

**Meeting of Council
14 November 2017
Dickson Room**

Minutes

1.0 Approval of Agenda, Attendance and Apologies

The meeting was opened by the Chair at 1 pm. The agenda was approved as circulated.

Apologies were received from Christianna Cobbold, Wendy Antoniak, Steve Speer, Judy West and Peter Byron

Attendance was

Council : Lesley Jackman (Chair), Helen Elliot, David More, Jonette McDonnell, Jann Ollerenshaw and Linda Beveridge

Invited Friends: David Coutts, Barbara Podger, and Tricia Morton

Gardens : David Taylor, Helen McHugh, Rosalie Hampshire, Craig Cosgrove, Toby Golson (for Item 4.1)

2.0 Minutes of Council meeting 3 October 2017 for approval

RESOLUTION

Moved David More **Seconded** Helen Elliot - that the minutes of the 3 October 2017 Council meeting be approved as tabled.

Carried

3 Matters Arising from Minutes of 3 October 2017

3.1 Short term Secretary Arrangements

On the understanding that the new Secretary, Jann Ollerenshaw, would be limited for time until after the BAG exhibition in April 2017, Council agreed to appoint David Coutts as Assistant Secretary for 2018. This appointment will stay in place until the 2018 AGM to allow for any unforeseen matters, although Jann Ollerenshaw will take over the Secretary duties after the BAG exhibition.

RESOLUTION

Moved David More **Seconded** Helen Elliot – that David Coutts be appointed Assistant Secretary until the 2018 AGM

Carried

3.2 Guides Conference

Council noted that the conference went very well and a profit of \$9400 (approx.) was made for the Friends. There will be a lunch for the conference guides and other volunteers on 21 November, which will be paid for by the Friends to show appreciation..

There will be a full report on the conference, probably for the December Council meeting.

3.3 Special parking permits

The President informed Council that she was following up the process to identify who needs these permits and will ensure this is passed to the Gardens to have them issued.

3.4 Schools Photo competition

Council was informed that this event went well and entries were up a little from the previous year.

3.5 Banners

The President informed Council that Cool Country Natives have specified the kind of banner they wish to display at their nursery. Lesley Jackman will follow this up, as it has been having agreed in principle.

4. General Business

4.1 Report from Toby Golson

Toby summarised the collecting trip to North Queensland that took place in October, to which the Friends contributed \$5000. The aim of the trip was to liaise with the CSIRO in the Cairns Atherton area to collect high altitude tropical flora of the wet tropics for the ANBG collection, especially relating to the rain forest gully and the new conservatory. The Gardens have indicated that the trip was very successful and the material has been placed in the nursery and will be planted out and grown on.

Council noted that Toby is preparing an article on this project for the December issue of Fronds and the Projects Committee will consider how else to inform members of this important project.

4.2 Paperbark Treehouse

Craig Cosgrove informed Council that the Treehouse construction was close to finished and there was no impediment to the official opening scheduled for 29 November. Council was shown a draft of an Attribution plaque which has been agreed with the project designers and which will be in place for the opening. There will be a second plaque a little later that will mark the donations and role of the Friends. Council will have the opportunity to input to that in the relatively near future.

Council was informed that invitations to the opening would be going out in the following day or so.

It was also noted that there will be an approach from the Gardens in the not too distant future for landscaping flagged earlier.

4.3 IT matters

David More tabled a summary report of progress with various IT matters.

- Google Drive is developing well but some work is needed to organise the folder system and ensure all members can access the documents
 - David More and David Coutts will liaise on the folder system
- The point of sale system is showing promise but there are some improvements needed and a keyboard and scanner seem to be required
 - David More will come back to Council on this idea
- There has been a problem with emails to membership (and possibly some other group email addresses)
 - This now seems to have been addressed
- The Friends email arrangements will be transferred to G suite, meaning that all Friends emails will be based on Gmail. This will simplify the arrangements.
 - **Council agreed that David More should proceed with this change**
 - **Moved David More seconded Jann Ollerenshaw**

4.4 Friends ISBN

Council noted a paper prepared by Kristiane Herrmann on this matter, which recommends that a policy be adopted for the future to ensure it is handled as a Council matter rather than falling on individuals.

Council agreed that the policy document circulated for the meeting be adopted, indicating

- An ISBN account should be set up in the name of the Friends of ANBG, involving a permanent Friends client ID with its own email address, such as isbn@friendsanbg.org.au, held by a member of the executive
- The password should be held securely
- Friends procedures should be developed governing establishing any future ISBNs, involving Council or Executive approval, to guard against inappropriate use of the ISBN.
 - **Moved David More Seconded Jonette McDonnell**
 - **Agreed**

4.5 Appointment Public Officer

RESOLUTION

Moved Jonette McDonnell **seconded** Linda Beveridge - that Wendy Antoniak be appointed Public Officer for the Friends

Carried.

5. Reports

5.1 ANBG Executive Director

5.2 ANBG General Manager

David Taylor reported for the Executive Director and the General Manager. Key points were

- Peter Byron will be away until end January 2018, on leave and on higher duties
- Several Gardens staff attended a very useful Science forum at Boodooree recently
 - Amongst other things discussions looked at use of drones and pollen trap analysis
- The gardens are moving to the design phase of the conservatory
 - Suitable plants from the warmer regions are being cultivated in the nursery
- Some thought is being given to collaboration to produce plants for commercial release from Gardens stock

5.3 ANBG Friends' Liaison

Helen McHugh gave the report from Visitor Experience. Key points were:

- Megan Donaldson has been appointed to replace Kate Adams on a fixed term basis, although until the end of the calendar year she will be working also for Bush Blitz
- Anthony Moores will be working for VE until December
- preparations for Summer Sounds are well underway
- the Gardens is negotiating with an external provider for Enlighten events
- Sunset Cinema is underway
- a holiday care program is under consideration
- a new format is being developed for the website.

5.4 Major Events Working group (MEWG)

Council noted that the Group had met to discuss arrangements for the 2018 summer concerts

- The bands are lined up and concessionaires are arranged
- A draft marketing plan is in place
- Volunteer requirements will be similar to 2017 and the call will go out in the next couple of weeks.
- Further meetings of the group will be held on 4 December and 9 January

5.5 Social Events and Activities Committee (SEAC)

Council noted the report from the Committee on the following matters

- Wake up with the Birds was successful, although not fully booked out

When it was decided not to include breakfast in the package this year, it was initially thought, in 2018, to include breakfast again. However, on further reflection it is recommended to continue next year with Wake Up With the Birds and not revert to Breakfast With the Birds. Advertising could still include the option of breakfast/tea/coffee at the café afterwards.

This was agreed by Council.
- The Bushland Nature Walk and the Butterfly Walk were successful and Suzi Bond is thanked for taking these walks.
- There was a proposal from Visitor Experience for the Friends to consider providing the drinks for the three AfterDark events over the summer. After discussion Council agreed that it would not be possible to help with this series of events but that it might be possible in future. For such involvement to be feasible 2-3 months' notice would be required, and it was strongly recommend that the price of the drink be included in the tickets.

Council recorded its thanks to Tricia Morton for all the work she has been doing on the Social Events and Activities.

5.6 Treasurer's report

Council noted the monthly reports tabled by the Treasurer.

RESOLUTION

Moved Helen Elliot **seconded** Linda Beveridge – that the monthly reports tabled by the Treasurer be accepted
Carried

Council was informed that changes need to be made to signatories for the Friends accounts following the AGM.

RESOLUTION

It was agreed that David Cox, Rita Maclachlan and Jan Finley should be removed and Jann Ollerenshaw and David More be added.

Helen Elliot will make the arrangements

Moved Helen Elliot **seconded** Linda Beveridge

Carried

5.7 Project Report

Council noted the report tabled by David Coutts, which summarised the current state of play and indicated that a committee meeting would be held in the near future. This indicated that several projects were now complete or nearing completion, after some delays. It also indicated that some new proposals would be coming forward in the relatively near future from the Gardens, now that the Treehouse is nearing completion.

Council noted a list of books purchased by the library from the Friends financial contributions.

5.8 Botanic Art Group 2018 Exhibition

Council noted the report on the exhibition tabled for the meeting. The report sought the following approvals from Council

- Financial – A \$150 float for the sales desk, up to \$430 for flyers and bookmarks (to be included in the December Fronds) and \$100 for petty cash
- A credit card facility at the sales desk
- Inviting Graham Williams to be the guest speaker
- Assistance with sending invitations to the opening
- Distribution of electronic notices of the members preview on 16 March
- Inviting Judy West to officiate at the opening
- Provision of a running sheet for the opening
- Provision and serving of beverages at the opening

RESOLUTION

Council endorsed these proposals from the Botanic Art Group, including the expenditure of \$700 on exhibition costs.

Moved Jann Ollerenshaw **seconded** Helen Elliot

Carried

5.9 Photographic Group

Council noted that the Group is working with the Botanical Bookshop on a calendar for 2019 and is planning a one-day photography course for beginners, possibly on 14 April. The President will discuss the arrangements for the calendar with the Photographic Group.

5.10 Membership

The October membership report was noted, in particular the notable recent increase in membership numbers.

6. Next meeting

1pm on Tuesday 5 December in the Crosbie Morrison room, followed by end of year drinks.

Lesley Jackman
President