

**Meeting of Council
4 October 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), Jan Finley, Helen Elliot, Rita Maclachlan, Christianna Cobbold, David Cox, Sue Serjeantson, Barbara Tyler

Ex officio: Friends - David Coutts
ANBG – Judy West, Peter Byron, Steve Speer, Rosalie Hampshire
Invited Friends: Glenys Bishop, Tricia Morton, David More
Invited ANBG: Trevor Capp

Apologies: Invited - Barbara Podger
Invited Friend - Alan Munns

Non-attendance: Council - Jeff Brown

3.0 Minutes of Council Meeting 6 September 2016

No amendments were made to the minutes.

RESOLUTION

Moved Christianna Cobbold, **Seconded** Jan Finley that the Minutes of the Council meeting held on 6 September 2016 be accepted.

CARRIED

4.0 Matters Arising from Minutes of 6 September 2016 Meeting

4.1 IFTW/FFF

Council involvement is complete with the rebadging of *In Flower this Week (IFTW)* to *Flowers, Fruit & Foliage (FFF)*.

5.0 General Business

5.1 Friends IT needs

RESOLUTION

Moved David Cox, **Seconded** Helen Elliot that David More undertakes a review of the Friends' IT requirements.

CARRIED

5.2 Public Art Project - Fundraising

Council noted a report by David More assessing the services and associated costs of several on-line fundraising portals to enable on-line acceptance of donations for the Treehouse Gazebo appeal. Council also noted a report on charitable fundraising permit requirements of the States and Territories.

RESOLUTION

Moved Barbara Tyler, **Seconded** Jan Finley that Council agrees that the Friends:

- obtain the 'Authority to Fundraise' permits as required for the Public Fund;
- register with *GiveNow*, set up a donations page and assess its suitability; and
- if necessary register with *mycause* and set up as an alternative to *GiveNow*.

CARRIED

ACTION

- Trevor Capp will clarify State and Territory permit requirements for charitable fundraising.
- David More will undertake the registrations with *GiveNow* and if necessary with *mycause*.

5.3 Friends Sponsorship Policy

Council noted the report on *Sponsorship Policy and Procedure*. A minor typographical amendment was made to the policy and procedure document and an additional phrase inserted into the agreement template. The policy and procedure is to be used with small organisations which do not have their own sponsorship agreement documentation.

RESOLUTION

Moved David Cox, **Seconded** Jan Finley that the draft *Sponsorship Policy and Procedure*, as amended, be adopted by Council, and be included in the *Council Organisational Manual*.

CARRIED

5.4 AGM 2016

ACTION

- In the absence of a nomination for the position of Secretary, duties will be rotated amongst Council members. If Rita Maclachlan is endorsed as a general councillor, she has offered to undertake the Public Officer role and be responsible for all regulatory reporting (which has been part of the secretary's role to date).
- Tricia Morton will organise drinks to be held 30 minutes prior to the AGM and Council members will provide a plate.
- With the Ministerial announcement on the Ian Potter National Conservatory due on 17 October, the guest speaker, Annabelle Pegrum, will be able to speak about the design competition and the winning design.

5.5 Advertising Angus Stewart Tours to the Friends

Council noted a request seeking advertising for overseas garden tours by Angus Stewart (horticulturist, author, TV presenter). It was agreed it would be inappropriate to promote such tours in the absence of a Friends' advertising policy.

ACTION

The Friends to develop an advertising policy.

5.6 2017 Botanical Interns

RESOLUTION

Moved Christianna Cobbold, **Seconded** Sue Serjeantson that Council affirms its commitment to supporting the 2017 Volunteer Botanical Training Program run by the Centre for Australian National Biodiversity Research. The Friends' support will be at the same level as provided previously, that is, an \$80 book voucher from the Botanic Gardens Bookshop and a one-year complimentary membership of the Friends for each graduating intern.

CARRIED

6.0 Reports

6.1 ANBG Executive Director

The Executive Director's verbal report was noted. Issues included scientific projects and collaborations.

6.2 General Manager

The General Manager's verbal report was noted. It included advice on progress of the design phase of the Treehouse Gazebo project and the proposed announcement of the winner of the design competition for the Ian Potter National Conservatory.

6.3 ANBG Friends' Liaison

The verbal report was noted.

6.4 Treasurer

6.4.1 Financial Report

RESOLUTION

Moved Christianna Cobbold, **Seconded** Sue Serjeantson that Council approves payment of \$250.00 for wine purchased from the recent National Seed Forum.

CARRIED

RESOLUTION

Moved Helen Elliot, **Seconded** Jan Finley that the Friends' Financial Statement for September 2016 be accepted.

CARRIED

RESOLUTION

Moved David Cox, **Seconded** Barbara Tyler that Council approves transfer of \$150,000 from the Maximiser Account to establish a new term deposit (offering a higher interest) for a period of 6 months.

CARRIED

6.4.2 Audit update

RESOLUTION

Moved Helen Elliot, **Seconded** Jan Finley that a proposal be taken to the 2016 AGM to endorse the appointment of MGI Joyce/Dickson (Jeff Brewer, Partner) as the new auditor for the accounts of the Friends and the Friends' Public Fund.

CARRIED

6.5 Friends' Groups' Reports

6.5.1 Major Events Planning Group

Full discussion was held on options for staging the 2017 Summer Concerts in the absence as yet of a major sponsor. Both the ANBG and the Friends are keen to see the concerts go ahead as they are a well-known community summer event. The Friends have received a sponsorship offer of \$5,000 from a previous sponsor. Two options are being considered: one is to stage the concerts over two weekends at a cost of \$20-25,000, in which case the Friends would contribute \$10,000; the second option is for a season of four weekends. The ANBG is promoting sponsorship opportunities for the concerts on Facebook and a decision will be made in early December.

RESOLUTION

Moved Christianna Cobbold, **Seconded** David Cox that Council agrees to provide \$10,000 to support the 2017 Summer Concerts.

CARRIED

6.5.2 Social Events and Activities Committee

No report.

6.5.3 Projects Committee

See Agenda Item 6.5.4.

6.5.4 Public Fund meeting

Council noted the draft minutes of the 19 September Public Fund meeting of trustees. The Public Fund agreed to fund two projects referred to it by the Projects Committee: Conservation of high altitude climate change threatened tropical rainforest flora (\$5000) and digitisation of lichen type specimens held at the CANBR cryptogram herbarium (10,000).

6.5.5 2017 Guides' Conference

The report was noted, it covered the program, post conference day trip, venues, sponsorship, budget and the official opening.

6.5.6 Botanical Book Sale

The book sale will be held in conjunction with the Growing Friends Plant Sale on Saturday 12 November.

6.5.7 Growing Friends Plant Sale

The Growing Friends Plant Sale will be held on Saturday 12 November

6.5.8 Membership

The Membership Report for September 2016 was noted.

6.5.9 Schools' Photographic Competition

RESOLUTION

Moved Christianna Cobbold, **Seconded** Jan Finley that Council agrees to expenditure of \$80 for the School's Photographic Exhibition competition poster.

CARRIED

The meeting closed at 4.45 pm.

The next meeting will be held at 2.30pm on Tuesday 8 November 2016 in the Dickson Room.

Lesley Jackman
President