



Council meeting

Final Minutes September 2025 Council meeting

Dickson Room Admin Building

2.00 pm, 11 September 2025

| Item | Agenda (responsibility) | | Actions |
|------|--|--|---------|
| 1 | Attendance | <u>Present</u> | |
| | Alan Henderson chaired this meeting. | | AH |
| 1.2 | Record of attendance | Council members: Alan Henderson (AH); Cathy Robertson (CR); Rod King (RK); Kerry Moir (KM); Darrell Porter (DP); Ian Primrose (IP); Beth Tyerman (BT). Ex Officio: Mattew Parker (MP); Helen McHugh (HMCH); Invited Friends: Nil Apologies: Linda Beveridge (LB); Stacie Hall; Neville Page (NP); | |
| 1.3 | Councillors' availability and planned absences | Council members were reminded to record planned absences in the calendar on shared drive. Noted | CR |

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| 1.4 | Approval of agenda | <p>Motion: Council approves the September Council agenda with the addition of a new Item 5.2.6. Approval of NAB payments.</p> <p>Moved CR/RK Carried.</p> | CR |
| 1.5 | Conflict of interest declaration/s | <p>Council members requested to be aware of this requirement.</p> <p>Nil declared.</p> <p>Noted</p> | AH |
| 2 | Previous minutes | | |
| 2.1 | Approve minutes of the previous meeting | <p>Motion: That minutes of the 14 August meeting of FANBG Council are approved.</p> <p>Moved: CR/BT Carried</p> | AH/BT to post on FANBG website. |
| 2.2 | Previous actions (not covered by agenda) | Nil | |
| 3 | FANBG Priorities | | |
| 3.1 | MOU | The 2025 MOU that has been agreed by Council is being considered by the Department of Climate Change Energy Environment and Water. Noted | DCCEER Legal Team to advise. |
| 3.2 | 2025 AGM | <p>AGM on Thursday 16th October 2025 at 3pm in the ANBG Theatre.</p> <p>The draft AGM agenda, draft minutes of the 2025 AGM and nomination forms are on the shared drive. Council requested the new membership system presentation be deleted from the agenda.</p> | <p>Treasurer to arrange the Audit Report to be available before 18 September.</p> <p>Executive Reports to be completed by 25th September</p> |

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| | | <p>Motion: that the draft Agenda for the 2025 AGM be approved as amended.</p> <p>Moved CR/ seconded BT Carried</p> <p>Motion: that the draft minutes of the 2024 AGM be approved.</p> <p>Moved: KM/ seconded IP Carried.</p> <p>Councillors are requested to save the date.</p> | CR |
| 3.3 | Elections for Secretary, Treasurer and four Councillors at 2025 AGM | <p>a. The Presidents' report on the Council vacancies was circulated to Council.</p> <p>Noted</p> <p>b. Draft nomination forms were circulated to Council</p> <p>Noted</p> <p>c. Nominations for vacant positions will open on 24th September and close on 9th October at 1700 hrs.</p> <p>Noted</p> <p>d. Ebulletin notice for AGM and the call for nominations for vacant council positions to be sent to all members by 24th September.</p> <p>Noted</p> | <p>LB</p> <p>CR</p> <p>CR</p> <p>CR</p> |

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| 3.4 | Membership system | <p>David More's report on the implementation of Member Jungle and his proposal for a replacement of the computer in the Friends' office are both on the shared drive.</p> <p>Executive approved DM's proposal for expenditure up to \$650.00 purchase of a replacement PC for Friends' office.</p> <p>Noted</p> | CR |
| 3.5 | Website progress | <p>BT's report on shared drive.</p> <p>Noted</p> | BT |
| 3.5.1 | Ad Hoc IT Support | <p>BT's report on shared drive.</p> <p>Motion: That Executive members AH & CR, together with Council member BT and invited guest David More, meet next week as Selection Panel for the procurement of an IT services supplier, to complete the final stage of the implementation of the new Friends' website.</p> <p>Moved CR/ seconded BT. Carried.</p> | |
| 3.6 | Walk from ANBG to NAC | <p>DP gave a verbal update. MP offered to provide a copy of the Anthony Burton Report on the trail between the ANBG and NAC.</p> <p>Noted</p> | DP/LB |
| 3.7 | New Members Morning Tea and Walk, and Survey | <p>The preparations for new members' event on 21 September are in progress. Low number of acceptances received 11 acceptances from 76 invitations. Scale likely to be reduced.</p> <p>Executive approved up to \$1000.00 for catering and \$200.00 for a volunteering flyer. Noted</p> | AH |

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| 3.8 | Lindenmayer Bequest and Lindenmayer Memorial Lectures. | <p>First Bruce Lindemayer Memorial Lecture arranged for Thursday 5 February 2026 at noon. Council members are requested to save the date.</p> <p>Noted.</p> | AH |
| 3.9 | Review of Friends' Policy Manual | <p>DP gave a verbal update. Work is progressing on redrafting the "SIG procedures". Feedback to date is that some SIGs lack any awareness that there are Policy and Procedures requirements.</p> <p>Noted</p> | DP |
| 3.10 | Volunteer Recognition | <p>Call for nominations for Volunteer Recognition sent to Council and SIGs. Nominations due 30 September 2025.</p> <p>Noted</p> | LB |
| 3.11 | Unlimited Parking Permits | <p>Convenors of SIGs were asked to nominate members of their group who need a parking permit for longer than 3 hours when they visit the gardens.</p> <p>Noted</p> | AH |
| 4 | ANBG Reports | | |
| 4.1 | Director ANBG | <p>Matt Parker gave a verbal report. AH invited him to request a change to the agenda order if he would prefer to leave a future meeting earlier.</p> <p style="text-align: right;">/over</p> | MP to send a copy of his written report to CR. |

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| | | <p>Further to the discussion above, the following was considered:</p> <p>Motion: that as a matter of course the Director's Report be listed at Item 3 on the agenda.</p> <p>Moved IP/DP Carried</p> | |
| 4.2 | ANBG Friends Liaison Officer | <p>Helen McHugh's written report is on the shared drive,</p> <p>Noted.</p> | HMch |
| 5 | FANBG Executive Reports | | |
| 5.1 | President's Report | <p>President's Report is on shared drive.</p> <p>Noted</p> | LB |
| 5.2. | Treasurer's Reports | <p>Financial reports for August were circulated and are on the shared drive.</p> <p>Council is requested to approve the August 2025 balance sheets and Income statements.</p> <p>Motion: That the Treasurer's reports be received and approved.</p> <p>Moved RK / DP Carried</p> | RK |
| 5.2.2 | EOFY | <p>Treasurer to provide the audited financial reports and statements for the 2024/2025 year to Council before 18 September</p> <p>Noted.</p> | RK/NP |

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| 5.2.3 | Financial administration | <p>a. Appointment of auditor for 2024/2025 financial year has not yet been approved by Council.</p> <p>Motion: That Council appoints MJI Joyce Dixon at Level 1 Canberra Ave Griffith ACT 2603 as the FANBG auditors.</p> <p>Moved: CR/ IP Carried.</p> <p>b. The Auditor requires the Treasurer to provide a resolution confirming Council's approval to include designated fund-raising events as input taxed for the 2024/2025 financial year.</p> <p>Motion: That Council resolves to treat the following eligible fundraising events as input-taxed for the financial year ending 30 June 2025.</p> <ul style="list-style-type: none"> ● Botanical Art Group Exhibitions ● Photographic Group Exhibitions ● Growing Friends plant sales ● Thursday Talks <p>Moved: RK/ Seconded IP Carried.</p> <p>c. Executive has agreed with the NAB's suggestion that the name of the Friend's NAB accounts be shortened to Friends ANBG</p> <p>Noted</p> | RK |

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| 5.2.4 | Signatories on NAB accounts | <p>The Treasurer has arranged with NAB for various signatory deletions/ additions to our five active accounts.</p> <p>Noted</p> | |
| 5.2.5 | Term Deposit Reinvestment | <p>Term deposits for reinvestment.</p> <p>Motion: That the Treasurer take the following action for reinvestment of the FANBG's term deposits:</p> <p>Noting a Term Deposit that Matures on 28 Sept 2025, in the preceding week, NAB will be instructed by the Friends' Treasurer to reinvest in a term deposit for up to 5 months- the available principal plus any accrued interest, reduced as necessary to transfer funds to ANBG for four water bubblers and three third year PhD scholarship payments.</p> <p>Moved RK/ seconded IP Carried.</p> | RK |
| 5.2.6 | Approval of NAB transactions made without being counter-signed | <p>AH tabled a report presenting 15 payments during the period 21/07 to 8/09 from Friends' NAB trading account that were made without the required second signature. The Friends' Constitution requires payments to be authorised by two people.</p> <p>Motion: That Council authorises 15 payments made between 21/07 to 8/09 from Friends' NAB trading account without being countersigned.</p> <p>Moved: RK/seconded IP Carried.</p> | <p>AH tabled a document: <i>Payments from new NAB trading account</i> – which he will place on the shared drive as Item 5.2.6 in September Council documents folder following the Council meeting.</p> |
| 5.3 | Secretary's report | <p>No membership reports have been received this month</p> | CR |

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| 5.3.1 | New membership brochure and related matters | <p>Report on shared drive.</p> <p>Motion:</p> <p>Council recommends that</p> <ul style="list-style-type: none"> I. the Friends cease to offer cheques as a payment method for membership fees and donations when the new membership system begins. II. there be no change to the Friends' base rates for one- and three-year membership/s in 2026. III. Council receive a report each September on the implications of the annual CPI for increasing membership rates. IV. any increases to membership rates be rounded up to the nearest five or ten dollars. V. Increase one year Household and Group rates to \$90.00, Date of Effect on or from 1 November 2026. VI. Increase three-year Household and Group membership rates to \$230, with date of effect on or from 1 November 2026. <p>Moved CR seconded KM Carried</p> | CR |
| 6.0 | Project Committee Report | <p>Awaiting Report from ANBG</p> <p>Noted.</p> | AH |
| 7.0 | Volunteer Guides | Nil report this month | KM |

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| 8.0 | Friends Groups | | |
| 8.1 | Botanic Art Group (BAG) | Report on shared drive | LB/Judy Hutchinson |
| 8.2 | Communications <ul style="list-style-type: none"> • Broadcast emails • Fronds | Report on shared drive. December Fronds will commence production next week. Articles and news items to be received before 14 October. | BT CR |
| 8.3 | Flowers Fruit and Foliage | Ongoing | Ben and Ros Walcott |
| 8.4 | Friends Nature Journaling | In recess until September | Lesley Page |
| 8.5 | Growing Friends | Nil report this month | DP/Maurice Hermann |
| 8.6 | Photographic Group | Report on shared drive. Executive has approved an official opening and prize-giving event, and the estimated cost for security and catering is \$800.00. Noted | LB / Phil Green |
| 8.7 | Plant Recognition Group | Report on shared drive Next workshop is 18 September on Conifers. Noted | LB/ Julia Newton-Howes |
| 8.8 | Plant Science Group | Next Talk will be on 1 October 2025. Noted | LB/ Lesley Harland |

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| 8.9 | Social events and activities | Wakeup with the Birds events in September. Executive approved \$49.00 for the flyer. Noted | KM & Barbara Podger |
| 8.10 | Students' photographic competition (SPC)* | Executive has approved an official opening and prize giving event. The estimated cost for security and catering is \$800.00. Noted | LB/ Julie Hamilton |
| 8.11 | Thursday Talks | Calendar of Talks for September to November on the website. | LB/ Sharon Abrahams |
| 9 | Other business | | |
| 10 | Next meeting | Thursday 9 th October 2pm in the Dickson Room. | LB |
| | Executive and Council Meetings | First Thursday of the month 2pm Second Thursday of the month 2pm | |

Approved
Man G Henderson