

	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) Rod King (Treasurer) from 2.05pm, Marg Nicholls (Secretary), Masumi Robertson, Beth Tyerman, Christianna Cobbold, Alan Henderson.</p> <p><u>Ex-officio</u>: Peter Byron (ANBG General Manager)</p> <p><u>Invited</u>: Amanda Coleman (Visitor Experience Coordinator)</p> <p><u>Apologies</u>: Kerry Moir, Helen McHugh (ANBG Friends Liaison Officer), Dr Rebecca Pirzl (Branch Head Strategic Partnerships and ANBG)</p>			
	Conflicts of interest	Neville called for any conflicts of interest to the agenda. There were no conflicts of interest reported.			Noted
2	Minutes of Previous Meeting				
		<p>RESOLUTION That the minutes of the Council meeting of 14 December 2023 be accepted.</p>	Marg Nicholls	M: L Beveridge S: B Tyerman	Passed
2.2	Matters arising from previous minutes				

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3	General Business				
3.1	New rules for registered Environmental Organisation	<p>Report and information on Google Drive</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advised by the Australian Government that procedures relating to Registered Environmental Organisations have changed with effect from 1 January 2024. <input type="checkbox"/> The key matters for Council to consider are the following: <ul style="list-style-type: none"> <input type="checkbox"/> From 1 January 2024 receipts for donations should be issued in the name of the Friends of the ANBG instead of the Public Fund <input type="checkbox"/> Records of donations to the Gift Fund must be kept <input type="checkbox"/> Dispersal of donations must be in accordance with the Purposes of the Friends of the ANBG <input type="checkbox"/> There is no longer a requirement to provide a statistical report or changes to Responsible Persons to the Department as there is no longer a Register of Environmental Organisations <input type="checkbox"/> Reporting arrangements to the ACNC continue as before <input type="checkbox"/> A review of the Friends Constitution should be undertaken in coming months to ensure it complies with the requirements of the ATO for DGR status. The Friends can continue to accept tax deductible donations to the Gift Fund in the meantime 	Christianna Cobbold Neville Page		

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		<p>RESOLUTION</p> <ol style="list-style-type: none"> 1. The Treasurer provide receipts for tax deductible donations in the name of the Friends of the Australian National Botanic Gardens 2. Records of donations and dispersal of funds from the Gift Fund be kept and reported on in the Friends financial statements 3. The FANBG website and other material no longer refer to the Public Fund and promotion of donations be changed to reflect the new requirement. 4. To remove any references to being “listed on the relevant Register” 5. A review of the Constitution be undertaken to ensure it complies with the new legislation. 6. That the treasurer is authorised to delegate authority to the membership team to issue receipts to donors 7. That Council agrees to arrange print of new receipt books to reflect the changes required 		M: C Cobbold S: L Beveridge	Passed
3.2	Progress Review of Policy and Procedures Manual	<input type="checkbox"/> Significant progress in rewriting the Manual A <input type="checkbox"/> Aiming to complete and present to March meeting	Neville Page		Noted
3.3	New members Welcome Morning tea.	<input type="checkbox"/> This is usually held in March however it is recommended to postpone to 19 th May 2024 10.30am to 1pm due to competing activities of organizing committee heavily involved with volunteers and guides training <input type="checkbox"/> All Council members and SIG conveners are invited to attend	Linda Beveridge		Noted

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3.4	Book Vouchers for Botanical Interns	<p>Report on Google Drive</p> <ul style="list-style-type: none"> <input type="checkbox"/> Friends of ANBG have supported the Volunteer Botanical Training Program (VBTP) at Centre for Australian National Botanic Research for many years, by providing a book voucher for \$100 to each trainee who completes the program. <input type="checkbox"/> Annual program interrupted by COVID <input type="checkbox"/> This is a 3 week hybrid program run in January and February 2024 see following address https://www.anbg.gov.au/trainee/ <input type="checkbox"/> Presentation of the book vouchers 12.30pm Friday 9th February 2024 to successful trainees at herbarium <input type="checkbox"/> The executive has agreed to continue the provision of a book voucher to each of the 10 trainees who complete the VBTP and we note that the expenditure for 2024 will be \$900.00 	Linda Beveridge		Noted
4	Reports				
4.1	Branch Head Strategic Partnerships and ANBG	Verbal report provided by ANBG General Manager as below			Noted
4.2	ANBG General Manager	<p>Expanded on report from ANBG Friends Liaison Officer including Conservatory</p> <ul style="list-style-type: none"> <input type="checkbox"/> Concrete walls are up <input type="checkbox"/> Specialist glass from China coming <input type="checkbox"/> Specialist layers to be erected next week 	Peter Byron		Noted

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		<ul style="list-style-type: none"> <input type="checkbox"/> Working towards hand over June 2024 <input type="checkbox"/> If any further slippage then may have to hold over placement of plants until late October 			
4.3	ANBG Friends Liaison Officer	<p>Report on Google Drive</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2023 busiest year on record 544,457 visitors <input type="checkbox"/> Students 40% increase since 2019 22304 <input type="checkbox"/> New banners outside front gate with thanks to S Playford, B Harvey, S Slater for images <input type="checkbox"/> Snakes alive big success with over 2000 tickets sold <input type="checkbox"/> Low sensory sessions offered in 2024 to make event more accessible – positive feedback <input type="checkbox"/> New volunteer guides – 26 applicants to be interviewed over February with 12 day training from 12 March to 8 May very dense program. <input type="checkbox"/> Reviewing hats and uniforms for guides <input type="checkbox"/> Quotes for visitor centre exhibition <input type="checkbox"/> 2 Science Communication interns at ANBG completing field work as part of their study at ANU <input type="checkbox"/> Living collections and assets <ul style="list-style-type: none"> <input type="checkbox"/> Working of details for Tasmanian Garden <input type="checkbox"/> Proposal to reinstate Otto Rezicka shelter in Tasmanian Gardens <input type="checkbox"/> ANBG admin and visitor centre furniture – quote received <input type="checkbox"/> Existing fogging system on Tasmanian rainforest gully bridge operational <input type="checkbox"/> Plants recently planted n Red Centre Garden and beside admin steps <input type="checkbox"/> New garden lighting installed 	Helen McHugh/ Amanda Coleman		Noted

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4.4	Presidents Report	Report on Google Drive <ul style="list-style-type: none"> <input type="checkbox"/> Administrative and liaison activities <input type="checkbox"/> Working on Manuals with contact to responsible persons 	Neville page		Noted
4.5	Treasurer's Report	Financial Papers on Google Drive Treasurer's Report: <ul style="list-style-type: none"> <input type="checkbox"/> Balance Sheet for 31 January 2024 <input type="checkbox"/> Income Statement for 31 January 2024 <input type="checkbox"/> Approval of NAB bank signatures <p>RESOLUTION That the Treasurer's report to 31 January 2024 be accepted</p> <p>RESOLUTION That FANBG bank signatories be approved as follows: Neville Page; Linda Beveridge; Rod King; Marg Nicholls</p> <p>RESOLUTION That term deposit 880340395 for \$113,897.06 together with accrued interest be renewed for a further period of three (3) months</p> <p>RESOLUTION That term deposit 729023119 for \$130,573.97 together with accrued interest be renewed for a further period of eight (8) months</p>	Rod King	M: R King S: N Page M: R King S: N Page M: Rod King S: L Beveridge M: Rod King S: L Beveridge	Passed Passed Passed Passed

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4.6	Project Committee Report	<p>Verbal report provided.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Noted that the change from a Public Fund to a Gift Fund may require numerous textual changes in documents, but the eligibility requirements for projects do not appear to have changed. <input type="checkbox"/> Given the availability of several projects worthy of support that were identified at the December meeting; as well as prospective expenditure proposals from Growing Friends, and later in the year, possible funding for an upgraded membership management system, it was suggested that it would be useful to update the projections of income and expenditure. 	Alan Henderson		
4.7	IT Strategy Report	Verbal Report provided	Christianna Cobbold		Noted
4.8	Website and IT	<ul style="list-style-type: none"> <input type="checkbox"/> Advertised for Friends interested in helping with IT support got a good selection of potential web editors, writers, a photographer and a couple interested in helping develop the new Membership module. <input type="checkbox"/> Two of these new volunteers (potential new editors or contributors) will be attending our next new website meeting tomorrow, along with Christianna Cobbold, David More, Beth Tyerman and Wanda Filsell <input type="checkbox"/> Drupal, the software that our current website resides on, is now unsupported so we will be working to 	Beth Tyerman		Noted

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		<p>implement the new website as soon as possible. David More has set up a backup website in Couch (the Guides Web software) just in case the live Friends website has issues in the interim.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Regarding the new Laptops – need to involve David More and an external company to find a best solution for these. Beth has put up her hand to document the solution to simplify things down the track. <input type="checkbox"/> Need to find a good IT support company. We are going to have to start paying someone to take over as Administrator, as none of the new volunteers are interested in this role. 			
4.9	Volunteer Guides	<ul style="list-style-type: none"> <input type="checkbox"/> Guides were very busy over the holiday period, particularly immediately before and after Christmas. <input type="checkbox"/> Some guides did several extra tours or walks at very short notice – in addition to their normal rostered activities – as there was very high demand. <input type="checkbox"/> Secrets of the Australian bush family-friendly Flora tours ran on a number of days in January and these were very well received. <input type="checkbox"/> Guides are also busy getting ready for the training of new Guides starting on 12 March until 8 May (2 days a week with a break for the school holidays). This includes preparing classroom presentations, training walks and other activities, and signing up to become mentors or provide feedback on practice walks by trainees. 	Kerry Moir		Noted

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		Council to advise Botanical Art Group to liaise with Amanda Coleman of ANBG about putting relevant images and other material onto the ANBG social media sites.	S: C Cobbold		
5.2	Communications	<p><i>FronDS</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Next deadline is 26 February 2024 <p>E-bulletin</p> <ul style="list-style-type: none"> <input type="checkbox"/> Deadline 5pm Tuesday 13th February 2024 	Barbara Podger Neville Page		
5.3	Flowers, Fruit and Foliage	Ongoing	Ben Walcott		
5.4	Friends Nature Journaling	Met on Monday 4 th Feb 2024 in spite of inclement weather with 12 attendees.	Lesley Page		
5.5	Growing Friends	<p>Report on Google Drive</p> <ul style="list-style-type: none"> <input type="checkbox"/> Native Plant Sale 2nd March 2024 9.00am until sold out - Banksia Centre car park – all plants \$6.00 <input type="checkbox"/> On 9th November, Convener of Growing Friends, attended Council meeting and Council gave in-principle approval towards financing the cost of significant upgrades to the Growing Friends' propagation facilities. Further agreed that Maurice prepare a project plan and cost estimates for consideration at the March Council meeting. <input type="checkbox"/> Since November Council meeting considerable work and meetings with ANBG has resulted in changes to the initial proposal, with a number of options to improve the facilities currently used to propagate with subsequent additional financial costs to be considered. 	Maurice Hermann		

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		<ul style="list-style-type: none"> <input type="checkbox"/> At the 14 Dec 2023 meeting Council recommended that a resolution be forwarded to the Public Fund Management Committee for consideration – The Public Fund Management Committee agree to commit funds for Nursery – Specialist propagations unit (\$40,000) <p>ACTION President to write to Growing Friends that in light of the updated proposal request for more detailed project plans and costings.</p>			
5.6	Membership	<p>Report listing New Members December / January on Google drive.</p> <p>Report detailing Membership on Google drive.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The new 3 year membership period has proved popular. <input type="checkbox"/> Significant increase in the number of membership at the end of January 2024 as compared to January 2023 (1992 cf 1915). <input type="checkbox"/> Comparison of number of members shows only a slight increase (2685 cf.2651) due to renewing Households now only having a maximum of 2 members as compared to up to 4 members previously. <p>Current memberships 1992 Current members 2685</p>	Lesley Harland	Noted	

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		Renewals 129			
5.7	Photographic Group	<p>Successful photographic exhibition.</p> <p>An election held at the October AGM came into effect from the 01 January 2024. Positions vacant were for Convenor; Secretary; Membership Secretary; Publicity Officer and three general members.</p> <p>Council to endorse by resolution the elected members.</p> <p>RESOLUTION</p> <p>That Council endorse the election for the following positions on the Photographic Group:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Convenor – Phil Green <input type="checkbox"/> Membership Secretary Paul Bainton <input type="checkbox"/> Publicity Officer Graham Gall <input type="checkbox"/> General members <ul style="list-style-type: none"> ▪ Susan Pettersson ▪ Simone Slater ▪ Kevin Gale 	Steven Playford	M: L Beveridge S: C Cobbold	
5.8	Photo Competition for Year 1 – Year 12 Students of Australian Schools and Colleges	<ul style="list-style-type: none"> <input type="checkbox"/> Press release going out <input type="checkbox"/> Notices to schools going out on eligibility and how to enter <input type="checkbox"/> David More developing portal 	Linda Beveridge		
5.9	Plant Recognition Group	<ul style="list-style-type: none"> <input type="checkbox"/> Talk on Monday 12th February 2024 <input type="checkbox"/> Primarily on high priority target weeds 	John Busby		
5.10	Plant Science Group	<ul style="list-style-type: none"> <input type="checkbox"/> Talk on Monday 12th February 2024 	John Busby		

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5.11	Social Events and Activities	Report on Google Drive Butterfly Walks 21 January 2024 <input type="checkbox"/> Common Brown butterflies <input type="checkbox"/> Stencilled Hairstreaks <input type="checkbox"/> White Cabbage Butterfly <input type="checkbox"/> Orchard Swallowtail <input type="checkbox"/> Macleay's Swallowtail <input type="checkbox"/> Common Grass Blues <input type="checkbox"/> Bronze Flat <input type="checkbox"/> Checkered Copper <input type="checkbox"/> Meadow Argus <input type="checkbox"/> Imperial Hairstreak <input type="checkbox"/> Yellow Admirals <input type="checkbox"/> Australian Painted Lady	Christianna Cobbold		
5.12	Thursday Talks	Report on Google Drive <input type="checkbox"/> Talk took place on 44 weeks <input type="checkbox"/> Total audience for year almost 2000 <input type="checkbox"/> \$2,646 in donations	Linda Beveridge		
6	Other Business				
		Collated resolutions of Council to be listed for each meeting.	Marg Nicholls		
7	Next Meeting				
		The next meeting of FANBG is 14 March 2024 commencing 2pm in the Celia Rosser Room Meeting closed at 4.01pm	Neville Page		Noted

