

**Meeting of Council
7 February 2017
Dickson Room**

Minutes

1.0 Opening and Confirmation of Agenda

In the absence of the President and Vice President the meeting nominated Jan Finley to chair this session (Clause 7.1.3 of the Constitution).

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

2.0 Attendance

Present: Council - Helen Elliot, Rita Maclachlan, Jan Finley, David More, Christianna Cobbold, Jonette McDonnell

ANBG - Peter Byron, Steve Speer

Invited Friends - Barbara Podger, Alan Munns, David Coutts, Tricia Morton, Glenys Bishop

Apologies: Lesley Jackman, David Cox, Judy West

3.0 Minutes

3.1 Minutes of Council Meeting 6 December 2016

The minutes of Council Meeting 6 December 2016 were accepted subject to amendment to item 5.1 where the final paragraph now reads:

If the project proceeds beyond the Design Development phase, the Friends agree to underwrite the project, capped at \$280,000 (ex GST) for the entire project, on the following partnership basis:

- *The Friends will pay an initial contribution of \$100,000 and also aim to raise some of the further funds involved through a fund raising drive:*
- *The Public Fund of the Friends will contribute \$30,000 out of current funds and also provide tax deductibility to encourage additional donations through the Public Fund: and*
- *The ANBG will provide \$40,000 in cash and \$40,000 in kind.*

RESOLUTION

Moved -Helen Elliot **Seconded** David More - that the Minutes of the Council meeting held 6 December be accepted with the above amendment

CARRIED

4.0 Matters Arising from Minutes of 6 December 2016 Meeting

There were no matters arising.

5. General Business

5.1 Appointment of Secretary

RESOLUTION

Moved Christianna Cobbold **Seconded** Jan Finley – that David Coutts be appointed to fill the vacant position of Secretary of Council until the 2017 AGM under Clause 6.6 of the Constitution

CARRIED

5.2 Public Art Project

Peter Byron informed Council that

- The designers have been on site and are close to signing the contract at the conclusion of the initial design phase. He noted that they are using on site timber, which will help keep overall costs down
- Design development should be finalised in May and fund raising should be activated at that stage
- Construction should start in July and be finished by end September

Council noted that this leaves a relatively small window for fund raising and the plans should be ready for action by end May

It was agreed that an action plan report on the fund raising should be put to Council at the next meeting

RESOLUTION

Moved – David More **Seconded** Christianna Cobbold – that the newly appointed Secretary, David Coutts, be appointed to the Friends Advisory Group for the Public Art project

CARRIED

5.3 Confidentiality Declaration – Implementation

RESOLUTION

Moved Christianna Cobbold **Seconded** Helen Elliot that the Confidentiality Policy of the Friends be accepted
CARRIED

It was noted that Council members, ex officio members and invited Friends should sign the Confidentiality and Conflict of Interest Disclosure Form and give the signed forms to the Secretary as soon as possible.

5.4 IT databases

David More tabled a report on progress with updating and improving the IT databases. He underlined that there are ongoing wide consultations and they will be looking at not for profit discounts that might be available to Friends members.

Council noted the report and thanked David for his efforts so far on this important issue.

5.5 Risk Management Framework

Jan Finley tabled the report on risk management. Members were invited to make any further comments and Jan will table the Framework at the next meeting for final endorsement.

5.6 AAFBG AGM 20 May

It was noted that there was a report on the AAFBG at the December meeting and that their AGM will be held at ANBG on 20 May.

Council agreed that Dennis Ayliffe should be asked for an update report of AAFBG and the AGM at the March meeting.

5.7 Public Fund – ACNC tick of approval

RESOLUTION

Moved Rita Maclachlan **Seconded** David Coutts that Council register for the ACNC Registered Charity Tick of Approval and agree to the associated Terms and Conditions for use of the Tick
CARRIED

5.8 Treasurer's report

The Treasurer informed Council that the Friends available funds were at a very satisfactory level. It was felt that the level of reserves indicated the desirability of reactivating a process with the Gardens of identifying projects for Friends assistance.

Council noted that the Projects Committee would follow up and report to the March Council meeting on progress.

The Treasurer was asked to look at the issue of Friends insurance and report to the March Council meeting

It was noted that the summer concerts made a very small surplus of about \$100 after contributing \$10000 to the Gardens from takings

RESOLUTIONS

Moved Jonette McDonnell **Seconded** Christianna Cobbold that \$150 be provided to the Growing Friends for signs and \$640 be provided for book vouchers for this year's interns.
CARRIED

Moved Helen Elliot **Seconded** Rita Maclachlan that the Treasurer's report be accepted
CARRIED

5.9 Max Bourke proposal for a Singapore tour by Friends of the ANBG and the Arboretum

It was agreed that the proposal should be looked at positively, while being aware of implications for matters such as insurance. Council asked that the Executive discuss the proposal at its next meeting on 28 February and that the President send a holding reply to Max in the meantime.

The matter should be listed for the agenda at the 7 March Council meeting.

6.0 Reports

6.1 ANBG Executive Director

The Executive Director was an apology for this meeting

6.2 General Manager

The General Manager's verbal report was noted. Key points included were

- The conservatory design work is on course and it is hoped the tender for construction could be signed in about 4 months time at the maximum
- The new licensee for the café will take charge on 8 April and it would be appreciated if the Friends could inform members at that time, especially through a broadcast email
- The Tasmanian Garden is in bad shape and living collections are assessing the options

6.3 ANBG Friends' Liaison

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

- The summer concerts were seen as a success, with good attendances
- The Enlighten program for March is being finalised and volunteers will be needed
- A junior ranger program is being launched and will operate on the last Sunday of each month

6.4 Friends Groups' Reports

6.4.1 Social Events and Activities Committee

The verbal report by Tricia Morton was noted. This included

- There would be a formal report on the summer concerts in due course
- The Committee would work with the gardens on Enlighten in relation to volunteers and drinks

6.4.2 Guides Conference

Council noted the update on the conference tabled by Glenys Bishop.

RESOLUTION

Moved David More **Seconded** Christianna Cobbold that a \$95 charge be agreed for the day tour to the Monaro High Plains on the basis of a minimum number of 30 participants and that Gregory Andrews be approached to be the second keynote speaker

CARRIED

6.4.3 BAG Exhibition

Council noted that Tricia Morton, Jonette McDonnell and Helen Elliot had agreed to take care of the drinks at the opening on 17 March.

RESOLUTION

Moved Rita Maclachlan **Seconded** Jonette McDonnell that the Friends again agree to purchase one or more of the paintings to add to the collection and that up to \$750 be earmarked for this, and that a panel of Rita Maclachlan, Lynden Ayliffe and Judy West make the selections. Rita Maclachlan should act as liaison person for this initiative.

CARRIED

6.4.4 Broadcast emails

Council noted that David Coutts will send the latest broadcast email out by 10 February. It was also noted that it may be necessary to find another volunteer to prepare these emails in the future.

6.4.5 Botanic Book Sales

Council noted that Ian Primrose had indicated he may hold another book sale in conjunction with the next Growing Friends plant sale on 25 March. As nothing had been heard from Ian, Helen Elliot was asked to follow up.

Regardless of whether the sale goes ahead, Council was informed by Steve Speer that the shed that is currently storing the books would be needed soon for the company engaged to build the treehouse so the books would have to be moved or disposed of in the very near future.

It was agreed this issue should be discussed at the next executive meeting.

6.4.6 Membership

The Membership Report for January 2017 was noted.

David More informed Council that he is looking at an improved system of accessing emails. This will probably involve setting up a google group.

The meeting closed at 3.30 pm.

The next meeting will be held at **1.00pm** on Tuesday 7 March 2017 in the Dickson Room.

Lesley Jackman
President