

Council Meeting 12 November 2020 ANBG Theatre					
		Minutes			
Item	Topic	Information	Moved	Seconded	Council
1	Approval of Agenda, Attendance and Apologies				
1.1	Agenda	RESOLUTION: that the Agenda be adopted.	Neville Page	Lynden Ayliffe	Adopted
1.2	Attendance and Apologies	Present Council: Neville Page (President, Chair), Linda Beveridge (Vice President), Helen Elliot (Treasurer), Lynden Ayliffe (Secretary), Wendy Antoniak, Alan Henderson, Lesley King, Wanda Filsell Ex officio: Max Bourke, Peter Byron, Megan Menz Invited: Barbara Podger, Tricia Morton Apologies: Judy West, David More			Noted
2	Minutes of Previous Meeting	RESOLUTION: that the minutes of the Council meeting of 8 October 2020 be approved	Linda Beveridge	Alan Henderson	Passed
3	Matters arising from previous minutes	None raised.			
4	General Business	None raised.			
5	Reports				
5.1	ANBG Executive Director	In Judy West's absence, the report was covered in Peter Byron's report at Agenda Item 5.2.			Noted
5.2	ANBG General Manager	Peter Byron reported that the MOU was now finalised with minor amendments. These were highlighted in the draft on Google drive.			

		<p>RESOLUTION: That Council approve the MOU and Neville Page sign on behalf of ANBG Friends. Peter Byron then went on to outline latest developments in the Gardens:</p> <ul style="list-style-type: none"> • Conservatory: negotiations are underway with the builder about cost savings with the contract expected to be finalised in late January. Increased costs due to COVID 19 expected to be balanced by substituting materials. Work should start in February 2021 with increased funding from Parks Australia and hopefully, the Ian Potter Foundation. There will be a Ministerial sod turning. • Seed Bank: ANBG has received funding from Parks Australia capital works and a generous donation. Architects are at the sketch design stage and costings are due next week. • Banksia Centre: There will a re opening ceremony for the Centre on 11 December by Tamie Fraser - probably by video link. She was one of the instigators for an Education Centre for the Disabled in the Gardens. She did the initial sod turning and opened it. A new plaque will be placed next to the original. • ANBG Management Plan: an audit of the current plan is underway and there will be stakeholder consultation before the Plan ceases in 2022. 	Linda Beveridge	Lynden Ayliffe	Passed Noted
5.3	ANBG Friends Liaison	<p>Megan Menz reported that:</p> <ul style="list-style-type: none"> • In October 2020 47,752 people visited the Gardens, 10,307 of these visited the Visitor Centre. Year to Date visitor numbers are down 155,000. • Flora Explorer bus tours have resumed, with a maximum of 8 people. • On display in the Visitor Centre is the Friends Schools Photographic competition that is a retrospective of works over the long life of the competition. Next is an exhibition by the Friends Photographic Group <i>Reflections (19 November – 6 December)</i>. Dirksworks timber mosaics will return as the final exhibition for this year. 			Noted

		<ul style="list-style-type: none"> • Library Services have resumed with details on Friends website. • Education bookings are now available online with <i>Book Canberra Excursions</i>, a web based booking system for visiting school groups across 12 national cultural institutions. • 418 students visited the Gardens in October, including 60 first year university Biology students. Education rangers also delivered the first interstate Twilight School Program since the COVID 19 shutdown. • New Finance and Administration Officer, Suneetha Vinkonda Murali has joined the ANBG from Parks Australia where she has worked since 2018. She will work Wed-Fri while Courtney Webber will continue Mon-Tues. • Nursery evaporative cooler replacement is underway and production areas are to be completed this week. <p>Alan Henderson indicated that other institutions were suffering loss of visitor numbers and asked how the ANBG was engaging people and encouraging a second visit. Megan replied that they were using social media.</p>			
5.4	President	<p>Neville Page elaborated on his Google drive report indicating that the Minister had given the Friends <i>a good rap</i> at the opening of the Banksia Garden. He indicated that he would respond to an enquiry about donating a bench by including the ANBG's policy that he had discussed with Peter Byron. Neville also said that the ceremony for volunteer recognition had gone well and that he was now sending acknowledgment letters to donors who contributed \$200 or more to the Public Fund.</p>			Noted
5.5	Treasurer	<p>Financial statements for October were shared on Google drive before the meeting. Helen Elliot indicated that membership renewals were not as strong with \$53,000 to Oct compared to \$62,000 in 2019, representing a 18% downturn. Renewal letters were being considered for lapsed members when usually a notice is attached to <i>Fronds</i>. Donations to the Public Fund remain good, up from last year by \$1,500. The Botanic Art</p>			

		<p>Group exhibition raised just under \$4,000 for the Friends. <i>More than Just a Pretty Plant</i> book profits are now at \$2000.</p> <p>Term deposit 1938 is expiring in December and Helen asked Council's approval to roll it over (with accrued interest) at 0.4% interest for 4 months along with \$85,000 from the operating account.</p> <p>RESOLUTION: that term deposit 1938 be rolled over with any accrued interest for 4 months with \$85,000 from the operating account.</p> <p>Helen then asked Council to approve bank signatories and her report.</p> <p>RESOLUTION: That the Council approve Helen Elliot, Neville Page, Linda Beveridge, Lynden Ayliffe, David More and Barbara Podger as bank signatories</p> <p>RESOLUTION: That the Treasurer's Report be accepted</p>	Helen Elliot	Alan Henderson	Passed
			Helen Elliot	Linda Beveridge	Passed
			Helen Elliot	Wendy Antoniak	Passed
5.6	IT Report including Administrative Database Evaluation Working Group				
5.7	Project Committee	<p>Alan Henderson elaborated on his report shared on Google drive prior to meeting and indicated that a decision should be deferred today on the Redevelopment of the East Core Precinct Landscape Project. He noted that costings were not complete for the Project and the Friends' income was just a projection. He said at this stage we did not know whether fundraising would be required or whether the Public Fund might contribute, noting the Project Committee remained supportive.</p> <p>RESOLUTION: that Council</p> <ol style="list-style-type: none"> 1. Invite Peter Byron to make a detailed presentation on the East Core Precinct redevelopment. 2. Note that compliance of the east Core Precinct 	Alan Henderson	Lynden Ayliffe	Passed

		<p>redevelopment project with the guidelines for Registered Environmental Organisations and the Trust Deed of the Public Fund is a matter for Public Fund Trustees.</p> <ol style="list-style-type: none"> 3. Note the ANBG decision to reconfigure the East Core Precinct redevelopment project into three distinct stages as outlined in Appendix 3. 4. Note the ANBG decision to proceed forthwith with stage 1 of the East Core Precinct redevelopment project drawing on funds already allocated by DAWE. 5. Note the possibility that stage 2 could be undertaken and funded in 2021-22 by the Friends and Public Fund without a special campaign provided the cost did not exceed \$245,000. 6. Agree to defer, pending the availability of detailed cost estimates, to the next meetings of the Council and the Public Fund, decisions on whether to support stage 2 of the East Core Precinct redevelopment project and associated issues, including the Visitors Information Centre foyer exhibition project (currently on hold), and the appropriate onsite attribution for Friends and Public Fund support. <p>Peter Byron then gave a presentation on the Project indicating the total cost of the project was \$900,00 with Stage 1 costing \$500,000 and Stages 2 and 3 \$400,000. A breakdown of Stage 2 and Stage 3 would be known next week. Questions were raised including one about charging more rent for the café but Peter Byron indicated that ANBG received a share of turnover and the current contract for the café lease would not be up for 2 years.</p>			
5.8	Public Fund	<p>Barbara Podger (Chair) indicated that her report was on Google drive and drew attention to the fact that all but one of the Trustees were due to lapse in March next year. She urged Council to consider possible candidates. Neville Page to follow up with Barbara and contact each Trustee to ascertain their intention to renominate or not.</p>			Noted

5.9	Friends reports	<p>All groups were all asked to submit reports for the new President, Neville Page.</p> <p>a. Photographic Group - report on Google drive was combined with that for the Botanic Art Group. This report asked for permission to select a print(s) for presentation to the ANBG. RESOLUTION: Council approve the expenditure of up to \$400 for the purchase of a print from the forthcoming exhibition.</p> <p>b. Botanic Art Group –see above.</p> <p>c. Plant Science Group –report on Google drive</p> <p>d. Growing Friends – report on Google drive</p> <p>e. Thursday Talks - report on Google drive focuses mainly on work undertaken to date on a project plan to digitise Thursday talks. In this report Jan Finley also indicates that she will be retiring as Convenor at the end of November. At the meeting Max Bourke outlined preliminary work undertaken by him and his discussions with Digital Contents Studio. A specification has been prepared and approved by the Thursday Talks Committee. While Council was supportive of the digitalisation, there were questions about platforms, need for camera, lighting and training as well as trials. RESOLUTION: that Council approves expenditure up to \$2000 for</p> <ul style="list-style-type: none"> ● advice on the best platform for digital Thursday talks to work with minimal technical knowledge and the rationale ● how to set it up for the quality required ● training for core team. <p>f. Social Events including 30th anniversary celebrations – Tricia Morton indicated that the <i>Banksias and Bubbles</i> event was occurring next week with 99 guests.</p> <p>g. Membership - report on Google drive showing 46 new members and 430 renewals for Oct 2020.</p>	Lynden Ayliffe	Linda Beveridge	Noted
					Passed
					Noted
					Noted
			Linda Beveridge	Alan Henderson	Passed
					Noted
					Noted

5.10	Volunteer Guides	<p>Report shared on Google drive. As well as noting lower numbers on walks, it reports that there are now backup guides on weekends, to allow for larger numbers of visitors. Most guides have signed volunteer agreements and undertaken COVID-safe induction training. Flora Explorer tours commenced on 7 November. The paper asked for Council support for their Christmas party. Helen Elliot indicated that Council usually agrees to meet the cost of drinks that is not significant (up to \$160) and is taken from operating expenses.</p> <p>RESOLUTION: that Council agree to contribute to drinks. Lesley also indicated that the 2021 Australian Guides Conference has been deferred for 12 months and that she is awaiting confirmation on whether she should remain the Guides representative on Council.</p>	Lesley King	Wendy Antoniak	Noted Passed
5.11	Communications	<p>Fronds – Report on Google drive indicated that the next edition was due in letterboxes on 1 December. Broadcast email – copy needed this weekend.</p>			Noted Noted
6	Other Business				
6.1	ACNC Annual Information Statement	Neville Page indicated that he had not had time to consider this call for advertising and it would be discussed at the next meeting.			Noted
6.2	Bench donations	Already covered at Agenda Item 5.4			Noted
7	Next Meeting	2pm, Thursday 10 December 2020 (venue to be advised)			Noted