

Friends of the Australian National Botanic Gardens Council Meeting 13 October 2022 Minutes				
Item	Topic	Information	Moved (M) Seconded (S)	Council
1	Approval of Agenda, Attendance & Apologies			
1.1	Agenda	Neville Page opened the meeting and sought additions/changes to the draft agenda. The agenda was accepted without comment.		Noted
1.2	Attendance and Apologies	Present <u>Council:</u> Neville Page (President, Chair), Lynden Ayliffe (Secretary), Alan Henderson, Wanda Filsell, Kerry Moir and Beth Tyerman <u>Ex-officio:</u> Megan Menz and Megan Donaldson <u>Invited:</u> Barbara Podger and Christianna Cobbold <u>Apologies:</u> Linda Beveridge (Vice President), Anne Holmes (Treasurer), Lesley King, Judy West (ANBG Executive Director)		Noted
2	Minutes of Previous Meeting	RESOLUTION: that the minutes of the Council meeting of 8 September 2022 be accepted.	M: Lynden Ayliffe S: Wanda Filsell	Passed
3	Matters arising from previous minutes	None raised		
4	General Business	3 Items were raised		

4.1	Annual General Meeting	<p>Neville Page reminded Council members that the AGM would be held on 20 October 2022 in the ANBG Theatre. With Council nominations now closed, the Secretary position remains vacant. Christianna Cobbold, Louise Maher and Masumi Robertson have nominated for the vacant Ordinary Member positions. Nominations can still be made at the AGM. Failing that the vacancy can be addressed at the first meeting of the new Council.</p> <p>With Louise Maher currently on the Management Committee of the Public Fund and with her inclusion in Council, Neville said that it might be time to consider bringing the two together.</p> <p>Lynden Ayliffe indicated that Judy West would be retiring at the end of the month and the AGM was a chance to farewell her.</p>		Noted
4.2	IT Matters	<p>Neville Page indicated that he had met with David More to discuss IT matters. He indicated that the website team had welcomed a new Friend to assist David and Beth Tyerman but that a new website is needed to replace the current one as its software is unsupported. He stressed that this needs to be kept on the agenda along with the need to hire a consultant to update the membership database.</p> <p>Beth Tyerman then made a plea for any enquiries/information for the website to be sent to the team so they can decide who is best placed to handle it.</p> <p>Neville then elaborated on his discussions with David More. He indicated that he had asked David More what activities he wished to retain. David stated that he was happy to be involved in any transition but eventually wanted to divest his involvement in IT matters. A survey of IT activities would be helpful for the new Council to identify suitable replacements for David. It would also be helpful to have technical expertise on Council.</p>		Noted

		<p>With the <u>website</u> operating on <i>Drupal 7</i> and unsupported, David suggested a move to <i>Wordpress</i> and the appointment of a consultant to manage the transition. Funding would be required. He suggested that some of the data behind the website would not be needed in future.</p> <p>The <u>email system</u> <i>Mailchimp</i> is well used but not ideal and needs restructuring. David More currently updates <i>Mailchimp</i> when new members join.</p> <p>Neville then discussed a <u>central place for login and passwords</u> that is complicated by a two-factor identification system. It requires multiple users.</p> <p>At the moment the <u>Membership database</u> relies on Les Fielke for system management and any software changes. Les no longer lives in Canberra and Council needs to consider a replacement for when he is no longer available.</p> <p><i>ACTION: All agreed IT was an ongoing matter for Council to keep on its agenda.</i></p>		
4.3	Public Officer	<p>Wanda Filsell is currently our Public Officer but will not remain on Council after her term finishes at the AGM. She indicated that she was happy to remain as Public Officer until the end of the year to finalise annual reports. She indicated that she had lodged the Register of Environmental Organisations (REO) return and will notify the following parties should the Constitutional changes be accepted at the AGM: Access Canberra, REO and the Australian Charities and Not for Profits Commission (ACNC).</p> <p>Wanda said that she would discuss appointments to the Public Fund Management Committee with Neville Page and Alan Henderson.</p>		Noted

		<p>She noted that the new Council should consider the appointment of a new Public Officer at its first meeting, noting that the Public Officer must be an ACT resident.</p> <p><i>ACTION: that Council recruit a new Public Officer.</i></p>		
5	Reports			
5.1	ANBG Executive Director	See Item 5.2		Noted
5.2	ANBG General Manager	<p>Megan Menz said that:</p> <ul style="list-style-type: none"> ● the ANBG had had a visit from Alicia Payne, Federal Member for Canberra as part of her tour of cultural institutions ● Judy West would be retiring on 28 October 2022 ● 12 staff had attended the 7th Global Botanic Gardens Congress in Melbourne where they gave presentations to 500 delegates from 45 countries ● funding has been made available for a new Volunteer Manager position to grow volunteer programs (interviews and appointment in December), and ● funding also provided for a consultant to examine ANBG programs against national standards and ensure they meet ANBG outcomes. <p>Megan then went on to say that \$50,000 funding from the Friends for online education would now be used to supplement stakeholder and Departmental funding for the plant science learning hub “Billy and Bianca” for teachers and students. Parts of this hub are now being tested.</p> <p>When asked about progress on the Conservatory, Megan indicated that it had been rain affected but that the date for opening was still unchanged.</p>		Noted

5.3	ANBG Friends Liaison Officer	<p>Megan Donaldson forecast:</p> <ul style="list-style-type: none"> ● ANPS plant sale this Saturday ● Fairy garden party on 30 October ● Sunset cinemas to return this summer ● <i>Snakes alive</i> coming in January ● 11th Annual Friends Photographic Group exhibition (24 November – 11 December) ● renovation of outdoor toilets to be finished this month, and ● mists in the rainforest require fixing. 		Noted
5.4	President's Report	<p>Neville Page indicated that his report was on Google drive. He indicated that voting for life members had been conducted out of session and that he had contacted all awardees that had accepted. He has also contacted some of those to be awarded volunteer recognition. He mentioned that his report for the AGM was 7 pages long but that he intended to give a short summary on the day.</p>		Noted
5.5	Treasurer's Report	<p>Neville Page indicated that the financial reports are on Google drive and that a decision on term deposits was not required until the day after the next Council meeting. He proposed that this decision be considered then when Anne Holmes could be present. He then proposed that the reports be accepted: RESOLUTION: That the Treasurer's report be accepted.</p>	<p>M: Beth Tyerman S: Lynden Ayliffe</p>	Passed
5.6	Project Committee	<p>Alan Henderson indicated that the Project Committee's report was on Google Drive and thanked Wanda Filsell for her help in compiling it. He then focused on the current state of play with two projects. Firstly, the Iconic plants. Some have arrived but will go to the entrance of the Conservatory. The second for a proposed horticulturalist exchange with WA will come to the next Council meeting.</p> <p>Alan then questioned whether funding would be required this year for <i>How do I survive the Red Centre</i> and the annual scholarship program. Megan Menz indicated that she should know about planting in the Red Centre next week and will follow up on the scholarship program</p>		Noted

		<p>although she thought it unlikely that funding would be required this year.</p> <p>Alan forecast a meeting of the Projects Committee the next day to consider the design of the foyer in the Visitors Centre. It said it looked promising. He then asked about forecasting \$15,000 for IT. He said that that training would be an important component with any website update.</p> <p>At present he forecast that up to \$95,000 might be available for projects.</p>		
5.7	Public Fund	<p>Neville Page indicated that the Public Fund needed to be brought closer to Council following the two resignations due to take effect on 20 October (see September minutes). Alan Henderson has agreed to be appointed and with Louise Maher agreeing to be nominated for Council, all members would be on Council except Jann Ollerenshaw. If Jann was no longer interested, Neville proposed that discussions about the Public Fund could be part of Council deliberations after the AGM.</p> <p>RESOLUTION: That Alan Henderson be appointed to the Management Committee of the Public Fund from 21 October 2022.</p> <p><i>ACTION: Neville Page seeks confirmation from Jann Ollerenshaw about her continued involvement in the Public Fund Management Committee.</i></p>	<p>M: Neville Page S: Lynden Ayliffe</p>	<p>Noted</p> <p>Passed</p>
5.8	Friends Groups	<p>a. Photographic Group (PG) – Three matters were raised:</p> <ul style="list-style-type: none"> • The Schools Photographic Competition - Lynden Ayliffe indicated that Celicia Melano no longer wished to manage the competition. As Lynden was unable to take it on, she had asked the PG to canvas its members for a volunteer. The 		<p>All reports Noted</p>

		<p>competition has run for over 23 years and it is important that it be revived next year now that COVID restrictions have been lifted.</p> <p><i>ACTION: that Council find a volunteer/s to take over the competition</i></p> <ul style="list-style-type: none"> ● Change to PG Meeting Structure – Neville Page indicated that he had been approached about a change of meeting arrangements for the PG. Steven Playford had indicated that the PG wanted to appoint a new Committee this year to organise next year’ exhibition in tandem with the existing committee that would lapse in the New Year. Neville indicated that there was nothing in the Constitution to prevent this and Council were happy to leave arrangements to the PG. ● ANBG Calendar – this is produced by the Botanical Bookshop each year using photographs from the PG. The Bookshop publishes and sells the calendar and gives a percentage of sales to the Friends. The Bookshop is no longer interested in publishing the calendar and asked whether ANBG or Friends could handle the production. Megan Menz indicated that it would raise governance issues for them but she was happy for the PG to manage it. Council agreed if the PG wishes to produce a calendar it would consider a proposal to help fund the calendar. <p><i>ACTION: Neville Page to relay this to Steven Playford.</i></p> <p>b. Botanic Art Group – no report c. Flowers, Fruit and Foliage – no report d. Growing Friends. – no report e. Plant Science Group – no report</p>		
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5.9	Volunteer Guides	Kerry Moir indicated that she has now taken on the role as Convenor of Guides and still in the learning phase but that people were very helpful. She said that it had been busy during school holidays and Floriade.		Noted
5.10	Communications	<p>FronDS – December issue will be available on 1 December and the deadline for copy is 21 October. This issue will include a short report from the President and Treasurer as well as the start of a series of articles on the new Conservatory.</p> <p>Broadcast email –Wanda Filsell indicated that she was preparing a short notice about the AGM and would follow that up with a notice about the outcomes of the AGM. She indicated that she could continue to coordinate the newsletter until the end of the year when Council had had an opportunity to consider a replacement.</p> <p><i>ACTION: Council consider a replacement for Wanda Filsell</i></p>		Noted
6	Other Business	None raised.		
7.	Volunteer Recognition	Neville Page indicated that he had contacted 8 of the 10 recipients and they had all agreed to accept the award. ANBG to finalise arrangements for the ceremony on 29 November that may be held on the newly completed Friends Lawn. See Item 5.4.		Noted
8	Next Meeting	2pm on 10 November 2022 in the Celia Rosser Room		Noted
9	Thank you to outgoing Members	Neville concluded the meeting by thanking Council members who would be leaving at the end of their terms at the AGM:		Noted

		<ul style="list-style-type: none"> ● Beth Tyerman for stepping into the breach after David More’s departure earlier this year. Her contribution and ongoing support on IT matters is much appreciated. ● Wanda Filsell who has been on Council for 2 years and taken on responsibility for Public Officer duties, coordinating the E - newsletter and assisting Alan with the Projects Committee. She remains a Growing Friends member. ● Lynden Ayliffe who has been on Council for 4 years, and Secretary for 3 years, quietly ensuring Friends activities run smoothly. She has undertaken a number of roles (ANBG Public Art Advisory Panel/Tree house Committee/ Schools Photographic Competition) and projects (ANBG Public Art Policy/ ANBG history/ Constitutional Reform) starting with the selection of art works for donation to the ANBG in 2012. She continues to be a member of SEAC, BAG and an ANBG “weedie”. ● Lesley King for her contribution not only to Council matters over the past two years including organising Zoom meetings during COVID restrictions. Lesley has also been an able leader of the ANBG guides ensuring smooth coordination between Council and the Guides. 		
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