

	Topic	Information	Responsible Person	Moved (M) Seconded (S)	Passed / Noted
1	Approval of agenda, Attendance & Apologies				
1.1	Approval of agenda	Neville opened the meeting at 2.00pm and sought any additions/changes to the agenda. There were no additions.	Neville Page		
	Attendance	<u>Council:</u> Neville Page (President, Chair), Linda Beveridge (Vice President), Rod King (Treasurer) left at 3.03pm, Marg Nicholls (Secretary), Masumi Robertson, Kerry Moir, Alan Henderson, Christianna Cobbold.			
		<u>Ex-officio:</u> Peter Byron (ANBG General Manager) left 3.12pm, Helen McHugh (ANBG Friends Liaison Officer) left at 3.26pm			
		<u>Invited:</u>			
	Conflicts of interest	<u>Apologies:</u> Beth Tyerman; Dr Rebecca Pirzl (Branch Head Strategic Partnerships and ANBG) Neville called for any conflicts of interest to the agenda. There were no conflicts of interest reported.			Noted
2	Minutes of Previous Meeting				
		RESOLUTION That the minutes as amended of the Council meeting of 14 March 2024 be accepted.	Marg Nicholls	M: N Page S: M Nicholls	Passed
	Matters arising from previous minutes				
		<ul style="list-style-type: none"> Cash flow projection – Dealt with under Item 4.5 			

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		<ul style="list-style-type: none"> • Change of name for Bank Account from Public Fund to Gift Fund Finalised – Dealt with under Item 4.5 • Draft policy – Dealt with under Item 3.3 • Constitutional amendments – Dealt with under Item 3.1 • Review Manual Part A and Part B – Dealt with under Item 3.2 • Key Priorities for 2023-2024 – Dealt with under Item 3.4 			
	The Chair bought forward item 4.5 of the Agenda				
	The Chair returned to the Agenda				
	3 General Business				
3.1	Constitutional amendments	<p>Progress Report, Details of changes to constitution and draft constitution on Google Drive</p> <ul style="list-style-type: none"> • First draft of reviewed constitution. • Includes new part 6 Dispute resolutions and disciplinary procedures • Minor editorial changes • Removal of part relating to Public Fund inclusion of part relating to Gift fund <p>Council has been requested to:</p> <ul style="list-style-type: none"> • Provide editorial feedback to the secretary in writing by close of business 18 April 2024 • Note that the next step is consultation with Friends via the e-bulletin, <i>Fronds</i> and the Website. 	Marg Nicholls		Noted

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		<ul style="list-style-type: none"> Note that a report will be brought to the July meeting about the results of that consultation process so that any changes can be finalised in time for the AGM on 24 October 2024 Outsource the final editing of the Constitution to follow Friends Style Manual 			
3.2	Progress Review of Policy and Procedures Manual	Report and Draft Manual A on Google Drive <ul style="list-style-type: none"> Minimal progress on manual A Some feedback received from Council Content questions unresolved No work on Manual B still awaiting feedback which is coming in next month or so 	Marg Nicholls		Noted
3.3	Draft Policy for review	Two draft policy documents published on Google Drive <ul style="list-style-type: none"> Life membership Confidentiality Archive and Document Retention Policy is subject for further assessment <p>RESOLUTION That Council approve the following policy</p> <ul style="list-style-type: none"> Life membership Confidentiality 	Marg Nicholls	M: C Cobbold S: A Henderson	Passed
3.4	Key priorities for 2023 – 2024	Reports on Google Drive IT Projects	Neville Page		

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		<ul style="list-style-type: none"> ● New website should be launched by mid-2024 ● Proposal for new membership database to be presented May 2024 <p>Email and Internet security</p> <ul style="list-style-type: none"> ● Deep review and assessment continuing <p>Enhancement Propagation facilities for Growing Friends</p> <ul style="list-style-type: none"> ● Long term and short term goals outlined in Item 5.5 <p>Update policy and procedures manuals</p> <ul style="list-style-type: none"> ● Progress continuing outlined in Item 3.2 <p>Records management archival policy procedure</p> <ul style="list-style-type: none"> ● Progress continuing outlined at Item 3.3 <p>On behalf of Council thanks are extended to all who provided a report to these key strategies.</p> <p>Discussion was held regarding wording of one of the specific projects that had been resolved for action by Council at its 14 December 2023 meeting. The specific project was titled “Development of a records management policy and archival policy / procedure”</p> <p>RESOLUTION Council resolves that specific projects to be amended as below: Specific Projects</p> <ol style="list-style-type: none"> 1. Replacement of the Friends website 2. Review of Membership database 3. Enhancement of propagation facilities for Growing Friends 		<p>M: L Beveridge S: A Henderson</p>	<p>Passed</p>

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		4. Review of email and internet security 5. Complete update of Policy and Procedures Manuals 6. Review of a records management policy and an archival policy / procedure			
3.5	New members' welcome function	<ul style="list-style-type: none"> Planning underway for the new members' welcome to be held on Sunday 19 May 2024, 9-45 -11.30am at Crosbie Morrison Building 	Linda Beveridge		Noted
3.6	Donations to Council	Report on Google Drive <ul style="list-style-type: none"> Donation of botanic arts books by Jane Lambert now housed in the Friends ANBG reference collection in Friends Lounge. New shelving installed by Andy Rawlinson. Article to be published in next issue of <i>Fronde</i>. A number of years ago Frances McMahon (now Norton) was commissioned by Friends of ANBG to paint species of birds found in the garden for a brochure which is still in use and well thought of. She has now given the five original art works to Friends. Discussions underway how to manage these images. 	Linda Beveridge		Noted
4	Reports				
4.1	Branch Head Strategic Partnerships and ANBG	Nil	Dr Rebecca Pirzl		Noted

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4.2	ANBG General Manager	<p>Verbal report provided</p> <p>National Seed Bank</p> <ul style="list-style-type: none"> Due to significant escalation of construction costs, the new National Seed Bank will be postponed and an interim major upgrade of the current National Seed Bank will occur on the current site. The interim upgrade will double the capacity of seed bank storage. Work is expected to be completed in 2024. <p>Conservatory</p> <ul style="list-style-type: none"> The construction company contracted to build the Ian Potter National Conservatory - Project Coordination (Australia) Pty Ltd – has announced it has entered voluntary administration. ANBG is in discussions with the appointed administrators for Project Coordination (Australia) Pty Ltd about the project. <p>Zoe Knapp has been appointed as Norfolk Island Park Manager, she will be starting her new role in June.</p>	Peter Byron		Noted
4.3	ANBG Friends Liaison Officer	<p>Reports on Google Drive</p> <ul style="list-style-type: none"> March visitation 49,165 with visitor centre 11,082 ANBG featured in Canberra Monopoly Small Purple Pea conservation Visit to Queensland nurseries for advanced trees for the Ian Potter National Conservatory Plant record 2,600 plant tags to be tied to each plant ahead of planting into garden 	Helen McHugh		Noted

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		<ul style="list-style-type: none"> • Going to be opening several of the path ways under the Bunya trees ensuring safety for visitors • Weaving workshops coming up in April a 10% discount offered to Friends members 			
4.4	Presidents Report	<p>Report on Google Drive</p> <ul style="list-style-type: none"> • Administrative and liaison activities • Australian Association Friends of the Botanic Gardens make awards for outstanding contributions to botanic gardens for individuals and groups. This award is known as the Handbury awards. Friends have nominated a person who has contribution a great deal. • Chairs from the Library offered to Friends Lounge but not certain that will fit the room. • Acknowledgement Indigenous people for website and <i>Fronds</i> • Continuing to assist Treasurer by processing membership subscriptions and preparations accountant's report for April meeting 	Neville page		Noted
4.5	Treasurer's Report	<p>Financial Papers on Google Drive</p> <ul style="list-style-type: none"> • Discussion to have an executive meeting to examine details of projected expenditures from Gift Funds. • Request for monthly cash flow statement to be provided to each meeting <p>Treasurer's Report:</p>	Rod King		

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		<ul style="list-style-type: none"> Balance Sheet for 31 March 2024 Income Statement for 31 March 2024 <p>RESOLUTION That the Financial reports to 31 March 2024 be accepted.</p>		M: R King S: M Nicholls	Passed
4.6	Project Committee	Verbal report provided	A Henderson		Noted
4.7	IT Strategy Report	<p>Verbal report</p> <p>Concern that an individual is required to use personal credit card to pay for costs in running the website and other debit responsibilities.</p> <p>RESOLUTION President to make arrangements for a Friends debit card, with appropriate financial approval, to be used for payment arrangements for ongoing commitments.</p>	Christianna Cobbold	M: C Cobbold S: M Robertson	Passed
4.8	Website and IT	<p>Report on Google Drive</p> <ul style="list-style-type: none"> Team of 5 web editors receive training on new Friends website Beth Tyerman and David More administrations for new website Progress with handover from David More Progress towards choosing and implementing a new membership system Beth using own credit card to fund costs associated with Wordpress (website) 	Beth Tyerman		Noted

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4.9	Volunteer Guides	<p>Verbal report provided</p> <ul style="list-style-type: none"> • Still have the 23 guides • Very busy at Easter • Next planned walk is Parliament timbers • Lot of demand for extra Flora tours • Tree week in May <p>That Council approve expenditure of approximately \$500 to purchase moveable signage to promote guided walks in the Gardens.</p> <p>Council approved the allocation of expenditure for approximately \$5,000 for uniforms, hats and shirts for the volunteer guides, with review of quality of hats.</p>	Kerry Moir		Noted
5	Friends Groups				
5.1	Botanic Art Group	<p>Report on Google Drive</p> <ul style="list-style-type: none"> • 6 April to 5 May 2024 9.30 to 4.30 daily - Botanical Art Group's 17th Exhibition - Bush Fragrance display at Visitor Centre • Art selected for purchase by Friends to donate to the ANB collection was <i>Hakea platysperma</i> by Sue Grieves. Cost of \$490 	Wendy Antoniak		Noted
5.2	Communications	<p><i>Fronds</i></p> <ul style="list-style-type: none"> • Next publication is closing date 15th June for August publication 	Barbara Podger		

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		E-bulletin <ul style="list-style-type: none"> Deadline 5pm Tuesday 16 April 2024 	Neville Page		
5.3	Flowers, Fruit and Foliage	Continues.	Ben Walcott		
5.4	Friends Nature Journaling	Their gathering for April took place on 25 th March 2024	Lesley Page		
5.5	Growing Friends	Report on Google Drive <ul style="list-style-type: none"> Long and short term goals to improve and upgrade Growing Friends' propagation facilities Options include budget estimates and implementation timetable \$8,439 raised from March Plant Sale <p>RESOLUTION</p> <p>A subcommittee be formed to hold discussion with the Growing Friends regarding enhancement of the propagation facilities and that M Robertson and M Nicholls be members of that committee</p>	Maurice Hermann	M: N Page S: C Cobbold	Passed
5.6	Membership	Report listing New Members and membership to March 2024 on Google drive. <p>Current memberships 2043 Current members 2746 Renewals 11</p>	Lesley Harland		Noted
5.7	Photographic Group	Report on Google Drive <ul style="list-style-type: none"> PG give opportunity to submit images for publishing onto the ANBG social media presence. PG committee offered to coordinate this activity 	Steven Playford		Noted

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5.8	Photo Competition for Year 1 – Year 12 Students of Australian Schools and Colleges	Report on Google Drive <ul style="list-style-type: none"> Flyer submitted for inclusion in the ANBG social media Bookmarks prepared and printed and distributed 	Linda Beveridge		Noted
5.9	Plant Recognition Group	Report on Google Drive <ul style="list-style-type: none"> Next workshop on Getting to know Proteaceae on 18th April 2024 fully booked 	John Busby		Noted
5.10	Plant Science Group	Report on Google Drive <ul style="list-style-type: none"> Next meeting on 15th April in Theatrette Dr Julia Cooke (Plant Ecologist UK) will discuss Plant Ecology is Siliceous Bookings not required 	John Busby		
5.11	Social Events and Activities	Nothing to report	Christianna Cobbold		
5.12	Thursday Talks	Reports on Google Drive 18 April 12:30pm <ul style="list-style-type: none"> Emeritus Professor Dave Rowell 'A whirlwind tour of Brachychiton: Kurrajongs, Flame Trees, Queensland Bottle Trees and their relatives' 25 April 12:30pm <ul style="list-style-type: none"> No talk scheduled for this date 	Linda Beveridge		

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		2 May 12:30pm <ul style="list-style-type: none"> Rachael Dawes, Carma Sweet, Sam Ning and Jo Wallner 'Canberra's trees: the plans, the problems, and the progress 9 May 12:30pm <ul style="list-style-type: none"> Dr Gemma Hoyle, Can we bank the cloud forests? Conservation and ecology of threatened species endemic to tropical mountaintops in Far North Queensland. 16 May 12:30pm <ul style="list-style-type: none"> David Shorthouse, STEP by STEP: 15 years for Forest 20 23 May 12:30pm <ul style="list-style-type: none"> Dr Tobias Hayashi, The sexual chemistry of greenhood orchids 			
6	Other Business	<ul style="list-style-type: none"> M Nicholls Secretary will be an apology for the June and July 2024 meetings. B Tyerman will be an apology to the June 2024 meeting R King will be an apology to the May 2024 meeting M Robertson will be an apology to the May 2024 meeting C Cobbold will be an apology for August and September 2024 meetings 	Marg Nicholls		

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7	Next Meeting				
		The next meeting of FANBG is 9th May 2024 commencing 2pm in the Celia Rosser Room Meeting closed at 4.20pm	Neville Page		Noted

