

**Meeting of Council
8 November 2016
Dickson Room**

Minutes

1.0 Opening and Confirmation of Agenda

The meeting was opened by the President at 2.30 pm. The agenda was confirmed.

2.0 Attendance

Present: Council - Lesley Jackman (Chair), David Cox, Helen Elliot, Rita Maclachlan, Jan Finley, Christianna Cobbold, David More
ANBG – Judy West, Peter Byron, Rosalie Hampshire
Invited Friends - Glenys Bishop, Tricia Morton, Barbara Podger, Alan Munns

Apologies: Council – Jonette McDonnell
Ex officio Friends – David Coutts
ANBG – Steve Speer

3.0 Minutes

3.1 Minutes of Council Meeting 4 October 2016

No amendments were made to the minutes.

RESOLUTION

Moved Christianna Cobbold, **seconded** David More that the Minutes of the Council meeting held on 4 October 2016 be accepted.

CARRIED

3.2 Draft AGM Minutes 19 October 2016

ACTION

The draft AGM Minutes of 19 October 2016 with amendment to spelling of name be placed on the Friends' website.

4.0 Matters Arising from Minutes of 4 October 2016 Meeting

Discussed under specific agenda items.

5.0 General Business

5.1 Introduction of New Council Members

Lesley Jackman and Jan Finley to provide induction for new Council members at a mutually convenient time.

5.2.1 Confidentiality Declaration – Implementation

ACTION

The *Confidentiality and Conflict of Interest Disclosure Form* adopted at the September 2016 meeting of Council is to be completed by Councillors and others attending Council meetings and sent to Lesley Jackman. The *Confidentiality Policy* is to be expanded.

5.3 Public Art Project

ACTION

The Friends' Advisory Group on the Tree House Gazebo will advise Council of final recommendations after its meeting on Wednesday 9 November. Note the Public Art Group will also be considering this issue.

Lesley Jackman will convene a special meeting of Council to consider recommendations from the Friends' Advisory Committee.

The Public Officer, Rita Maclachlan will undertake the registration process for the 'Authority to Fundraise'

permit within the ACT as required for the Public Fund.

5.4 Parking Permits for Volunteering Friends

ACTION

Lesley Jackman to discuss streamlining the process for parking permits for volunteering Friends with Peter Byron and Francoise Zaalén-Arbaut.

5.5 Database Arrangements

The report from David More was noted.

RESOLUTION

Moved D More, **seconded** Christianna Cobbold that Council:

- agrees that David More should begin a review of IT usage and needs as describe above;
- requests all interested or affected Friends officeholders and volunteers to participate in the review;
- approves that David More, in consultation with Council members, may approach the ANBG with a view to requesting the involvement of Gardens' staff in the review;
- approves that David More may hold non-binding discussions with potential IT consultants and service suppliers in order to assess their capabilities and suitability;
- expects reports monthly on the progress of the review, and the confirmation of reporting milestones as soon as possible.

CARRIED

5.6 2017 AAFBG AGM, Canberra

ACTION

Council agreed to underwrite the cost of lunch associated with the AAFBG AGM to be held in autumn 2017, and provide a group walk at the Gardens at no cost.

5.7 Appointment of Public Officer

RESOLUTION

Moved Christianna Cobbold, **seconded** David Cox that Rita Maclachlan be appointed Public Officer of the Friends of the ANBG for a two year period, ending November 2018.

CARRIED

6.0 Reports

6.1 ANBG Executive Director

The Executive Director's verbal report was noted. Judy West will send the link to Parks Australia's *Annual Report* to Council (Lesley Jackman).

6.2 General Manager

The General Manager's verbal report was noted.

6.3 ANBG Friends' Liaison

No report as Steve Speer an apology for this meeting.

6.4 Friends Groups' Reports

6.4.1 Major Events Planning Committee

The report was noted.

The ANBG Executive Director and General Manager are responsible for endorsing entertainment at the Summer Concerts (28 and 29 January and 4 and 5 February 2017) and will discuss this with staff.

6.4.2 Social Events and Activities Committee

The report was noted.

ACTION

A full report on Breakfast with the Birds will be provided to Council at a later date.

6.4.3 Treasurer

Reports were noted.

RESOLUTIONS

Term Deposits

Moved Helen Elliot, **seconded** Christianna Cobbold that the Executive Committee has the authority to transfer monies and initiate and roll-over term deposits and cash maximiser deposits.

CARRIED

Signatories to Bank Accounts

MOVED Helen Elliot, **seconded** Christianna Cobbold that David Cox be included as a bank signatory and that Jan Finley, Rita McLaughlan, and Barbara Podger remain as signatories until a Secretary is appointed.

CARRIED

Moved Helen Elliot, **seconded** David More that the Friends' Financial Statement for October 2016 (Profit and Loss and Balance Sheet) be accepted.

CARRIED

6.4.4 Photographic Group

The Photographic Exhibition will open on Friday 25 November 2016.

ACTION

Council agreed to purchase photograph/s for donation to the ANBG (as per botanic art donations). The amount is to be decided upon advice from David Cox on sale prices for photographs.

Council agreed that Judy West, Rita Maclaughlan and Linden Ayliffe select the photograph/s to be purchased by the Friends. Rita has agreed to coordinate the team.

6.4.5 2017 Guides' Conference

The reports were noted.

Budget

RECOMMENDATION

Moved Christianna Cobbold, **seconded** David Cox that per person costs for the Guides' Conference be:

- Early Bird Fee - \$385.00
- Additional Fee for Later Registrations - \$50.00
- ANBG Night Tour - \$12.00
- Accompanying Person Fee - \$155.00
- Single Day Fee - \$110.00
- Conference Dinner - \$105.00

CARRIED

ACTION

Glenys Bishop to liaise with Judy West on the ANBG contribution to the Welcome Function.

NOTE

A Conference Information Session will be held on 21 November at 10.30 am and interested Council members and ANBG staff will be welcome.

Possible Visit to Singapore – Botanica

The letter to Botanica from Lesley Jackman was noted.

6.4.6 Membership

The Membership Report for October 2016 was noted.

6.4.7 Schools' Photographic Competition

To be opened on Saturday 12 October.

ACTION

A full report of the Competition is to be sent to Council and will include outcomes and recommendations for enhancements to the Competition.

6.4.8 Handling of Friends Responsibilities (phone, emails, Secretary roster, publications in Friends' Lounge.

ACTION

The following was agreed:

- Phone monitoring – Lesley Jackman various times, Rita Maclachlan, on Fridays.
- Emails – to check David Cox and Rita Maclachlan.
- Publications - Rita Maclachlan will look after publications until end of 2016.
- Secretary Roster – David Cox. Christianna Cobbold to send out papers and prepare minutes for the February 2017 Council meeting.
- Mail Box Visitors Information Centre – Helen Elliot, Rita Maclachlan (when visiting Gardens).

6.4.8 Other Business

Guides Christmas Party

Council agreed to provide wine (approximately 6 bottles) for the Guides' Christmas Party,

December Council Meeting

Apologies received from Christianna Cobbold and Tricia Morton for the December 2016 Council meeting.

Drinks will follow the December Council meeting and past Councillors, Sue Sergeantson, Barbara Tyler and Geoff Brown will be invited to attend.

Secretary's Duties

Rita Maclachlan is updating the list Secretary's Duties.

The meeting closed at 4.20 pm.

The next meeting will be held at 2.30pm on Tuesday 6 December 2016 in the Dickson Room.

Lesley Jackman
President