

## Minutes

### Attendance

Present: David Coutts (Meeting Chairman), John Connolly, Dennis Ayliffe, Anne Campbell, Jan Finley, Lesley Jackman,

Ex officio: Judy West, Peter Byron, Steve Speer, Anne Phillips, Alan Munns, Barbara Podger

Apologies: Marion Jones, Warwick Wright, Glenys Bishop.

### 1. Opening

The meeting was opened by the President, David Coutts, at 1:30PM.

### 2. Confirmation of Minutes of Previous Meetings

*Motion: That the minutes of the Council meeting of 3<sup>rd</sup> June 2014 be taken as read and accepted.*

*Proposed: David Coutts, Seconded, Anne Campbell. Motion carried.*

### 3. Matters arising from Minutes.

- Dealt with under General Business

### 4. General Business

#### 4.1 Alpine Project Symposium

- The symposium was held on 12<sup>th</sup> June with around 45 attendees.
- A summary of the presented papers is being prepared as an insert for the August issue of Fronds.
- Adrienne Nicotra is producing the proceedings as a booklet, possibly around 400 copies, for distribution to interested parties and some will be made available at the Friends AGM. Copies of the proceedings will also be posted on the Friends and the ANBG website.
- The Friends may be asked for a further contribution towards the cost of printing.
- *This was agreed in principle, subject to firm cost information.*

#### 4.2 M.O.U.

- Amendment proposals had been circulated.
- Peter Byron had suggested the removal of reference to the Botanic Resource Centre volunteers.
- *It was decided to leave this clause in pending the release of the review of the BRC.*
- *The amended MOU will be finalised by an exchange of letters between the President of the Friends and the ANBG General Manager*

- **4.3 Summer Sounds Concerts sponsorship**

- The Special Events Committee had met on June 17
- An application for some funding from ACT Health had been submitted.
- Lesley Jackman and Peter Byron were still seeking possible sponsors
- Jennifer Salkeld is actively seeking expressions of interest for food and other concessions for the Summer Concerts

#### 4.4 Council Operations Manual

- *Sections of Part B of the council Operations Manual covering the roles and operation of Executive, the Terms of Reference for Thursday Talks and Cancellation Refunds policy documents had been circulated for comment and input.*
- *Council endorsed these sections on the motion of Jan Finley, seconded by David Coutts.*

- Further sections addressing the procedures for the Annual General Meeting were being reviewed as was a document on the Terms of Reference for the Public Fund
- It was noted that this is a work that will regularly be added to and updated.

#### 4.5 Orchid Group

- *Following representation and discussions it was agreed that the Orchid Volunteers be recognised as a sub-group of the Friends and incorporated into the MOU*

#### 4.6 Annual General Meeting

- Adrienne Nicotra had accepted an invitation as the guest speaker at the AGM
- The formal notice and the Agenda for the 2014 Annual General Meeting will appear in the August issue of Fronds
- Members will also be notified by a broadcast email and on the Friends website before the meeting
- *Council agreed that such notification to members satisfied the requirement of the Constitution.*

#### 4.7 Friends Liability Insurance

- Lesley Jackman had investigated the need for insurances in addition to the current Public and Product Liability insurance
- It was agreed that the existing coverage was appropriate for the Friends current activities.
- *Renewal of the insurance policy, as recommended by the treasurer, was approved by Council*

#### 4.8 Public Fund

- The Trustees had met on 16<sup>th</sup> June
- Projects totalling about \$40,000 being considered for funding by the Public Fund were
  - Asteraceae Garden
  - Seed Counter for the Seedbank
  - \$300 had been paid for graphic design of interpretive signs for the Aboriginal Plant Trail

<ul style="list-style-type: none"> <li>• <b>Note added : from the Public Fund Minutes of meeting in April 2014</b></li> </ul>
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| <ul style="list-style-type: none"> <li>○ <i>The Management Committee agreed to fund the "Aboriginal Plant Use Trail" signage and brochure</i></li> <li>○ <i>Signs with line drawings were in preparation for 28 plants, referring to indigenous publications and linking with information and items in the National Museum. The launch was expected to take place in NAIDOC Week (early July). The cost for the signs was expected to be \$10,560 (excluding GST) and with the brochures the total would be within \$15,000.</i></li> </ul> |
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#### 4.9 Visitor Information Centre Volunteers

- Lesley Jackman had attended the refresher and new volunteers training sessions.
- Participants had received copies of the VIC Volunteers manual.
- New recruits numbered 10, and there were now enough to run 3 shifts
- *Peter Byron and Steve Speer had agreed that a list of the VIC volunteers would be provided for incorporation into the volunteers list in Friends membership files*

#### 4.10 Patron

- Davis Coutts reported that he had met with Lady Lynne Cosgrove at Government House.
- He found her most interested in the ANBG and she had indicated that she would like a visit to be arranged at some mutually suitable time.
- A visit by the Friends to Government House will be arranged, again, at some suitable time

### 5 Reports

#### 5.1 Executive Director, Judy West

- Judy west outlined further information on the ANBG Budget position
  - The ANBG Capital Works budget had been finalised
  - The operational budget was still to be advised but was expected to be the same as for 2013/2014
  - The impact of cuts across the department on Parks Australia in general were still being assessed
  - There had been one voluntary redundancy in the collection area but no more were

likely.

- The cuts were placing increased demands on staff resulting in the need to prioritise tasks and activities.
- Judy West and Sally Barnes, PA Director, had spent 5 days at the Norfolk Is. National Park
  - The National Park and Botanic Gardens are under the same structure and have 5 staff. The infrastructure is good with a boardwalk, roads, paths, interpretation centre etc. However there are problems with weeds, feral animals and adequate content for the interpretation centre.
  - There is the possibility of Friends volunteers participating in workparties to help with general gardens maintenance.
- The Botanic Gardens wish to establish a Friends group and would appreciate assistance from the ANBG Friends.
- *Council agreed that the Friends would offer any help they could*
- A possible project for the Plant Science Group is the updating and checking on the ANBG alpine species records
- Judy West said that there were a number of reports and papers arising from ANU research projects on Choughs and Wrens. She thinks that these should be consolidated for publication and/ or posting on the ANBG website. A DVD on the work should also be investigated,
  - She suggested that this could be someone from the Friends might undertake this.
  - Dennis Ayliffe offered to progress this.
- Joe McAuliffe is at the Christmas Is. BG for 10 weeks managing the nursery there
  - Some members of Christmas Is B.G. Staff are expected to visit ANBG later this year.
  - Heather Sweet is standing in for Joe in the ANBG nursery

## 5.2 General Manager, Peter Byron

- The Masterplan will be developed over the next 12 Months.
  - It will focus on the ANBG buildings infrastructure, not on garden sections positioning and layout, although some consideration will be given to the Southern area.
  - Specifications to attract expressions of interest are being drawn up.
  - It is hoped that potential consultants could be narrowed to three.
  - The successful tenderer would be selected after review by a review committee and public comment
  - Potential external advisory committee participants could be drawn from Canberra Airport, the National Capital Authority, CSIRO, ANU etc.
  - The Friends would be invited to nominate someone to the committee.
- The Asteraceae Garden is progressing but the opening date for the first stage has been put back to 26<sup>th</sup> November to ensure a good flowering display.
- David Coutts suggested that the Friends Patron, Lady Cosgrove, should be asked to open the garden if she is available,
- *It was agreed that Lady Lynne Cosgrove should be approached to open the Asteraceae Garden.*
- Staff office relocation is nearly complete. Phone numbers will remain the same.

## 5.3 Friends Liaison

- The “After Dark” tours are being well supported being booked out up to two months ahead. Ways to expand these tours next year are being investigated.
- The rangers have a new vehicle
- A Children’s trail with interpretive signs and artefacts boxes for the Red Centre Garden is nearly ready for installation
- *The development of the Display Glasshouse interpretative signs is in train.*

## 5.4 Treasurer

- The treasurer’s report for June had been circulated to Council.
- The budget for 2014 / 2015 had also been circulated.
- The President had viewed and signed off the monthly bank statement.

- *It was moved by David Coutts, seconded by Anne Campbell that the accounts be received and payments approved. Motion carried.*
- *Council also approved the 2014/2015 Budget*

#### 5.5 Secretary

- The list of correspondence for June had been circulated.
- The minutes of Council meetings for 2011, 2012, 2013 and 2014 had been uploaded to the Friends Document Management system

#### 5.6 Friends Groups Reports

- As the **Membership** team were all away there was no report for June.
  - A membership enquiry had been received from the Lyons Early Schoolage Care group
  - It was considered that it would be more appropriately dealt with by the ANBG Education Group.
  - *It was decided to refer the query on to Sally Bowman.*
- **Social Events**
  - A visit to the STEP area of the ACT Arboretum in late October has been organised.
  - A reconstituted sub-committee including Linda Beveridge and Christianna Cobbald is organising the “Breakfast with the Birds” tours
- **Projects**
  - The committee will meet before the end of July. Barbara Podger requested representation from the Public Fund at the meeting
  - Seven proposed projects, that had been circulated to Council for comment, will be assessed as will a proposal to recommend that the Public Fund support the buying of a seed counter for the Seedbank
  - Don Beer had circulated a report on the progress of the Asteraceae Garden project.
- **Other Matters Sale of excess Library Books**
  - Linda Beveridge had offered to help with a sale in conjunction with the next Growing Friends plant sale.
  - It was also suggested that a sale table could be set up at the Thursday Talks and also a list placed on the Friends website.
  - *David Coutts was to discuss this further with the ANBG Librarian, Catherine Jordan,*
  - *Dennis Ayliffe was to arrange for an article for Fronds on the books purchased by the Library as a result of the grant from the Friends.*
- **The “Australia’s Garden” Booklet**
  - There were still about 1000 copies left.
  - *On the suggestion of Barbara Podger it was agreed to ask the Fronds Team to obtain a cost estimate for the production of an insert covering the Red Centre Garden.*

The meeting concluded at 3:10PM

David Coutts

President