

**Meeting of Council  
4 September 2018  
Dickson Room**



**Minutes**

**1.0 Approval of Agenda, Attendance and Apologies**

The meeting was opened by the Chair at 1 pm. The agenda was approved as circulated.

Apologies were received from: Judy West, Helen Elliot, and Rosella Hampshire.

Attendance:

Council: Lesley Jackman (Chair), David More, Wendy Antoniak, Jonette McDonnell, Linda Beveridge, Christianna Cobbold and Jann Ollerenshaw.

Ex Officio: Sebastian Lang, Tiffeny Horwood, Megan Donaldson, Barbara Podge and David Coutts

**2.0 Minutes of Council meeting 3 July for approval**

**RESOLUTION**

**Moved:** Linda Beveridge **Seconded:** David More - that the minutes of the 7 August Council meeting be approved.

**Carried**

Sebastian Lang introduced Tiffeny Horwood new Acting General Manager from the Department.

**3 Matters Arising from Minutes**

**4. General Business**

**4.1 IT Report**

David More advised that they were still trying to identify new candidate web systems to replace the current system.

**4.2 50<sup>th</sup> Anniversary of the ANBG 2020**

The President advised that the interpretation plan for the new conservatory was being finalised and that the Gardens would like an indication of the extent of funding the Friends would be able to contribute. The Treasurer had advised that \$150,000 could be comfortably put aside with a possibility of additional funding (depending on the extent of income from membership renewals). On the basis that the Friends would need to see a costed interpretation strategy and the usual Project Committee processes would apply. These figures would be put forward for formal approval. Barbara Podger indicated that the Public Fund Management Committee was also looking at the Conservatory as a beneficiary. In addition the Public Fund is considering putting money towards the Banksia Garden.

**4.3 AGM 2018**

Nominations had been received for the position of Treasurer and the general member positions, however no nominations had been received for the positions of President or Vice President. Failing further nominations or even nominations from the floor the Council needed to have a contingency plan in place. Council members were reminded to bring nibbles for the premeeting light refreshments.

**4.4 Friends Insurance**

The President advised that within the executive committee and with the Garden's liaison officer there had been discussions about insurance cover for activities undertaken outside the Gardens. The understanding of the Gardens was that any activity outside the Gardens by Schedule 1 Volunteers was covered by the Department as they were supervised by Gardens staff but that outside activities of Schedule 2 voluntary workers were not. However, the Gardens was seeking legal advice from Parks to clarify this situation. David Coutts advised that he recalled that this was the position that was reached at the time the MOU was signed and that there may have been a no liability form developed for any Schedule 2 activities outside the Gardens. He undertook to check earlier records. The general feeling of Council was that such activities should not be discouraged but that it was necessary to understand fully the insurance angle and ensure the Friends would not be liable for any activities undertaken outside the Gardens under the banner of the Friends.

#### 4.5 **Public Fund – DGR Status**

Ian Morison, a member of the Management Committee had announced he was leaving, a replacement would need to be appointed. The President said she had reviewed the recent Treasury Consultation Paper on the review of DGR status and other than the removal of the restrictions on the ‘requirements of persons’ to be on management committees (which would make it easier to select members) the suggested changes would have no impact on the Friends’ Public Fund. The Friends would endorse this proposal in a response to Treasury but make no further comments.

#### 4.6 **Guides Professional Development Program**

Christianna Cobbold spoke to the need for the Gardens and Friends to maintain a high quality of Guides. To this end the Guides had commenced a two year voluntary pilot program based on the concept of a self-managed professional development program (PDP). As the report on the first year of the pilot was very positive, with a high (80%) participation rate, it was considered that, with some refinement a self-managed scheme would be successful in achieving the aim of maintaining high quality guiding in the Gardens consistent with national guiding standards. It was intended that the PDP would apply to all guides from the 2019 intake on and would be voluntary for current guides. After some discussion and appreciation of the work of the professional development committee Council was asked to support the introduction of the Guides professional development program.

#### **RESOLUTION**

**Moved** – Christianna Cobbold **Seconded** Linda Beveridge: that Council support the introduction of the following requirement for Guides in addition to the current requirement to undertake two guiding activities per month, attend Guides Meetings and sign an annual Volunteer Agreement.

All guides from the 2019 intake onwards are required to:

- Provide a completed professional development commitment to the Guide convenor no later than the end of January each calendar year;and
- Report on their professional development commitment for the previous calendar year to the Guide convenor no later than the end of January the following calendar year.

Guides not completing these requirements will be given 8 weeks’ notice to complete these requirements or else they will be considered in breach of their volunteer agreement and no longer able to perform the position of voluntary guide.

It should be noted that guides from time to time might have commitments or disabilities that mean they are unable to perform their regular duties as a guide. Because guides propose their own development activities which allows them to consider their own circumstances, the requirement to complete and submit a professional development commitment does not cease during periods of incapacity or inability.

The Council considers that guides from previous years’ intakes would be expected to also participate in the professional development program but would not be removed from the position of voluntary guide if they did not participate.

**Carried**

#### 4.7 2019 BAG Exhibition

The Secretary, and Chair of the BAG Exhibition Committee, put to Council the proposal to hold the 12<sup>th</sup> Annual Art in the Gardens exhibition in the Gardens around the theme of “Not Just a Pretty Plant”. After some general discussion it was agreed that the Friends’ purchase of artworks for the Gardens to the value of \$750 be included in the proposal.

#### RESOLUTION

**Moved** – Jann Ollerenshaw **Seconded** Wendy Antoniak: that Council support the 2019 BAG art exhibition as proposed and commit up to \$1,500 to the endeavour.

**Carried**

#### 4.8 Cool Country Natives

The President announced that the twelve month arrangement with Cool Country Natives (CCN) had concluded and that both parties were happy to have the relationship continue. CCN offers a 5% discount to members of the Friends and actively supported events in the Gardens such as Science Week and World Bee Day. Members were encouraged to visit the nursery which also hosted the monthly local native plant growers market.

### 5. Reports

#### 5.1 ANBG Executive Director

#### 5.2 ANBG General Manager

In Judy West’s absence Sebastian Lang made the following points:

- The Gardens was gearing up for the Spring/Summer events, Summer Sounds was going ahead with some juggling of dates so as not to clash with other events.
- Living collections head, David Taylor, had had a number of media engagements, some involving the Threatened Species Commissioner, promoting the partnership to save threatened species, eg *Banksia vincentia*.
- The Banksia Garden was continuing to be transformed.
- Asset replacement: Quotes had been sought to replace Flora Explorer (the Gardens had received quotes, including a trade-in of the donated vehicle). The desirability of garaging the new vehicle was noted. The Gardens was also acquiring a new excavator.
- Judy West and Sebastian attended a Joint Standing Committee meeting looking at Canberra’s national institutions. The meeting was a fact finding mission though the issue of funding was raised.
- Senior Gardens staff would be meeting with ANU representatives to discuss the ANU masterplan in relation to bordering land and Clunies Ross Street.

#### 5.3 ANBG Friends’ Liaison

Megan Donaldson made the following points:

- Bush Blitz Community Day on 1 December was a species discovery program involving scientists surveying, collecting and identifying specimens with field labs onsite.
- The Gardens had a monthly spot on 2CC at 7.45am -items for inclusion should be passed to herself or Helen. Items promoted had included Wattle Day, Biodiversity and Threatened Species.
- The Eucalypt and Wattle dyeing workshop was booked out
- Nature Artlab Kids Club Activities were planned
- Woodcraft Exhibition 4-7 October in the Crosbie Morrison Building.
- Meeting were being held with the Australian Federation of Friends of Museums, including Friends Around the Lake to discuss and cross promote events.
- Gardens, and the Guides, would participate in the Volunteer Expo at the Southern Cross Club.
- The Volunteer Recognition Ceremony would be held on 13 November for Schedule 1 Volunteers. A guest speaker was being sought.

#### 5.4 Treasurer’s report

In the Treasurer’s absence her reports were tabled.

#### RESOLUTION

**Moved** – Christianna Cobbold **Seconded** David More: that the monthly financial statements be accepted.

**Carried**

#### RESOLUTION

**Moved** – Christianna Cobbold **Seconded** Linda Beveridge: that Council has elected under ss40-160 of *A New Tax System (Goods and Service Tax) Act 1999*, to treat the following eligible fundraising events as input taxed for the financial year ended 30 June 2019: Summer Concerts, Botanical Art Exhibition, Photographic Group Exhibition, Plant Sales and Thursday Talks.

**Carried**

#### **RESOLUTION**

**Moved** – Jann Ollerenshaw **Seconded** Wendy Antoniak: that, as the Friends were able to meet projected commitments, the maturing term deposit #869240094 of \$286,414 due to mature on 30 September be rolled over for a further three months.

**Carried**

#### **5.5 Major Events Working Group**

The President advised that Summer Sounds would be held on the weekends 2-3 and 9-10 February 2019 with a contribution by the Friends of \$10,000 and hopefully \$5,000 from a sponsor. Megan Donaldson added that the Gardens was considering online booking for Summer Sounds, in addition to payment at the ‘gate’ – this would mean a slight increase in entry fees with a no refund on cancellation policy. Monies received from online bookings would be receipted by the Friends.

#### **RESOLUTION**

**Moved** – Wendy Antoniak **Seconded** Jonette McDonnell: that Council endorsed the report, including the proposed entry fees, agreed to providing a subsidy of \$10,000 towards Summer Sounds, to be increased to \$15,000 in the event the possible sponsor did not contribute.

**Carried**

#### **5.6 Social Events and Activities**

In Tricia Morton’s absence the President advised that the member walks were booked out (more would be organised for 2019). Bookings for Wake up with the Birds were still available..

#### **5.7 Project Committee**

The President confirmed that the Norfolk Island PhD project was proceeding and the Friends would pay the \$15,000 annual contribution each financial year, in advance, with the PhD student providing an annual progress report. The Friends would also provide \$5,000 annually, for two years, to the Gardens to subsidise, selected volunteer Friends to assist with the project.

#### **RESOLUTION**

**Moved** – David More **Seconded** Jonette McDonnell: that Council approve the Friends providing a subsidy of \$5,000 per year for two years for selected volunteers to assist with the Norfolk Island Project.

**Carried**

David Coutts reported that:

- the Plant Finder App project would be coming to a conclusion soon with a meeting to discuss recommended changes from the trial. The Gardens would then invoice the Friends.
- Project Committee was looking forward to seeing the Conservatory Interpretation Plan
- Equipment for the Seed Bank had been purchased, with only one piece of equipment still to arrive. The Gardens would be likely to invoice the Friends shortly.
- New signs on the eucalypt discovery trial were completed, the Friends would be invoiced for this work.
- The Project Committee looked forward to future research ideas in the Gardens following on after the Norfolk Island PhD Project.
- There was also a call to the Gardens for small projects as it was anticipated that there would be \$40,000 available for such works.
- Alan Munns had updated the website with details of projects undertaken by the Friends to date.

#### **5.8 Broadcast email**

Wendy Antoniak sought input to the next broadcast email. A draft broadcast email will be sent Council Members shortly.

#### **5.9 Membership**

Council noted the tabled Membership report.

The President took the opportunity at the end of the meeting to thank Christianna Cobbold and Jonette McDonnell for their contributions to Council.

- 6. Next meeting**  
1pm on Tuesday 2 October 2018 in the Banks Building.

Lesley Jackman  
President