

**Meeting of Council
6 September 2016
Dickson Room**

Minutes

1.0 Opening and Confirmation of Agenda

The meeting was opened by the President at 2.30 pm.
An additional item on volunteering was added at item 5.4. The agenda was confirmed.

2.0 Attendance

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

Ex officio: Friends - David Coutts
ANBG - Peter Byron, Steve Speer
Invited: Glenys Bishop, Tricia Morton

Apologies: Ex officio - Judy West, Rosalie Hampshire
Invited - Barbara Podger
Invited Friend - Alan Munns

Non-attendance: Council - Jeff Brown

3.0 Minutes of Council Meeting 2 August 2016

Item 6.5.5, second dot point, "September" amended to 'August'.

RESOLUTION

Moved Barbara Tyler, **Seconded** David Cox that subject to a minor amendment the Minutes of the Council meeting held on 2 August 2016 be accepted.

CARRIED

4.0 Matters Arising from Minutes of 2 August 2016 Meeting

4.1 In Flower this Week/Flowers, Fruit & Foliage

Flowers, Fruit & Foliage (the new format of *In Flower This Week*), is on the Friends' website. The new design for the stakes and stickers has been agreed with the ANBG.

ACTION

Peter Byron to progress the suggestion of placing *Flowers, Fruits & Foliage* brochures in the cafeteria.

4.2 Friends' Database

Jan Finley and Christianna Cobbold are no longer available to undertake a scoping exercise of current and future Friends' IT requirements (refer item 4.2, 2 August Council minutes).

ACTION

The President will progress with David More the scoping the Friends' current and future IT requirements, including developing specifications of key Friends' functions for discussion with software companies specialising in integrated IT packages.

4.3 Friends' Strategic Plan 2016-2020

Consultation on the Friends' *Strategic Plan 2016-2020* has been completed and all comments have been actioned. An 2017 annual plan, including a financial plan, should be drafted.

RESOLUTION

Moved Rita Maclachlan, **Seconded** Christianna Cobbold that the *Strategic Plan 2016-2020* be adopted by Council and be placed on the Friends' website.

CARRIED

5.0 General Business

5.1 Public Art Project

- The ANBG provided a status report on the design development phase of the treehouse Gazebo and an indicative timeline for completion of the project.
- Full discussion was held on the elements of the Friends' fund raising campaign for the Treehouse Gazebo. Council agreed with the direction being taken with planning for the campaign.

5.2.1 AGM 2016

Expressions of interest have been received for most Council vacancies other than that for Secretary. The Council Executive is considering ways to make the secretary position more manageable.

ACTION

- Expressions of interest for the Secretary position to be included in a Broadcast email.
- Peter Byron to approach a possible speaker to talk about the ANBG Conservatory competition at the AGM.

5.3 Confidentiality Policy

Council considered a draft *Confidentiality Policy*, and draft *Confidentiality and Conflict of Interest Disclosure Form*. The policy covers Council members, ex officio members and friends invited to attend Council meetings.

RESOLUTION

Moved Helen Elliot, **Seconded** Christianna Cobbold

1. That the draft *Confidentiality Policy* and draft *Confidentiality and Conflict of Interest Disclosure Form* be adopted by Council, and they be implemented to commence with the appointment of the new Council in November 2016; and
2. that the two documents be included in the *Council Organisational Manual*.

CARRIED

5.4 New Volunteering section on Website

There is a new section on the ANBG website under 'Get involved' explaining there are two avenues for volunteering at the Gardens, for the Friends and/or for the ANBG. This will assist inquiries made to the Friends' phone and information email about volunteering opportunities.

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 included the Conservatory competition, construction of the Bushland Nature Trail, WiFi in the Gardens, the recent tender advertised for the café.

6.3 ANBG Friends' Liaison

The verbal report was noted. Matters included the development of an on-line booking system, the Bushland Nature Trail interpretative signage and review of the Aboriginal Plant Trail.

6.4 Treasurer

6.4.1 Financial Report

The Financial Report incorporating the Balance Sheet and Profit and Loss Statement for August 2016 were noted. Council congratulated the Treasurer on the smooth and effective transition to MYOB.

RESOLUTION

Moved Helen Elliot, **Seconded** Jan Finley that the Friends' Financial Statement for August 2016 be accepted.

CARRIED

6.4.2 Audit update

Council agreed that a new auditor for the Friends and Public Fund should be appointed.

ACTION

The Treasurer will bring a recommendation on the appointment of a new auditor to the October Council meeting.

6.5 Friends' Groups' Reports

6.5.1 Friends' Groups' Reports Policy

Matters covered included the provision of an annual report, when Council approval is required (e.g. major expenditure), major developments, changes in operation.

ACTION

The President to email Friends' Groups advising them of reporting requirements to Council and to request an annual report from each group prior to the 2016 AGM.

6.5.2 Projects Committee

6.5.2.1 Acknowledgement of Friends support for projects at the ANBG

Council agreed that the Projects Committee's recommendation on guidelines for acknowledgement of Friends' support for projects at the ANBG be accepted subject to the inclusion of the word 'also' in the last dot point of the fourth (4th) recommendation. This makes it clear that the guideline covers projects funded by the Friends and the Public Fund and reads: 'These guidelines also cover projects funded by the Public Fund'.

ACTION

1. The (amended) guidelines on *Acknowledgement of Friends support for projects at the ANBG* be forwarded to the Public Fund.
2. The *Guidelines for Acknowledgement of Friends support for projects at the ANBG* be included in the Council Manual (subject to minor amendment making it clear the guidelines cover projects funded by the Public Fund).

6.5.2.2 Projects Committee Report

The report detailing new projects for consideration for funding by the Public Fund was noted.

ACTION

The Projects Committee report on *New Projects for the Public Fund* be forwarded to the Public Fund for consideration.

6.5.2.3 Proposals for Funding August 2016

The Projects Committee's recommendations on proposals for funding, including prioritisation, was noted.

ACTION

The Projects Committee's recommendations on prioritisation of proposals for funding be forwarded to the Public Fund for consideration.

6.5.3 Major Events Planning Group

There was no report.

6.5.4 Social Events and Activities Committee

The report was noted.

ACTION

A further Broadcast email should seek volunteers for the Committee and advertise Breakfast with the Birds.

6.5.5 2017 Guides' Conference

- A report on proposed speakers and excerpts of the draft program was noted.
- Guides interest has been gauged in a self-organised trip to visit the gardens of Singapore after the Conference.

ACTION

The President to contact Government House regarding inviting Lady Cosgrove, the Friends' Patron, to open the 2017 Guides' Conference.

6.5.5 Membership

The Membership Report for August 2016 was noted.

6.5.6 Guides Update

The report noted the following: that more 2016 trainees have qualified as guides, the commencement of a mentor program for trainees to qualify as Flora Explorer guides and seeking expenditure approval for printing of logos on orders for new uniforms.

RESOLUTION

Moved Jan Finley, **Seconded** Rita Maclachlan that \$97.50 be approved for the printing of logos on new guides' uniforms.

CARRIED

The meeting closed at 4.45 pm.

The next meeting will be held at 2.30pm on Tuesday 4 October 2016 in the Dickson Room.

Lesley Jackman
President