

**Friends of the Australian National Botanic Gardens
Council Meeting 10 December 2020
Minutes**

Item	Topic	Information	Moved (M) Seconded (S)	Council
1	Approval of Agenda, Attendance and Apologies			
1.1	Agenda	RESOLUTION: that the Agenda be adopted.	M: Alan Henderson S: David More	Adopted
1.2	Attendance and Apologies	Present Council: Neville Page (President, Chair), Linda Beveridge (Vice President), Helen Elliot (Treasurer), Lynden Ayliffe (Secretary), David More, Alan Henderson, Lesley King, Wanda Filsell Ex officio: Judy West, Peter Byron, Megan Menz Invited: Barbara Podger, Tricia Morton Apologies: Wendy Antoniak, Max Bourke		Noted
2	Minutes of Previous Meeting	RESOLUTION: that the minutes of the Council meeting of 12 November 2020 be adopted after deleting mention of IT report at Agenda Item 5.6. ACTION: Lynden Ayliffe to finalise minutes.	M: Lynden Ayliffe S: Wanda Filsell	Adopted
3	Matters arising from previous minutes			
3.1	Australian Charities and Not-for-Profits Commission (ACNC) Annual Information Statement (AIS)	Neville Page indicated that the AIS is due 31 January 2021 and would be completed as usual. Some charities had been deleted from the Register for not lodging an AIS. This year, however, Friends had been asked whether they wanted to promote major projects on the ACNC website. After some discussion, it was agreed that the Friends would provide a list for dissemination. ACTION: Wendy Antoniak to prepare AIS, Neville and Linda to prepare a list of projects.		Noted
4	General Business			
4.1	<i>ANBG Everlasting Circle,</i>	Judy West indicated that she and Neville Page had met to discuss the Everlasting		Noted

	National Parks Conservation Trust (NPCT)	Circle bequest program as outlined in the paper on Google drive. After some discussion about how the funds would be managed, it was clear that the funds in the circle would be quarantined within the general NPCT for use by the ANBG and any residual monies would be transferred to the Friends of ANBG Public Fund should the Trust be wound up. Council supported the concept although an MOU between Friends and the ANBG would ensure no conflict between the Friends" Public Fund and the bequest program. ACTION: Judy West to prepare draft MOU for Council to consider.		
5	Reports			
5.1	ANBG Executive Director	Judy West indicated that their <i>Seed the Future</i> project would be launched with the final design of the Seed Bank in March next year. ANBG hoped to raise funds for 14 items of equipment through an online auction. Already there has been corporate funding for a grading plate and an incubator.		Noted
5.2	ANBG General Manager	Peter Bryon indicated that <ul style="list-style-type: none"> • The Banksia Centre reopening would feature a presentation from Andrew Metcalf (Departmental Secretary) and a video from Tamie Fraser. • Capital works include the Seed Bank that architects are now working on and the Conservatory where architects are redesigning to cut costs - mainly through the use of alternate materials. ANBG still hopes the Minister may do the sod turning. Peter also mentioned the road works at the entrance to the Gardens would start late January. • the development of a new Management Plan would start in February with <i>Have your Say</i> and Friends would be invited to provide a submission by the end of February. There would be stakeholder workshops during the year and a draft plan developed by the end of the year. There would then be a 30-day comment period before the final plan is submitted to the Minister. <p>Judy West indicated that they were focussing on 5 main goals as the current plan has too many actions. ACTION: Neville to coordinate Council submission</p>		Noted

5.3	ANBG Friends Liaison	<p>Megan Menz reported that:</p> <ul style="list-style-type: none"> • ANBG recorded 42,663 visitors in November slightly down from the same month last year. • Venue bookings would not be taken over the holiday season 24/12-4/1. • Venues are switching to the NBN through iiNet and by end January expects improved wifi coverage to all venues. • Changes to COVID restrictions means venues will use Check in CBR QR codes; all paths will reopened to 2 way traffic; and the café capacity will be increased to 50 although takeaways will remain the same. • Eucalypt Discovery walk signs and brochures will be updated. • Sunset Cinemas will screen from 10/12-14/2. • Tree assessments and surgery are taking place while a tree management review is continuing. • Work to repair hail damage continues. 		Noted
5.4	President	<p>The President's report was uploaded on Google drive before the meeting outlining his activities since the last meeting: responding to Roger Farrow (Metallic Carpenter Bee signage), Lindsey Anderson (park bench donation), and BGANZ cancelling individual membership. He also attended The 30th Anniversary <i>Banksias and Bubbles</i> event, and a meeting to discuss the National Parks Conservation Trust (see Agenda item 4.1)</p>		Noted
5.5	Treasurer	<p>Financial statements for November were shared on Google drive before the meeting. Helen Elliot indicated that it had been a busy month processing <i>Banksias and Bubbles</i> funds; Growing Friends plant sales; Photographic Group exhibition sales; and membership fees that were still coming in. She indicated that lapsed members would still receive the December issue of <i>Fronds</i> but that would be the last issue that they would receive. She also noted that the term deposit had been rolled over.</p> <p>RESOLUTION: That the Treasurer's Report be adopted.</p>	<p>M: Helen Elliot S: Linda Beveridge</p>	Adopted

5.6	IT Report including Administrative Database Evaluation Working Group	<p>David More provided a written report on Google drive that indicated the need to set up for an account to allow a trial of a new membership database in <i>TidyHQ</i>. This would be done through their credit card gateway, <i>Stripe</i>. Questions were asked about the merchant fees (up to 2%) and whether automatic renewals were allowed (they are not). David indicated that he would report back on the trial.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Executive to provide name address and date of birth to Helen Elliot to facilitate trial. • David More to prepare report on trial once completed. <p>David then went on to report the internet service to the Friends Office was cut off without advance warning and temporary arrangements are now in place for phone and internet services. Megan Menz asked if any data was lost.</p> <p>ACTION: David More to report back when matter resolved.</p>		Noted
5.7	Project Committee	<p>Alan Henderson indicated that his report on Google drive outlined progress on two projects (Signage for the Metallic Green Carpenter Bee, and the East Core Precinct development) before moving onto the Friends' sponsorship of the ANBG 50th anniversary book. It has now been decided by ANBG Management to update the ANBG website to include the history of the ANBG instead of producing a book. Council supported this change and highlighted that it might lead to a series of articles in Fronds. Judy West indicated a proposal would be coming soon.</p> <p>ACTION: ANBG to provide new project proposal for the publication of the history of the ANBG.</p> <p>Returning to the 2 projects in his report, Alan asked Council to approve the Committee's recommendation on the Metallic Green Carpenter Bee project.</p> <p>RESOLUTION: that Council agree to provide up to \$1000 for signage for the Metallic Green Carpenter Bee, noting that the text and images will be circulated for comment, including by Roger Farrow.</p> <p>Alan noted that the Public Fund had agreed to support the East Core Precinct project but at this stage Council does not have the funds to sponsor Stage 2 by some \$38,500. The ANBG has \$500,000 and will tender for Stage 1 in Feb/March with works to finish in June. Judy West noted that the quantity surveyor has estimated it will be less than \$500,000 and any leftover funds could go towards Stage 2.</p>	<p>M:Alan Henderson S:Linda Beveridge</p> <p>M: Alan</p>	<p>Adopted</p> <p>Adopted</p>

		RESOLUTION: defer decision on funding for the East Core Project until March 2021 when tenders for Stage 1 are known.	Henderson S: David More	
5.8	Public Fund	<p>Barbara Podger (Chair) indicated that a meeting had been held on Monday and as shown in the Public Fund's financial statement, some committed funds have not yet been spent.</p> <p>Barbara went on to emphasise succession planning was still an issue as she was retiring as Chair at the end of her term in March. Other Trustees' terms will also lapse but most were happy to continue. Neville indicated that the Register of Environmental Organisations sets the parameters of who may be appointed (see Google drive) and indicated that he would follow up the matter.</p> <p>ACTION: Neville Page to follow up possible candidates for the Public Fund.</p>		Noted
5.9	Friends reports	<p>a. Photographic Group - no report.</p> <p>b. Botanic Art Group -no report.</p> <p>c. Plant Science Group – no report.</p> <p>d. Growing Friends – draft report of recent meeting on Google drive.</p> <p>e. Thursday Talks - discussions underway with 3 companies about digitising Thursday talks, one of which has come back with questions.</p> <p>f. Social Events including 30th anniversary celebrations – Tricia Morton referred to her report on Google drive which highlighted the success of the <i>Banksias and Bubbles</i> event that raised \$534.62. She indicated that next year the Committee would resurrect the sundial event that had to be cancelled in April due to COVID.</p> <p>g. Membership - report on Google drive showing new members and renewals for November 2020.</p>		<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
5.10	Volunteer Guides	<p>Lesley King indicated that restrictions on guided walks had been relaxed and noted in <i>Fronds</i> and the broadcast email. She asked that this be noted on the website too.</p> <p>ACTION: David More to add text from <i>Fronds</i> and/or broadcast email to website.</p>		Noted

5.11	Communications	<i>Fronds</i> – Barbara Podger noted that the latest edition of <i>Fronds</i> had been released and drew attention to the competition on p 22. Broadcast email –Items due early next week.		Noted Noted
6	Other Business			
6.1	Schedule of 2021 Meetings	Next year’s meetings to continue 2 nd Thursday of the month with executive meetings the previous Thursday.		Noted
6.2	Print Purchase	Paper on Google drive asked Council to approve an additional \$40 for prints from the Photographic Exhibition recently purchased by the Friends for the ANBG. Megan Menz had brought the 2 prints into the meeting earlier for Council to view. RESOLUTION: that Council approve an additional \$40	M: Lynden Ayliffe S: Linda Beveridge	Adopted
6.3	Volunteer Recognition event	Report on this shared event has been circulated and is on Google drive. Thank you to all involved in this successful event.	Linda Beveridge	
7	Next Meeting	2pm, Thursday 11 February 2021 (venue to be advised)		Noted