moved Helen Elliot, **Seconded** Jan Finley that that a Confidentiality Policy will be developed in relation to Council documents and related issues. A 'Council Responsibilities Declaration Form' will be drafted for use by Council. Councillors and other Friends attending Council meetings will be required to sign this document at the beginning of the next Council term (November to October annually).

CARRIED

5.6 AAFBG Report

A report on activities of the Australian Association of Friends of Botanical Gardens (AAFBG) was noted.

6.0 Reports

6.1 ANBG Executive Director

6.2 General Manager

Peter Byron presented a verbal report on behalf of the ANBG Executive Director and General Manager. Matters noted were that ANBG staff are developing projects for future Council/Public Fund funding consideration and that the dates for the 2017 Summer Concerts will be from the weekends of 13-14 January to 4-5 February 2017.

6.3 ANBG Friends' Liaison

The verbal report was noted.

6.4 Treasurer

6.4.1 Financial Report

The Financial Statement incorporating the Balance Sheet and Profit and Loss Statement were noted.

RESOLUTION

Moved Helen Elliot, **Seconded** Barbara Tyler that the Friends' Financial Statement for July 2016 be accepted.
CARRIED

6.4.2 Audit update

The move to the MYOB format of the financial statement was noted, along with the Treasurer's update on the 2016 audit.

6.5 Friends' Groups' Reports

6.5.1 Projects Committee

The Projects Committee report was noted.

6.5.2 Public Fund Management Committee Meeting 27 June 2016 Draft Minutes

The draft minutes of the 27 June 2016 meeting of the Public Fund were noted.

6.5.3 Major Events Planning Group

There was no report. The ANBG advised that an operational plan for future major events is being developed.

6.5.4 Social Events and Activities Committee

- Tricia Morton, Convenor, advised that a recent meeting failed to engage any volunteers to support the Committee. However, Jonette McDonnell has agreed to co-ordinate Breakfast with the Birds.
- Council acknowledged the dedication of Friends' volunteers who were previously on the Committee.
- It was agreed that the annual Friends' dinner, planned for October, should be cancelled and instead that drinks be provided prior to the AGM -Tricia Morton agreed to co-ordinate.
- It was agreed that a call for volunteers be put out in a Friends' broadcast email.

6.5.5 2017 Guides Conference

The report on proposed post Conference tours was noted.

ACTION

Further action required by the Guides Conference organising Committee:

- options for regional day tours to be put to guides at the October Guides meeting;
- seek guides opinions at the August Guides meeting on the option of a self-organised trip to visit the gardens of Singapore– this would not be a formal post-conference tour managed by the Friends but an option that could be advertised on the conference website;
- the budget to be tabled at the September Council meeting.

6.5.6 Photographic Group Policy and Procedures

The Policies and Procedures of the Photographic Group were noted.

ACTION

Jan Finley will provide draft edits for the Photographic Group's consideration and when finalised, she will include the document in the Council Manual.

6.5.7 Membership

6.5.7.1 Membership Report

The Membership Report for July 2016 was noted.

6.5.7.2 Membership Renewals Budget

The estimated budget for Friends' end of year membership processing was noted.

RESOLUTION

Moved Jan Finley, **Seconded** Rita Maclachlan that \$3,000.00 expenditure be approved for printing and postage of Friends' membership renewals and multi-year subscriptions.

CARRIED

6.5.7 Thursday Talks

- The Thursday Talks report was noted. It summarised attendance and voluntary donations for 2015-2016 and compared these with the previous five years showing an upwards trend over the period.
- Council congratulated the Thursday Talks team on the popularity of the program.

6.5.8 Guides Update

A verbal update on Guides activities was noted.

6.5.9 Botanic Art Group Update

The establishment of a third Botanic Art Group was noted.

The meeting closed at 5 pm.

The next meeting will be held at 2.30pm on Tuesday 6 September 2016 in the Dickson Room.

Lesley Jackman
President