



NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC

ANNUAL REPORT 2011 FINANCIAL YEAR

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Agenda - NZILA 40th Annual General Meeting

Date: 1.00pm - 5.00pm
Time: Thursday 28 June 2012

Location: Stewart Lecture Room
Lincoln University
Canterbury

1. Welcome, Attendance and Apologies
2. Receipt of Proxy Votes
3. Confirmation of Minutes of the 2011 AGM
4. Matters arising from Minutes
5. Presentation of Annual Reports
(the 2011 Annual Report will be pre-circulated prior to the meeting and largely taken as read)
 - 5.1. President – *Stephen Brown*
 - 5.2. Honorary Secretary; - Administration, Documentation, Membership - *Grant Edge*
 - 5.3. Vice-President,– Registration CPD, IFLA- *Sally Peake*
 - 5.4. Environment & Legislation – *Phillip Blakely*
 - 5.5. Accreditation; Education, Graduate Affairs; Student Affairs- *Andrew Gray*
 - 5.6. Communications; Website – *Shannon Bray*
 - 5.7. Branch/Membership Liaison – *Rory Langbridge*
 - 5.8. Conference/Workshop Liaison; Awards – *Stephen Brown*
6. Presentation of Annual Accounts – *Peter Kensington*
7. Presentation of Budget for 2012
8. Appointment of Auditors
9. Conference/Workshop
 - 9.1. 2011 Northland Workshop : The Power of Landscape Conference
 - 9.2. 2012 Christchurch Workshop
 - 9.3. 2013 NZILA IFLA Congress (Auckland)
 - 9.4. 2014 Organising Branch to be confirmed



Agenda - NZILA 40th Annual General Meeting continued

Other Reports

10. Registration – *Robin Rawson*
11. IFLA Delgate – *Alan Titchener*
12. High Country Landscape Group – *Anne Steven/Di Lucas*
13. Branches – *Branch Representative*
14. Education Foundation – *Jan Woodhouse*
15. Remits On the Table Remit from 2011
16. Remits Executive Remit 1 Constitution Item 2.13 - Amendment
17. Presentation of Certificates to newly Registered Members 2011
18. Awards:
 - 18.1. Student Tertiary Excellence Awards - Identification
 - 18.2. Life Membership nomination for 2012 - Announcement
 - 18.3.
19. General Business
 - 19.1
 - 19.2

Proxy votes and apologies can be forwarded to:

NZILA
Proxy Form
PO Box 10-022
Wellington 6143

fax: (09) 3091892
email info@nzila.co.nz

to be received no later than Monday 25 June 2012 or accepted at the AGM.

The proxy voting form is to be used as follows:

1. by Life, Fellow & Registered members only on matters affecting the Constitution
2. by Life, Fellow & Registered and Graduate members only for other matters not affecting the Constitution



NZILA Executive Committee



*Stephen Brown - **President***
Conference/Workshop Liaison,
Awards



*Sally Peake - **Vice President***
Registered Membership, CPD,
Urban Design



*Peter Kensington - **Treasurer***



*Grant Edge - **Honorary Secretary***
Documentation, Administration,
Membership



*Andrew Gray - **Committee Member***
Accreditation, Education, Graduate
Affairs



*Shannon Bray - **Committee Member***
Marketing & Communications



*Philip Blakely - **Committee Member***
Environment & Legislation, Student
Affairs



*Rory Langbridge - **Committee Member***
Branch Liason

The last year has been both an exciting and frustrating period in the development of the profession and Institute: exciting insofar as we are 'steamrolling' towards the largest landscape event in New Zealand's history and frustrating that changes to the management of the NZILA, its re-profiling and even the World Congress, appear to be such small blips on most landscape architects' radar. Clearly, Christchurch and its unremittingly slow recovery from both major earthquakes, remains a tragic open wound that is far from healed.

When I assumed the role of president, in April 2011, three matters loomed large on the immediate horizon: Christchurch's travails – ruthlessly exposed to those at the Kerikeri AGM via Neil Challenger's graphic presentation, the urgent need for administrative assistance to support both the Exec and membership, and next April's World IFLA Congress in Auckland.

However, Exec's first meeting – a two-day think tank designed to address a strategic vision for the Institute – also highlighted the need for an immediate re-think about the way in which the landscape community engages with the wider public realm. In particular, the role of the NZILA web site, as most people's first point of contact with the profession was highlighted; unfortunately by early 2011 it was looking outdated, but perhaps more importantly, was also functionally inadequate as a vehicle for public engagement with local landscape architects. Consequently, Exec decided to embark on a four-pronged strategy:

- Engagement of a new administrative / executive officer, initially to provide a point of contact for those outside the Institute seeking information and help, and to support both Exec and the wider membership.
- Development of a new NZILA web site, with greater orientation towards the general public – attempting to find out what we do, and who to contact in terms of specific needs and requests – but also elevating the functionality of the site for Institute members.
- Provision of support for the World Congress sub-committee, very ably led by Renee Davies, with support from a number of 'familiar faces': Rachel de Lambert, Sarah Collins, Jan Woodhouse and Di Menzies – among others.
- Providing support for Christchurch, if and when opportunities for input and assistance arose.

In implementing this strategy, the efforts and guidance offered by Shannon Bray – assisted by Sally Peake, Peter Kensington and Grant Edge – have been immensely important. As a result, Vicki Clague has brought a wealth of experience, know-how and energy to the role of executive officer: the Breast Cancer Research Trust's loss has truly been our gain, and Vicki is just starting to open up horizons – in respect of contacts, new sources of revenue and development of an institutional vision – that we are just starting to touch on.

In fact, opportunities for further exploration of Vicki's role and input to the Institute's development have been mostly restricted by the success of the new web site. Shannon Bray's long hours at Cucumber – the web site developer – have not only paid dividends with a completely revamped 'front door' to the Institute, they have also led to an explosion of communication and email traffic that almost swamped Vicki. As a result, we have had to urgently review our approach to business as usual, and reorganise the way in which administration is handled. In the meantime, the web site now provides a highly attractive and successful portal to the Institute that highlights the achievements of its membership. Just as important, it offers a level of functionality that is still unfolding and will benefit our members immensely over years to come.

The World Congress remains a major 'piece of work' that is both exciting and challenging: its

financial implications and exposure alone are truly daunting, especially for such a small professional association. Sponsorship is, as ever, difficult to find and the theme of Shared Wisdom In An Age of Change is imposing very specific challenges on the sub-committee charged with developing this theme and finding appropriate speakers – representative of different sub-themes and geographical quarters. We are hopeful that the Australian Institute will play a bigger role over the next 10 months in respect of both organisation and sponsorship, but until then we will have to continue shouldering the lion's share of the preparation for this once-in-a-lifetime event – what will be a true watershed for the NZILA. We are rapidly approaching the point of no return in terms of our commitment to IFLA (as well as financially!), and all I can really say at this point is that we will make the Congress a success no matter what: no ifs or buts – it is going to happen!!

The final 'stool' of the year's strategic effort has been Christchurch. Perhaps not surprising, there has been some criticism of Exec in this area, much of it directed at myself. I could make excuses about the muddle over our relationship with other professional bodies who we were supposed to act in concert with, the difficulty of making meaningful contact with Mayor Bob's office and CERA, other commitments (see above), and the difficulty of entering the fray over Christchurch from 'outside' – not as a local organisation. Yet, the reality is that much of the criticism is quite fair: mea culpa. Like many, I have felt out of my depth dealing with the massive scale of the Christchurch disaster and uncertain where to direct the meagre resources that we are able to muster. More positively, the members of the Canterbury-Westland Branch Committee, ably led by Neil Challenger, have been much more prominent at the 'grass roots' level and a number of other local landscape architects – Di Lucas, Simon Swaffield and Boffa Miskell Ltd – have shone like a beacon through the clouds of uncertainty surrounding the rebuild. We can all be proud that the landscape community has shown a degree of leadership that would have been unthinkable 10 or 15 years ago.

In closing, I would like to thank the Executive team for their fantastic efforts over the last year. A range of projects and issues other than those mentioned above have taxed our resources, including a protracted review of the Victoria course and liaison with that University (thanks Andrew Gray and Melean Absolum et al), while registration and CPD (with thanks to Sally Peake and Robin Rawson) have continued to evolve. We are also finalising the details of next year's NZILA Awards, which will again be sponsored by Resene and presented in conjunction with the World Congress. In all of this, Grant Edge's institutional memory and knowledge of process has been invaluable – especially, given the relative inexperience of many others who I have already mentioned – while Peter Kensington's sound management of the Institute's finances can only become ever more important as we progress towards next April. Landscape Architecture NZ has also continued to hold the landscape banner high across the nation, and credit must be given to Michael Barrett at AGM for his enthusiasm and appreciation of what we are trying to achieve.

So the wheels never stop turning and I doubt that few outside Exec can fully appreciate the time and effort required of a relatively small band to keep the Institute on track. Four meetings a year are only the tip of the iceberg; consequently, much as I have anguished over one key aspect of that last year's performance (more particularly, my own), I remain truly proud of what this Executive has achieved. The report card might well read "good in most respects, but could have done better", yet this has been a year of real progress and there is much to look forward to in the year to come.



NZILA President – Stephen Brown

2011 Annual Report by Grant Edge
Honorary Secretary, Administration and Membership, Documentation

2011 was a year in transition for the Institute with respect to administration, membership, registration, communication and website.

With the departure of Melanie Whittaker in late 2010, the new Executive team had no independent administrator to assist it.

Following the AGM where various administrative and communications issues were raised, the Executive held a special 2 day workshop in Auckland in April to discuss future strategy, communications and governance.

The Main priorities were seen as:

- Communications/Website development
- Administration Executive Officer

As an interim measure we were grateful for the continued assistance received from Melanie Whittaker and also Heidi Monks who managed the Institute's day to day affairs from April through to end December.

Executive Officer

I wish to thank the huge amount of work undertaken by Shannon Bray and the advice provided by Grow Human Resources Ltd in preparing the both the Contract Documentation and the Job Description material. The Executive Officer position was publicly advertised with over 65 applications. Nine were short-listed for telephone interviews and two attended full interviews undertaken by President Stephen Brown, Vice President Sally Peake and Executive member Shannon Bray.

The Executive were pleased to appoint Vicki Clague from Fusion Communications as a contractor to undertake this part time Executive Officer position.

In addition to administrative duties undertaken in late 2011, Vicki's priority revolved around setting up a new MYOB accounting and invoicing system and updating the database in association with the new Website development.

Oral History

Funding for the Oral History project was approved at the 2011 AGM. Shona McMahon was engaged to prepare the application seeking funding assistance from the Lotteries Board and also Unitec. The NZ Lottery Board considered that the Oral History project was of national significance and approved a grant of \$15000 in July. The NZILA was to contribute another \$2500 and Unitec was to have set up a research project which would provide another \$5000. Nothing much has happened in the interim. Given the current economic climate the Unitec project is unlikely to happen. Effectively the Institute needs to agree on funding this project on its own. The Executive has set aside money in the special projects budget to allow the first set of interviews to be showcased at the 2013 Congress. Release of the Lottery Grant is subject to us committing to significant funds in the first instance with some outputs expected.



Life/Fellow Membership Policy

A review was undertaken and it was decided that no change was required to the current Policy.

IFLA Asia Pacific Sub Committee Representatives

At the Request of the NZILA Delegate and APR Vice President Alan Titchener, the Executive prepared Policy Documents and called for nominations from selected individuals. Dr Diane Menzies was appointed to represent the NZILA of the APR Cultural landscape committee and Neil Challenger would represent NZILA on the APR Education sub committee. These roles require no funding from the NZILA.

Administration and Membership

It was recognized that following the departure of Melanie that a huge body of the Institute's corporate memory was not easily retrievable. It has since late 2010 relied heavily on this Hon Secretary to steer the ship and guide the new Executive and the Executive Officer on administrative matters.

Administration Manual

A priority through out 2011 has been to gradually gather relevant information and begin to prepare an Administrative Manual. The manual (how to) document is well underway and will help provide guidance for the Executive Officer and the Executive with respect to Operational Procedures. This will be an organic document going forward but at least the corporate memory will largely be retrievable. The aim is for the manual to be completed by AGM 2013.

Membership

During the upgrade of the database it was found that many members' details were either out of date or missing. We believe that the majority of information that we have had on members is now up to date. We recognize that there are still some issues with the management of membership lists and information on the website but these will be addressed in 2012.

We have been standardising and improving Forms and trying to be more helpful with return responses that identify actions for either the member or the Executive.

We received a higher than normal level of applications from members wishing to rejoin and also requests for 'Hardship' during 2011. The Executive would consider improving the administrative management of these and other membership matters in 2012.

Executive Business

A considerable amount of business was undertaken by email during the latter half of 2011. We held a meeting in July and another in November. During this timeframe issues related to the Website, Executive Officer and IFLA APR Committee Reps were all discussed and approved through telephone conversations and emails. Electronic Motions were prepared and voted on. These were subsequently ratified formerly at the subsequent Executive meetings.

Documentation

NZILA Membership Handbook

The Executive have decided not to distribute Hard copies of the NZILA Manual but rather post the documents on the website.

We do recognize that much of the material needs revision and this will be worked through in 2012/13



Operational Procedures and Protocol Document

This is a document currently being reviewed and updated.

Constitution – Subscriber Facility

This facility was endorsed at the 2007 AGM but the procedural and policy issues around its activation have not been completed. The Executive will be progressing the criteria for this membership facility during 2012.

However the Executive does consider that the name of the facility would be better called Sponsorship. A report is to be prepared and actioned in 2012 then if a name change is deemed necessary a remit to change the Constitution would be presented at the 2013 AGM.



Registered Membership & CPD – Sally Peake

The Executive Committee congratulates the following 15 people who successfully passed the examination in 2011, and welcomes them as Registered Members of the Institute:

Grant Bailey
Melissa Davis
Martha Dravitzki
Melinda Drysdale
Charlotte Grant
Stuart Houghton
Mark Lewis
Jade McFarlane
Caroline Patton
Chris Punt
Kylie Smith
Stefan Steyn
Megan Taylor
Marc Tomes
Richard Tyler

Registered Membership Certificates are being presented to those in attendance at the AGM.

As we successfully negotiate our way through the transition period from the former Associate status to the new Registered status, I would like to thank those people who have helped pave the way, including Julia Williams, Vicki Clague, Robin Rawson and John Brenkley. This year will see the first applicants under the Mentor Programme sit the examination, and I congratulate all those mentors who have stepped up and taken on this important role.

The Executive would also thank the Interview Panel for all their work interviewing candidates this year, which was a particularly busy year, and for their excellent support to the Executive and Institute. John Brenkley was the Chairperson of the panel again this year and was gratefully assisted by Shannon Bray, Jennifer Dray, Linda Kerkmeester, Nik Kneale, Ralph Johns, Tim Lander, Dan Males and Anne Steven. Thank you to the panel once again for your hard work in 2011.

Workshops

A number of workshops were held around the country leading up to membership applications closing in 2011, which were well-attended and popular with graduates and prospective applicants.

These workshops are now compulsory for applicants, and branches will need to organize a minimum of two a year with attendance by group mentors. For larger centres, the Auckland Branch has offered to share its experience, and this is posted on the website. For smaller centres or branches with scattered membership, it may be that a less formal and more focused system is appropriate.

Once again, the Executive thanks all those branch committees and mentors for their work and contribution to the profession.



Continuing Professional Development

A record number of landscape architects are now Registered, and the Executive thanks our Registrar, Robin Rawson, and Executive Officer, Vicki Clague, for their work in administering the process.

Members are reminded that our professional relationship with clients and the public relies on maintaining standards, and completing CPD is an essential and personal responsibility. It would be good if Vicki did not have to harass people in this regard.

Accreditation, Education and Construction Industry Council – Andrew Gray

Accreditation

The Accreditation Panel completed their 5 yearly audit of Lincoln University in the end of 2011 and has approved extending the accreditation for the existing recognised courses.

In addition to the Lincoln review, the Accreditation Panel dealt with a number of issues that arose through inquiries to the Institute from people seeking clarification on accreditation matters. A significant issue arose when one of the Landscape Architecture School's appointed an Urban Designer as head of their Landscape Architecture program. IFLA and NZILA have clear guidelines that the head of the program needs to be a landscape architect and so the Institute raised this issue with the University and the matter has now been resolved.

After the completion of the Lincoln accreditation review, Frank Boffa the head of the panel gave notice that he was resigning. Frank has lead the accreditation panel since I joined the Institute executive committee and has provided a solid reliable base for addressing the issues that have arisen. I am extremely grateful to him for the advice and efforts carried out throughout my term.

Working on the Executive has given me an insight of how the members of the Accreditation Panel work tirelessly on matters to ensure that the standard of Landscape Architecture education is maintained in NZ. This important work goes often unseen by most members of the Institute but is a critical aspect of our profession.

On behalf of the membership I would like to express my sincere thanks to Frank for his outstanding and selfless input into this important role.

The accreditation panel provide a critical sense of continuity for the executive committee. To this end I'm grateful that the accreditation panel have planned and ensured that there was sufficient overlap within the panel for the baton of knowledge to be passed on. I'm please to report that Melean Absolum has assumed the role as head of the Accreditation Panel with sterling support from Julia Williams. The panel will now be seeking a third member.

Annual reports were received by the Accreditation Panel from Lincoln University and Victoria University

Next year there is no need for the Accreditation panel to carry out a full course review visit as all the education providers will have current accreditation status.



Education

1. Neil Challenger was appointed as the NZILA representative for the IFLA Asia Pacific Region Education Committee. This committee principally communicates online, towards advancing Landscape Education in the Asia Pacific region.
2. The review of the Education and Accreditation policies are continuing
3. The Institute acted as facilitator to allow the Landscape Architect education providers to collaboratively promote the profession and their individual courses at the annual conference of the Career Advisors in Rotorua. This was fully funded by the education providers and provided a modest income for the Institute.

In preparation for the conference, fact sheets were developed for students and career advisors by the Institute in association with the education providers. These resources have since been used by the Auckland and Wellington branches for student career days.

A survey of the conference attendees found that Landscape Architecture as a career had high recognition amongst the career advisors, but that there was little awareness of the resources available on the Institute's website. This reinforced the importance of promoting at the conference to help promote the Institute and the services it offers.

Several requests for speakers at career evenings were generated by our display. Particular thanks needs to go to Joby Banham who staffed the display on behalf of the Institute and all the branches members who coordinated the speakers for the colleges.

Construction Industry Council (CIC)

NZILA is a member of the CIC which brings together institutes from across the Construction industry to jointly submit or form common positions.

The Council provides drafts briefing papers for the Minister of Building and Construction and input to the Department of Building and Housing on various construction issues.

It also provides an important networking and information sharing opportunity with other NZ institutes.



Marketing & Website Report - Shannon Bray

As identified in Stephen's AGM President Report, in a two-day think-tank session last year the Executive Committee determined a need to address the way the NZILA engages with its members, the wider landscape community and the wider public realm. It was quickly identified that our website was our key point of contact, and that it was somewhat out-dated and functionally inadequate.

Following a review of the website, I presented a number of options to the Executive for consideration, including renovation of our existing website (developed over the past decade in conjunction with Melanie Whittaker) or total redevelopment (using the old website content where possible). In total 5 quotes were obtained, and the Exec decided to proceed with Cucumber Ltd for the development of a new website. I managed the process throughout.

A small team of willing, non-executive volunteers was asked to provide detailed input into the design of the new site, which culminated in a workshop session in Auckland. These volunteers, along with Exec, also provided feedback on the creative direction of the new site – which from an early stage was pitched to 'showcase' our profession as much as possible. Content was developed by a number of people (all acknowledged on the website itself), collated by myself and loaded via a new, NZILA-managed content management system. This system allows us to update and manage our own content, whenever we like, at no charge.

Since going live in February 2012, we have been tracking usage – what follows are some interesting statistics (thanks to Google Analytics):

Average visitors to the website each day:	74
Number of unique visitors since launch:	3,000
Average duration of visit:	over 7 minutes
Average percentage of return:	66%

Country of origin of visitors:

80% NZ
4% Australia
3% USA
3% UK
1% China

Popular Pages:

Members Section

- Hire a LA (over 20 visitors a day)
- Become a LA
- About NZILA
- Contact Us
- Movers and Shakers Conference (link from the home page)

Alongside development of the website, we changed the way we communicate with members, through the introduction of the e-newsletter (a monthly communication piece) and branded announcement emails (sent as-and-when required). Visits to the website peak in the 24 hours following the sending of the e-newsletter, with as many as 250 visits after the March 28 newsletter (that is nearly half of our membership!).



As alluded to by Stephen Brown in his report, email and telephone enquiries from the website have dramatically increased – with Vicki receiving as many as 100 emails in a day following the e-newsletter publication. Such engagement can only be positive for the Institute, and in the past few months we have been working through how to effectively manage the communication requirements. Vicki's outstanding efforts and communication skills have increased our membership and reigned in our creditors (members owing subs).

Looking Forward to 2012/2013:

We have also received considerable feedback from members, mostly on the positive side but also some constructive and some very negative. We understand we can't please everyone, but I am in the process of compiling the feedback and preparing a 'Stage II' review. This will address some of the key concerns, including:

Hierarchy of Hire a Landscape Architect, and better display of who is Registered
Creative changes to InSite (the calendar and news section)
Creative changes to the Members Section, with better navigation
Direct Log-On to Members Section

We have also begun exploring the use of Twitter, Facebook and LinkedIn, and the Phase II development is likely to have a Twitter splash-screen. This is most likely going to be used by Vicki to provide quick, short updates, but there is potential scope to open this for members and other twitter users.

Subject to budgets being approved at the AGM, these updates should be completed in the next few months. We also look to keep the website fresh with photos, projects, news and information. Please keep this coming through to either Vicki or myself.

Some members have indicated that they would like a review of our NZILA logo and branding, which will no doubt be discussed during the AGM. The creation of the new-look website did touch on this, and I have been developing a 'branding guide' that details the use of the NZILA colours and logos – which would be downloadable from the Document Library in the website along with the logos for member use. As a result of the remit, I have put this project on hold until following the AGM.

Some members have asked whether we should become more actively involved in the media, and this option was explored during 2011. Unfortunately media agencies and copy-writers are expensive, so for the time-being the Executive have decided not to pursue this option. However, we encourage members to undertake their own publicity of the landscape profession as and where possible.

Branch Liaison - Rory Langbridge

Thanks need to go to all those branch members who have volunteered their time and energy to keep the branches functional and active, to organise meetings, take minutes, managed finances and have generally kept the profile of Landscape Architecture in the public eye through the preparation of public submissions, being active within your communities, organising conferences and generally speaking up for and on behalf of Landscape Architects nationwide.



Thanks need also to be extended for the support and constructive engagement many of you have given us during this period of extensive change within the institute. We as an exec believe the steps taken have been necessary and are taking us in the right direction.

Thank you to those members who have offered their time as mentors and to those who have taken the challenge of registration this year. The institute generally is dependent on the continuous introduction of fresh faces and ideas that you as registered members will bring. Good Luck.

Thanks must also go to those who have kept in touch with and encouraged newer members and landscape architecture students to ensure they engage with and feel part of the wider profession.

Finally specific thanks must go to the committee members who have volunteered their services for the upcoming year 2012/13

<p>Auckland Branch Chair: Orson Waldock Deputy Chair: Lee Brazier Secretary: Helen Mellsop Treasurer: Jonathon Wong</p>	<p>Nelson / Marlborough Branch Chair: Lynn Cadenhead Secretary: Luke Porter Treasurer: Rory Langbridge</p>
<p>Central North Island Branch Chair: Tim Lander Secretary: Matt Peacocke Treasurer: Charlotte Grant</p>	<p>Canterbury / Westland Branch Chair: Neil Challenger Secretary: Tracey Ower Treasurer: Louise Bailey & Rachel Annan</p>
<p>Wellington Branch Chair: Daniel Males Secretary: Naomi Bird Treasurer: Steve Dunn</p>	<p>Hawkes Bay / Manawatu Branch Chair: Stefan Steyn Secretary: Martha Dravitzki Treasurer: John Brenkley</p>
<p>Southern Branch Chair: Ben Espie Treasurer: Susan Anderson Secretary: Brooke Mitchell</p>	



Awards Report – Stephen Brown

Next year's World Congress in Auckland provides a very significant platform for the 2013 NZILA Resene Pride of Place Landscape Awards ceremony. It is recognised that many who attend the IFLA event will either arrive too late for an awards ceremony and/or have little real interest in them precisely because of their local content and focus. Nevertheless, the lead-up to the Congress provides an excellent vehicle for promotion of the profession that cannot, and should not, be ignored. Furthermore, discussions with Resene – who have assumed the role of both a key stakeholder in respect of the awards, and an irreplaceable contributor to them – have agreed that the combining the 2012 and 2013 awards in one event would enhance both the profile of the profession. Naturally, such exposure can only enhance Resene, while award winners would also benefit from the publicity associated with the World Congress.

On the other hand, it is also recognised that the event must avoid any potential conflict with the IFLA World Council meeting and the events of the World Congress. Consequently, it has been tentatively agreed (with the World Congress Sub-committee) that the 2013 Awards ceremony should take place on Monday the 8th April, at the Sky City Convention Centre. At this stage, it is anticipated that the Awards will be held (as in the past) in conjunction with a sit-down dinner and related speeches / commentary.

Environment and Legislation - Philip Blakely (shared with Sally Peake & Rory Langbridge)

Submissions

The Executive continues to seek ways to represent members views with submissions on behalf of NZILA. A submission was made on the Proposed National Policy Statement on Indigenous Biodiversity. A summary of submissions is available on the MfE website.

National Policy Statement for Landscape

The proposed National Policy Statement for Landscape initiated at the 2010 AGM has not progressed following lack of support from MfE.

RMA Practitioner Training

This proposed initiative by MfE was withdrawn, although it is noted that courses are being offered by the University of Auckland.

NZILA Landscape Charter

The Charter sets out principles and values for the protection, planning, enhancement, design and management of landscapes of New Zealand.

The Institute has had some feedback from MfE, but as it was not particularly well received and it was indicated that the Ministry would be initiating a work stream that will include consideration of some landscape issues, including landscape assessment, Exec is recommending delaying further work pending further information being received.

NPS for Renewable Electricity Generation 2011

The National Policy Statement for Renewable Electricity Generation 2011 was launched and a copy/link placed on the website.



Landscape Planning Initiative (LPI)

Following the 2008 and 2009 workshops, and the landscape assessment and sustainable management best practice note, Executive has discussed LPI at all meetings during the year and had discussions with landscape planning practitioners and Lincoln University on how to proceed or what the next step might be. Finding a way forward has proved difficult with many conflicting views. The idea of a smaller more focused workshop picking up where the previous workshops left off has not gained support within the Executive.

A wider issue identified which is of concern is a lack of education amongst students and graduates on landscape assessment. There is a diminishing resource in this area in terms of experienced practitioners and these days landscape planning is often where the jobs are.

At the March Executive Meeting it was decided that there was a need to:

- Engage and discuss with Tertiary providers about providing sound grounding in landscape assessment
- Upskilling of current LAs practicing landscape assessment.
- Encouraging research in this area by Tertiary institutions

Neil Challenger and Jacky Bowring in their recent very useful visits to the regions to discuss landscape architecture research at Lincoln University clearly got the message from around the regions that landscape assessment and methodology was an area for further research but also perhaps a need for greater emphasis in course content and/or opportunities for specialisation in courses.

This is a matter that would also benefit from input from the proposed MfE workstream.

Review of the RMA Section 6 and 7

A further issue of concern to LAs under this portfolio discussed by Executive is the Review of the RMA Section 6 and 7 by the government and the worrying implications for the landscape of this. The Executive will be watching this review carefully and participating where required.



Student Awards 2011

NZILA / Dr Diane Menzies Award for the top 2011 Victoria University Wellington Landscape Architecture Student.



Andrew Gray presenting the Award to Bradley Ward

NZILA Robin Gay Award presented to top 2011 Lincoln University Landscape Architecture Student



Megan Ash recipient of the Award pictured with Grant Edge (NZILA Hon Secretary)

NZILA / Dr Frank Boffa Award for the Unitec final year student. Recipient for 2011 Ethan Reid

Registrar - Robin Rawson

A great result, 90% of eligible members have submitted CPD for 2012 registration, well done! A special mention and thanks to all of you who had your life disrupted by earthquakes and still managed to complete registration requirements.

Thanks to Shannon Bray for all his work on the new website including on-line registration. If you haven't tried this yet, give it a go as it will save your time and mine. You can fill in your 2012 CPD records online now, and a few of you have already fulfilled requirements for 2013 registration. When you return from the NZILA conference, fill in a record and you will have made substantial progress on next year's registration.

My role includes ensuring that you meet registration requirements, and I've had to ask a few of you for generally minor amendments to your CPD records, thanks to you all for tidying these issues up. If you have not filed a CPD plan with your CPD records this year, remember you will need to file one next year. If for any reason you are stuck and need help to prepare your CPD record or plan, email me and I'll get back to you.

IFLA Delegate's Report - Alan Titchener NZILA IFLA Delegate 2007 - 2012

Introduction

While activity over the last couple of years has not been as great as in the previous four years progress has been made on various fronts as reported below.

Formal establishment of an Africa Region

After several years of lead up work IFLA's fourth regional body has been established for the African continent (after the European Region, the Americas Region and the Asia Pacific Region). Prof Philip Ngunjiri from Kenya was elected the inaugural Africa Region Vice President.

MoU's with UIA, IFI

IFLA's Memorandum of Understanding with the International Union of Architects has been revised and renewed and a new MoU is in the process of being agreed with the International Federation of Interior Architects/Designers. The MoU's form the basis for on-going interaction and co-operation between the signature associations and provide for support for such initiatives as the International Landscape Convention which IFLA is lobbying for with support from UNESCO.

World Habitat Forum

IFLA President Desiree Martinez has represented IFLA at meetings of this forum which, at an international level, seeks sustainable ways to live in different environments around the planet.

International Landscape Convention

In association with UNESCO, IFLA continues to lobby for the adoption of the draft International Landscape Convention which sets out a framework for the recognition of landscape as a resource of international importance, and recognises environmental and cultural diversity throughout the world. There is strong support from many parts of the world but resistance to the convention from, in particular) the USA and France has slowed progress.

Cultural Landscapes

A symposium on Cultural Landscapes was held in Korea looking at cultural landscapes in an agricultural setting. Diane Menzies, the NZILA's representative on the IFLA Asia Pacific Region's Cultural Landscapes Committee attended this gathering.



Jinzhou Project

The Jinzhou Project which features the 20 gardens designed by landscape architects from all over the world (including 3 from practices involving NZILA members) as part of a new city development is in the construction phase and is on track to be opened towards the end of 2013. The project will help to raise the profile of landscape architecture in the region and is expected to draw up to 10 million visitors. IFLA has also received a significant amount of funding from Jinzhou City in recognition of its involvement.

Accumulated Funds

Over the last 15 years, prudent financial management of IFLA has led to the accumulation of funds which EXCO believes is in excess of what a charitable organisation needs to retain. EXCO is therefore considering the most appropriate way, or combination of ways, to reduce these accumulated funds over a period of years. Any recommendation would require World Council support. Options on the revenue side include reducing dues for Member Associations or reducing the levy paid to IFLA by Associations which organise IFLA congresses, while options on the expenditure side include funding projects, providing assistance to countries and regions where landscape architecture is in its establishment phase and providing scholarships aimed at the advancement of the profession, such as the University of Rome Scholarship which was established last year. A portion of the funds has already been put towards the funding of a landscape booklet by EFLA (the European Region of IFLA).

IFLA World Congress in Zurich

The 48th IFLA World Congress was held in Zurich Switzerland and was attended by more than 1300 delegates. This was successful in providing international exposure for the profession, but despite careful planning in the years leading up to the congress, the event resulted in a financial loss. IFLA is currently in negotiations with the Swiss organisers of the congress to reach a financial settlement and to ensure that the mistakes made are not repeated at future congresses.

2012 World Congress in Cape Town, South Africa

This year's World Congress will be hosted in September by the South African Institute of Landscape Architects in Cape Town. Although congresses have been held in Africa before, this will be the first World Congress held on the continent since the formal establishment of the Africa Region last year. The theme of the congress is Landscapes in Transition.

IFLA World Congress in Auckland

Preparations are well under way for IFLA's 50th World Congress to be jointly hosted by NZILA and AILA in Auckland. This will provide members a once in a lifetime opportunity to experience an IFLA event without the added cost of international travel. The theme of the congress, Shared Wisdom in an Age of Change, is likely to draw around 800 delegates from all over the world to attend. Everyone I speak to in IFLA circles has marked down this congress as a "must do". The array of international speakers being targeted as keynote speakers looks the best since the congress in Rio in 2008. Although the cost of registration is steady in order to make the financial ends meet, I have no doubt the benefits will outweigh the costs of attending. It will be a long time before members will have another opportunity to take part directly in an IFLA congress in New Zealand.

Review of IFLA organisation

EXCO is currently reviewing the way IFLA functions with a possible delegation of more operational activities to the regions. Funding an equitable basis for the levying dues in an organisation whose members have widely diverging wealth without placing too disproportionate a burden for the funding of IFLA on member associations from wealthier countries remains a difficult issue to resolve.



IFLA Elections

The elections for President, Treasurer and regional Vice Presidents and Treasurers are about to be held. Nominees for President are the current President (Desiree Martinez), Immediate Past Vice President of APR (Ahn Tong Mahn) and Charlotte Buys, the Delegate from the Netherlands.

John Easthope, from Australia, who was elected Interim Treasurer after the resignation of the previous Treasurer is the only candidate for World Level Treasurer.

For the first time voting for World level elections will be conducted electronically.

Nominations are about to be called for APR Vice President and Treasurer. I have decided not to stand for re-election for a second term as Vice President. Consequently I will be resigning my role as NZILA IFLA Delegate.

Reflections as Outgoing IFLA Delegate

It has been an interesting experience being part of an international decision-making body and discovering the challenges of effective communication and decision-making that arise despite the tools provided in this age of information. Commitment of time and energy, coupled with effective leadership and decision-making remain necessary elements if IFLA is to continue to be an effective organisation at an international level. At Asia Pacific level, progress over the last two years has been disappointingly slow, but as a volunteer organisation progress is limited by the amount of time those involved are prepared to put in to the cause.

I have thoroughly enjoyed serving as NZILA's IFLA Delegate for the last six years and have appreciated the opportunity afforded to me to do so by successive NZILA Execs. I remain positive about the role IFLA has to play in promoting the profession at an international level. I will remain involved in IFLA for the time being through my membership of the Sir Geoffrey Jellicoe Award jury panel, and I will continue to be involved with the Jinzhou Project until its completion.

I wish the next NZILA IFLA Delegate, whoever that person may be, all the best.

NZILA nominee to Cultural Landscape Committee for Asia Pacific and Report on IFLA College of Rome Cadetship Award judging - Di Menzies

1 Report from NZILA nominee to IFLA Cultural Landscape Committee for Asia Pacific

- 1.1 The IFLA Asia Pacific Cultural Landscape committee met in Seoul in December 2011 for a committee meeting and conference, which I attended.
- 1.2 The conference was the main focus and papers had been requested from all delegates attending. It was well sponsored in that there was no accommodation or registration charge for those who had submitted papers and had them accepted. The standard of papers was good, in some cases excellent, and some enthusiasts presented two papers. The conference was assisted by the chairing of Prof Rana Singh of Varanasi India, who was also a key note speaker. All Asia Pacific members of IFLA appeared to be represented except Sri Lanka, (and I think also Australia), and about 25-30 attended in total, including some local PhD students.
The meeting was immediately after a very large ICOMOS meeting in Paris which a large contingent of Australians attended and I think landscape architects who were part of that meeting put their energies in that direction.
- 1.3 The CLC committee meeting was held on the last day when some people had already departed, and I had to leave before it finished. No agenda had been prepared. Despite this there was some useful discussion and the notes from that were circulated to IFLA by Prof Singh.
- 1.4 The forum provided a useful opportunity for delegates to come together but there is



a risk that the regional meetings and IFLA attendance will be diluted by developing an enthusiastic committee which meets at different times and places from other Asia Pacific or IFLA events.

- 1.5 I have heard nothing from the committee since that meeting, but there is an APR regional conference in October in Shanghai which I will attend and I understand that there will be another meeting of the committee at that meeting.

2 Report on IFLA British School in Rome Cadetship Award judging

- 2.1 Funding was provided by IFLA in conjunction with the British School in Rome, which has a strong arts focus, as well as a very good library; to provide a 3 months cadetship for a young graduate (defined as under 40) to study and present the output from that time, to the School in Rome. Applicants were asked to put in a CV and their project proposal. There were over 50 applicants even though the advertising was short, including one from New Zealand. Applicants were well spread from around the globe and included Iran, Brazil, other European countries and Asia.
- 2.2 The numbers and standard of many applications demonstrated the value of such an award. I assisted 4 other judges to short list and then determine the top candidates, by assessing the projects and CV's of the applicants by email. The chair was Hal Moggridge of the UK.
- 2.3 The two top candidates were interviewed in their home countries and both received strong recommendations. The winner was a 28 year old Portuguese landscape architect with an MLA and ability to speak both English and Italian, with an urban agriculture project. I understand the School was pleased with the output and that IFLA plans to repeat the Award.

Diane Menzies 2 June 2012.

High Country Landscape Group Report – Anne Steven & Di Lucas

The sole activity of the High Country Landscape Group through 2011 and up to May 2012 has been participation in the Mackenzie Shared Vision Forum initiated in the Mackenzie Country symposium in November 2010. Both Anne Steven and Di Lucas have between them attended all the 8 meetings held in Twizel February 2011 to May 2012, and actively contributed to the forum and its outcomes (although Di Lucas participated as representative of the Mackenzie Guardians).

The purpose of the forum was to bring all industry sector and environmental interest groups together (there were 26 representative participants) to discuss the outstanding issues around landscape change, indigenous biodiversity values and economic prosperity (including spiralling costs of land management – wildings, rabbits, hieracium); and to collaboratively agree on a vision for the Mackenzie Country and a new way to achieve that vision. The area of focus is the Mackenzie Country basin floor lands, from Omarama to Burkes Pass, comprising 280,000ha of moraine, outwash plain and alluvial riverbeds. These are the areas where there are conflicting values and where there have been areas of substantial change to landscape character and loss of indigenous dryland biodiversity (mainly through intensive irrigated farming between Twizel and Omarama, but also wilding pine spread around Pukaki).

After much discussion and a number of presentations on various aspects, the process has almost been completed. Consensus has been reached including shared recognition of the extensive



landscape and natural character/indigenous biodiversity values as well as the need for farming and tourism to be able to continue and to thrive. It is agreed that there needs to be a balanced and integrated approach to land use and management, and that areas of the basin floor lands should be protected and managed for indigenous biodiversity and landscape character values including short tussock grassland protection. At present only around 10% (26,000ha) of the basin floor lands are in existing or proposed active conservation management (primarily by the DOC). It is agreed this needs to increase to achieve the envisaged balance in landscape interests.

Mechanisms to achieve this protection have been agreed and it is envisioned the tension and confrontation that has characterised RMA process in recent times will be significantly eased.

The details of the Forum's full agreement are to be released shortly at a public launch.

NZILA Education Foundation - Jan Woodhouse, Sarah Collins and Diane Menzies - Trustees

2011 has been another quiet year for The NZILA Education Foundation on the activity front. However we have not been idle. Sarah Collins joined us as Frank Boffa's replacement after last years' conference and we three have met and been in constant phone or email contact throughout the year. We have not committed to organising any events, choosing instead to allow our capital to grow and to develop fund raising ideas.

Financial statement

You will note from the attached statement of financial position that our income for the year is \$5779.23, which is more than twice as much as the previous year. Sadly this is not because we have been clever with the deposits, but rather, it is the result of having the end of our financial year coincide with the end period of relatively lengthy term deposit periods. We also received over \$900 from the Whangarei Conference. (Thank you Mike Farrow and your team.) You will also note from the revised Statement of Financial position for the period 01.01 10 – 31.12.10 that the figures for that financial year have been changed. I had to rework them when I could not get this years figures to balance and I realised I had wrongly attributed 2011 interest to the 2010 financial year. The revised figures have been forwarded to the Charities Commission with this years report.

2013 IFLA Conference

As you know the 50th anniversary IFLA conference will be held in Auckland between the 10th and the 13th of April 2013. The NZILA and AILA are jointly organising the conference and the themes being canvased, the field trips and the social activities look set to make it an event that should not be missed. We have chosen to be part of the action and will be sponsoring a speaker.

We get naming rights to a keynote speaker, i.e. that speaker will be billed as the "NZILA Education Foundation Visiting Speaker" with NZILA Education Foundation sponsorship acknowledged by the Chairperson before the start of the keynote. The Education Foundation logo will be displayed on screen before the sponsored keynote. We can place banners in the session room during the sponsored keynote and place donation /bequest forms in the delegate bag. We will also get two (2) complimentary tickets to attend the Welcome Function. We get the NZILA Education Foundation logo on the Congress website , the NZILA Education Foundation logo and profile in the Congress proceedings, the NZILA Education Foundation logo on all congress signage where other sponsors



appear and the opportunity to place 1 insert in the Congress USB.
 This type of publicity will help us in the long term as landscape architects and others around the world become aware of the existence and purpose of the Foundation.

Fund raising

The development of fund raising ideas made it clear that we needed a brand and a web site of our own. Sarah has organised the development of a distinctive version of the iconic NZILA letterhead for us, and we are now well down the track of organising a simple web site which will feature the new logo, information about the purpose of the Foundation, what we have done in the past, what activities we plan and how you can make donations to us – all illustrated with some lovely photographs and graphics.

NZILA Education Foundation Donation forms have always been included with your NZILA fee demand at the beginning of the year. However judging by the response from members, this has not been an auspicious time to suggest that you donate to the Foundation. So, we are going to be asking you for donations at a different time of the year – when you are not strapped for cash after Christmas and summer holiday blowouts. We are going to make it easier for you to donate by introducing online facilities. And we are also going to enable you to donate by having fun but how you can do that will be unveiled later in the year. In the meantime you will note that you have a form showing you how you can donate to us this week in your conference information. We urge you to make a difference by making a donation. Even a few dollars help us grow the fund that is used to benefit you.

Finally I want to thank Sarah and Di for the work they have done this last year. It has made it much easier to plan with all three of us in the same city and I look forward to some exciting action in the next 12 months.



Statement of Financial position - 01.1.11 - 31.12.11

	2010	2011
INCOME		
Donations	510	
NZILA conference grant	500	983.38
Current account	33.94	7.35
Accrued interest WP TD 07	2440.18	4377.48
Accrued interest WP TD 08		226.85
Accrued interest WP TD 09		184.17
Sub total	\$3484.12	\$5779.23
EXPENDITURE	-	-
Balance (income / Expenditure)	\$3484.12	\$5779.23
Current Assets (Liabilities)		
Current account	7352.59	4993.32
WP TD 07	77482.95	71,860.43
WP TD 08		10,226.85
WP TD 08		3534.17
Sub total	\$84835.54	\$90614.77



General Chairs Update

Planning is still tracking well for the 2013 World Congress and the subcommittee continues to meet monthly with The Conference Company (TCC). All areas of the Conference organising are tracking on time and to the expected levels for this date and at this stage no further seed funding has been required from the NZILA.

All but two of our invited speakers have confirmed availability and interest in speaking at the Congress, so an exciting array of speakers for the programme will be advertised shortly.

The only area of concern at this stage is the level of sponsorship support for the World Congress, however, as the budget discussion will outline, even if we have a reduced sponsorship income we anticipate a break even point for the World Congress. Sponsorship continues to increase every week and despite the possibility of not achieving our original sponsorship level, we are confident of a significant sponsorship contribution.

We are tracking well against budget at this time. The costs associated are in the maximum range and areas such as the field trips are tracking to come in well within budgeted cost thereby making savings within the anticipated expenditure and additional income. It is also worth noting that this budget is based on paying attendance of only 400 and the subcommittee is confident of achieving more attendees than this, particularly given that we have already attracted thirteen registrations. The registration open email has gone to NZILA, AILA, and IFLA. We will also be sending ongoing campaigns each month with the next one later this month spotlighting the programme. There is only one issue which the subcommittee would like the Executive to consider and that is related to the marketing and subsequent uptake of registrations for the World Congress.

Email notifications about the World Congress remain as a link on the NZILA newsletter. With the likely shortfall in sponsorship income, the registrations are a vital component of the viability of the World Congress. As such the subcommittee feels that it is really important that the NZILA are able to directly communicate information about the World Congress to members. As such we would request that the Executive reconsider their decision to not allow direct email marketing of the World Congress and allow TCC in their capacity as consultants to NZILA to directly email members information through the marketing campaign for the World Congress.

This would be as an exception to the current protocols in order to ensure that we have the most direct and successful opportunity for marketing of the World Congress given the investment and risk associated with such a large, one-off event and would therefore not compromise the overall strategy of rationalising communication to members. We feel that the current need to double link through the newsletter reduces the effectiveness of the marketing strategy for the World Congress and puts possible risk on the uptake of registrations.

Following is a summary of key progress for particular areas which have occurred over the last months since we reported to the Executive Committee in March and attached are the current financial summary spreadsheet for review.

Registration

The cost of registration has now been confirmed and registrations went live in May. The subcommittee has set the cost of a basic Congress registration to AILA and NZILA members at \$750.00. Student registration is set at a subsidised cost of \$150.00



As a comparative benchmark the range of registration fees for 3-day conferences/congresses is quite vast depending on industry. This can be as high as \$1000 for 3 days. The average for New Zealand is \$700-\$800, so our fees for NZ and Australian members is consistent with other industries and the subcommittee do not believe that it is unrealistic. This cost is also equivalent to the South African World Congress fees for this year. Note also that we have put in place a process by which members can pay their registration fee in instalments across financial years to make more achievable and we have had some members already take up that opportunity.

Website, Branding and Promotion

The project page on the website has now been updated based on information that came through from members through the registration of interest process.

See <http://www.ifla2013.com/>

A ½ page advert was included in the latest issue of Landscape Architecture NZ and there will be an advert included in Landscape Architecture Australia next issue.

The March issue of Landscape Architecture NZ will have a theme which links with the World Congress theme as a lead in to the World Congress and to have the magazine available at the World Congress.

A number of subcommittee members are attending conferences in the lead up to the World Congress and will present a powerpoint presentation (prepared by TCC) to promote the World Congress.

As outlined in the Chairs summary our main area of concern currently is gaining as many registrations as possible and as such we would like the Executive to consider allowing the World Congress to be directly marketed to members.

Proceedings

A call for abstracts for the proceedings linked to the World Congress has gone out to all IFLA members. This will be a double-blind peer reviewed process which is aimed to attract landscape academics from around the world to attend the Congress. The winning student competition entries will also be profiled in this document.

Sponsorship

The current status of confirmed sponsors and exhibitors is included in the table below. Sponsorship within the current economic climate is difficult and the subcommittee is sceptical of being able to achieve the full level of sponsorship which was originally budgeted. However, we continue to gain sponsors for the Congress and we still have a significant number of sponsors (in particular a number of contacts which we have now received from the AILA) in the process of being consulted and the subcommittee is confident in achieving a minimum sponsorship level of \$201,930 and we have set this as our 'worst case scenario'. As such, a separate budget scenario has been provided by TCC and is attached to this report which outlines the implications of this scenario.

As outlined in the budget section of the report, this level of sponsorship will still enable a break-even point to be achieved for the Congress at the 400 delegate level.



As at 13/06/2012

Company Level Amount (Ex GST)

Unitec Silver Sponsor	\$ 25,000
Stephen Brown Environments Welcome Reception Sponsor	\$ 12,000
Lincoln University Student Charrette Sponsor	\$ 15,000
Boffa Miskell Lanyards Sponsor	\$ 5,000
Resene USB Sponsor/Exhibitor	\$ 6,000
Build Media Internet Centre Sponsor	\$ 12,000
Fel Group Stationery Sponsor	\$ 5,000
NZILA Education Foundation Keynote Sponsor	\$ 8,000
JASMAX Student Competition Sponsor	\$ 8,000
Isthmus Field Trip Sponsor	\$ 10,000
Nava Polan-Gerson Foundation Charrette	\$ 5,300
Dulux New Zealand Dinner Station Sponsor	\$ 6,000
Natural Habitats Green Wall Sponsor	\$ 5,000
Reset/Unitec Speaker Sponsor	\$ 10,000
AILA Student Competition Prize	\$ 1,300

Sub total \$ 133,600

Exhibitors

Firth Exhibitor	\$ 4,500
Ozbreed Exhibitor	\$ 6,000
Design Source Exhibitor	\$ 6,000

Sub total \$ 16,500

Grand Total \$ 150,100

In addition to the above we have approximately 60 further potential sponsors some of whom have indicated interest and we are currently in dialogue with.

The Chair of the Sub-committee contacted the AILA to progress with assistance on sponsorship from our Australian colleagues. A number of possible sponsor contacts have been provided to us from the AILA which we are progressing, one of which, Ozbreed has confirmed sponsorship already. In addition the AILA has sponsored the third prize of the student competition.

The budget identifies the need to secure \$301,930 in sponsorship with an additional \$112,500 for exhibition stand sales. Refer to tab 3 on the budget spreadsheet for further details. Current summary is that we have achieved \$150,100 in sponsorship (approximately 50% of the sponsorship budget) and \$16,500 of exhibitor sponsorship (approximately 30% of the exhibitor budget). Exhibitor sponsors are only just starting to come on board for next year now so we anticipate being able to meet our exhibitor budget for sponsorship.

Finances

The current financial status against budget can be viewed in the attached spread sheet from TCC.



The latest budget is attached is the one that we will now forecast against as registration is live. Key points from this budget are as follows:

- Budget is prepared on 400 paying delegates only
- Speakers budget includes \$35,000 honoraria, and \$8,722 contingency
- IFLA Levy (20% of registration income) is \$50,494
- Contingency of \$46,010 included in fixed costs

The element in question and at risk currently (as outlined earlier in the report) is shortfall in sponsorship. The sponsorship team have outlined a worst case scenario of \$100,000 shortfall in sponsorship. This would essentially take up the entire contingency and profit. TCC have prepared a budget called Reduced Sponsorship where this is shown (attached to this report). The Congress would still break even (small profit in this situation). It is also worth bearing in mind that no other parts of the Congress would be compromised in this scenario – venue, catering, speakers, social all at current levels. Again noting based on 400 paying delegates.

If there was a further shortfall in sponsorship areas of the budget that do not need to be confirmed until 1 month out and which we could put in place cost savings are in the areas of Décor, Social events, and Activities.

As outlined in the Chairs Summary, the subcommittee are confident of meeting the budget requirements and at a worst case scenario being at break even based on tracking to date and do not feel that there is any undue need for concern over not being able to meet the budget from the Executive.

In addition to the above discussions with the IFLA treasurer have indicated that there is shortly likely to be a policy change which would reduce the IFLA levy in the event of us not achieving a certain level of International IFLA registrations. If this policy is implemented then the level of risk associated with the Congress for the NZILA would be reduced, in particular if registration numbers do not achieve our break even number of 400.

See attached excel spreadsheets for further details.

Programme

The programme subcommittee submitted their final programme to the subcommittee at the beginning of 2012 and this programme has now been approved by the subcommittee.

Field trips - the programme has the conference field trips on the first day of the conference (Wednesday) to orient people and end the day with a keynote address. The field trips are now on the website and are anticipated to be a main attractor to the World Congress and include: Tiritiri Matangi (Landscape change through planting), Waiheke (Landscape change through planning controls), Motutapu (Effecting landscape change through planting), Rangitoto (Evolving landscape change through the ages), Cultural Tour – Maunga tupuna (ancestral mountains – Aucklands great traditional landscape architecture), Urban walk (City development landscape recognition and change through design), West Coast Tour (Rainforest and coast – nature at her best), Hobsonville Point (landscape change through design) and Rural landscape change through development.

Speakers - keynote speakers have now been approached for confirmation of their interest in attending the Congress and the feedback has been very positive with the majority of speakers indicating interest in attending and speaking. Finalisation of contracts for speakers is being undertaken currently and two keynote speakers require further follow up, but tentative speakers to date include: Jim Sinatra, Richard Weller, Yuko Tanabe, Dr Alex Calder, Phil Wihongi, Wade Davis, Professor Rana Singh, Jacki Bowring, Adrian McGregor and Michael Pawlyn. Keynote speakers



with whom we are still waiting for contact/confirmation are Simon Schama and Vincent Ward.

Student Charette and Competition - Lincoln University is co-ordinating the student programme which runs parallel to the World Congress. Planning is going well for these components of the programme are available as a link through the World Congress website.

The competition has been advertised and the student charette is being developed to run in the three days prior to the World Congress.

The following email addresses for the charrette and competition have been set up as a point of contact: IFLA50.charrette@lincoln.ac.nz IFLA50.competition@lincoln.ac.nz



DRAFT Minutes of NZILA's 39th Annual General Meeting

Held at Wharepuke Cafe, Kerikeri
Wednesday March 9, 2011

Meeting opened 1313

Welcome

Dennis Scott, President welcomed everyone to the meeting and the group observed a minutes silence and karakia to honour the victims of the Christchurch earthquake.

1. Attendance & Apologies

1.1 Present

Robin Rawson, Andrew Gray, Philip Blakely, Peter Kensington, Alan Titchener, Stephen Brown, Renee Davies, Hugh Lusk, Sue Dick, Anne Wilkins, Theresa Caracausa, Neil Challenger, Melean Absolum, Sarah Collins, Jan Woodhouse, Di Menzies, Phil Wihongi, Rebecca Hughes, Steve Dunn, Mike Farrow, Shannon Bray, Grant Edge, Rory Langbridge, Sally Peake, Heidi Monks, Dennis Scott, Sam Bourne, Sasha Webb (minute taker).

1.2 Apologies

Shona McCahon, Cheryl Robilliard, Boyden Evans, Earl Bennett, Ron Benetts, Frank Boffa, John Hudson, Louise Bailey, Jennifer Dray, Emma McKegg Rachel de Lambert, Will Thresher, Hannah Lewthwaite, Wendy Hoddinott, Wayne Rimmer, Wendy Davies, Mike Barthelmeh, Innes Stager, John Goodwin, Claire Wooten, James Bentley, Morney Hugo.

2. Receipt of proxy votes

Proxy votes were received from: For:
Steve Dunn Shona McCahon
Jan Woodhouse Will Thresher
Sally Peake Mike Barthelmeh

It was moved (Grant Edge/Renee Davies) and unanimously carried:

THAT any final decision on the remit be subject to the review of postal proxy votes which may have been delayed due to the Christchurch earthquake, and that the deadline for the receipt of such proxy votes be Wednesday March 23, 2011.

3. Confirmation of Minutes - 2010 AGM

It was moved (Grant Edge/ Neil Challenger) and unanimously carried:

THAT the Minutes of the 2010 Annual General Meeting held in Wellington on 15 April 2010 be accepted as a true and accurate record.

4. Matters arising from Minutes

- Grant Edge summarised the action list arising out of the 2010 AGM
- Di Menzies queried the nonaction on the draft bill to protect the names Landscape Architect, landscape architecture and landscape architectural action point, and suggested that the NZILA Executive approach a constitutional lawyer and ask them pro bono to examine the issue, should the opportunity arise
- Di Menzies queried the timeline for Charter stakeholder review. The Executive will follow up



on letters to stakeholders

It was moved (Di Menzies/Jan Woodhouse) and unanimously carried:

THAT the incoming executive give priority to receiving feedback on the Charter

- Item 7 2011 budget was discussed
- The web voting system was commended

5. Presentation of Annual Reports

The 2010 Annual Report pre-circulated prior to the meeting and was largely taken as read

5.1 President – Dennis Scott

Report as tabled - all issues arising to be discussed later in the meeting.

5.2 Honorary Secretary; Liaison With Professional Bodies; Environment & Legislation (shared portfolio with Sally Peake) - Rory Langbridge

From the powerpoint presentation shown to those present:

Administration:

Following the departure of Melanie Whittaker as Executive officer I wish to acknowledge the contribution that Melanie has made both to the institute as the administrative face of the institute.

Oral History Project:

On behalf of the institute, I would like to acknowledge the time and work that Shona McCahon has committed to this project. It records an important history of our institute and will be greatly enjoyed by many into the future.

The Oral History Project was placed on hold during the last year due to a funding shortfall. A goal of the project is the 2013 World congress and Shona's target is to undertake a further 14 interviews.

There is potential for supplementary funding from Lotteries commission. The Institute is currently unable to commit the \$10 900 in order to qualify for the additional funds (up to \$10,000 from LOTTO)

Shonas target budget to complete the project is \$44,000)

In order to meet the congress deadline, interviews need to be undertaken during 2011 and 2012.

- Discussion on importance of a central admin point and the temporary appointment of Heidi Monks as administrative support.
- Oral history: Unitec has today agreed to provide \$5,000 funding. A total of \$22,500 is being sought. Extracts are available online but full oral histories are currently only available via Alexander Turnbull Library.
- Life membership: significant discussion during the last year. Rory deferred the issue to the ruru group. They favour the status quo and feel that the criteria of 'unique and outstanding' speaks for itself. It was recorded that the current process will remain unchanged
- Di Menzies queried whether the institute has made a thank you gesture to Melanie. A limited edition print was presented to Melanie on behalf of the institute at the Auckland branch event.
- Discussion around Melanie's ongoing role.



5.3 Vice-President, NZILA Documentation Records – Grant Edge

Not discussed

5.4 Environment & Legislation (shared portfolio with Rory Langbridge);

Submission on discussion document: Building Competitive Cities, Reform of the urban and infrastructure planning system

Submissions in response to new Auckland Council and Spatial Plan

The Aotearoa/New Zealand Landscape Charter sent to stakeholders for review

Proposed National Policy Statement for Landscape presented to MfE

Education Foundation LPI documents are on the website

- Sally noted that MfE is not keen on a NPS for Landscape. Stephen Brown is not surprised by MfE reaction, as he received a similar reaction from Labour Minister for the Environment. Renee Davies is also unsurprised, and said it shows importance of Charter. Rebecca Hughes queried the timing of the meeting with that of Nick Smith's announcement that there would be no NPS on landscape.
- Alan Titchener discussed the Maori Landscape Architects Collective (Te Uenuku)

5.5 Registered Membership - Sally Peake

Congratulations to new Registered members

Thanks to the Interview Panel and Chair John Brenkley

Registered Membership Guide is on the website

Thanks to Julia Williams for her work on the review

Workshops – thanks to Branches

Registrar – thanks to Rachel de Lambert

Thanks to interview panel

New Registered members:

Penny Allen

Joby Barham

James Bentley

Sam Bourne

Martin Bryant

Malcolm Campbell

Wendy Hoddinott

Kathryn Holyoake

Rebecca Hughes Simpson

Morne Hugo

Daniel Males

Kate Males

Emma Mckegg

Adrian Morton

Alayna Renata

Lisa Rimmer

Jamie Roberts

Abigail Smith

Orson Waldock

Nathan Young



5.5 **Accreditation; Education; Urban Design; CIC – Andrew Gray**

Unitec: The Accreditation Panel has completed the 5 yearly audit of Unitec and extended the accreditation for the 4 year course.

Lincoln University and Victoria University: Annual reports were received by the Accreditation Panel. Accreditation reviews this year is Lincoln University

Education: Review of Education Policies underway

CIC: Networking and sharing information with other Institutes

Urban Design: The Institute continues to support the Urban Design Forum as a partner and encourages all members who practice in the area of Urban Design or who have an interest in Urban Design to join the UDF

- Thanks to Di Menzies for her role on the accreditation panel, and to Alan Titchener for his upcoming Malaysia presentation
- Renee Davies commented on the Careers Advisors project, which is an excellent way for the industry to be promoted to secondary students

5.6 **Communications; Graduate Affairs; Student Affairs - Hannah Lewthwaite**

Student Affairs: Student membership continues to grow with a focus within the branches on attracting students with reduced student membership fees, social events and the opportunity for networking with other professionals. Thank you to all the branches for your outstanding efforts in this area, and to the educational Institutes for providing the opportunity for students to meet other landscape architects through the highly successful final year exhibitions and also through relationships with the local NZILA branches.

Graduate affairs: The focus for graduate landscape architects has been on the new NZILA Registered Landscape Architect accreditation which has resulted in a new process for graduate members to become registered. The Executive Team has produced guidance for graduates to assist with this process, and is committed to providing ongoing advice and assistance. The emphasis of the Marketing and Communications portfolio has been on: supporting the new NZILA Registered accreditation (with media releases and articles in relevant Industry and Professional Institute Magazines); providing publicity for the NZILA Resene Pride Of Place Landscape Architecture Awards 2010 (media releases interviewing the winning entrants); refining and updating our NZILA advert and associated imagery to better reflect the new developments and achievements of our profession.

Communications: More work is needed to ensure that effective communication of the right message is given going forward. This includes not only publicity around the Institute's ongoing events and achievements, but also around how we will have an effective presence as a professional body in New Zealand. This may mean that provision is made for more emphasis on this portfolio as it has become clear that being effective in the media in terms of marketing our profession needs considerable time, effort and expertise.

- Discussion on how communication will be a critical component of NZILA's success
- Query from Mike Farrow: does the NZILA have a relationship with multiple media sources? Do they understand what landscape architects do?
- Query from Jane Woodhouse re: ongoing promotion of NZILA and proposed budget of 2.5k pa.
- Discussion on AGM publishing issue which arose last year, when LIANZ withdrew their funding for Landscape Architecture magazine. Hence the decision by the Executive to



transfer Yellow Pages advertising budget to the magazine.

- Sam Bourne commented that the magazine looks great but the website is also 'front of house' for the industry and needs updating
- Alan Titchener noted that the IFLA APR website is another option for input
- Query from Jan Woodhouse re: total cost of LNZ mag
- Renee Davies queried the ownership of mag (was AGM under prev arrangement). May need to amend MoU between AGM and NZILA given the increased investment from NZILA (Action - send Sarah Collins and Editorial committee the MoU)
- Dennis Scott noted that Susan Houston from NZPI has initiated a leadership alliance, which meets regularly. It is considering an investigative taskforce into matters arising from the Christchurch earthquake. Neil Challenger is now a member of the alliance's sub-taskforce.

5.7 CPD; Branch/Membership Liaison - Robin Rawson

Branch Liaison: Thanks to the many branch members around the country who have taken minutes, managed finances, spoken out for and about Landscape Architects, and organised conferences and branch events.

CPD: Well done to the many members have joined the registration journey for the first time by recording their CPD and submitting it to fulfil their registration requirements. The registration amnesty runs out at the end of March, so if you did not submit CPD last year it is important that you do this soon to retain your status as a Registered Member.

- Robin noted that Melanie's leaving has left a huge gap, but there is now an opportunity for both Melanie and NZILA.

5.8 Conference/Workshop Liaison; Awards - Heidi Monks

Papatuanuku rules

Report tabled

- Heidi commented that there is a lot of change happening, and the new portfolio holder will need lots of enthusiasm

6. Presentation of Annual Accounts – Grant Edge

Grant's report (AGM 5.19 Annual Report 2010 NZILA TREASURER'S REPORT Final.doc) was tabled and distributed to the group. Grant also showed the report onscreen.

- Grant to review figures for the conference and awards events as drafted by accountant (Accountant to clarify figures).
- Query and discussion on branch subscription payments and the process of communicating with branches. The Executive reiterated a decision from their earlier meeting that if there is to be any delay in branches receiving that payment, they will be informed by the Executive at the earliest possible opportunity.
- Query from Jan Woodhouse on the placement of special projects funds within the operational account. Grant commented that when funds are transferred between NZILA accounts, those transfers are not detailed in the accountants report.
- Query from Renee Davies that was there a deficit because there have been a large



number of special projects, combined with reduced income from subscriptions. Grant advised that this is not the case and that the Special Projects have been accommodated with money transfers. Not a cause for concern.

- Discussion on whether reserves can/should be drawn on in event of an operational deficit. Grant expressed his usual caution about drawing from the Reserves.
- Query from Di Menzies on AP deductions for subscriptions (quarterly or monthly).
- Action - Grant to explore alternative payment options eg Direct Debit and report at first exec meeting.
- Query from Di Menzies on Executive travel expenses. Executive needs to examine electronic meeting options.
- Discussion on membership revenue and importance of special projects to new members (ie level of engagement).

It was moved (Grant Edge/Sarah Collins):

THAT the Draft Annual Report 2010 be accepted subject to audit; and
THAT the Treasurer's Comments be received and actioned

An amendment to the motion was moved (Di Menzies/Jan Woodhouse) and carried by majority vote (Grant Edge against)

THAT the Draft Annual Report 2010 be accepted subject to audit; and
THAT the Treasurer's Comments be received and actioned, with the deletion of the comment 'we are now in a very precarious financial position'. The Treasurer wished to note for the record that he did not agree with this motion and stood by his comments.

7. Presentation of Budget for 2011

Grant's report (AGM 5.19 Annual Report 2010 NZILA TREASURER'S REPORT Final.doc) also includes the proposed budget for 2011. It was shown onscreen and discussed.

Operational Budget:

- Proposed 2011 budget is very similar to the budget that was proposed for 2010.
- Grant noted that the Secretarial services is really the only flexible amount.
- The Registration panel presents a potential issue. There were high expenses in 2010, and the NZILA does not know whether this level of expense will be required again in 2011. If the group wants to increase this from \$3000 to \$5000, the extra funds will need to be taken from elsewhere within the budget. Potentially this could come from Executive travel expenses, if the incoming executive moves to electronic meetings.
- Query from Diane Menzies on the governance review, and where will budget for that come from. Sam Bourne noted he was happy to discuss with the Auckland branch whether some of their funds can be used towards the national marketing, given they wish to expand their marketing capability.
- Query on the branch levies (actual 2010 v budgeted 2011)
- Query on auditors fees
- Query on the priority of all budgeted expenditure. Grant noted that priority was given to fixed costs with limited scope for flexibility. The budget is used as a guide for management by the Executive only and no guarantees could be made that the allocation shown in the budget against individual items can be realized during the prioritization process.
- Discussion on governance review. Renee Davies noted that the review is critical, the institute does need to change



It was moved (GrantEdge/Jan Woodhouse):

THAT the 2011 Budget be approved by the membership.

An amendment to the motion was moved (Stephen Brown/Neil Challenger) and carried:

THAT the 2011 Budget be approved by the membership with two changes;

THAT \$2500 be transferred from marketing into website development, increasing that to a total of \$4500

THAT \$5000 be transferred from executive travel and allocated to strategic review of institute's governance

Special Projects Budget:

- Discussion on oral histories project: given the decision at 2010 AGM to fund it, funding should continue. High return on investment, especially considering the \$5000 investment from Unitec and the funding opportunities from the Lotteries Grants Board.
- Discussion on Congress budget:
- 400 delegates = breakeven (incl 43k contingency)
- Any delegates over and above this figure exponentially increases profit
- 600 delegates = 45k profit
- At break even, a 45k float will be returned to NZILA
- Key question is around cashflow - monies will need to be spent on Congress before any income is received (hope to get this early from sponsorship and trade exhibitors). These monies could initially come from the current surplus in investment account, but then \$18,000 would need to be taken from the \$100,000 investment fund to cover cashflow for congress at end first quarter 2012. Robust discussion on this.
- Grant pointed out that by Q2 2012, a further \$48,000 would need to be drawn from the Investment fund if the targeted Income was not realized. Renee Davies noted that that situation would only need to occur in the unlikely event of no congress income. Grant cautioned that a decision would need to be made at the end of the first quarter as to whether or not membership should risk further losses. The institute could not continue in the 3Q if insufficient income was not received.

It was moved (Grant Edge/Stephen Brown):

THAT the membership endorses the special project programme for 2011 and that the Executive continues to develop and action the projects identified above and/or others that it considers are likely to benefit the membership.

THAT the Executive draws the budgets for Special Projects only from surplus funds available over and above any Operational requirements while at the same time avoiding drawing from the \$100,000 reserve threshold in the Investment Account.

THAT where funds are not available then the Executive will defer the Special Projects.

THAT any decision to draw funds below the \$100,000 Reserves threshold that may be required to underwrite the NZILA/IFLA Congress 2013 be considered after separate discussion and resolution of this project.

An amendment to the motion was moved (Di Menzies/Rebecca Hughes) and carried:

THAT \$30,000 from the reserves be allocated to IFLA Congress 2011

THAT \$2500 be allocated from the awards account to the oral histories project

THAT all other special projects to be placed at a lower priority and/or deleted



8. Appointment of Auditors

It was moved (Grant Edge/Shannon Bray) and unanimously carried:

THAT Iles and Campbell be retained as the Institute's Accountants and Steve Jacobs & Associates as Auditors for a further term.

It was moved (Di Menzies/Sally Peake) and unanimously carried:

THAT the institute offer a vote of thanks to Grant for his work as treasurer

9. Conference/Workshop

9.1 2011 Workshop (Northland)

Discussion deferred.

9.2 2012 Conference (proposal Christchurch)

Discussion deferred.

9.3 2014 Conference

Discussion deferred.

10. NZILA Awards 2012

- Heidi Monks noted that she hoped to do a survey of members re: 2012 awards. Given the earthquake, the Christchurch Branch has asked to only do the conference in 2012, rather than the awards and conference. Heidi's recommendation is that the awards be deferred until 2013 and held in conjunction with IFLA Congress
- Discussion on this recommendation - must be separate from actual Congress (ie preceding day). Is there a benefit to overseas delegates in being at our awards?
- Action: that awards date be deferred until a discussion with Resene has taken place

11. Awards:

11.1 Fellow nominations for 2011

Discussion deferred.

11.2 Student Tertiary Excellence Awards

Discussion deferred.

12. Registered Membership Presentations

Presentations deferred until end of AGM.

13. IFLA Delegate – Alan Titchener

Report tabled.

14. Education Foundation – Jan Woodhouse (See handout)

Report tabled.

- Sarah Collins appointed as new trustee (approved at executive meeting immediately prior to AGM)
- No speaker confirmed as yet
- Examining Christchurch issues at present, but attention needs to be drawn to the terms of trust deed



15. High Country Landscape Group –Anne Steven/Di Lucas

Discussion deferred.

16. Branch Reports

Discussion deferred.

17. 2013 NZILA/AILA IFLA World Congress - Auckland

Discussion deferred.

18. Remits

NZILA Constitution Section 3 (g) (ii) reads:

The President and any member of the committee shall upon the expiration of his/her term, be eligible for further election except that the President shall only be eligible for one consecutive term of office. The President must stand down from office and from the committee for the next term of management, but will then be eligible for subsequent nomination for future terms on the same basis.

Proposed wording:

The President and any member of the committee shall upon the expiration of his/her term, be eligible for further election except that the President shall only be eligible for one consecutive term of office. The President and/or committee must then stand down from office and from the committee for the next term of management, but will then be eligible for subsequent nomination for future terms on the same basis.

Discussion:

Currently the term of the president is limited to 4 consecutive years after which they must stand down. There is no limitation on the time executive members may serve. The change seeks to place the president and the executive committee members on the same footing. A maximum of 4 or 6 year period encourages accumulation of valuable institutional knowledge, allows exec members to see long term projects to fruition and should result in a phased replacement of executive members.

(Proposed by Jan Woodhouse. Signatories Sarah Collins, Peter Kensington, Bruce McKenzie, Claire Walker, Peter Whiting)

- Jan Woodhouse opened discussion on the remit. Why is there a difference between the two-term limit for president, and not for exec?
- Grant Edge spoke against remit - it is undemocratic. Grant showed a chart of Executive members and Presidents from 2001 until present. This confirmed a healthy turnover and that other than he and Renee all other members (27 in 10 years) had only stayed for one or two terms.
- Di Menzies spoke for remit. There is the potential to change terms so that exec elections are staggered to avoid wholesale change.
- Alan Titchener clarified whether this remit covers all those on executive or just holding an office on the exec. Jan said it is only for office holders.
- Rory Langbridge said the governance review needs to be taken into account when evaluating this remit.
- Sally Peake spoke on behalf of Mike Barthelmeh - institutional memory versus fresh enthusiasm and ideas; governance versus paid employees. Noted that if any amendments are proposed to the remit at the AGM, it should be circulated to all members for a postal vote.



- Alan Titchener discussed the IFLA model. May be healthy for office holders to have limited tenure, but what if an exec member is elected for four years and then stands for President or Vice-President? Is that possible under this remit?
- Steve Dunn noted the wording of the remit is slightly confusing. There is a need to facilitate younger members onto exec (applies to branch chairs as well). Query on whether the appointment of president should come from existing exec members.
- Renee Davies pointed out that sometimes the existing exec members do not want to be President. Need to consider succession planning, and Alan Titchener's idea is a good one.
- Di Menzies noted that standing down in rotation is an option. She suggested that if Jan was willing to leave the remit on table, it would be good to consider it in conjunction with the upcoming governance review.

It was moved (Jan Woodhouse/Sarah Collins) and unanimously carried:

THAT the remit be left on the table, to be considered as part of a wider governance review which will be reported back to membership by 28 February 2012

It was moved (Di Menzies/Stephen Brown) and unanimously carried:

THAT the executive undertake a governance review (either themselves or with expert assistance) and that this review be undertaken, or a progress report communicated to members, within the next six months.

19. Discussion – NZILA Executive, Administration and Management and the future.

No further discussion (already covered under governance review and annual reports)

20. General Business

- Neil Challenger: Thanked the AGM re comments on Christchurch earthquake and the moments silence/karakia. He reiterated that this is a real and living issue, changing from hour to hour.

It was moved (Neil Challenger/Alan Titchener) and unanimously carried:

THAT in the wake of the Christchurch earthquake, the NZILA urge its members to support their Christchurch colleagues; and to work with them and not against them in any work they carry out in Canterbury over the next 18 months.

Presentation of certificates:

Registered members: (Refer item 5.5)

Fellows: Sally Peake, Helen Preston Jones, John Darby

- Di Menzies put forward a vote of thanks to Dennis for his two years as president and leader of the institute.

Meeting closed 18.20.



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Auckland Branch

New Zealand Institute of Landscape Architects

2012 ANNUAL GENERAL MEETING MINUTES

Date/Location: Wednesday 22nd February 2012, 6pm, Boffa Miskell Office.

Present: Rachel de Lambert (RDL), Jonathan Wong (JW), Sandy Ling (SL), Sam Bourne (SB), Paul Murphy (PM), Lee Brazier (LB), Stewart Houghton (SH), Helen Mellsop (HM), Orson Waldock (OW), Diane Menzies (DM), Delwyn Shepherd (DS), Ethan Reid, (ER), Sho Kasuya (SK), Bernie Ranum (BR).

Agenda:

1. Apologies
2. Notification of other matters
3. Acceptance of 2011 Minutes
4. Chairperson Report
5. Treasurer Report
6. Election of 2012 Committee
7. Other Matters

Apologies: Sally Peake (SP), Peter Kensington (PK), Chris Williams, Helen Preston Jones, Melissa Davis, Melean Absolum, Susan Roff, Ray McTeigue, Chris Fourie, Mandy McMullin, Bridget Gilbert (BG).

Other Matters:

1. Gibbs Farm Guided Tour.
2. IFLA50 Conference 2013.

2011 Minutes:

RDL moved to accept, LB seconded. No matters arising from minutes.

Chairperson's Report:

SB presented his report, thanking SL & JW for their contribution to the Auckland Branch since graduation over the last few years, recapping on the events in 2011 and his recommendations moving forward in 2012 as SB is stepping down as Chairperson. See Chairperson's report for details. DM moved to accept, HM seconded.

Treasurer's Report:

JW presented his report and his recommendations moving forward in 2012 as JW is stepping down as Treasurer. SB & LB have been added as signatories to the Auckland Branch account. See Treasurer's report for details. SB moved to accept, PM seconded.

Election of 2012 Committee:

Chairperson: PK nominated Orson Waldock, SB seconded. Orson Waldock (OW) elected unopposed.

Vice Chairperson: OW nominated Lee Brazier, PM seconded, Lee Brazier (LB) elected unopposed.

Secretary: DS nominated Helen Mellsop, DM seconded, Helen Mellsop (HM) elected unopposed.

Treasurer: OW nominated Delwyn Shepherd, LB seconded. Delwyn Shepherd (DS) elected unopposed.

Other Committee Members: Rachel de Lambert (RDL), Sally Peake (SP), Paul Murphy (PM), Diane Menzies (DM), Chris Fourie (CF), Bridget Gilbert (BG), Ethan Reid, (ER), Sho Kasuya (SK), Bernie Ranum (BR).

Other Matters:

1. Gibbs Farm Guided Tour – 2 hour event has been penciled in for 2pm, Monday 30th April 2012.
2. IFLA50 Conference 2013 – IFLA Conference committee meetings will be held on the last Thursday of each month (23 February, 29 March, 26 April, 24 May, 28 June, 26 July, 30 August, 27 September, 25 October, 29 November, 20 December), 5pm-7pm Boffa Miskell Board Room. They will probably need assistance from the Auckland Branch committee / members with organisation by October at the latest.

2011 Committee Handover Meeting & First 2012 Committee Meeting: Wednesday 14th March, 5.45pm for 6pm start, Reset Office.

2012 AGM Meeting closed at 6.50pm.

AUCKLAND BRANCH CHAIRPERSONS REPORT 2011-2012

Welcome to the 2012 Annual General Meeting of the Auckland Branch of the New Zealand Institute of Landscape Architects. Firstly our thoughts go out to our Christchurch colleagues and family and friends a year on from the 22nd February quake.

Thank you to those of you who have taken the time to attend tonight's AGM and to those who have sent their apologies.

It goes without saying that we have had a busy and productive year within the Branch and the Branch Committee. The Committee have put a great deal of time, energy and thought into a wide variety of events. I would like to thank each and every member who has taken the time to contribute to these activities, but especially the Committee. It's been a pleasure working with you all.

I would also like to acknowledge on behalf of the Branch, the Committee and past committees as well, two of our key personnel who are leaving us to head overseas. Sandy Ling (Secretary) and Jonathan Wong (Treasurer) have made a substantial contribution to the Auckland branch over their tenure as Committee members. Sandy has been with the branch over 4yrs since graduation and Jonathan over 6yrs since graduating. Over this time you have both shown your dedication and commitment to the profession, professional development and the promotion of the Institute. Through your attention to detail, organisational skills and energy we have enjoyed a great many activities, and events. It wouldn't be too much to say that without you both there wouldn't have been much of a branch to speak of. It is through your actions that we are in such a good position both organisationally and financially today. Thank you both so very much.

The following is a summary of Branch and Committee activities over the last 12 months:

Auckland Branch AGM 2011

See previous minutes for details.

NZILA National Workshop, Northland

Reflecting back this was a wonderful conference, covering the spectrum of rural landscape management issues and opportunities for sustainable practises, with a specific focus on the local Iwi and hapu involvement in projects. Thank you to the Northland group for your hospitality, and such a well run event.

The Auckland Branch currently hold funds earmarked specifically for Northland activities, which is the surplus revenue from this conference, to be used by the Northland Landscape Architects. The funds are held by the Auckland branch as Northland does not currently have a Branch structure in place to administer these funds. Refer to Treasurers report for details.

The Branch spoke on two key issues of importance at the National AGM. The first was the release of subscription money to the branches in a timely fashion. The second was the redevelopment of the NZILA Website as the virtual gateway to NZILA for the profession, for clients, for the general public, for students, for other professionals, and internationally as well.

Thank you to the Executive for taking the leadership and responding to these items. A number of the Auckland Branch Committee members were also involved in the panel that inputted into the website development lead by Shannon Bray (NZILA Exec). I would like to acknowledge Ethan Reid (BLA Student)



who also got involved in the workshop session as well. From the feedback I have received from members the website is a vast improvement and something that NZILA can be proud of administering.

Branch Committee Role Changes

As background, there is now a multitude of CPD activities available in Auckland outside of those provided by the Branch, of relevance and interest to Landscape Architects. With this in mind the opportunity arose in 2011 to expand the role of the Auckland branch beyond purely facilitating CPD. As such the following portfolio roles were established within the Committee.

Portfolio Positions/Roles and a summary of responsibilities:

<p>Chairperson & Urban Issues (Sam Bourne)</p> <ul style="list-style-type: none"> - Bring urban / urban design issues of interest to Landscape Architects to the attention of the committee - Urban and community development issues - Respond to or promote any issues following discussion with the committee - Liaison with associated urban design professions and institutes (eg. NZIA, NZPI, Urban Design forum etc...) 	<p>Vice chairperson and Marketing (Lee Brazier)</p> <ul style="list-style-type: none"> - Promote the professional of landscape architecture - Promote the branch initiatives and branch events - Bring marketing opportunities to the attention of the committee - Support the Public Relations portfolio
<p>Secretary & Event management (Sandy Ling)</p> <ul style="list-style-type: none"> -Administration of the branch -Event and project management, key curator -Point of contact with NZILA 	<p>Treasurer & Sponsorship (Jonathan Wong)</p> <ul style="list-style-type: none"> -Finances and accounting of the branch -Sponsorship and Sponsorship opportunities (including seeking sponsorship, and also offering sponsorship) -Budget summary and end of year financial reporting
<p>Education (Orson Waldock)</p> <ul style="list-style-type: none"> - Liaison with Landscape Architecture courses and students - Introducing NZILA to UNITEC Students - Registration workshop - CPD : Opportunities to improve general and technical knowledge of the members 	<p>Environment (Bruce McKenzie)</p> <ul style="list-style-type: none"> - Bring environmental issues of interest to Landscape Architects to the attention of the committee - Landscape and Resource management issues - Respond to or promote any issues following discussion with the committee - Liaison with associated environmental design professions and institutes (eg. EIANZ, NZES, RMLA, IPENZ etc...)
<p>Auckland Council Branch Rep (Chris Fourie)</p> <ul style="list-style-type: none"> - Raise the character and status of the profession within Auckland Council - Bring NZILA to the attention of LA's within Council - Act as a conduit for bringing Council NZILA Landscape Architects concerns to the attention of the Branch. 	<p>Public Relations (Paul Murphy)</p> <ul style="list-style-type: none"> - Raise the character and status of the profession through modern media - Bring media opportunities to the attention of the committee - Be the conduit between the committee and other institutes and associations or other bodies that have objectives similar to those of the NZILA
	<p>Landscape and Cultural Heritage</p> <p>(no personnel, due to Landscape and Cultural Heritage Group)</p>

This revised structure has been beneficial in expanding the Committee's impact and influence and moving the branch forward. The roles are of course a guide only and not intended to be totally exclusive, as with many aspects of our profession there is always cross over. The branch continues to run events, support exec and our members. These portfolio roles have also been adopted by the NZILA Executive to augmented the DRAFT Branch Roles tabled as a by Robin Rawson at the last national AGM.

Engaging with NZILA Landscape Architects within Auckland Council

Following the Auckland Council amalgamation Chris Fourie (NZILA Registered) arranged for Auckland Council Landscape Architects to meet. The Branch Committee were invited to this workshop to introduce the branch and NZILA. Lee Brazier and I were in attendance. Some of the key messages from this workshop were, the recognition of the work that occurs behind the scenes by many landscape architects within Auckland Council to see projects through to fruition needs to be acknowledged more

by the Institute, the need for this work to be acknowledged by NZILA through the Registration process was mentioned. Also acknowledgement of Council Landscape Architects during NZILA Awards, specifically by the practitioners receiving the award. This workshop was hugely beneficial. Special thanks need to go to Chris Fourie for her efforts both internally within Auckland Council in bringing Landscape Architects together, and within the Branch in bringing the private and public sector of Landscape Architecture together in Auckland. Long may this continue. Our hope is that Auckland Council Landscape Architects will play a greater role in Branch and Committee activities.

The Auckland Plan and Central City master Plan Submissions

With the release of the Auckland Plan discussion document the Branch Committee approached the NZILA Executive to determine whether the Auckland Plan was a matter of national interest. In this instance this activity was considered a matter for the Branch to address. This activity included:

- An inception workshop set up to canvas the membership.
- Establishment of a working group, and writing of submissions for the Auckland Plan and Central City Masterplan submissions. Special thanks should go to Chris Fourie, Di Menzies, Sally Peake, Bruce McKenzie, Renee Davies, Rachel de Lambert, Peter Kensington, Sandy Ling, Stephen Brown, Stuart Houghton, Lee Brazier, Paul Murphy, and Richard Reid for their involvement.
- As part of the submission NZILA Auckland branch requested to come to present our submission to Dr Roger Blakeley and the Senior Planning team at Auckland Council, also Mayor Len Brown. We did not get to meet with Mayor Len Brown due to his busy schedule. However the branch was invited to present to Dr Blakeley, and the Senior Planning team. This presentation was very well received, and the documentation supplied received favourable comments. A letter was received from Ludo Campbell-Reid (Design Champion and Manager Environmental Strategy & Policy Department at Auckland Council) personally thanking the Branch for their input on both the Central City Master Plan and Auckland Plan submissions. Special thanks should go to Chris Fourie and Bruce McKenzie for their work with me on the Auckland Plan submission and presentation in particular.
- Following the submission on the Auckland Plan 'Discussion Document' a submission was prepared for the Draft Auckland Plan document.
- The Auckland Branch presented at a hearing to all Councillors on our submission, and following this we were again requested to meet with Dr Blakeley, and the Senior Planning team. Special thanks should go to Chris Fourie, Peter Kensington and Bruce McKenzie for their input into the hearing presentation which we prepared.
- Second presentation to the Senior Planning team. The Branch identified some key aspect of the Auckland Plan to be addressed in the meeting with Dr Blakeley, and the Senior Planning team. Chris Fourie is currently following up on these items. Special thanks again should go to Chris Fourie, and Bruce McKenzie who were involved in the preparation and actual presentation at this meeting. Additional to this Chris Fourie should be acknowledged for her ongoing involvement within Auckland Council on behalf of the Branch.

This activity was hugely satisfying for those involved. It should also be stated that this activity involved a huge amount of time spent by Chris Fourie, Bruce McKenzie, Peter Kensington and I. This was

undertaken with minimal support from the Executive committee, and President. The costs of this type of submission are set out within the treasurer's report.

Design in the Landscape

Special thanks should go to Cathy Veninga of the Design Institute of NZ Chief Executive and Lee Brazier (Branch Committee) for getting NZILA involved in this activity. As well as working to develop the profession the Committee have actively sort collaborations with others. 'Design in the Landscape' involved leading industry bodies making a combined approach to Auckland Council, and a scoping programme was developed in partnership with Auckland Tourism, Events and Economic Development Ltd (ATEED) and The Designers Institute NZ to host Lindy Johnson, Manager Creative Industries, Department of Employment, Economic Development and Innovation Queensland State Government and Shane Thompson – BVN Architecture and Chair of HEAT Architecture. Their visit was to champion an initiative that raises the international profile and export sales of architecture and related design businesses in Auckland. The Auckland programme included a workshop with selected professionals and was attended by Stephen Brown, Lee Brazier and myself. A public 'Auckland Conversations' event partnered with Designers Speaks for the wider design industry also took place.

This event was a great opportunity to partner with DINZ, as well as Auckland Council. Since the workshop additional work is occurring behind the scenes with DINZ and with New Zealand Trade and Enterprise (NZTE) to determine central government engagement with an Auckland focused project, as well as forming a small project group comprising to develop a project scope and appoint a programme advisory/reference group from the sector. NZILA Auckland Branch hopes to be a key player in this initiative.

Registration Workshops and notice for mentors

Two Registration workshops were held in 2011. The first was very well attended with a full house. The second was attended by two graduates, of which one went on with the process. In both instances Graduates were introduced to the current Registration process and the new process. At the first workshop Orson Waldock presented to the group on his experience of Registration from the year before, and the discussion was focussed around the preparation of the portfolio, and the interview. This included open discussion, as well as the formal presentation with ample opportunity for Graduates to ask questions of Orson and the other recently Registered professionals in attendance.

The Committee has also given notice to members about registering for the new Registration process. The Committee has also actively sort interest from members in becoming mentors and group mentors. Thank you to those who have volunteered. It will be up to the incoming Committee to determine who will fulfil the group mentor role(s) for the Auckland Branch. There are currently no set criteria for selecting group mentors; it is up to the Branch. The current Committee have discussed the benefits of having an agreement nationally in relation to selecting group mentors in particular. This may be an item to address with other branches. The Auckland branches have been in contact with the Christchurch Chair Neil Challenger and also Rory Langbridge – Branch Liaison Officer on the NZILA Executive regarding this matter.

Revised NZILA Advertising

As the saying goes 'out with the old in with the new'. In line with the website re-development the Auckland Branch felt that the advertising of NZILA could be improved graphically. The Auckland Branch has been active in promoting the marketing of the Institute. The Branch also had input into the revised LNZ magazine advertising for the NZILA. So often we see the NZILA logo on its own, when the NZILA brand also requires the words to accompany the logo to be recognisable. In addition the logo is not available in all graphic formats, so can lose quality at different scales.

A matter to be addressed is the use of the Logo by branches without the sign-off from the Expectative, which is technically required. The Auckland Branch Committee sees great potential in developing a new style guide and branding for NZILA to achieve consistency across the use of the logo, this could include a variation of the Logo for used by branches as part of their advertising of events etc.

St Patricks Square Presentation

Part of the 'Expeditions of Fruition' series the Branch visited St Patricks Square. Special thanks goes to Eric van Essen from Auckland Council CPD Streetscapes Team, Tony Munro from JFC contractors and Richard Tyler and John Potter from Boffa Miskell for presenting.

Shared Space Presentation with UDF (Urban Design Forum)

Thank you to John Potter from Boffa Miskell and Ian Rae from Auckland Council.

Waterfront Auckland Tour

Thanks to Jonathan Wong for arranging this tour and special thanks to Alan Grey from Waterfront Auckland for guiding the group around the construction site (PPE Gear included).

Armchair Travel

Thanks to Jan Woodhouse for coming up with this concept. The Committee would also like to acknowledge the speakers Rachel de Lambert, Sarah Collins, Mike Thomas, Gaynor Revill, Helen Preston Jones and Jan Woodhouse for your insights and perspectives. Special thanks to Jasmax, and Liz Clarke for organising and hosting us all for this event.

Heritage Week

Amy Hobbs (NZHPT Project Supervisor- Lower Northern, and NZILA Registered Landscape Architect) should be acknowledged for her presentation of the Highwic Gardens and Grounds as part of heritage week.

Urban Design Panel Consultation

Auckland Council is in the process of reviewing the Urban Design Panel. The Presidents and Chairs from the various urban design related professions in Auckland were invited to a workshop session to discuss the future of the UDP. Thank you to Sally Peake, Gavin Lister, Rachel de Lambert, Peter Whiting, John Potter, and Helen Preston Jones for supplying comments to the Branch Committee. A special thank you to Stephen Brown (NZILA President) and Michael Hawes (Auckland branch representative) for attending this session.

One item which arose from this event was the need for NZILA to have a more robust and transparent process for appointing members onto Panels (Such as the UDP in Auckland). A critical observer could see the current process as simply a shoulder tap, even though a process is followed. The Branch see the opportunity for NZILA Executive to formulate a robust documented selection process that can be applied nationally/ across NZ, for selecting members onto the likes of Urban Design Panels.

Auckland Garden Festival

NZILA Auckland branch were a Silver Sponsor of this event, which was passed to the branch from the NZILA Executive.

Christmas Function

This Christmas function marked the industry launch of UNITEC Landscape Architecture Schools new student magazine. Thank you to Sandy Ling and Jonathan Wong for arranging the venue, food and drink. Special thanks to the X-Section team! This group of students represented UNITEC in pulling the publication together and were a pleasure to work with in arranging the Christmas function. We hope that we can do the same next year.

Submission to Auckland Council on Tree Policy

Thank you to Peter Kensington and Sally Peak for your efforts on this issue and the submission.

Te Wao Nui Visit

Thank you to Hugo and Michael from Auckland Zoo, Logan Brewer for your presentation on the design of the exhibit, and Jan Woodhouse for orchestrating this event.

Special thanks to Sandy and Jonathan for the organisation and logistics of fitting 30+/- Landscape Architects in one old elephant house.

Final Comments

I would like to conclude by drawing you attention to the upcoming IFLA50 conference in 2013. This event will require all of us in Auckland (not just those of you attending the AGM) to play a part as hosts, helpers, and representatives on NZILA.

There is a call for a new Chair, Secretary and Treasure. Unfortunately, due to all our personal circumstances, we have to step down from our roles at this AGM. These positions are to be filled.

I personally have thoroughly enjoyed my role over the past year and admire all the hard work and passion our members have put into the promotion and advocacy of our profession. We would not be able to achieve what we do without the wonderful volunteer services of our members on the Committee, some of which commit their valuable time to attending monthly committee meetings, preparing for and hosting branch activities, submission, and coming up with the wonderful ideas for further learning opportunities and engagement with other professions. Keep up the great work!

Best Regards

Sam Bourne, NZILA Auckland Branch Chair2012



Level 1 Shed 20 Prince's Wharf
PO Box 106 594 Auckland City
T: 09 302 0025 F: 09 374 1960

**NZILA
Auckland Branch**

10 February 2012

Our ref: 1000/NZILA

Attn: Sam Bourne - Chairperson

2011 Portfolio Summary – Education

Whilst being an Auckland based Landscape Architect for over 8 years, 2011 was the first year I have taken an active role in the NZILA. Although a long term supporter of the events and activities that the institute undertakes, 2011 has been an opportunity to work with the Auckland Branch on a number of interesting initiatives and events. Although not a surprise it was encouraging to see a strong sense of responsibility and passion for the local profession, and issues pertinent to NZ's biggest metropolis and its environs.

I was responsible for championing the Educational Portfolio for the period of 2011 with the aim of forging closer links between the Auckland Branch and Unitec. Being a former graduate of Unitec's BLA programme I was lucky enough to have a reasonable understanding of the institute. During 2011 I maintained an open dialogue with Renee Davies (Head of Department) and Daniel Irving (Programme Leader). The following items were or are planned to be actioned by the Auckland Branch during my period overseeing this portfolio.

BLA Advisory Committee – Two members of the NZILA Auckland Branch are permanent members of this committee. This group of Auckland Based Landscape Architects provides a conduit between Unitec and the profession, providing feedback and guidance around course content and helping flesh out the industry expectations for graduate students.

Student Studio Tour – This event saw 30 year 3 Unitec students visit CBD studios Boffa Miskell and Reset Urban Design. Students were given a tour of the studio with brief presentations around the role of the NZILA, practise management, site safety and what to expect as a graduate student. Studio visits were topped off by a guided tour of recently completed projects.

Marketing of Student Events – As with previous years the Auckland Branch through Sandy Ling marketed a number of Unitec events such as the Grad Show to the institutes members.

Branch Xmas Party - This year was the first that the Auckland Branch Christmas function was jointly funded and marketed by the two organisations. Around half of the 120 attendees were Unitec students which provided a great opportunity for professional and student to mingle. Unitec's 4th year magazine X-Section was also launched at this event, not only a show case of student work but also including a number of contributions from the profession.

NZILA Student Orientation – We also have a Student Orientation session booked in for late February with Unitec. This will be an opportunity for the Auckland Branch to talk to the students about the Institute and discuss how and why they need to get involved.

It is hoped that a number of these worthwhile initiatives, with the support of the wider Auckland Branch team will continue to be developed and delivered on a yearly basis. As with 2011 I hope to be able to provide some assistance to the NZILA in the coming years.

Yours sincerely

ORSON WALDOCK

Practice Manager

Chris Fourie

Auckland Council

NZILA, Auckland Branch

16 February 2012

Attn: Sam Bourne – Chairperson

2011 – Representation of NZILA, Auckland Branch within Auckland Council

Since being at Auckland Council during the past year, I have taken an active role in promoting the NZILA, Auckland Branch and championing the benefits of the profession of landscape architecture within Auckland Council. During this time I have maintained strong links with NZILA committee members Sam Bourne, Lee Brazier and others.

Events

During 2011, I arranged two events for Council Landscape Architects, which were also attended by NZILA Auckland Branch committee members.

The first event was held on 20 April 2011 at Cornwall Park Education Centre. The first half of the event focused on introductions within the group and was primarily an in house professional/ social networking opportunity.

Sam and Lee attended the second half of the session. The main focus of the second half of the session again was networking with introductions and a brief outline of the range of work people are involved in within council. Sam and Lee outlined some of the activities of NZILA Auckland Branch.

The second event was held on 5 September 2011, again at Cornwall Park Education Centre. This was attended by 13 of the 22 Landscape Architects working at council - four of these were NZILA members. The main item on the agenda for this event was to present to Council Landscape Architects, NZILA's submission to the Auckland Unleashed Discussion Document and presentation to the senior management team.

Again mention was made of activities of the Auckland Branch - minutes of previous NZILA meetings were provided and an offer made to circulate minutes to people wanting to get further understanding of branch activities.

Submissions

Auckland Unleashed Discussion Document

I represented an NZILA, Auckland Branch LA (in council perspective) in the Auckland Branch submission and presentation to the senior management group on the Auckland Unleashed Discussion Document in May 2011.

I retained links with Management team members/representatives– Tim Watts, David Clelland, Jenny Fuller, John Duguid, Ross Moffat re NZILA, Auckland Branch submission to Landscape Architects in Council Group offering to repeat the submission presentation in house. However, this offer was not taken up.

Draft Auckland Plan

I represented an NZILA, Auckland Branch LA (in council) perspective in the Auckland Branch submission to the Draft Auckland Plan and presentation to the Council Hearing in December 2011. On behalf of the branch submission committee, I arranged a follow up meeting with Roger Blakeley and key council staff re submission points made at the Draft Auckland Plan hearing.

I subsequently liaised internally with council staff implementing changes to the maps and text (in consultation with the branch submission committee) to ensure the revised text was representative of NZILA Auckland Branch's request. The suggested text changes apply to Chapter 5, Directive 5.2 - two new actions have been included in response, as well as NZILA, Auckland Branch being listed with these actions as a stakeholder. The acceptance or otherwise of the branch suggested changes will probably be confirmed through the release of the Auckland Plan in March this year.

I am encouraged by the progress being made in this area and look forward to continuing to assist the branch in further initiatives and activities over the coming year.

Chris Fourie



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109 Duck Creek Rd, PO Box 84, Silverdale, 0944

NZILA Auckland Branch

16 February 2012

Att: Sam Bourne - Chairperson

2011 Portfolio Summary – Public Relations

As a second year on the committee, 2011 was more productive in terms of promoting our profession through the media. Following on from the 2010 article submitted to the NZ Herald, 2011 saw articles submitted and published in 2 influential professional magazines.

Music to our Ears – was an article published in issue 10 of Landscape Architecture New Zealand. The article was concerned with the development of Queens Wharf, a topic which was central to many Aucklanders through 2011. The article was offering some alternatives to the proposal put forward by the new Auckland Council. The problem with the magazine is the quarterly publishing, which often means the topic is old news. We need to look at ways of pre-empting the publishing deadline with stories.

Relief and Delight in the City - was an article co written by Lee Brazier and Andrew Mason and was published in Local Government Magazine, which is distributed through the Local Government network, opening up our profession to potential clients. The article missed the most topical issue and eventually made it some time later. The subject matter wasn't critical, but it was a little frustrating to keep getting bumped.

Short article in Landscape Architecture New Zealand issue 11 acknowledging the visit to Wynyard Quarter hosted by Waterfront Auckland. Again the delay between the visit and the publication was lengthy, but unavoidable.

The branch was involved in the development of the new NZILA website and contributed opinion and documentation. The website is now live and provides a portal for the public to connect with the profession. The development of the "blogroll" idea would be worth pursuing to ensure currency of comment on the site.

Aims for 2012 should be to reach out to a more mainstream audience through other publications or mediums. The newspaper is the most current and readily available and should be used more frequently. Other mediums include magazine publications or electronic media including the newly

formatted website of the NZILA. AGM also have a new website promoting the design profession which could be more widely used.

Being part of the submission process also keeps our profile up and we should continue to do this utilising the most appropriate people to the subject. The development of the Auckland Plan has had plenty of input and other major documents should be commented on.

There is plenty of scope to increase the profession through the various media outlines and particularly the activities of the Branch. Hopefully with the aim of increasing participation in branch events and raising the public profile.

Regards

A handwritten signature in black ink, appearing to read 'F. Murphy', with a large, sweeping flourish at the bottom.

Paul Murphy
Landscape Architect



paul@paperspaces.co.nz



New Zealand Institute of Landscape Architects (NZILA)

Auckland Branch
C / - Boffa Miskell Limited
P O Box 91 250
Auckland 1030

NZILA Auckland Branch Treasurers Report 2011

During the year of 2011 the NZILA Auckland Branch has undertaken a number of activities on behalf of the Auckland Branch members, these included: site tours, presentations, workshops, plan submissions and event sponsorship.

General Summary:

Between the period of 1st January 2011 and the 31st December 2011, the Auckland Branch received income from bank interest, branch levies, and sponsorship to the value of \$5,764.38, over this same period the Auckland Branch spent \$4,834.93.

Overall between the period of 1st January 2011 and the 31st December 2011 the Auckland Branch had a net income of \$929.48. The closing Auckland Branch bank balance as of 31st December 2011 was \$14,007.03, the large amount of funds within the Auckland Branch bank account is due to a combination of 2011 income, prudent spending, bank interest and sponsorship over previous years.

Please note that the 2011 Auckland Branch income includes the Northland Conference Surplus of \$1,475.07 which has been flagged for exclusive use by the Northland based Auckland Branch members for their future events.

Explanation of Branch Expenditure:

The relatively high level of expenditure during 2011 was due to two, one-off events, these were the Auckland Plan submission and external Branch sponsorship of the Auckland Garden Design Festival.

The Auckland Plan submission has been an important activity for the 2011 Auckland Branch Committee which has put in a lot of hard work through the Branch/sub-committee meetings, initial submission and subsequent presentations. The work done and cost incurred (\$815.89 during 2011) have established a good and lasting relationship with the New Auckland Council and addressed the importance of landscape matters within the soon to be delivered Auckland Plan which will guide the future direction of Auckland for a number of years to come.

The expenditure on sponsorship of the Auckland Garden Design Festival (Silver sponsor - \$1,144.25) has helped to raise the profile of the NZILA within the general gardening community of Auckland and will hopefully result in some commissions for those members that practise within this area of landscape architecture.

Auckland Branch Levies:

To date for the 2011 NZILA Branch levies period, the Auckland Branch received less income from NZILA Branch levies than in previous years (approximately \$230 less). Please note that only 2011 mid-year Branch levies have been received, end of year Branch levies are due in early 2012.

The reduction in NZILA Branch levies has been attributed to a number of factors which included a reduction in the number of paid up members within the Auckland Branch region, slow payment of invoices by membership, slow charging of credit cards and lack of follow up by the NZILA Executive Committee with those members with outstanding fees owing. These issues should be in part resolved moving forward with the roll-out of the new NZILA Executive Committee accounting software, which is able to better track membership payments.

“2012 Membership ... NZILA is now using MYOB for all financial transactions to ensure accurate recording of subs paid” email 'eNews' 15/02/2012 to all members

Auckland Plan Submission:

As part of the Auckland Plan submission, the Auckland Branch approached the NZILA Executive Committee to seek some assistance in funding to cover costs associated with the submission. Through the process the NZILA Executive Committee determined that the Auckland Plan submission was an 'Auckland issue' and therefore should be funded by the Auckland Branch.

There exists a concern that due to the high cost of some submissions that smaller Branches around the country may have difficulty in meeting costs incurred through any submission processes. Cost incurred by the Auckland Branch during 2011 for the Auckland Plan submission totalled \$815.89 which is 26% of the overall 2011 NZILA Auckland Branch levies of \$3,125.

Recommendation:

Submissions:

Auckland Branch Committee to approach the NZILA Executive Committee to determine if a procedure can be established by which Branches can put together a business case and apply through the NZILA Executive Committee for funding for specific submissions which are deemed to be of high importance/cost to specific Branches throughout the country. A precedent for this type of targeted funding exists with the High Country Landscape Group Subcommittee based in the South Island.

Auckland Branch Approval Procedures:

As part of the 2011 Auckland Branch Committee roll-out and formalisation of Branch portfolios, two key procedures for approving expenditure have been agreed upon. These now formalised procedures have been established for a number of reasons including: to ensure transparency within the Auckland Branch Committee in regards to prudent spending, accountability and financial/budgetary constraints.

The procedures that were established include:

Formalisation of the quorum/approval system – at Branch Committee meetings, proposed events and associated budgets are approved by the Committee as a whole (minimum number of 5 registered members required to form the quorum). This ensures that all Committee members have the opportunity to discuss the event, budget, and benefit of the activity for the wider landscape community. It also provides the opportunity for the Treasurer to confirm the availability of funds for the activity.

Prior approval of expenditure – this together with the quorum/approval system provides the opportunity for the Treasurer to confirm the availability of funds and confirm lines of communication. While budgets for events are estimated, it is an assumption that the final cost will be close to the confirmed budget. If a budget looks like it is going to be a lot more than approved, it would be courteous for those managing the event to inform the Branch Committee and especially the Treasurer of the increased expenditure to ensure that funds are available (Christmas function bar tab). The potential issue with not seeking prior approval is that the Auckland Branch does not have sufficient funds to reimburse individuals for cost incurred on behalf of the Auckland Branch.

Recommendations:

Moving forward the approval procedures set out above should be adopted by the new Branch Committee to ensure transparency within the Committee in regards to prudent spending, accountability and financial/budgetary constraints to ensure the financial sustainability of the Auckland Branch continuing into the future.

If a subcommittee is to be established to manage an event/submission, determine at time of establishment through the Branch Committee, a set discretionary budget for sub-committee activities, any expenditure over and above this agreed amount will need to be approved by the Branch Committee as a whole through the approval procedures.

2011 Term Deposit Investment:

As part of the recommendations from the 2011 NZILA Auckland Branch AGM, a term deposit was established with a portion of the Auckland Branch's funds (\$10,000 in a 3 month term deposit investment) this provided the Auckland Branch with \$87.26 in interest.

Recommendation:

It is recommended that a term deposit again be established with the funds that are surplus to the requirements of the Auckland Branch Committee's proposed 2012 activities/budget. The length of the term deposit period should be determined at the time of establishment based on best interest rate for the time period agreed by the Branch Committee.

Jonathan Wong

(NZILA Auckland Branch Treasurer 2009-2011)

Attached:

- 1) NZILA – Auckland Branch 2011 Income and Expenditure Summary
- 2) NZILA – Auckland Branch 2011 Cash book Summary



NZILA - Auckland Branch 2011 Income and Expenditure Summary

Summary (1st January 2011 - 31st December 2011)	
Opening Balance (as of 1st January 2011) =	\$13,077.58
Income =	\$15,764.38
Expenditure =	\$14,834.93
Closing Balance =	\$14,007.03

Income					
Date	in/out	Cheque Number	Description	Amount	Notes
31/01/2011	in		Interest	\$8.33	
28/02/2011	in		Auckland Branch Levies - 2010 year-end	\$920.00	
28/02/2011	in		Interest	\$7.51	
31/03/2011	in		Interest	\$8.88	
29/04/2011	in		Interest	\$8.29	
31/05/2011	in		Interest	\$1.43	
04/08/2011	in		Term Deposit - return of principle	\$10,000.00	
04/08/2011	in		Term Deposit - Interest	\$87.26	
31/08/2011	in		Interest	\$7.43	
05/09/2011	in		Auckland Branch Levies - 2011	\$2,205.00	
30/09/2011	in		Interest	\$9.11	
31/10/2011	in		Interest	\$8.96	
23/11/2011	in		Transfer from Exec re. Unitec Xmas Function Contribution	\$1,000.00	
30/11/2011	in		Interest	\$8.32	
09/12/2011	in		Northland Conference Surplus	\$1,475.07	*
30/12/2011	in		Interest	\$8.79	
Total				\$15,764.38	

Expenditure					
Date	in/out	Cheque Number	Description	Amount	Notes
04/02/2011	out	100242	Auckland Branch - AGM - SL	\$73.28	
04/04/2011	out	100243	Auckland Branch - Reg Workshop - JW	\$38.38	
05/05/2011	out		Term Deposit - start up principle	\$10,000.00	
12/05/2011	out	100244	Auckland Branch - Spatial Plan Workshop - JW	\$57.07	
20/06/2011	out	100245	Auckland Branch - Shared Space Presentation - BML	\$100.00	
28/06/2011	out	100246	Auckland Branch - Reg Workshop/Arm chair Travels - SL	\$126.65	
07/07/2011	out	100248	Auckland Branch - Spatial Plan Presentation - BML	\$558.90	
14/07/2011	out	100247	Auckland Branch - Spatial Plan Gifts - CF	\$199.92	total = \$758.82
16/08/2011	out	100249	Auckland Branch - Arm Chair Travels - Jasmx	\$100.00	
10/10/2011	out	100252	Auckland Branch - Heat Architecture Dinner - LB	\$219.98	
11/10/2011	out	100251	Auckland Branch - Sponsorship Auckland Garden Design Fest	\$1,144.25	
11/10/2011	out		New Cheque Book	\$2.50	
27/10/2011	out	100253	Auckland Branch - Xmas Function Deposit	\$500.00	
12/12/2011	out	100254	Auckland Branch - Xmas Function - JW	\$1,500.00	total = \$2,214.00
15/12/2011	out	100255	Auckland Branch - Xmas Function - JW	\$214.00	
Total				\$14,834.93	

Net Profit / Loss	
Income Total =	\$15,764.38
Expenditure Total =	\$14,834.93
Total =	\$929.48

*	Northland Conference Surplus - flagged for exclusive use by the Northland based Auckland Branch members for their future events
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New Zealand Institute of Landscape Architects (NZILA)

Auckland Branch
 C / - Boffa Miskell Limited
 P O Box 91 250
 Auckland 1030

NZILA - Auckland Branch 2011 Cash Book Summary

2011 Cash Book

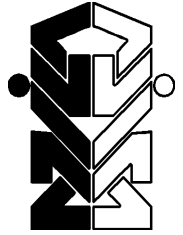
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30/12/2011	in		Interest	\$8.79	

*	Northland Conference Surplus - flagged for exclusive use by the Northland based Auckland Branch members for their future events
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Auckland Branch



NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS
C a n t e r b u r y - W e s t l a n d B r a n c h



AGENDA AND MINUTES OF COMMITTEE MEETING

Date:	5.30pm, Tuesday, 13 September 2011	
Location:	'The Brewery', 3 Garlands Road, Woolston	
Item		Minutes
1.	Attendance	Neil Challenger, David McKenzie, Louise Bailey, Malcolm Campbell, Jody Tuuta, Dave Compton-Moen, Anne Braithwaite, Olive Screen, Kevin Dwyer, Emily Kelly, William Field, Mark Brown, Wade Robertson, Tracey Ower, Chris Chen, Craig Pocock, Sean Dixon
	Apologies	Mike Thomas, Jenn Dray, Nik Kneale, Claire Findlay, Rachael Annan, Grant Edge, Emma Content, Wayne Rimmer, Wendy Hoddinott, Sharon Hogg, Jenny Moore, Hannah Lewthwaite
2.	Confirmation of 2010 AGM Minutes	Moved Neil Challenger, Seconded Wade Robertson, Minutes confirmed.
3.	Matters Arising from Minutes	None to report
4.	Presentation of Annual Reports	<ul style="list-style-type: none"> • Chairperson, Neil Challenger, presented the Branch Annual Report • Treasurer, Dave Compton-Moen, presented the Branch Statement of Financial Performance and Statement of Financial Position
5.	Adoption of Annual Report	<ul style="list-style-type: none"> • Louise Bailey suggested an amendment to Annual Report to add Shaun Dixon as a contributing Member. Neil Challenger acknowledged this and also input from other members not included in the report • Moved Louise Bailey, Seconded Olive Screen, report adopted
5.	Adoption of Financial Report	Moved Neil Challenger, Seconded Tracey Ower, report adopted
6.	Election of Members	<p>Chairperson: Neil Challenger, nominated by Louise Bailey, seconded William Field</p> <p>Treasurer: Dave Compton-Moen, nominated David McKenzie, seconded Wade Robertson</p> <p>Secretary: Kevin Dwyer, nominated Neil Challenger, seconded David McKenzie</p> <p>Student Representative: Hillary Whetton</p> <p>Members Restanding: Malcolm Campbell, Emma Content, Sean Dixon, Wade Robertson, Jody Tuuta</p> <p>New Committee Members: Louise Bailey, , Emily Kelly, Olive Screen, Tracey Ower, Rachael Annan</p>
7.	2012 Conference	Neil Challenger lead discussion on the 2012 conference and outlined the current proposal
8.	2012 CPD Programme	Neil Challenger outlined some of the difficulties faced in holding CPD events over the past year. The floor was opened to suggestions for upcoming CPD events.
9.	General Business	None to report



NZILA BRANCH ANNUAL REPORT 2011 CHAIRPERSON'S REPORT

The Year at a Glance

I have been involved with the Branch off and on since I was student rep back in 1985, but the year we have just had must count as the strangest of them all! Once elected the first thing the new committee did was to work out a CPD plan, then there was an earthquake. We thought about that for a while, had Christmas and worked out a new CPD plan and then there was another earthquake. And then there were two blizzards, the first of which munted a presentation by Ken Smith and the second munted our AGM. Where other years have been marked by an ongoing round of CPD and social events, this year has been staccato with a limited number of CPD events and innumerable projects, causes, meetings and events built around aspects of earthquake recovery. In addition there have been numerous calls for NZILA participation in post earthquake planning and thinking, and in reviewing development ideas and proposals. This has resulted in two streams of activity. Firstly at a general level the Branch has had several meetings discussing the landscape implications and response to the earthquakes and has gone on to undertaken and support a number of initiatives in support of this, much of this contributing to CPD. And secondly there have been a number of requests for the Branch to participate in earthquake recovery activity, which has led to a large number of less visible meetings with various stake holders and interest groups. The more public dimension of these activities are detailed under CPD events below. The second area has at various times involved meeting with the branch chairs of LIANZ, the Nurseryman's Association, the NZIA and the NZPI, attending a series of meeting on behalf of the branch as a recognised key stakeholder on the Open space and Build Form Special Interest Group, attending the inter-professional Land-use Taskforce and contributing to inter-agency evaluations of the Central City Plan, among other things. It is pleasing that the Branch has taken this role.

And now we are here. It is difficult to believe that thirteen months has passed.

It has thus been a busy but a-typical year for the CanWest committee and I have been privileged to be involved as Chairperson. On average the committee met every six weeks variously at MWH, Opus the City Council in the Art Gallery, with numerous planning meetings in between. Given how busy everyone has been this year to have achieved what we have achieved is a great result and I really appreciate the time our committee members and the supporting membership have put into this. I must also acknowledge the support of those organisations that have generously let us meet in their offices.

The committee has been composed of Martha Dravitski as Secretary, David Compton Moen as Treasurer, Emma Content as our Newsletter Editor, Jody Tuuta and Hilary Wetton as our student liaison and Rachael Annan, Louise Bailey and Wade Robertson as very active members of the committee. We have also had Malcolm Campbell, Sean Dixon and Grant Edge playing an essential support role when called on. The contribution of all these people is greatly appreciated. Last week saw Martha stand down from her role after three years of sterling service, and she has now returned to Taranaki. She will be greatly missed having been a great asset to the Branch Committee for the years she was part of it. I am sure you will all join with me in wishing her all the best for the future. I gratefully acknowledge Kevin Dwyer for stepping as acting secretary until today's election.

Membership

There has been a bit of coming and going around the earthquake with a number of practitioners joining – and very welcome they are to, and some leaving to pastures green. It is hard to know the exact number of members, but membership appears to be very similar to the 136 it comprised last year.

Promotion

Canterbury/Westland NZILA Newsletter

Emma Content is making a fantastic job of editing the newsletter and is also responsible for it's layout and format. If you have any feedback to give us on the newsletter, we would love to hear it! We have been receiving encouraging comments from around the country about our newsletter, and Melanie also posts them on the website. Hilary and Jody have done a great job as stand in editors for those times when *Emma* has not been available and it has been great having a student's perspective.

CPD Events and Conferences

The following events were held over the last year:

The major push over the last year has been in the area of earthquake recovery, although there have also been some more general CPD events and activities across this period, including:

- Sept Earthquake Workshop
- Oct School of Landscape Architecture Graduating Exhibition
 - Greening the Rubble
 - Earthquake workshop
- Nov ibid
 - Christmas Garden Tour
- Jan Central City Housing charette
 - Greening the Rubble
- Mar Earthquake workshop
 - NZILA Conference Kerikeri
- May Share an idea speaker series
- Jun 48 Hour Design Challenge preparation
- July 48 Hour Design Challenge
 - Ken Smith talk (cancelled due to snow)
 - Registration workshop
- Aug International speaker series presentations
 - Central City Plan NZILA input
- Sept Central City Plan NZILA input
 - Mike Lin Graphic workshop

The support of the committee and broader membership in organising these events, finding venues in difficult times, arranging publicity etc is greatly appreciated as is the support of those organisations who have kindly hosted us for these events; most notably Opus, MWD and the Taurus Group (Mr Lou Bailey).

Complaints Committee

No action has been required by the Complaints Committee. Charles Manning and Peter Dyhrberg, remain 'on-call' as the two lay members of our Complaints Committee

Finally

Hopefully next year will be calmer, but it will still be busy. The aftermath of the earthquake will still see the branch called upon to contribute to recovery activity in a wide range of ways; while the branch is still proposing to host the 2012 conference in the middle of next year. It is certain that these two areas of work will keep us busy, while hopefully we will also be able to run some broader based CPD events during the year.

Neil Challenger

Chair 2010-2011

NZILA Financial Report for 2011 (Jan to Dec)

Canterbury and Westland Branch

WestpacTrust Cheque Account

Bank Balance as at 1 January 2011 \$ 1,143.27

Deposits

21/02/2011 NZILA Branch Levy	555.00
5/09/2011 NZILA Branch Levy	1130.00

1685.00

Less Expenses / Withdrawals

10/01/2011 Chq-100290 - Lone Goat (Xmas Function)	100.00
31/01/2011 Bonus Saver Account	5.00
28/02/2011 Bonus Saver Account	5.00
29/03/2011 Bonus Saver Account	5.00
18/04/2011 Chq-100293 - PO Box Rental	80.00
29/04/2011 Bonus Saver Account	5.00
27/05/2011 Chq-100294 - EQ Committee Meeting - Drinks and food	273.97
30/05/2011 Bonus Saver Account	5.00
29/06/2011 Bonus Saver Account	5.00
18/07/2011 Chq-100295 Parsley and Sage Catering	261.05
29/07/2011 Bonus Saver Account	5.00
25/08/2011 Chq-100296 Basmati Indian Cuisine (CC Workshop)	308.20
29/08/2011 Bonus Saver Account	5.00
22/09/2011 Chq-100297 - August Central City Workshop	161.87
29/09/2011 Chq-100299 - Sponsorship of Student exhibition	150.00
29/09/2011 Bonus Saver Account	5.00
4/10/2011 Chq-100298 - AGM Pizzas	96.00
31/10/2011 Bonus Saver Account	5.00
4/11/2011 Chq100301 - Sponsorship of John Loomis Presentation	300.00
7/11/2011 New cheque book fee	3.00
29/11/2011 Bonus Saver Account	5.00
16/12/2011 Chq100300 - Gift for John Loomis	39.99
29/12/2011 Bonus Saver Account	5.00

1834.08

\$149.08

Bank Balance as at 31 December 2011

\$ 994.19

WestpacTrust Bonus Saver Account

31/12/2010 Bonus Saver Opening Balance	3484.19
31/01/2011 Bonus Saver Account	5.00
28/02/2011 Bonus Saver Account	5.00
29/03/2011 Bonus Saver Account	5.00
29/04/2011 Bonus Saver Account	5.00
30/05/2011 Bonus Saver Account	5.00
29/06/2011 Bonus Saver Account	5.00
29/07/2011 Bonus Saver Account	5.00

29/08/2011 Bonus Saver Account	5.00	
29/09/2011 Bonus Saver Account	5.00	
31/10/2011 Bonus Saver Account	5.00	
29/11/2011 Bonus Saver Account	5.00	
29/12/2011 Bonus Saver Account	5.00	
Year's Interest (less withholding tax)	23.56	
31/12/2011 Bonus Saver Balance		\$3,567.75
TOTAL FUNDS AVAILABLE		\$4,561.94

Canterbury Westland Branch



New Zealand Institute of Landscape Architects (NZILA) Central North Island (CNI) Branch,
Annual General Meeting (AGM)

Venue: Furnace, Victoria Street, Hamilton

Date: Saturday 8 November 2011

Time: 3pm

Members present for AGM: Tim Lander (chair)
Charlotte Grant (treasurer)
Fraser Scott
Brad Coombs
Matt Peacocke (secretary)
Phil Henderson
Davis Cartwright
Jeff Myles
Adrian Morton

Apologies: Richard Hart
Joby Barham
Fiona Nightingale
Rebecca Ryder
Morne Hugo
Joanne Soanes
Clinton Bowyer

1.0 Matters Arising from Last Minutes:

None

2.0 Chairman's Report:

Tim commended on the good get together today. The branch has developed some new members, and some members have moved on.

New members: Bryan Sanson

Members moved on: Katherine Skurr, Fraser Miller

Note on mentoring; all registered members [that have been registered for a minimum of 2 years] have an obligation to be mentors. Tim Lander circulated an email a few months ago enquiring about mentors with no response. Tim will send another email.

3.0 Treasurer's Report:

Charlotte advised that accounts are in good shape. There is a pool of funds, over \$4000, which should allow the group to generate some relatively significant events in the near future. Perhaps we need to look at bigger events.

4.0 Elections of Executive Committee

Chair Tim Lander Henderson/Cartwright

Treasurer Charlotte Grant Henderson/Cartwright

Secretary Matt Peacocke Henderson/Cartwright

In Favour	Unanimous
Against	0

Committee

Brad Coombs
Charlotte Grant
Davis Cartwright
Morne Hugo
Rebecca Ryder
Tim Lander

5.0 Mentoring:

- All agree that unless stated, registered members are available to mentor graduates.

- However, the branch needs to facilitate this as graduate members may not always feel comfortable approaching registered members.
- Another email should be circulated conveying this information. Tim Lander has agreed that he will send another email clarifying this to members and graduates.

6.0 Future Branch Events:

- A suggestion was made to invite speakers, or have a themed debate on 'hot topics' such as urban design. All agree.
- The branch could invite professionals from further afield such as Auckland, Hamilton, Taupo, or to collaborate with outward offices - e.g. cni branch and Auckland branch.
- Suggested topic "Relevance of the Urban design panel". All agree, a very current debate.
- The general consensus was that the Urban Design Protocol may need some testing; it may need to be "shaken up".
- This could be bigger than the NZILA local branch, and the outcome of the debate could be taken to further professionals on a national scale.
- 'Smart Growth' as another topic. All agree.
- There needs to be participants who can represent the other side of the debate. There needs to be representatives from Urban design designers and Urban Design planners to offset the argument and create a broader discussion. All agree.
- Could put the questions/points out there, and invite responses first; suggests NZIA, NZPI, NZILA etc.
- A mention of the new book "Native by Design" which interviews landscape architects from around New Zealand, including a few of our own members. Someone from the book could discuss aspects of their planting design, or ecological design.
- Could also approach Naturally Native [plant nursery] or ecologists to provide experts to give a presentation to the branch. All agree these are all good ideas.

6.0 Elections and officer roles:

- Is there is an opportunity, or a desire, to transfer the officer roles to Hamilton?
- Members from Hamilton suggest the presence is stronger in Tauranga, and there's no need to transfer at this current time.
- All roles stay the same.
- Tim Lander will stay on as chairman for one more year, after which under the rules of NZILA Tim must pass that role on.
- Charlotte has expressed interest in retiring here role as treasurer next year too. She has been treasurer for many years now.

7.0 General Business:

A need to approach the scholars about up and coming events or lectures that we can utilise for the nzila cni branch

8.0 Actions

<i>TASK</i>	<i>WHO</i>	<i>DATE</i>
<i>Develop 'debating hot topic' idea, or spin off.</i>	<i>Brad Coombs, Tim Lander</i>	<i>Before the next AGM</i>
<i>Branch Outings</i>	<i>Brad Coombs and Charlotte Grant had several ideas to action.</i>	<i>Before the next AGM</i>
<i>Some interest in how many total members in CNI branch.</i>	<i>Matt Peacocke will email the members present (...there are 40 members as of 8th Nov.)</i>	<i>Done</i>

Meeting Closed: 4pm

Chairperson: Tim Lander

NZ Institute of Landscape Architects
Central North Island Branch
Chair Report 2011

This year has been quiet for the branch, with most branch members focusing on getting the best out of business that the current work climate can offer.

Branch members met in Hamilton to network and have a look over some diverse projects ranging across the city centre, motorway development and roundabout art in the growing suburbs. We coincided the branch AGM, allowing attention to branch affairs and further discussion.

A locus of branch members also got together in Tauranga later in the year and challenged each other to 2 minute presentations, an enjoyable exercise to try and encapsulate the many facets of a project into a concise excerpt.

A workshop on Registered membership was well supported in Tauranga, with another branch member applying and succeeding with their Registration. We have further branch members pursuing Registration under the revised scheme, and foresee no particular problems with continued branch and Registered member support.

Whilst the branch has been mainly just ticking along I believe we have a strong base of membership, with branch members keeping up their CPD. I extend thanks to my colleague Branch Officers and Committee for the time given to the workings of the branch this past year.

Tim Lander

**New Zealand Institute of Landscape Architects - Central North Island Branch
Income and Expenditure for Period ended 19th December 2011**

Income		
Branch Levy	\$	675.00
Interest	\$	-
Other	\$	-

Total Income	\$	675.00
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Expenditure		
Stationary	\$	-
Xmas Dinner	\$	205.93
Outings	\$	244.80
Other	\$	69.50

Total Expenditure	\$	520.23
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Net Profit for period ended 19th December 2011 (Income - Expenditure)	\$154.77
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Balance Sheet as at 19th December 2011	\$	4,530.51
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Assets: Westpac Trust Cheque Account Funds	\$	4,530.51
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Liabilities		nil
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Net Assets	\$	4,530.51
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Chairman:
Tim Lander

Treasurer:
Charlotte Grant

New Zealand Institute of Landscape Architects - Central North Island Branch
Cash Book for Period Ended 19th December 2011

Income

Ref	Date	Details	Amount (\$)	Branch Levy	Fees(\$)	Interest(\$)	Other (\$)
	21/02/2011	2010 End of Year Brach Levy	170.00	170.00			
	5/09/2011	2011 Mid Year Branch Levy	505.00	505.00			
Total			675.00	675.00	0.00	0.00	0.00

Expenditure

Ref	Date	Details	Amount	Stationery	Xmas Dinner	Outings	Other
100197	2/06/2011	Registration Workshop- portfolio courier	46.20				46.20
100198	11/06/2011	Registration Workshop - Catering	23.30				23.30
100199	8/11/2011	Branch AGM Catering - Reimbursement	244.80			244.80	
100200	25/11/2011	Branch Christmas Event	205.92		205.93		

Total

\$	520.22	\$	-	\$	205.93	\$	244.80	\$	69.50
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Cash Book Summary

Opening Cash Book Balance as at 18th December 2010

\$4,375.73

Total Income

\$

675.00

Total Expenditure

\$

520.22

Balance

\$

4,530.51

Central North Island Branch



Rototuna: "Davis Cartwright discusses the Hitchens Rototuna Sculpture project with branch members"



Garden Place: "Jeff Myles gives branch members an update on Garden Place developments Hamilton City"



Te Rapa: "Jo Soanes and Adrian Morton present landscape developments of the Te Rapa Expressway"



HAWKES BAY / MANAWATU BRANCH AGM MINUTES 2011

DATE: 6/12/2011

TIME: 5:30

LOCATION: Opus Office, Napier

PRESENT: Shannon Bray SB(Chairman), John Brinkley JB(Treasurer), Megan Taylor MT(Secretary), John Hudson JH, Sue Dick SD, Megan Royal MR, Lin Zhang LZ, Sara Gerard SG, Josh Hunt JH.

APOLOGIES: Nicola Henderson, Janet Macpherson, Jo Bruerton, Georgina Thow, Debra Stewart, Stephan Steyn, Martha Dravitski, David Charnley

MATTERS ARISING:

Minutes of previous AGM 9th December 2010. Taken as read and moved as correct 1st SB and 2nd JH.

SB apologised for not following up on the Red Wine Sessions in 2011 as there was no 'backup' from the branch, planners or architects and suggested Nicola Henderson as a possible presenter for any following events.

SD enquired about the branch responsibility to provide events for compulsory CPD points. SB explained the new regulations and upcoming systems for CPD points following the launch of the new website. SD queried if there was a new process for re-registration if applications are left in excess of 15 years for example. SD to follow up.

CHAIRMANS REPORT:

Shannon Bray read his Chairmans Report to the group, taken as read. Agreed by all.

FINANCIAL REPORT:

John Brinkley summarised the financial position of the branch and suggested that the compulsory CPD point events may provide opportunity to organise events (speakers) that may perhaps generate revenue. Apologies for not looking into the bank account possibilities for increased interest options. MT did some research and concluded that current account with minimal fees is preferable.

SB discussed NZILA executive committee decisions for the year and explained the new website in detail including RSS feeds and electronic 'newsletters'. SB explained that Melanie is still looking after the website until the new site becomes live next year when Vicki will take over.

The IFLA and NZILA conference dates and times were announced and members encouraged to attend. The NZILA conference will be held in June instead of the usual date of April because of the earthquakes, and be very workshop driven. Awards will not be held, they will be attached to the IFLA congress in 2013.

ELECTION OF OFFICERS

Chair – Stephan Steyn nominated by SB, second by MR

Vice Chair – Sarah Gerard nominated by SD, second by SB (in case Stephan does not gain his Registration)

Treasurer – John Brinkley nominated by SB, second by JH

Secretary – Josh Hunt nominated by MR, second by SB

Martha Dravitski nominated by MT, second by JH

Group voted Josh – 0, Martha – 9,

Martha Dravitski as Secretary



Helen Rowan from William Colenso High School in Napier has requested that a local Landscape Architect prepares a presentation for the students as a form of Careers Advice. SD to follow up.

It was agreed that another Registration Workshop could be held again next year (perhaps in PN). It was also agreed by the group that Mentor training should be provided, Stephan to follow up.

A stakeholder workshop for master planning of the Hastings CBD will be hosted by HDC on 16th December from 1:30 – 4pm. RSVP details were provided and attendance encouraged.

Shannon Bray, John Brinkley and Megan Taylor were thanked for their work over the last 2 years for the HB/M NZILA Branch.

Meeting closed: 7:00 pm

**NZILA Chair Report
HB Man Branch
December 2011**

Happy Christmas to the branch, and welcome to the annual general meeting!

A relatively typical year for the branch, with unfortunately not a lot of activity. Hopefully the recent changes to the Registration Process will return a focus to CPD activity, and the branch can help facilitate this. Certainly it seems that this AGM is setting us up for a great next year, with a record number of people indicating they are coming today.

During the year our key focus as a branch was to help members through their Professional Practice Exams. This was facilitated by a Registration Workshop in Palmerston North, attended by approximately 8 people. From this we had 5 members apply for Registration this year, and we eagerly await the results (I understand by the end of next week).

During the year we also had a drinks session after work, as a chance to catch up with members. Unfortunately we had a very small turn out of only 4 members, although John Hudson tells us he was there but couldn't find us in the pub...

And I'm afraid this wraps up our year, with all that remains to thank the office bearers:
Megan Taylor, our secretary who has forwarded countless emails.
John Brenkley, our resident treasurer who has again agreed to hold the mantle

I will be stepping down as Chair (and Megan as secretary), and I look forward to some new enthusiastic office holders to take us into the new year!

Thanks, have a great Christmas and I look forward to catching up for a drink after the meeting.

Shannon

Activity Report - Stefan Steyn

Earlier this year Neil Challenger visited the Hawke's Bay Branch to give a presentation about Lincoln University. There was a good turn out and Neil's talk was both informative and interesting and generated a good deal of discussion.

During the first half of the year there were no other formal activities undertaken however a number of individual members have been attending various multi disciplinary conferences and workshops in the first and second quarter of the year, for example the NZ Walking and Cycling Conference in Hastings, the NZIA Urban Design conference in New Plymouth.

The Branch plan to have a social get together towards the end of June.

The 49th IFLA World Congress is being held in Cape Town, South African in early September this year. To join in the celebrations the Hawke's Bay Branch are looking at having an exhibition of work completed by Landscape Architectural firms from South Africa also around early September.

New Zealand Institute of Landscape Architects

Hawkes Bay / Manawatu Branch

Statement of Income and Expenditure for December 2011 AGM

Dated Tuesday 6 December 2011

Balance at 2010 AGM - 9 December 2010 **\$2,449.76**

Expenditure

4-Dec-10	Branch AGM and Dinner	\$335.60
17-Mar-11	Gift for Melanie Whittaker	\$58.97
24-Jun-11	Branch Registration Workshop PNth	\$82.00
18-Oct-11	Mid Year Branch Meeting Expenses	\$47.20

Total Expenditure for the period 9/12/10 to 6/12/11 \$523.77

Income

28-Feb-11	Gross Cr Interest	\$1.83
25-May-11	Branch Levies	\$140.00
31-Aug-11	Gross Cr Interest	\$1.75
5-Sep-11	Branch Levies Mid Year	\$300.00

Total Income for the period 9/12/10 to 6/12/11 \$443.58

Balance at 6 December 2011 **\$2,369.57**

John Brenkley

Branch Treasurer

S O U T H E R N B R A N C H O F T H E N Z I L A

A G M 31 May 2012

Minutes of the 2012 Annual General Meeting of the Southern Branch of the NZILA held at 1876 Bar, Queenstown, Thursday May 31st 2012, at 5.30pm.

Present

Phillip Blakely, Ben Espie, Brooke Mitchell, Susan Anderson, Megan Ash, Richard Tyler, George Watts, Paul Smith.

Apologies

Don Barham, Rebecca Lucas, Anne Steven, Annabel Riley, Joe Nutting.

Reading/ Matters arising from last years minutes

Minutes from AGM of 2011.

Moved to accept: Phil, 2nd: Ben.

The matter arose that CPD events that were planned often did not eventuate. It was resolved to focus on more action in the upcoming year. It was noted that CPD work will become increasingly important for members that wish to remain registered.

Treasurer's Report

(Ben Espie as acting treasurer following departure of Robin Rawson)

Balance at 01/01/2011: \$5,392.24

Balance at 31/12/2011: \$5,960.55.

The increase in balance has been due to receipt of branch levies and some interest accrument.

Moved to accept: Paul, 2nd: Brooke.

Chairman's Report (Ben Espie)

It was reported that it had been a quiet year and that branch activity had been low. A number of new branch members have recently come to the district and it was good to see a number of them present, which bodes well for future activity.

Moved to accept: Phil, 2nd: Susan.

General matters

It was resolved to aim for more regular meetings even if they are a purely social nature. It was also resolved that all present would act as a committee for the purpose of proposing and organizing functions. Therefore, committee members are Phillip Blakely, Ben Espie, Brooke Mitchell, Susan Anderson, Megan Ash, Richard Tyler, George Watts and Paul Smith.

Ideas for potential CPD events are:

- Site visit to Mount Difficulty Winery's new green roof building, potentially guided by Jo Wakelin of Otago Polytech.
- Site visit to Millbrook West, potentially guided by Paddy Baxter.
- Field tour/discussion regarding historic landscape use and sites in the Wakatipu Basin, potentially guided by Matt Schmitt of NZHPT.

Executive positions

Current positions:

Chairperson: Ben Espie

Secretary: Ben Espie

Treasurer: Ben Espie acting as treasurer following the departure of Robin Rawson from the district.

New positions:

Chairperson: Ben Espie was nominated by Paul, 2nd by Susan and carried unanimously.

Treasurer: Susan Anderson was nominated by Phil, 2nd by George and carried unanimously.

Secretary: Brooke Mitchell was nominated by Ben, 2nd by Phil and carried unanimously.

Meeting closed 7:30pm.

NZILA Southern Branch Cashbook

2011

Date	Stmt/ Inv No	Description	In	Out	Balance
01/01/2011		Opening Balance as of 01-01-2011			\$5,392.24
31/01/2011		Credit Interest	\$2.29		\$5,394.53
28/02/2011		Credit Interest	\$2.07		\$5,396.60
14/03/2011		NZILA - Branch Levys	\$200.00		\$5,596.60
31/03/2011		Credit Interest	\$2.34		\$5,598.94
29/04/2011		Credit Interest	\$2.22		\$5,601.16
31/05/2011		Credit Interest	\$2.46		\$5,603.62
30/06/2011		Credit Interest	\$2.30		\$5,605.92
29/07/2011		Credit Interest	\$2.23		\$5,608.15
31/08/2011		Credit Interest	\$2.54		\$5,610.69
05/09/2011		NZILA - Branch Levys	\$340.00		\$5,950.69
30/09/2011		Credit Interest	\$2.43		\$5,953.12
31/10/2011		Credit Interest	\$2.53		\$5,955.65
30/11/2011		Credit Interest	\$2.45		\$5,958.10
30/12/2011		Credit Interest			\$5,958.10
31/12/2011		Closing Balance			\$5,958.10

Current debtors 2011

Date	Inv No	Description	In	Out	Balance
		Total owing			\$0.00

Summary

		Closing Balance			\$5,958.10
		Current debtors 2011			\$0.00
		Current creditors 2011			\$0.00
		Balance as of 31/12/2011			\$5,958.10



Wellington Branch

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS

MINUTES OF NZILA WELLINGTON BRANCH AGM MEETING

HELD 6.00pm, 3rd NOVEMBER 2011 AT BETTYS, BLAIR STREET, WELLINGTON

PRESENT

Steve Dunn, Tessa Cox, Averill Clarke, Yvonne Weeber, Kay Bannatyne, Bron Faulkner, Marc Tomes, Nicole Thompson, Penny Allan, Angela McArthur, Ross Jackson, Nick Griffin, Steve Drakeford, Andrew Norriss, Lyn Bishop, Andrew Gray, Boyden Evans, Rong Qian, Cheryl Robilliard, Naomi Bird.

APOLOGIES

Megan Wraight, Katie Bailey, Julia Williams, Rose Armstrong, Blair Hiscoke, Linda Kirkmeester. Andrew Norriss also gave apologies on behalf of Ralph Johns, Dan Males and the others at Isthmus.

CONFIRMATION OF MINUTES

MOVED that the minutes of the 2010 AGM were confirmed to be a true and correct record.
Steve Dunn / Kay Bannatyne (carried).

CHAIRPERSON'S REPORT

Averill presented the chairperson's report and acknowledged the following events:

- **Petanque Evening – Waitangi Park**
- **Planting Day - QE Park, Paekakariki**
- **Neil Challenger Presentation – Boffa Miskell Offices**

Boyden asked if NZILA had heard from Neil Challenger, as Neil said he would be providing a summary of his research findings. Tessa to follow up.

- **Registration Workshop – VUW School of Architecture and Design**
- **VUW Lecture Series: Talking Cities**
- **Group Mentor Meeting**
- **Wellington 2040 Submission**

MOVED that the Chairperson's report to be received. Andrew Gray / Tessa Cox (carried).

TREASURER'S REPORT

Steve Dunn presented the financial report for the year as at 25th October 2011, and highlighted the following points:

- The Branch funds are held in two accounts. The balance for the **Cheque** account is \$1405.68. The balance for the **Serious Saver** account is \$2572.07.
- Income came from Branch levies (\$1070 in 2010/mid 2011).
- Expenditure (\$1620.51) was spent on catering for four events, and the Wellington 2040 Submission.
- The budget for 2012 allows for \$250 for approximately 4 events. Large events would need to be further funded by sponsorship.

MOVED that the Treasurer's report to be received. Tessa Cox / Steve Drakeford (carried).

FUTURE SUBMISSIONS PROCESS

Tessa and Rose put together a draft submission process document after the Wellington 2040 branch submission, with the aim of streamlining and defining the process for future submissions. This document is intended as a guideline for the branch committee, who can choose to adopt / change as required on a case-by-case basis.

Comments made about the draft document included:

- The document requires a disclaimer at the start, to state that it represents a Branch opinion and not necessarily that of the whole membership. The branch committee should lead the submissions process, and decide on a case-by-case basis depending on the time available to meet the deadline, if it is national or local importance and what the process will be. As elected members of the Branch, they have delegated authority to manage Branch affairs. Tessa mentioned that if we want to give the branch committee more responsibility in regards to submissions, we need more Registered Landscape Architects present on the committee.
- It was mentioned that we need to reinforce the importance of the workshop as the first step in writing the submission if it is on behalf of the branch. This will gather together the viewpoints and ideas of the branch members.
- Timeframe was discussed – if the branch committee decides that the timeframe for a submission is too short, wider branch members should be encouraged to make individual submissions.
- Regardless of whether the branch committee is putting together a submission on behalf of the branch, members should always be encouraged to make individual submissions as well.
- It was mentioned that the Auckland Branch has a committee role dedicated to responding to newspaper articles and small submissions.

- The example of the Baring Head submission was brought up, and that the very short timeframe (2 days) left little time to follow an approved process to get consensus from members. Although there was general consensus that it was a positive submission for the branch to be involved in, Emma received quite a lot of negative feedback about the process followed for the Baring Head submission. Tessa mentioned that if the timeframe is very short, and the branch committee feels they would still like to make a submission, the process document should allow for 'delegated authority' or branch committee members to make 'executive decisions' so that there is a process to follow in these situations.
- Andrew Gray commented that the sentence at the top of page two of the draft submission document should be changed from *'Ensure that workshop hosts and chairperson do not have any conflicts of interest'* to *'Choose a venue that is impartial to the submission. If the branch Chairperson has a conflict of interest with the submission topic, a chairperson should be nominated for the workshop (and any subsequent workshops for the submission).'*

UPDATE ON PROFESSIONALS ADVISORY GROUP (PAG)

Penny provided an update on the PAG, and outlined how the Landscape Architecture degree content has been improved on over the last couple of years, incorporating feedback from the profession. For example, Penny said there is now more emphasis on planting.

Penny asked what Landscape Architects felt was missing from the VUW degrees:

- Naomi commented that she felt contract admin should have been split into 2x papers when she was at university.
- Cheryl commented that flexibility is an important skill to encourage at university.
- Nicole commented that students with the combination of both 'thinking' skills, and graphics skills (CS3 suite and Rhino) are particularly sought after.
- Yvonne said that knowledge of Section 6 and 7 of the RMA would be beneficial. Penny and Yvonne agreed to discuss this outside of the meeting.
- It was mentioned that knowledge/understanding of GIS and drainage plans would also be beneficial.

Penny mentioned that Megan would like to put forward a list of LA professionals to VUW, who are interested in taking part in the PAG. Megan plans to go back to the next PAG meeting with a list of interested members for their consideration. If anyone is interested in putting their name forward for the role, they should contact Megan or Tessa.

UPDATE ON VUW JOINT RESEARCH PROJECT

Nick provided an update on the VUW joint research project, but needs more information from the university. Nick is going to follow this up with Morten Gjerde, and forward the information to Tessa to circulate.

Nicole commented that Wraight and Associates took part in the joint research last year, and her understanding of the joint research project is that the research is funded 50% by the university, and 50% by the practice, up to a maximum total amount of approximately \$7000. This equates to full time work for 10-12 weeks for a student. Wraight and Associates' research was on NZ Landscape Practice. Nicole said she would look into whether the published research was available for the branch to read.

Nick agreed to organize an event in 2012 for VUW to present the joint research project to the branch.

Angela asked what the research 'social design' covered, and Penny agreed to contact her with more information after the AGM.

IDEAS FOR 2012 EVENTS

Suggestions for 2012 events included:

- Nicole mentioned that she would like a Christmas social get together.
- Tessa suggested inviting Frank Stoks to talk about CPTED.
- Nicole suggested some inspirational talks from people outside the profession. For example, poets, writers, artists etc.
- Naomi suggested a 4x4 or Pecha Kucha type event. Tessa said this could be tied in with the Graduate Show and Tell in early 2012.

BRANCH COMMITTEE NOMINATIONS

Next year, Averill Clarke and Tessa Cox are stepping down from their positions as Chairperson and Secretary respectively. These positions need to be filled. Prior to the AGM, Megan Wraight nominated Penny Allan as Chairperson via email. Andrew Norriss also nominated Dan Males for Chairperson.

Given there were two nominations for Chairperson, it was agreed that the two nominees should write a short blurb about themselves and what they hope to bring to the role of Chairperson, for Tessa to circulate to the branch members to vote on. Branch members send their votes for their preferred Chairperson to Tessa.

Naomi Bird was elected as Secretary, with the intention for the transition to take place in the new year. Nicole Thompson / Andrew Gray (carried). Tessa will email the branch when the change-over is taking place.

Current treasurer Steve Dunn was re-elected. Angela McArthur / Andrew Gray (carried)

Current committee members Rose Armstrong, Angela McArthur, Averill Clarke, Tessa Cox, Lizzie Earl, Nick Griffin, and Andrew Norriss were re-elected.

Blair Hiscoke and Greta Christensen will be stepping down from the branch committee in 2012.

Tessa mentioned that the presence of more senior Landscape Architects would be beneficial to the committee, particularly with the verdict for future submissions being that the branch committee takes the lead. Tessa asked for any interested people to contact her.

GENERAL BUSINESS

- Andrew Norriss described the sponsorship developments he has made over the year, and it was agreed he should continue by approaching local sponsors but first check with the NZILA Conference 2013 committee if there are any conflicts.
- Andrew Gray commented that the 2012 NZILA conference is likely to be in June, and will be held in Christchurch. This is going to be a smaller conference, so the bi-annual awards will be delayed until 2013. The 2013 Conference is going to be integrated with the 50th Annual IFLA Conference. The Awards will take place at this conference. The cost for the 2013 conference is expected to be \$800,000 which is why it is important the Wellington branch approaches local sponsors, to avoid double-up when the 2013 conference sponsorship starts.
- Andrew Gray commented that the new NZILA website will be up and running by the end of the year.

Next Meeting: to be confirmed.

Meeting closed at 7.35pm

Minutes taken by Tessa Cox.

Wellington Branch





NZILA NELSON BRANCH
PO BOX 1602
NELSON

NZILA NELSON BRANCH AGM 2012

PRESENT : Liz Gavin, Lyn Cadenhead, Tom Carter, Rory Langbridge, Heidi Meadow, Luke Porter, Janine Riley.

MINUTES

- | | | |
|--|---------------|--------------|
| | MOVE | 2nd |
| 1. Minutes received from 2011. | Janine | Lynn |
| 2. Submissions for the NCC 10 year plan are approaching, it is thought that the NZILA Nelson Tasman branch should ensure we have submitted. | | |
| 3. Tom read through the chairman's report for 2011. | Rory | David |
| 4. Lynn read through the treasurers report.
It is decided that there needs to be more signatures on the branch chequebook to make payment of requirements easier. | Lynn | Tom |
| 5. It is decided that there needs to be more signatures on the branch cheque book to make payment of requirements easier. | | |
| 6. Noted that we are currently spending more money than we are making, and we need to be Cautious about how we spend. | | |
| 7. Nominations for chair
• Lynn Cadenfield | Janine | Rory |
| 8. Nominations for Treasurer
• Rory Langbridge | Janine | Lynn |
| 9. Nomination for Secretary
• Luke Porter | Janine | Tom |

GENERAL BUSINESS

Action

Thanks to Tom for being chair over the last 2 years. Great job.

CPD

David : Would like an officer appointed to organise CPD events.

It is agreed this is a good idea. David to become the officer, Heidi to be assistant.

David

Neil Challenger

Neil is visiting the NZILA branches around NZ to discuss the way the institute is being run.

He will be speaking on the 21 03 2012

Nelson branch presentations

Decided that we should continue regular meetings and presentations as per 2011.

Luke

NZILA Nelson/Marlborough Branch

Treasurers Report to the 31 December 2011

Opening Balance 31-12-10 **\$1952.32**

Inward NZILA branch levy's \$240.00

Outwards

Flights	\$353.00
Accommodation	\$155.00
CPD	\$368.76
Christmas function	<u>\$150.00</u>
TOTAL	\$1026.76

Closing Balance 31- 12-2011 **\$1165.56**

Un-cashed cheque 21st June 2011 Number 130015 Luke Porter \$67.75

Signed

Lynn Cadenhead
Treasurer