

	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	<u>Council:</u> Neville Page (President, Chair), Linda Beveridge (Vice President), Rod King (Treasurer), Marg Nicholls (Secretary), Masumi Robertson, Kerry Moir, Alan Henderson, Beth Tyerman.			
		<u>Ex-officio:</u> Helen McHugh (ANBG Friends Liaison Officer)			
		<u>Invited:</u> Wanda Filsell			
	Conflicts of interest	<u>Apologies:</u> Christianna Cobbold, Peter Byron (ANBG General Manager), Dr Rebecca Pirzl (Branch Head Strategic Partnerships and ANBG)			
		Neville called for any conflicts of interest to the agenda.			Noted
		There were no conflicts of interest reported.			
2	Minutes of Previous Meeting				
		RESOLUTION That the minutes as amended of the Council meeting of 8 February 2024 be accepted.	Marg Nicholls	M: M Nicholls S: L Beveridge	Passed
The Chair brought forward Items 3.1 and 4.6 of the meeting agenda					
3.1	Constitutional amendments	Reports on Google Drive To meet Councils resolution of Item 3.1 at its meeting of 8 February 2023 regarding the new rules for registered Environmental organisation.	Neville Page Marg Nicholls	M: L Beveridge S: K Moir	Passed

	Topic	Information	Responsible Person	Moved (M) Seconded (S)	Passed / Noted
		<p>Thanks to be extended to Wanda Filsell and Marg Nicholls for the work to date on preparing the info for the meeting.</p> <p>RESOLUTION</p> <p>That Council approves:</p> <ul style="list-style-type: none"> • A subcommittee comprising Wanda Filsell, Alan Henderson, Marg Nicholls and Neville Page, be formed for the purpose of making recommendations to Council regarding proposed constitutional changes • A report be brought to the April or May 2024 Council meeting. 			
4.6	Project Committee Report	<p>Report and attachments on Google Drive</p> <p>At the December 2023 meeting, Council agreed that Friends support three projects: Pollination trail signs (\$5,000); Volunteer guided walk signage (\$5,000); and Friends Explorer Backpacks (\$3,000.). ANBG Staff have updated the Project Committee on progress on the latter two projects.</p> <p>Also at the December 2023 meeting, Council also noted (in response to Project Committee suggestions) that Staff would be undertaking further research on proposals for furniture for the Administration building foyer; and hats for Guides.</p> <p>Council is to note that:</p> <ul style="list-style-type: none"> • detailed arrangements for Explorer Backpacks should be available in mid-May • detailed plans for furniture in the Administration building foyer should be available for consideration by the Project Committee by early April, and 	A Henderson		Noted

	Topic	Information	Responsible Person	Moved (M) Seconded (S)	Passed / Noted
		<ul style="list-style-type: none"> work on the Visitor Centre exhibition space is expected to start in April and finish in May, and that an official opening is planned for June. <p>The meeting moved into the Committee of Management of the Gift Fund (previously the Public Fund) with the members of Neville Page, Alan Henderson and Rod King in attendance.</p> <p>Consistent with its recommendation to the Council meeting in December 2023 and taking account of the establishment of the Gift Fund, the Project Committee recommends to the Committee of Management agree that the Gift Fund commit \$40,000 for the Nursery Specialist propagation unit to convert the existing propagation house into a highly specialised enclosure utilising ultrasonic fogging and reverse cycle temperature control, which will dramatically increase the Nursery's capacity to propagate and grow critically endangered species and to optimise the successful propagation to difficult-to-propagate species.</p> <p style="text-align: center;">RESOLUTION</p> <p>That the Committee of Management agree that the Gift Fund commit \$40,000 for the Nursery Specialist propagation unit</p>		M: A Henderson S: N Page	Passed
The Chair returned to the agenda					
2.2	Matters arising from previous minutes				
	<ul style="list-style-type: none"> Request for Financial Forecast not presented still awaiting information from ANBG further discussion to occur between Treasurer and ANBG Change of name for Bank Accounts from Public Fund to Gift Fund – not yet actioned. Treasurer to follow up with NAB Changes to FANBG constitution – dealt with later in the meeting Review Manual A and B – dealt with later in the meeting FANBG signatories – Matter finalised 				

	Topic	Information	Responsible Person	Moved (M) Seconded (S)	Passed / Noted
		<ul style="list-style-type: none"> Action for President to write to Growing Friends requesting more detailed project plans – Matter finalised Gift vouches for volunteer trainees for centre for Australian national botanic research were given and were greatly appreciated – Matter finalised 			
3	General Business				
3.2	Progress Review of Policy and Procedures Manual	<p>Report and draft documents on Google Drive</p> <ul style="list-style-type: none"> Significant progress in rewriting the Manual A and B It was noted that IT and Website were not captured in either of the documents and that this should be addressed <p>RESOLUTION</p> <p>That Council:</p> <ol style="list-style-type: none"> review Part A: Organisational Overview and provide advice and amendments provide written feedback to the Secretary no later than 16th April 2024 in order to be compiled and edited and brought back to this Council at the 9th May Council meeting Identify policies in existing manuals and elsewhere and provide written report to attention of Secretary 	Neville Page Marg Nicholls	M: M Nicholls S: L Beveridge	Passed
3.3	Draft Policy for review	<p>Three draft policy documents published on Google Drive</p> <ul style="list-style-type: none"> Life membership Archive and Retention Confidentiality <p>Council members to review each of the policy documents as listed below and provide feedback to the Secretary by 3rd April 2024</p> <ul style="list-style-type: none"> Life membership Archive and Retention 	Marg Nicholls		Noted

	Topic	Information	Responsible Person	Moved (M) Seconded (S)	Passed / Noted														
		<ul style="list-style-type: none"> Confidentiality 																	
3.4	Key priorities for 2023 – 2024	<p>Report on Google Drive</p> <p>Identification of nominated Council member to take responsibility for each of the follow key strategies and provide report back to the April 2024 meeting of Council</p> <table border="1"> <thead> <tr> <th>Key Priority</th> <th>Responsible Officer</th> </tr> </thead> <tbody> <tr> <td>Replacement of the Friends website currently under way</td> <td>C Cobbold</td> </tr> <tr> <td>Enhancement of propagation facilities for Growing Friends</td> <td>N Page</td> </tr> <tr> <td>Review of Membership database</td> <td>C Cobbold</td> </tr> <tr> <td>Review of email and internet security</td> <td>N Page</td> </tr> <tr> <td>Complete update of Policy and Procedures Manuals</td> <td>M Nicholls</td> </tr> <tr> <td>Development of a records management policy and an archival policy / procedure</td> <td>M Nicholls</td> </tr> </tbody> </table>	Key Priority	Responsible Officer	Replacement of the Friends website currently under way	C Cobbold	Enhancement of propagation facilities for Growing Friends	N Page	Review of Membership database	C Cobbold	Review of email and internet security	N Page	Complete update of Policy and Procedures Manuals	M Nicholls	Development of a records management policy and an archival policy / procedure	M Nicholls	Neville Page		Noted
Key Priority	Responsible Officer																		
Replacement of the Friends website currently under way	C Cobbold																		
Enhancement of propagation facilities for Growing Friends	N Page																		
Review of Membership database	C Cobbold																		
Review of email and internet security	N Page																		
Complete update of Policy and Procedures Manuals	M Nicholls																		
Development of a records management policy and an archival policy / procedure	M Nicholls																		
3.5	2024 AGM Date	<p>Selection of date for 2024 FANBG AGM</p> <p>At this stage nominations will be sought for President, Secretary and 3 council members.</p> <p>RESOLUTION</p> <p>That Council approve that the date and time and venue for the 2024 AGM will be: 24th October 2024 commencing 3.30pm in ABNG Theatre</p>	Neville Page	M N Page S L Beveridge	Passed														
3.5	AAFBG Biennial Conference	<p>Australian Association of Friends of Botanical Gardens</p> <ul style="list-style-type: none"> Held at Maroochy Bushland Botanic Gardens 23-26 August 2024 	Linda Beveridge		Noted														

	Topic	Information	Responsible Person	Moved (M) Seconded (S)	Passed / Noted
		<ul style="list-style-type: none"> Vice President L Beveridge is the FANBG delegate to the AAFBG AGM. L Beveridge is also the current President of the AAFBG. The remuneration practice in the past has been that the AAFBG pays the delegate up to \$200 and FANBG pays the balance this can include the Conference Fee of approximately \$400 (yet to be determined) and travel expenses (yet to be determined) 			
4	Reports				
4.1	Branch Head Strategic Partnerships and ANBG	Nil report	Dr Rebecca Pirzl		Noted
4.2	ANBG General Manager	Nil report	Peter Byron		Noted
4.3	ANBG Friends Liaison Officer	<p>Two Reports on Google Drive</p> <ol style="list-style-type: none"> FANBG Student Scholarship <ul style="list-style-type: none"> ANBG currently finalising agreements for the 3 successful applicants Proposed funding agreements between Gift Fund (previously Public Fund), FANBG and Don Beer Memorial Fund. Expectations of scholarship recipients Additional information <ul style="list-style-type: none"> Scholarship website: http://www.friendsanbg.org.au/node/1890 Scholarship Guidelines: https://friendsanbg.org.au/node/1889 ANBG February Updates <ul style="list-style-type: none"> Visitor Experience positively influenced by weather. 41,271 visitors 649 student visitors 74% increase on Feb 2022 ANBG App available on app store for both Apple and Android operating systems 	Helen McHugh/		Noted

	Topic	Information	Responsible Person	Moved (M) Seconded (S)	Passed / Noted
		<ul style="list-style-type: none"> • 23 new Volunteer Guides start training on 12 March 2024 • Bunya Cones falling leading to closure of paths • Filming and photography underway on Conservatory to record key progress • Visitor centre pond and FRIENDS Cascades cleared of overgrown plants • 2000 plants prepared for Autumn plant out • Uluru Mala rangers participate in seed propagating and germination workshop • Botanic Gardens learning exchange with Royal Botanic Gardens Victoria 			
4.4	Presidents Report	<p>Report on Google Drive</p> <ul style="list-style-type: none"> • Administrative and liaison activities • ATO letter confirming that Friends of the Australian National Botanical Gardens Inc is an environmental organisation and a Deductible Gift Recipient • Working on Manuals with contact to responsible persons • Working with Treasurer • Attended AAFBG meeting via Zoom 	Neville page		Noted
4.5	Treasurer's Report	<p>Financial Papers on Google Drive</p> <p>Treasurer's Report:</p> <ul style="list-style-type: none"> • Balance Sheet for 29 February 2024 • Income Statement for 29 February 2024 • New receipt proof for donations to FANBG <p>Neville noted that the events account has been building up and the Treasurer would transfer \$35000 into Friends Operation Account.</p>	Rod King		

	Topic	Information	Responsible Person	Moved (M) Seconded (S)	Passed / Noted
		RESOLUTION That the Treasurer's report to 29 February 2024 be accepted.		M: R King S: L Beveridge	Passed
4.7	IT Strategy Report	Nil report	Christianna Cobbold		Noted
4.8	Website and IT	New friends website being developed <ul style="list-style-type: none"> • On leave 6th to 26th April 2024 so unavailable • Drupal no longer supported • David is keeping a backup version and is very busy on tasks not coming through on the appropriate email address of website@friendsanbg.org.au • Preparing for BAG exhibition • Managing requests for access to Google workspace email addresses and shared file storage • Developing online form for membership renewals – a remarkably complicated process • Updated online donation system to replace reference to Public Fund • No solution for taking on the technical / back end work that David currently does. 	Beth Tyerman		Noted
4.9	Volunteer Guides	Report on Google Drive Also refer to Project Committee reports <ul style="list-style-type: none"> • Training for new volunteer guides commenced 12 March 2024 • At least 23 guide shirts and hats will be needed for 2024, however also opportunity for existing guides to update uniform. • Currently 70 guides of which 50-60 actively guiding. • Previously guides had the opportunity for new shirt provided every 5 years of service. • There are 7 or 8 guides eligible for a replacement shirt. 	Kerry Moir		

	Topic	Information	Responsible Person	Moved (M) Seconded (S)	Passed / Noted
		It was requested further investigation be given when purchasing hats. RESOLUTION That Council approve expenditure of approximately \$500 to purchase moveable signage to promote guided walks in the Gardens. RESOLUTION Council approved the allocation of expenditure for approximately \$5,000 for uniforms, hats and shirts for the volunteer guides.		M: K Moir S: A Henderson M: K Moir S: B Tyerman	Passed Passed
5	Friends Groups				
5.1	Botanic Art Group	Report on Google Drive <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 Invitation to all Friends to preview and sale of work on Friday 5 April 2-4pm prior to public opening. 	Wendy Antoniak		Noted
5.2	Communications	<i>Fronde</i> <ul style="list-style-type: none"> Next publication is April 2024 15th June for August publication E-bulletin <ul style="list-style-type: none"> Deadline 5pm Tuesday 19th March 2024 	Barbara Podger Neville Page		
5.3	Flowers, Fruit and Foliage	Ongoing	Ben Walcott		
5.4	Friends Nature Journaling	Session this month and 20 participants	Lesley Page		

	Topic	Information	Responsible Person	Moved (M) Seconded (S)	Passed / Noted
5.5	Growing Friends	<p>Verbal report provided by Marg Nicholls</p> <ul style="list-style-type: none"> • 30th Anniversary of Growing Friends 4th May 2024 • Recent sales approx. \$7,500 • Maurice extended his thanks to everyone who played a part in the sale from propagators, Tuesday working bee, waterers, attendance at the sale • Sale has a reputation of selling out early 	Maurice Hermann		
5.6	Membership	<p>Report listing New Members and membership to February 2024 on Google drive.</p> <ul style="list-style-type: none"> • Saddened to hear of death of John Connolly one of the Life Members • Pleased to see members of membership has topped 2000 <p>Current memberships 2024 Current members 2722 Renewals 16</p>	Lesley Harland	Noted	
5.7	Photographic Group	<p>Verbal report provided by L Beveridge Meeting 4th April 2024</p>	Steven Playford		
5.8	Photo Competition for Year 1 – Year 12 Students of Australian Schools and Colleges	<p>Report on Google Drive</p> <ul style="list-style-type: none"> • Progressing well • Promotion on FANBG website • https://www.friendsanbg.org.au/activities_schoolsphotocomp • Bookmarks prepared for inclusion in Fronds April issue • Friends Photographic Group to provide judges 	Linda Beveridge		
5.9	Plant Recognition Group	<p>Report on Google Drive and verbal report given by L Beveridge</p> <ul style="list-style-type: none"> • PRG drafted schedule of workshops 	John Busby		

	Topic	Information	Responsible Person	Moved (M) Seconded (S)	Passed / Noted
		<ul style="list-style-type: none"> Next workshop – Getting to know Proteaceae <ul style="list-style-type: none"> When: 2:00 to 4:30pm Thursday 18 April 2024 Where: Dickson Room, ANBG Booking ESSENTIAL: Please send your name and phone number to plantname@friendsanbg.org.au . Seats are limited for this session, so booking ahead is mandatory. 			
5.10	Plant Science Group	Had to cancel for this month	John Busby		
5.11	Social Events and Activities		Christianna Cobbold		
5.12	Thursday Talks	Reports on Google Drive <ul style="list-style-type: none"> Draft Schedule of talks listed on FANBG website 	Linda Beveridge		
6	Other Business				
		<ul style="list-style-type: none"> M Nicholls Secretary will be an apology for the June 2024 meeting. Require someone to take over the full responsibility of preparing and managing all aspects of the preparation and publication. Can provide guidance. B Tyerman will be an apology to the April and June 2024 meetings R King will be an apology to the May 2024 meeting Donation of over 100 Botanical books by Jane Lambert for the use of Friends members 	Marg Nicholls		
7	Next Meeting				
		The next meeting of FANBG is 11 April 2024 commencing 2pm in the Celia Rosser Room Meeting closed at 4.19pm	Neville Page		Noted

