

**Meeting of Council
Tuesday 4th February 2014
Dickson Room**

Minutes

Attendance

Present David Coutts, Lesley Jackman, John Connolly, Marion Jones, Jan Finley, Dennis Ayliffe, Warwick Wright, Anne Campbell, Glenys Bishop.

Ex officio: Peter Byron, Steve Speer, Alan Munn.

Apologies Barbara Podger, Anne Phillips, Judy West.

1. Opening

The meeting was opened by the President, David Coutts, at 1:35 PM.

Council noted the well deserved award of Order of Australia to Ros Joslin (Osbourne)

2. Minutes of meeting, 10th December 2013

The minutes were accepted on the motion of Anne Campbell, seconded by Warwick Wright.

3. Matters Arising from Minutes of meeting of the 10th December 2013

3.1 Flora Explorer Review

- The review and workshop on the operation of the Flora Explorer will take place at 11:00 AM on February 11th.
- Drivers and interested guides are invited to participate
- Glenys Bishop will report back to Council on outcomes.

3.2 VIC Volunteers & Training

- Steve Speer said that training sessions for newer volunteers can be arranged and an operational manual was being prepared by Jennifer Salkeld,
- A review would take place after February.
- Glenys Bishop offered to organise guided walks for VIC volunteers who were not Guides.
- David Coutts queried if name badges were being provided by ANBG and Steve Speer indicated that they were.
- Marion Jones suggested that some form of interaction between the guides and the VIC volunteers would be useful as information coming through the VIC could provide insight into what Gardens visitors want to gain from their visits.

3.3 Theatre Sound System

- Repairs to the sound system were in train with delivery of a spare part being awaited.
- Steve Speer will circulate the repair quote.

4 General Business

4.1 Summer Sounds Concerts

- Seven concerts had taken place with one cancellation due to severe bushfire conditions.
- The attendance at all concerts was excellent
- Marion Jones had circulated a statement of income revenue but final result would await receipt of expenditure accounts.
- There was some uncertainty relating to GST charges and cancellation conditions that would have to be resolved.
- Jan Finley said that a meeting of the Social Events committee had drawn up a list of issues that needed to be dealt with in the event of the Friends underwriting concerts in future years. A submission to Council would be submitted in due course.
- The Gardens are drawing up an appraisal of the Concerts including crowd estimates and this will be available for the March Council meeting.

4.2 “Enlighten” Rainforest to Red Centre Tours

- Following a request for guides to take part in the “Rainforest to Red Centre” tours a meeting of the guides declined to participate because of the short notice and other considerations that would probably limit the number of guides available.

- The Guides Meeting expressed the opinion that a policy for guides participation in ANBG events should be drawn up. (*Glenys Bishop proposed that she and Jan Finley should liaise with Jennifer Salkeld and Helen McHugh to achieve this.*)
- There was discussion of a number of other issues that arose from the request including the lack of the Major Events Committee being informed of the commitment to the event
- Council will be considering policy on providing volunteers for events where the functions of volunteers and paid staff may seem to overlap.

4.3 Friends Operational and Procedures Manual

- A report had been circulated together with drafts of two parts to the manual, Part A, Organisation Review and Part B, Policies and Procedures.
- Jan Finley recommended
 - That Council members provide comments on Part A within the next six weeks, after which it should be presented to Council for acceptance
 - In relation to Part B, the subcommittee seeks comment from relevant Council members on existing policies and procedures and will make recommendations to Council on their adoption in due course. In addition, Council should set aside a time to discuss the material in this manual in more detail.
- *It was agreed that the recommendations being proposed by Jan Finley be pursued.*

4.4 2014 Botanic Art Group Exhibition

- Sharon Field will open the exhibition (21st March)
- There had been no response from Senator Birmingham's office.

4.5 2014 Projects.

- Don Beer will represent the Friends on the Asteraceae Garden working group.
- A brief report to Council on the project timeline would be sought for the March meeting.
- *The quote for the Flora Explorer sound system was \$3669.41.*
- *Council approved this expenditure. (Moved, Dennis Ayliffe seconded Warwick Wright).*
- The microphone will be wireless.
- *Glenys Bishop requested that she be included in information / instruction session for the Flora Explorer sound system*
- Catherine Jordan, ANBG librarian, had been informed of the library books project approval.
- Other projects still awaiting further appraisal were the "Touch Trolley" and the "Seedbank".
- Glenys Bishop reported that a sub-group of the guides was considering the Touch Trolley and its operation.

4.6 Interns Graduation 14th February

- Book vouchers and complimentary memberships of the Friends will be presented at the graduation.
- Lesley Jackman will represent the Friends in the event of David Coutts being unavailable.

5 Reports

In the absence of Judy West Agenda Items 5.1 & 5.2 were dealt with by the General Manager, Peter Byron

5.1 General Manager

- The new director of Parks Australia, Sally Barnes will start on 12th February.
- David Coutts will write to her suggesting a meeting at an appropriate time
- The ANBG Public Art Policy and Master Plan 2013 – 2022 has been released and a copy made available to the Friends. The document will be available on the ANBG website
- A Lynden Ayliffe will send in the report of the Public Art Advisory committee meeting to the secretary for circulation to Council.
- The next Public Art Advisory committee meeting will look at directions for the Master Plan implementation.
- Visitor numbers to ANBG in the January period were excellent

5.2 Friends Liaison

- Reviews of ANBG events held over the summer are being conducted.
- Ranger Dan Carmody has been seconded to Christmas Is NP until the end of April. Anna Newton-Walters will replace him in during this period.
- Bronwyn Copp has taken up a six month position in the Department's Parliamentary Services section.
- A temporary replacement appointment is awaiting approval.
- The BRC review is nearly complete and will be presented to ANBG management this month.

5.3 Treasurer

- The monthly financial statements for January had been circulated. The treasurer will send the December report in the next few days.
- A problem with the deposit of banknotes from a Deposit Bag was being investigated by NAB.
- ***It was moved by Marion Jones, seconded by John Connolly that the accounts be received and payments approved. Motion carried***
- Marion Jones reported that she had identified an accountancy package that she felt was suitable for the Friends needs. The cost was about \$430 per year.
- ***Council agreed to proceed with this, subject to the Treasurer's final evaluation. (Moved, Marion Jones. Seconded, David Coutts)***

5.4 Secretary

- The lists of correspondence for December and January had been circulated.
- The question of the probity of the council minutes being available on the public accessible Friends website was discussed.
- The secretary suggested that a summary of each Council Meeting resolutions and general information could be prepared for posting on the website. The approved Minutes of Council meetings are always available in the Friends Lounge.
- There were dissenting views particularly pointing out the convenience to Council members and other groups of having access to the minutes on the Friends website.
- It was decided to continue posting the minutes up to the end of 2013 and, thereafter, put up a "Council Meeting News" page.
- This would be a summary of outcomes of the Council meeting and prepared by the Secretary
- The possibility of the website having a separate password accessible page containing the approved minutes would be investigated.

5.5 Friends Committees Reports

5.5.1 Photography Group Exhibition

- The launch would be on 19th February starting at 5:30 PM
- Invitations were being sent out to exhibitors, Council and ANBG management. It was anticipated that around 30 would attend.
- ***Expenditure, covering wine, printing etc. of around \$300 was approved by Council.***
- An explanation poster on foamboard would be prepared.

5.5.2 Impressions of the ANBG DVD

- Sheila Cudmore had mentioned that the ANBG Bookshop was running low on the DVDs,
- David Coutts will check to see if there was any stock left in the Friends Office. If stock was low he would ask Sheila to make a further 12 copies.
- Warwick Wright reported that Sheila had also produced a DVD, called "Eucalypts Well Covered", for the abandoned Eucalypt Exhibition and he had a copy. The secretary had a copy for filing.

5.5.3 Plant Science Group

- About 20 had attended the first talk for 2014

5.5.4 Social Events.

- The report of the committee meeting held on 3rd Feb was tabled.
- The bookings for the Twilight Dinner stood at 46 and more were expected

The meeting was closed at 3:30 PM

Confirmed 4th March 2014

D Coutts

President