

	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.	Neville Page		
	Attendance	<p><u>Council</u>: Neville Page (President, Chair), Linda Beveridge (Vice President and minute taker), Rod King (Treasurer), Masumi Robertson, Beth Tyerman.</p> <p><u>Ex-officio</u>: Peter Byron (ANBG General Manager), Helen McHugh (ANBG Friends Liaison Officer)</p> <p><u>Invited</u>: Wanda Filsell (Project Committee)</p> <p><u>Apologies</u>: Marg Nicholls (Secretary), Alan Henderson. Christianna Cobbold, Kerry Moir and ex-officio member Dr Rebecca Pirzl (Branch Head Strategic Partnerships and ANBG),</p>			
	Conflicts of interest	<p>Neville called for any conflicts of interest to the agenda.</p> <p>There were no conflicts of interest reported.</p>			Noted
2	Minutes of Previous Meeting				
		<p>RESOLUTION</p> <p>That the minutes of the Council meeting of 9 November 2023 be accepted.</p>	Neville Page	M: Neville Page S: Beth Tyerman	Passed
2.2	Matters arising from previous minutes				

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	Purchase of Computer for Growing Friends	Computer ordered Lenovo mini \$914.00	Neville Page		Noted
	Volunteer Recognition Awards	<p>Ceremony held 28th November 2023. The recipients of the awards with certificates were:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Patrick De Deckker <input type="checkbox"/> Beth Tyerman <input type="checkbox"/> Pam Cooke <input type="checkbox"/> Wanda Filsell 	Neville Page		
3	General Business				
3.1	Key Priorities 2023 - 2024	<p>Report on Google Drive</p> <p>Feedback sought and received.</p> <p>RESOLUTION</p> <p>That Council accept the Key Priorities and Specific projects as listed below:</p> <p>Key Priorities</p> <ol style="list-style-type: none"> 1. Encourage member participation in Friends activities (Thursday Talks, Growing Friends Botanic Art Group, Photographic Groups, Nature Journaling, Plant Recognition Workshops, and Special Events such as Wake Up with the Birds). 	Neville Page	M: N Page S: L Beveridge	Passed

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		<ol style="list-style-type: none"> 2. Encourage worthwhile projects for financial assistance, as part of overall support of the Gardens activities. 3. Protect member confidential information such email address, telephone numbers and financial records. 4. Enhance membership processing with systems and other support to the Membership Team, including a review of email and online capabilities. 5. Maintain the high level of member communications through Fronds, Friends Website, eBulletin and Friends records, reports and correspondence. 6. Support ANBG Volunteer Programme, particularly Volunteer Guides. <p>Specific Projects</p> <ol style="list-style-type: none"> 1. Replacement of the Friends website currently under way. 2. Enhancement of propagation facilities for Growing Friends. 3. Review of Membership database 4. Review of email and internet security 5. Complete update of Policy and Procedures Manuals 6. Review the records management policy and archival policy / procedure 			
3.2	ACNC New Model Rules effective 1 February 2024	Neville provided verbal background. He provided a short paper that was also on the shared Google drive. Friends have not previously adopted the model rules but will ensure that the Constitution does not conflict with the Model Rules.	Neville Page		Noted

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3.3	Review of Policy and Procedures Manuals	The way forward for the review. Neville will be spending time over Christmas break undertaking a revision. He will also be in touch with people who have volunteered to assist with particular parts.	Neville Page		Noted
3.4	Review of Secretarial role - progress		Neville Page		
3.5	ANBG Scholarship Program – Progress Report	<p>Report on Google Drive</p> <p>This program supports research students enrolled at an Australian university to engage in collaborative research projects with ANBG that brings direct benefits to the Garden and its objectives</p> <p><i>Note that Attachment C is to be handled as in-confidence</i></p> <p>RESOLUTION</p> <p>That Council agree to fund three PhD scholarships \$7,500 each for the 2023 round, as recommended by the Scholarships committee:</p> <ol style="list-style-type: none"> 1. Shelly Rowntree (University of New England) 2. Tasha James (University of Canberra) 3. Jay Nicholson (Australian National University) 	Masumi Robertson	M: Masumi Robertson S: Linda Beveridge	Passed
3.6	Appointment of Auditor for 2023-2024	<p>RESOLUTION:</p> <p>That Council appoints MGI Joyce Dickson as Friends Financial Auditor for the year ended 30th June 2024.</p>	Rod King	M: Rod King S: Linda Beveridge	Passed

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3.7	Long Stay Parking Permits 2024	Longer-stay parking permits have been allocated to Friends ANBG Council members, members of Special Interest Groups (SIG) who were nominated by the respective convenors, plus 2 un-named “floating permits” for Growing Friends and for the Photographic Group for use by members of those SIGs.	Linda Beveridge		Noted
3.8	Photo Competition for Year 1 – Year 12 Students of Australian Schools and Colleges	The team for the Friends photographic competition for students of Australian schools and colleges is now Cecilia Melano, Linda Beveridge, Lee-Anne Cooper, Alice Diedricks and Amanda Coleman. Overview of the competition is on the Friends website. A portal is being developed for entries to be by digital images	Linda Beveridge		Noted
4	Reports				
4.1	Branch Head Strategic Partnerships and ANBG	In absence of Rebecca, Peter Byron provided the Branch Head and General Manager reports. <ul style="list-style-type: none"> <input type="checkbox"/> The name of the Branch in the National Parks Division is now “Science and Australian National Botanic Gardens”. <input type="checkbox"/> The Minister, Tanya Plibersek, launched the Plant Science Learning Hub and up-graded fire-fighting infrastructure at the Gardens on 29 November 2023. Alicia Payne, MP for Canberra was also present. They also visited the Seed Bank. Fire Fighting Boundary Suppression System now protects along the length of the boundary between ANBG and Black Mountain Nature Reserve.	Rebecca Pirzl		Noted

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		<ul style="list-style-type: none"> <input type="checkbox"/> The side walls of the Conservatory are being installed by large (30 ton) crane, and glazing is planned for February. <input type="checkbox"/> Recruitment for the position vacated by Anthony Whalen is underway. <input type="checkbox"/> More drainage being installed for Banksia Building after damage by storm last month. 			
4.2	ANBG General Manager		Peter Byron		
4.3	ANBG Friends Liaison Officer	<p>Report on Google Drive.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Helen also introduced Sally Ingham, from ANBG education section, who is closely involved with the Plant Science Learning Hub. Four more modules are being prepared. <input type="checkbox"/> Installation of the new display in the Visitor Centre, to which Friends are contributing, is planned for February 2024. <input type="checkbox"/> Extra lighting was installed at the Friends Lawn and the café last weekend. 	Helen McHugh		Noted
4.4	Presidents Report	Report on Google Drive.	Neville page		Noted
4.5	Treasurer's Report	<p>Financial Papers on Google Drive</p> <p>Verbal report provided on the requirement from NAB for Friends to have a deposit card.</p> <p>Treasurer's Report:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Balance Sheet for 30 November 2023 <input type="checkbox"/> Income Statement for 30 November 2023 	Rod King		

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		<p>Rod reported that so far the Photographic Group's "Illuminate" exhibition has earned approximately \$1700 in commissions. The Prize money (approximately \$900) will be deducted from the commission.</p> <p>RESOLUTION:</p> <p>a. That the Treasurer's report to 30 November 2023 be accepted.</p> <p>RESOLUTION:</p> <p>b. That Council authorise the issue of a National Australia Bank deposit card for deposit of funds</p> <p>c. That Council authorise that the NAB daily banking limit be increased from \$5,000 to \$20,000.</p>		<p>M: R King S: Beth Tyerman</p> <p>M: Rod King S: Lind Beveridge</p> <p>M: Rod King S: Neville Page</p>	<p>Passed</p> <p>Passed</p> <p>Passed</p>
4.6	Public Fund	<p>Report on Google Drive</p> <p>Neville discussed online donations process.</p> <p>He also advised that from 1 September to 31 November 2023 Friends has received \$10,200 in donations and so we must transfer \$3,365 in the nature of donations to the Friends Public Fund be transferred from the operating bank accounts to the Public Funds bank account.</p> <p>He has sent 16 letters of appreciation to people who have donated more than \$200.</p>	Neville Page		Noted

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		<p>RESOLUTION: That Council approve amendment of notice on the website to be: <i>"Donations over \$200 may be acknowledged, for example in Fronds, at meetings, or in other Friends publications"</i></p>		M: Neville Page S: Rod King	Passed
4.7	Project Committee Report	<p>Report on Google Drive</p> <p>Council noted that the following Public Fund forward commitments have been cancelled:</p> <ol style="list-style-type: none"> 1. Seed Bank fit out (\$20,000) and 2. How do I survive in the Red Centre? (\$10,000). <p>Council noted that the Project Committee will resubmit proposals to enhance the Tasmanian Garden when updated financial projections show that sufficient funds are available.</p> <p>Council noted that staff are undertaking further research on hats for Guides, and furniture for the Administration building foyer.</p> <p>RESOLUTION:</p> <ol style="list-style-type: none"> a. Council agree to commit funds for Pollination trail signs (\$5,000); Volunteer guided walk signage (\$5,000); and Friends Explorer Backpacks (\$3,000). b. The following RESOLUTION will be forwarded to Public Fund Management Committee for consideration. 	Alan Henderson and Wanda Filsell	M: Linda Beveridge S: Masumi Robertson	Passed

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		The Public Fund Management Committee agree to commit funds for Nursery – Specialist propagation unit (\$40,000).			
4.8	IT Strategy Report	Report on Google Drive.	Christianna Cobbold		Noted
4.9	Website and IT	<input type="checkbox"/> Expressions of Interest in IT <input type="checkbox"/> Possible online membership renewal	Beth Tyerman		Noted
4.10	Volunteer Guides	Report on Google Drive	Kerry Moir		
5	Friends Groups				
5.1	Botanic Art Group	<input type="checkbox"/> <i>Botanic Images</i> exhibition, 1-19 November. A unique collection of botanic art and photographic works donated to the Gardens by the Friends of the ANBG. <input type="checkbox"/> Thank you Wendy Antoniak, Alex Petrie, Graham Gall, Kerry Moir and members of Photographic Group for their great work for this exhibition, and records of the material.	Wendy Antoniak		Noted
5.2	Communications	<i>Fronds</i> <input type="checkbox"/> Next deadline is mid- February 2024 E-bulletin <input type="checkbox"/> Deadline will be next Tuesday.	Barbara Podger Neville Page		
5.3	Flowers, Fruit and Foliage	Ongoing	Ben Walcott		
5.4	Growing Friends	As mentioned in item 2.2, a new laptop has arrived for the Growing Friends.	Maurice Hermann		

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5.5	Membership	Report listing New Members for November on Google drive. Report detailing Membership for September on Google drive. Current memberships 1812 Current members 2467 Renewals 548	Lesley Harland	Noted	
5.6	Nature Journaling	Next get-together will be in February 2024	Lesley Page		
5.7	Photographic Group	<input type="checkbox"/> Exhibition has been a great success. <input type="checkbox"/> Friends of ANBG purchased the following image for donation to the ANBG art collection: <i>Mum feed me</i> by Phil Green Cost was \$240. <input type="checkbox"/> It is planned to present it to the ANBG at the next Council meeting.	Steven Playford		
5.8	Photo Competition for Year 1 – Year 12 Students of Australian Schools and Colleges	The team for the Friends photographic competition for students of Australian schools and colleges is now Cecilia Melano, Linda Beveridge, Lee-Anne Cooper, Alice Diedricks and Amanda Coleman. Overview of the competition is on the Friends website. A portal is being developed for entries to be by digital images	Linda Beveridge		
5.9	Plant Recognition Group	Survey of interested participants being done. Next workshop in February, on grasses	John Busby		
5.10	Plant Science Group		John Busby		
5.11	Social Events and Activities	Butterfly Walks planned for 21 January 2024	Christianna Cobbold		

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5.12	Thursday Talks	Forty-four talks between February to November 2024. Total attendance almost 2000 which is 24% increase on previous calendar year. Donations were almost \$2,646, an increase of 20% on last year. A report will be on the shared Google drive for the next Council meeting.	Linda Beveridge		
6	Other Business				
7	Next Meeting				
		The next meeting of FANBG is 8 February 2024 commencing 2pm in the Celia Rosser Room Meeting closed at 3:30pm	Neville Page		Noted

