

**Meeting of Council
1 March 2016
Banks Building**

Minutes

Attendance

Present: Lesley Jackman (Chair), Jan Finley, Jeff Brown, Christianna Cobbold, David Cox, Sue Serjeantson, Barbara Tyler, Helen Elliot.
Ex officio: David Coutts, Peter Byron, Rosella Hampshire, Steve Speer.
Co-opted: Barbara Podger.
Invited: Lucy Sutherland
Apologies: Rita Maclachlan, Alan Munns, Glenys Bishop

1. Opening

The meeting was opened by the Friends' President, Lesley Jackman, at 2.30 PM.

2. Minutes of Council Meeting 2 February 2016

No amendments were made to the minutes; they were taken as read and accepted.

Resolution: Council accepts the minutes of the 2 February 2016 meeting.

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

3. Matters arising from Minutes of Month 2016 Meeting

3.1 The President reported that the Botanic Interns Graduation Ceremony on 19 February was successful.

4. General Business

4.1 Schools Photography Competition

- Council discussed the report on options for the Schools Photography Competition produced by David Cox and Cecilia Melano, noting that while the number of entries has remained relatively static over the past 5 years, it is the only Friends activity that specifically targets this demographic. There is potential to raise the standard of the competition and broaden the spread of participating schools and colleges by opening the competition to any student.
- Council requested that discussions be held with the ANBG Education staff on the best way of promoting the expanded competition to visiting high schools within the target group.
- Council endorsed expanding the Schools Photographic Competition to images taken in the ANBG by HS and college (yrs 7-12) students attending any Australian school.
- Council endorsed revising the Competition structure to three categories, monochrome, colour and altered images, with prizes for each category of:
 - Students, (1st to 5th) \$250, \$150, \$100, \$50, \$25
 - School/College, (1st and 2nd) \$200, \$100
 - Plus: Peoples' Choice Award (over all categories) \$50.

Resolution: Council approved the expenditure of up to \$2700 in prize money for the 2016 Schools Photographic Competition.

Proposed: Christianna Cobbold *Seconded:* Jan Finley **Carried**

- Discussion followed on the role of the Friends Photographic Group in relation to the Schools Photographic Competition. David Coutts advised that it had been the intention to have the PG manage the Competition since the groups formation; however, the PG may not have the resources to do so while managing its own

exhibition which follows immediately after the schools competition. It was agreed that the PG committee should consider establishing a Schools Photography Competition sub-committee drawn from Friends membership with the PG providing the Chair.

4.2 Public Art

- Expressions of interest for the tree house project closed in January with 34 out of 36 entries received deemed compliant. The ANBG Public Art Advisory Committee and the Friends Advisory Group reviewed the submissions to choose the three finalists, however, due to the high standard it was difficult to separate the third and fourth-placed contenders. This was resolved by a commitment of a further \$5,000 from the ANBG that will enable four finalists to be declared. Designs are due by the end of April with an anticipated decision by 10 May.
- A fund-raising campaign mail out is to be arranged pre Christmas 2016 (desirably October), followed by another in March 2017 before the end of the F/Y. It is also intended to arrange a 'meet the artists' event for potential donors.
- Peter Byron reported that the expressions of interest process had thrown up a number of interesting artists in a variety of mediums and could provide the basis choosing for other future art works.

4.3 Friends Strategic Plan 2016 - 20

- Friends Vice President, Jan Finley talked to the draft Strategic Plan 2016 - 20 and sought in principle agreement to the five Goals and Objectives which have been drawn up to be short and relevant to purposes and objectives of the Friends.

Resolution: Council agreed that:

- In principle support be given to the direction of the draft Mission, Vision, and Goals outlined in the *Draft Strategic Plan 2016-20* document.
- Council members consider the wording of the Mission, Vision and Goals and provide comment in the next two weeks.
- 30 minutes be made available at the April 2016 meeting of Council for consultation on the development of the *Draft Strategic Plan 2016-20*.

Proposed: Christianna Cobbold *Seconded:* Sue Serjeantson *Carried*

4.4 Friends Archiving and Retention Policy

- Friends Vice President, Jan Finley, presented for adoption, a draft Archiving and Retention Policy prepared by herself and Rita Maclachlan. The document has been circulated to Council and the comments received incorporated into it. Jan noted that if the project could be completed in the next two years that would be a satisfactory outcome.

Resolution: Council agreed that:

- The draft *Archive and Retention Policy* be adopted and that a *Procedure* be developed whilst undertaking the archiving;
- A request to Friends by Broadcast Email be made to assist with the Archive and Retention project;
- Two or three Friends with any of the following skills, archival, recording, library, secretarial, forms a team to undertake this work;
- The work be overseen by the current Vice President and Secretary of the Friends (via Council);
- Don Beer be consulted on issues of retention of historical documents;
- The Membership Team be consulted on best way of recording the 'register of members';

- A Friend with relevant background in books and journals assess the current collection in the Friends' Lounge;
- The convenors of the Guides, Growing Friends, Botanical Art Group, Project Committee, etc. assess their documentation currently stored in the Friends' Office/Lounge, and determine what should be included in the archives, how the material will be stored and responsibility for archiving;
- Convenors/secretaries of the abovementioned groups be responsible for filing their groups' documentation;
- The accumulation of childrens' educational material (e.g. from concerts, etc) be assessed, and only relevant material kept;
- Accumulated photographs be assessed, and only relevant photographs kept;
- Alan Munns and David More be consulted on website and computer records/back-ups;
- Methods of storing/preserving hard and soft copy of archival material be investigated;
- All archiving and retention of documents/ material be recorded;
- All recording be under the headings listed in the draft Archive and Document Retention Policy;
- Investigations be made on the best ways destroying/disposing of unwanted material

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

4.4 Public Fund Management

- President Lesley Jackman, Management Committee Chair, Barbara Podger and Past President, David Coutts reported on the Public Fund Management Committee and future appointments. President Lesley Jackman reported that she had discussed with the Fund Committee, Council's desire for the committee to place a greater emphasis on fund-raising activities, through approaches to local businesses and potential donors. It would be important for any such activities that the Friends and Public Fund engage in to be closely coordinated with the ANBG and its fund raising activities.
- Council discussed the composition of the Public Fund in view of the fact that all current appointments expire in May. One consideration was the skill set that would be required if the Public Fund were to engage in a more active fundraising role. It was recommended that Barbara Podger and Marion Jones remain on the committee and that Helen Elliot be appointed to it. Council needs to give consideration to suitable external appointments and President Lesley Jackman is to circulate the names of a number of potential members to promote Council's thoughts at the next meeting.
- Barbara Podger raised a number of issues regarding the draft Public Fund documentation and Terms (TOR) of Reference, pointing out the need to ensure consistency with the Trust Deed: the TOR need to require that the Committee Chair be appointed by Council. There should also refer to the underpinning powers and the TOR require a preamble.

5. Reports

5.1 ANBG Executive Director

- Acting Executive Director Peter Byron opened by expressing his appreciation for the professionalism shown by the Council
- Recruitment will be taking place for a Parks wide Partnership Manager to replace Partnership Development Manager Annalisa Millar who is leaving the ANBG. The position will be based in Canberra. Extending the role across all Parks is seen as providing an opportunity to broaden the relationship base.
- Sponsors are happy with the summer events and have been invited to a thank-you event on 10 March.
- The Master Plan construction program is well underway with the design brief viewed and considered by the Plant Working Group. The conservatory EOI for architects closes at the end of March.
- A brief is being developed for the horticultural centre/depot and incorporated Seed Bank precinct plan. Funding is available to proceed with this project.
- Peter and others had the previous week, walked the proposed Bushland Precinct Walking Trail to consider route options prior to the conduct of a vegetation survey by Rosemary Purdie. Funding of \$60,000 each has

been sought from ACT Tourism and Austrade. Austrade funding will only be available to non-government organisations and would therefore need to be directed to the Friends.

Resolution: Council agreed that the Friends are prepared to accept a grant of \$60,000 from Austrade and that any such grant will be made available to the ANBG for construction of the Bushland Precinct Walking Trail

Proposed: Christianna Cobbold *Seconded:* Jan Finley *Carried*

5.2 ANBG General Manager

- The Acting General Manager, Lucy Sutherland, reported that the ANBG is looking at requirements beyond the Master Plan.
- Sue Fyfe, Biodiversity Manager was attending her first Parks Australia meeting in the Blue Mountains.
- Parks Australia is developing a digital agenda and considering how things such as Virtual Reality goggles may enhance the park visitor experience.
- The National Seed Science Forum will be in March 2016 at the Australian Botanic Garden Mount Annan. The Forum is being hosted by the Australian Network for Plant Conservation and the Australian Grains Genebank. There are currently 140 registered participants from 9 countries.

5.2 ANBG Friends' Liaison

- 'Enlighten' will take place over the weekends of 5-6 and 12-13 March with a media launch on 3 March.
- Volunteer Guides training is commencing for 20 guides.
- The Summer Sounds concerts were attended by 6600 people.
- The Tropical Glasshouse will be closed on the 15th March as preparation begins for the anticipated move of plants to the new Ian Potter Conservatory in 2 years' time.
- A call has been circulated for EOI's to conduct garden events including markets and outdoor cinema screening.
- Work is progressing on the environmental monitoring system.
- A recruitment process is in hand for casual staff as educators and, for a ranger with increased working hours.
- Eucalyptus Day takes place on 23 March. Sponsored by the Bjarne K Dahl Trust, activities will take place over 9 days and includes the eucalyptus-themed Botanic Art Group exhibition.
- The BGANZ Council are conducting the inaugural National Botanic Gardens Open Day on Sunday 26 May 2016 with 57 gardens committed to participate.

5.3 Treasurer

5.3.3 Financial Report

- Treasurer, Helen Elliot presented the February 2016 financial statements of receipts and outgoings together with a report on the Summer Sounds concerts takings.
- Term deposit number 1 (\$123,520) matures on 11 March. Total funds held are \$444,677. Funds will be required by the end of June with \$10,000 needed to be granted to the ANBG for the Guides Conference.
- An out of session request by BAG for expenditure of \$473 that had received approval, was tabled.

Resolution: Council resolved that:

1. The Friends' financial statement for February 2016 be accepted.
2. The term deposit of \$123, 520 not be rolled over until Council's commitments were fully determined.
3. The Photographic Group pay monies received for the proposed field trip to Mt Annan into the operating account and that Council pay the bus company.
4. Expenditure of approximately \$2,000 for 'Enlighten' be approved.

Proposed: Jeff Brown *Seconded:* Sue Serjeantson *Carried*

5.4 Friends' Group Reports

5.4.1 Fronds Team

- Barbara Podger reported that the Fronds team was in transition with a gradual departure and replacement process to replace the current team. Two Friends have expressed interest in being involved and will attend the next meeting of the outgoing team.

5.4.2 Projects Committee

- Following a meeting with experts and staff it is now believed that the EMS can be returned to functionality with two stations producing time series output data.
- Council endorsed the Projects Committee report and its suggestions to: update the notice board, further promote the BRC through flyers and contact with tertiary institutions, use the facilitators and reintroduce the flowers.
- Council considered a proposal to replace two Botanical Resources Centre (BRC) computers with one. That computer will be online subject to WiFi availability.
- Sheila Cudmore who has been producing DVD's for sale in the bookshop, on behalf of the Friends is not going to continue. She will only produce 20 more. It was suggested that the PG might wish to take up this activity.

Resolution: Council approved in principle the purchase of one new computer for the BRC at a cost of approximately \$1000

Proposed: Christianna Cobbold *Seconded:* Sue Serjeantson *Carried*

5.4.3 Major Events Planning Group

- Tricia Morton has taken over the coordination of the Enlighten event due to the convenor's illness.
- The Summer Sounds series has been financially successful

5.4.4 Social Events and Activities Committee

- The Committee is considering how to gain greater volunteer involvement particularly at the organisational level. President Lesley Jackman will write an article for Fronds about the value of and need for volunteers.

5.4.5 Botanic Art Group

- The annual BAG Art Exhibition will commence on Friday 18 March with the official opening 5.30 - 6.00pm. Council will provide drinks for the occasion.
- In the past Friends have purchased 1-2 artworks as a gift for the ANBG. This is developing into a significant collection that could be displayed publicly in the proposed new facilities.

Resolution: Council agreed to provide around \$750 for the purchase of 1 -2 artworks from the BAG exhibition, for donation to the ANBG

Proposed: Jan Finley *Seconded:* Helen Elliot *Carried*

5.4.6 Photographic Group

- The Photographic Group has been actively involved in photographing events and activities over the summer period. These are available on Dropbox for use by Fronds and the ANBG.
- Discussion is taking place with the ANBG on proposals to record changes in the Gardens over time.
- A field trip is being planned to Mt Annan Botanic Gardens in April.

5.4.7 Guides

- Christianna Cobbold reported that a busy six weeks is about to commence with training, mentoring and assessment of 20 new guides.
- Work is still underway to identify a source of shirts that are both practical and suitable for males and females. Consideration is also being given to the purchase of suitable winter fleeces; guides currently purchase their own. If a suitable source and style is found financial assistance may be required to pay for the embroidery.
- Walks will be conducted at 10.30 daily during Eucalypt Week; they will be free but booking will be required.

6. Date and place of next meeting: Tuesday 5 April, 2.30pm in the Dickson Room.

The meeting closed at 4.30 pm.

Lesley Jackman
President.