

Council Meeting 9 July 2020 ANBG Theatrette					
		<b>Minutes</b>			
Item	Topic	Information	Moved	Second	Council
<b>1</b>	<b>Approval of Agenda, Attendance and Apologies</b>				
1.1	Agenda	<b>RESOLUTION:</b> that the Agenda be adopted as amended with the inclusion of additional agenda item 4.2 <i>Report on Compliance with the Australian Charities and Not-for-Profits Commission Charities Checklist</i>	Max Bourke	Linda Beveridge	Adopted
1.2	Attendance and Apologies	Present <u>Council:</u> Max Bourke (President, Chair), Linda Beveridge (Vice President), Helen Elliot (Treasurer), Lynden Ayliffe (Secretary), Wendy Antoniak, David More, Alan Henderson, Neville Page <u>Ex officio:</u> Lesley Jackman, Judy West, Peter Byron <u>Invited:</u> Barbara Podger, Megan Donaldson <u>Apologies:</u> Megan Menz, Lesley King			Noted
<b>2</b>	<b>Minutes of Previous Meeting</b>	<b>RESOLUTION:</b> that the minutes of the Council meeting of 11 June 2020 be approved.	David More	Alan Henderson	Passed
<b>3</b>	<b>Matters arising from previous minutes</b>				
3.1	Fundraising	Discussion postponed until later date.			Noted
3.2	History of ANBG by Don Beer	Lynden Ayliffe indicated that this publication is now being laid out with the final product to be similar to the book <i>Almost a French Australia</i> circulated at the meeting. A sample chapter was also circulated. A copy of Don' contract with the publisher Halstead was also provided in line with the Council's agreement with Don.			Noted
3.3	AAFBG Meeting	AAFBG – Report provided on Google drive noted with Max Bourke			Noted

		and Helen Elliot agreeing to assist Eurobodalla with the bi-ennial AAFBG Conference in 2022, hopefully with the help of Glenys Bishop.			
<b>4</b>	<b>General Business</b>				
4.1	Strategic Plan and Future Priorities 2020-2025	<p>This item was left to the end of the meeting to allow more time for discussion. There were a number of minor adjustments suggested to the Priorities for 2021 including deleting or deferring some items, assigning responsible persons, and adjusting funding. Consensus was that some items would be better placed in the 5 year Strategic Plan that also requires some fine-tuning. The ANBG also asked for a clearer delineation of roles between Friends and the Gardens especially in the area related to volunteer guides. Linda Beveridge and Lynden Ayliffe agreed to refine the documents and bring them back to Council.</p> <p>Council also noted that the MOU is due for review. Max Bourke offered to be the contact.</p>			Noted
4.2	Report on Compliance with the Australian Charities and Not-for-Profits Commission Charities Checklist	<p>Lesley Jackman spoke to her written report that was commissioned by Max Bourke and shared on Google drive before the meeting. Lesley found that there were some areas where action was required to ensure compliance with ACNC requirements. These included updating the Constitution and ensure Friends' policy and guidelines manuals are fully up to date. Work on the Constitution should wait for the final elements of the DGR reform process that is underway as this may remove the need for a Public Fund. However, action could be made on updating the policy and guidelines manuals and ensuring these are incorporated on website and Google drive. Lesley Jackman, Neville Page and Max Bourke indicated their willingness to form a sub committee to pursue these issues.</p> <p><b>RESOLUTION:</b> that the report on FANBG compliance with ACNC requirements be adopted and a sub-committee established to handle implementation of its recommendations. This sub-committee would initially focus on issues relating to updating, use</p>	Linda Beveridge	Helen Elliot	Passed

		and filing of Council guidelines in the policy manual. Council agreed that, in light of the relevance of several recommendations (involving constitutional amendments) to the Public Fund of the Friends, action on updating these would await announcements on the outcomes of the DGR review, expected in due course.			
<b>5</b>	<b>Reports</b>				
5.1	ANBG Executive Director	Judy West is now working Tuesday and Thursday in the office and staff are returning gradually. She indicated that she was working on the ANBG book celebrating the Gardens' 50 <sup>th</sup> anniversary with Murray Fagg and Fiona Hemsworth. Hopefully it will be finished by the end of the year. The ANBG has received a large donation for the fit-out of the Seed bank and a decision has been made on the architect to be commissioned. A design is expected within the next few months. Max Bourke suggested including finished projects on the new Gardens' map to aid fundraising efforts.			Noted
5.2	ANBG General Manager	Peter Byron reported that: <ul style="list-style-type: none"> <li>• He attended a briefing on ACT tourism with Chief Minister, Andrew Barr, and the outlook was gloomy. Lifting of further restrictions has been delayed due to 3 new COVID cases after a month of no cases. At the briefing, Stephen Byron, Managing Director, Capital Airport Group, indicated that the airport was operating at 5% capacity but hoped this would improve to 10% by Christmas.</li> <li>• The Paperbark Treehouse and nearby children's play area had reopened.</li> <li>• Structure of Banksia Garden now completed with further planting to be undertaken in spring.</li> <li>• Works to Banksia Centre completed with funding from the Department and insurance claim. Renaming of rooms to <i>Celia Rosser Room</i> (carpeted room) and <i>Daniel Solander Studio</i> (previously glass covered room).</li> <li>• Crosbie Morrison refurbishment also underway.</li> <li>• Visitor Centre repairs underway.</li> <li>• Conservatory: Shortlisted builders to enter tender process</li> </ul>			Noted

		for building works with final selection in August and October start. Interpretation concept received and Council to receive a short presentation by Peter Byron before its next meeting. Friends contributed \$150,000 for this work and invoices will be forwarded shortly.			
5.3	ANBG Friends Liaison	<p>Megan Donaldson reported on behalf of Megan Menz. She advised that:</p> <ul style="list-style-type: none"> <li>• Visitors year ending 30 June totalled 421,117 beating previous records. Visitor numbers in June were on average, so hopefully 'back to normal'.</li> <li>• <i>Flowers, fruit and foliage</i> is back</li> <li>• Reflections panels are being reinstated</li> <li>• Venues to open, hopefully, in August</li> <li>• Meeting with supervisors re Volunteers expected back in August. Staff working through procedures and signing volunteer agreements, and</li> <li>• Chatterbox PA system has been purchased.</li> </ul>			Noted
5.4	President	Max Bourke tabled his report commenting on the recent successful BGANZ teleconference and the slot provided on Radio Landcare that will be taken by Max or Tim Kilby.			Noted
5.5	Treasurer	<p>Financial statements were shared on Google drive before the meeting. Helen indicated that it had been the second highest year for donations to the Public Fund. She noted that Growing Friends had recently raised \$2,765 from a plant sale and suggested that ANBG staff may also like to purchase plants that are now becoming pot bound. Judy West agreed that was a good idea and asked that the ANBG be notified about future sales as it raises insurance issues.</p> <p>There was also a further resolution about registering for GST circulated by email before the meeting.</p> <p><b>RESOLUTION:</b> That the Treasurer's report be accepted</p> <p><b>RESOLUTION:</b> That the members of Council have elected, under ss40-160 of the <i>A New Tax System (Goods and Services Tax) Act 1999</i>, to treat eligible fundraising events as input taxed. For the financial year ending 30 June 2021, Council will treat the following</p>	Helen Elliot Helen Elliot	W Antoniak L Beveridge	Passed  Passed

		<p>events as input taxed:</p> <ul style="list-style-type: none"> <li>• Botanical Art Groups exhibitions</li> <li>• Growing Friends plant sales</li> <li>• Photographic Group exhibition and workshop</li> <li>• Summer Concerts.</li> </ul>			
5.6	IT Report including Administrative Database Evaluation Working Group	Work proceeding on system for online renewals despite sorting other ongoing IT priorities.			Noted
5.7	Project Committee	<p>Report on Google drive advising that Peter Byron has agreed to put forward a selection of new projects for consideration. Treasurer has advised that there is \$50,000 uncommitted funds for the Public Fund and estimates \$100,000 Friends funds available for project expenditure in 2020-21.</p> <p>ANBG forecast that one such project is the entrance to the Visitors Centre replacing current garden beds with back of house displays. Project proposal in the next week or so.</p>			Noted
5.8	Public Fund	Awaiting presentation of future projects before next meeting.			
5.9	Friends reports for noting	<ul style="list-style-type: none"> <li>a. <b>Photographic Group</b> - no report</li> <li>b. <b>Botanic Art Group</b> – Exhibition will be in October and Convenors have met and decided to postpone sessions at the Gardens until 4<sup>th</sup> term.</li> <li>c. <b>Plant Science Group</b> – no report</li> <li>d. <b>Growing Friends</b> – no report</li> <li>e. <b>Thursday Talks</b> - no report</li> <li>f. <b>Membership</b> – report on Google drive showing 252 new members in the past financial year.</li> <li>g. <b>30<sup>th</sup> anniversary Committee</b> – Barbara Podger indicated that only 20 vases would now be available as the potter was unable to produce the required number, having secured a new job. These will be advertised in the August edition of <i>Fronde</i>.</li> </ul>			<p>Noted</p> <p>Noted</p> <p>Noted</p>
5.10	Volunteer Guides	Written report shared on Google drive before meeting.			Noted

5.11	Communications	Fronds – August issue has 4 more pages than normal with a greater emphasis on articles as activities have been curtailed this year. Broadcast email – will await ANBG update on return of guides and volunteer (1-2 weeks)			Noted  Noted
<b>6</b>	<b>Other Business</b>				
<b>7</b>	<b>Next Meeting</b>	2pm, Thursday 13 August 2020 (venue to be advised) with pre-meeting presentation on the Conservatory by Peter Byron at 1.30pm			Noted