

## ***MINUTES OF COUNCIL MEETING***

### **ANPS Canberra Region Inc.**

**2.00 pm, Monday, 10<sup>th</sup> December 2018 at ANBG**

#### **Attendees**

Ben Walcott (Chair), Lucinda Royston, John Carter, Garth Chamberlain (Minutes), Neville Page, Geoff Butler, Greg Quinn, Gail Ritchie Knight, Karen Brien, Ian Tranter, David Herald, Brigitta Wimmer.

#### **Apologies**

Nil.

#### **Welcome**

The Chair welcomed those present.

#### **Minutes of 6<sup>th</sup> November 2018 Council Meeting**

The following two corrections were proposed to the draft minutes:

- Greg Butler in line 3 of "Correspondence In" should read as Geoff Butler.
- Janette Geoffrey in Agenda Item 8 should read as Jeanette Jeffery

With these changes included the acceptance of the draft minutes was:

***Moved: Garth Chamberlain, 2nd Geoff Butler: Carried.***

#### **Matters Arising from Minutes**

*1. Life Membership award presentation.*

Presentation made to Lyndal Thorburn and Tom Jordan at the November members meeting.

*2. Election of new Council Members*

Ben Walcott noted that all Council positions had been filled at the AGM in November.

*3. ANPSA Amendments to Rules and By-laws*

John Carter noted that the proposed amendments had been approved at the ANPSA AGM in November.

*4. Expiry of Domain anps-canberra.asn.au*

Greg Quinn advised that it had been renewed with the payment made by his credit card.

Greg noted that it can just be registered to an organisation but must have a person as the technical contact.

Other Matters Arising are addressed under Agenda Items.

#### **Correspondence In**

- 1. Email from ANPSA Secretary re nominations for Australian Plants Award that close on 1<sup>st</sup> April. It was suggested that Peter Ollerenshaw would be a suitable nominee. Lucinda Royston agreed to include the award details in the February Bulletin,*
- 2. Email from Rosemary Blemings regarding the future of Weed Swap.*
- 3. Email from Brian Walters advising that ANPSA updated Rules & By-Laws have been added to the website.*
- 4. Email from Jeanette Jeffery offering to be the Field Trip co-ordinator for 2019. Council strongly endorsed this appointment and the Secretary will advise Jeanette Jeffery of this endorsement.*
- 5. Letter from the STEP President, Judy Smith, thanking ANPS Canberra for their recent donation to STEP.*

## **Correspondence Out**

1. To Penny Taylor-Yates of Garran P&C advising that we could provide 20 plants and requesting advice on nature of plants required.

## **Treasurer's Report**

The Treasurer, Neville Page, had previously emailed out a report covering the period 1<sup>st</sup> July 2018 to 2<sup>nd</sup> December 2018. He advised that over this period the spending was relatively high at \$129,653 with incoming funds of \$89,869.

He advised that he was holding a Giraffe invoice for \$4,317.50 as the second half payment for the membership system.

Neville noted that the excess from the Spring plant sale was approximately \$20,000.

Ben Walcott noted that the website development was the main drag on funds this year but was a one-off expense, however we had made a lower amount of donations than last year with a total of \$25,000.

The Treasurer advised that he will prepare a budget for the coming year and present it at the next Council meeting.

*Treasurer's Report be accepted as circulated.*

*Moved Neville Page; 2<sup>nd</sup> Geoff Butler; Carried.*

## **President's Report**

Ben Walcott emphasised the need to have more younger people involved in running our organisation. Ian Tranter noted that we need them in the sub-groups, not just in Council. Geoff Butler commented that things have not changed greatly as similar discussions on involvement of younger people were held back in 1975.

Ben advised that he would not be continuing as the Plant Sale Coordinator, a task that he has done for the last several years, in conjunction with John Carter who is also pulling back from that role.

It was agreed that it was important to identify a replacement Coordinator and Lucinda agreed to call for volunteers for this position in the next Bulletin. It was agreed that a list of the Coordinator tasks needs to accompany this request and that Lucinda will prepare this with Ben's assistance.

## **Agenda Items**

1. *"Anonymous" phone call to Giraffe re logo/website*

The lady who made this call strongly criticizing the logo and website could be identified by Giraffe through her phone number.

Whilst this person's action was considered totally inappropriate, it was agreed that we would let the matter rest at present. However, if a further call was made by this person then Council would take this matter up with the caller.

2. *Matters accepted by Council Members via emails prior to this meeting including*

- *No printing of the ANPS Canberra bulletin as of 2019*

- *Option of receiving "Australian Plants" at discounted rate will continue for 2019*

Ben Walcott advised that it was important to have a system that allows decisions to be made between Council meetings as had been done with the above matters.

Ben noted that members should be given a reasonable time to respond and Lucinda stated that the request for a decision should include a closure date.

A vote was taken to determine if Council believed that such matters required a majority or a 75% vote of Council members to be adopted. Eleven members voted in favour of a majority and one member in favour of 75%. John Carter proposed that this matter could be addressed in the Rules/By-laws.

### *3. Progress with development of a Conflict of Interest policy*

Geoff Butler advised that 3 comments had been received on the distributed version of the policy as well as a shorter version presented by Dave Herald.

Geoff advised that he would submit his version to Council addressing the received comments as well as including Dave Herald's shorter version.

Dave Herald noted that this matter could ultimately be included in the By-laws.

It was agreed that the present process outlined by Geoff Butler would proceed.

### *4. Status with Website development and membership platform*

Ben Walcott explained that there were three components to the scope of the contract with Giraffe:

- Creation of the website and development of a branding strategy,
- Development of the membership system, and
- Ongoing maintenance and support.

Ben Walcott advised that the ongoing maintenance and support was to be paid for at \$130 per hour with an allowance of 5 hours per month. In addition, they had agreed to arrange for the information on the old web site to be moved over to the new site.

Dave Herald noted that whilst the November Council minutes stated that Giraffe had been given a part payment of \$4,500 for progress with development of the membership system for the web site there was no recorded evidence of Council approval for this action.

Dave Herald requested to see a copy of the contract with Giraffe and Ben Walcott agreed to forward this out to the current Council members. Dave Herald queried whether we had provided a written brief to Giraffe as required under the contract and whether the contract had been signed. He queried the extent that the unsigned contract would be binding and stressed the need to clearly document all components just in case things do not go to plan.

Ben Walcott advised that Bill Willis did the early negotiations with Giraffe. Geoff Butler stated that Council had discussed these issues 12 months ago and would need Bill Willis to provide the background information. Geoff Butler agreed to try and source this information and forward it to the Treasurer.

Karen Brien noted that this should then be posted on a Council access web site.

Ben Walcott advised that he would continue to be the focal point for contact with Giraffe.

Neville Page noted that we will need 3 or 4 persons from each subgroup trained to put items on the new website. Ben Walcott advised that he would need the names of those members of the various subgroups that will require training so that a training schedule could be established.

Neville Page noted that if we use credit card to pay for membership, the details are retained without advising the member. He queried why the membership system only gave 12 months membership from the renewal date whereas it should give 12 months from 1 January. Also, not clear if we can use retained credit card details to automatically renew after 12 months. He advised that he was happy to talk to Giraffe to clarify these matters. It was agreed that since Ben has been the contact, he will discuss these issues with Giraffe.

### *5. Membership fee concessions*

Ben Walcott noted that there are 37 concessional members including Centrelink aged pensioners and full-time students.

Ben proposed that we leave the current arrangement in place where the member confirms that they come into this concessional category when renewing their membership.

This was agreed to by Council.

*6. Status concerning acceptance of new logo*

Ben Walcott noted that Giraffe had been given the option of using the previous logo but had chosen to go with the current logo. Geoff Butler acknowledged that we were slow in seeking feedback from members on the new logo but whilst Megan Dixon had agreed to put out an article to members this had not materialised.

Geoff advised that it was now addressed in the December journal and members were requested to provide their feedback to an email site so that Council could gauge the overall response.

Greg Quinn noted that the feedback goes to Council members via a website.

*Sending an email to all members seeking feedback on the new logo.*

**Moved Dave Herald; 2<sup>nd</sup> Greg Quinn;**

*Three voted in favour and 7 against. Not passed.*

Neville Page stated that whilst he understood the need for a new logo, he believed there was no reason why we could not have a floral emblem as well, which could be the *Wahlenbergia gloriosa*.

*7. Donations Policy, clarification for new Council.*

Lucinda Royston noted that we already have a policy and Ben Walcott stated that it is on the website. Agreed that this was not an urgent matter and we would defer consideration until next year.

*8. Consideration of further donation to Canberra Nature Map (Nominated by Geoff Butler)*

Geoff Butler suggested that best wait till we review the Donations Policy. Council agreed with this approach.

*9. Consideration of the future of the Weed Swap program (Nominated by Geoff Butler in liaison with Rosemary Blemings)*

Geoff Butler advised that he, Ben Walcott and Rosemary Blemings had met with the ACT Weeds Officers.

Geoff advised that the ACT is looking at changing the way they run these events with it going only for one day at one location but being more extensive with tents representing other related aspects.

Ben Walcott noted that it was a changing scene with ACT Government taking the lead and ANPS providing assistance as required. There is no overarching plan but during the meeting the ACT Officers realised the amount of work required and agreed to have only a once a year event.

Ben Walcott advised that Rosemary Blemings had commented at the meeting that ANPS would have at least 850 plants for the Weedswap. The ACT Government is also seeking plants from Greening Australia. Agreed that we would address this further at a future meeting.

*10. Issues for the completion of the AGM on 13th December*

Lucinda Royston advised that she would prepare a President's Report for this meeting.

Noted that a signed form for annual return needs to be provided to the ACT Government Office of Regulatory Services.

**Other Business**

*1. New Grower Application – Rowan Ward*

John Carter advised that Rowan Ward runs Kambah Garden Services and is mainly a landscaper. It was agreed that John Carter would include him on the Member Grower List.

## *2. Rules & By-Laws*

Dave Herald advised that the Rules are the Constitution, but the By-Laws can be developed by Council. Dave Herald and John Carter advised that they would be willing to work together on developing the By-Laws.

*Council to take steps to produce a set of By-Laws to assist in running the Society.*

***Moved John Carter; 2<sup>nd</sup> Dave Herald;***

*Seven members voted in favour and 2 abstained. Passed.*

## **Closure**

At 4.10 pm, the Chair closed the meeting.

## **Next Council Meeting**

Monday 11<sup>th</sup> February 2019 at 2.00 pm Dickson Room, ANBG.