

ANNUAL REPORT 2016 FINANCIAL YEAR

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC
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NEW ZEALAND INSTITUTE
OF LANDSCAPE ARCHITECTS

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NZILA 45th Annual General Meeting AGENDA

Date & Time:

1.00pm – 3.30pm, Wednesday 5th April 2017

Location:

Embassy Theatre
10 Kent Terrace, Mount Victoria, Wellington

AGENDA

1. Welcome, Attendance and Apologies
2. Receipt of Proxy Votes
3. Confirmation of Minutes of the 2016 AGM
4. Matters arising from Minutes
5. Presentation of Annual Reports
(the 2016 Annual Report is pre-circulated prior to the meeting and largely taken as read)
 - 5.1 President – Shannon Bray
Advocacy
 - 5.2 Vice President – Brooke Mitchell
Marketing, Website
 - 5.3 Honorary Secretary
Documentation, Archives
 - 5.4 Neil Challenger
Registration
 - 5.5 Tracey Ower
CPD, Conference
 - 5.6 Julia Moore
Student Affairs, NZILA Awards
 - 5.7 Peter Kensington
Publishing, Accreditation
6. Presentation of Annual 2016 Accounts – Megan McBain
7. Presentation of Budget for 2017
8. Appointment of Auditors

Other Reports

9. Accreditation Panel – Melean Absolum
10. Registration Panel Chair – Brad Coombs
11. Branches – Branch Representatives
12. Remits
 - Remit 1 - Registration
 - Remit 2 - Te Reo Māori Name for NZILA
13. Presentation of Certificates to newly Registered Members 2016
14. Presentation of Fellow Certificate
15. General Business

Proxy votes and apologies can be forwarded to:

NZILA
Proxy Form
PO Box 10-022
Wellington, 6143

Email: **admin@nzila.co.nz**

To be received no later than **31 March 2017** or accepted at the AGM.

The proxy voting form is to be used as follows:

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



Shannon Bray - President
Advocacy



Brooke Mitchell - Vice President
Marketing, Website & Communications



Amy Hobbs - Honorary Secretary



Megan McBain - Treasurer
BiCultural Strategy



Tracey Ower - Committee Member
CPD, Conference



Peter Kensington - Committee Member
Accreditation, Publishing



Neil Challenger - Committee Member
Registration



Julia Wick - Committee Member
Student Affairs, Awards

President - Shannon Bray

Kia ora

The New Zealand Institute of Landscape Architects is on a fantastic trajectory. Over the past 5 years our membership has been steadily increasing, our annual turnover has risen to a projected \$330k in 2017, and we are interacting with national Government agencies at a senior level. Our strong voice is getting ever louder, and every day I see more and more of our members in project leading positions.

2016 was exceptionally busy for the Executive Committee, and I feel we have set a new bar with the launching of our new website in January. As the single biggest investment the institute has ever made, the website is an outstanding platform for showcasing our collective work and being proud of ourselves. It places us on a worldwide professional stage with a new confidence – I challenge you to find any other design profession with anything of such quality. The challenge is now on you, as members, to contribute content and projects so that we remain dynamic and current.

To assist with this, we are in the process of appointing a content curator. As mentioned in my annual report last year, the demise of our printed magazine has presented us an opportunity. Over the past 12 months we've been exploring how best to replace the magazines, and whilst the e-magazines have provided a good interim solution, with the website now live we're looking to bring content sourcing and editing in-house, further enhancing technical opinion and discussion on a continual rather than quarterly basis. Expect this year to see more targeted editorial content in your inbox, subject of course to a willingness by members to contribute. We're also well into thinking about printed showcase publications, and you'll see in the budget an allowance for an awards magazine and a 'yearbook'.

Last year I laid down a challenge to the Wellington conference committee to bring us an international standard professional event. I'm excited that the organisers have risen to this challenge, and I look forward to an engaging few days of presentations and discussions. This year we'll be exploring how to continue expanding the scale and quality of our conference events, and how also to start working with our international friends. I'm pleased to say that talks are already underway with our Australian friends about how we might bring an international Festival of Landscape Architecture to our shores in the near future.

As part of the conference we will be hosting the 2016 national awards. Following feedback from members last year, we formed a working group who undertook a holistic review of the awards purpose and process. No doubt there will continue to be learnings from the changes made, but we hope that we've set the awards on a new path for recognising and celebrating the best our members have to offer. Congratulations to all winners this year, I look forward to visiting your projects.

One of the most exciting developments of 2016 was the establishment of the Landscape Assessment Methodology Code of Practice project, in association with the Ministry for the Environment, Department of Conservation and other Government Agencies. You will have seen other correspondence on this project over the past few months, with the intensive work on this project now just getting underway. The project is more than a Code of Practice, however. It is our chance to meaningfully interact with national legislation and guidance, to secure our position at the top table of landscape governance and management in this country, and to demonstrate our unprecedented expertise on all matters landscape. I am committed to ensuring that wherever this project takes us, we become and remain trusted advisors to the Government.

We continue to embrace our bi-cultural strategy, and it is with great pleasure that at this year's AGM we will be presenting the new bilingual name for our institute. Subject to AGM approval, the New Zealand Institute of Landscape Architects Tuia Pito Ora name will be fully incorporated into our branding going forward. This year we will also have our own Waiata, thank you to the dedication and work of our Te Tau a Nuku members. We continue to work closely with Nga Aho on other bicultural matters, and have ensured their multi-level engagement in the Landscape Assessment Code of Practice project.

Turning to 2017, I welcome the new Executive Committee to their new roles, and I have already warned them of the workload ahead. Along with the projects outlined above already in motion, I see the following initiatives as also important for the advancement of NZILA:

- Further promoting the 'design' element of our profession.
- Exploring how we better recognise our members through both our internal membership categories, and external awards and recognition processes.
- Continuing to explore how we better engage with students and tertiary institutions to ensure we remain at the forefront of our future.
- Exploring how to improve the relationship between branches, and between branches and Exec, to achieve greater efficiencies and consistencies.
- How to get more out of our relationship with AILA, IFLA and our other international friends.

To achieve these initiatives, I make no apologies for seeking to review our governance model this year. Although we continue to achieve a huge amount, it is not reasonable or appropriate to expect a handful of dedicated volunteers to deliver on the day to day management of the institute. For some time now we have increasingly relied on the support of our paid team, regularly beyond their contracted KPIs, to ensure what you see is efficiently and professionally delivered. The growth of the institute is strongly linked to the performance of Fusion – Vicki and her team – and we are indebted to their unwavering support of our vision.

Over the coming twelve months, I will be tasking the new Executive to consider how we can further expand the work our paid team undertake, so that we can deliver increased member benefits. This will, undoubtedly, lead to changes to our organisational structure, and potentially changes to our constitution to consider next year. I'm also seeking to provide more transparency around the work that our paid team deliver, so that you can all understand why it's important we continue to invest in their professionalism.

In addition, I am looking to further formalise many of the roles that a wide variety of volunteers take to keep our profession moving forward, and to consider how we can continue to attract involvement. With this in mind, I wish to sincerely thank all those who have significantly contributed to NZILA over the past twelve months, including:

- Tracey Ower, Megan McBain, Amy Hobbs and Neil Challenger for their contribution to the Executive Committee
- Peter Kensington for stepping into the Executive Committee this year with such enthusiasm, and Craig Pocock who has continued to contribute opinions throughout the year
- Brooke Mitchell and Julia Wick who are continuing their contribution to the Executive Committee
- Robin Rawson for keeping our CPD programme running and keeping everyone honest
- Brad Coombs, Mike Thomas and the Registration panel for their time interviewing candidates
- Renee Davies for her contribution to IFLA, and Mike Barthelmeh who's picking up the reins
- Andrew Gray for always being available to help out with banking and other daily management requirements
- The Wellington Conference Committee for what is promising to be a significant event, and the Dunedin Conference Committee who delivered us a conference to remember last year
- Shona McCahon for her significant contribution to archiving over 40 years of boxed records in an un-windowed storage facility

- Te Tau a Nuku for all of their volunteered time to help us move our bicultural commitments forward, and Desna Whaanga-Schollum and Nga Aho for staying with us on our journey
- Diane Menzies and Phil Wihongi for advancing the Waiata creation
- Peter Rough, Clive Anstey, Simon Swaffield, and Alan Titchener for their help in advancing the landscape Methodology COP project, and Judge Newhook for his dedication to and support of this project
- Hugh Forsyth, Hedley Evans, Chris Glasson, Grant Edge, Boyden Evans, John Hudson, Di Lucas and Julia Williams for their contribution to the Fellows panel
- All Branch committees who regularly deliver local events and networking opportunities
- The Awards judges
- The awards review working group for all their recommendations and encouragement, and Gavin Lister who kicked the process off with a well considered think-piece
- The future publications working group for their recommendations and commitment to find the best way forward
- The registration working group and all those involved in mentoring for ensuring we maintain high standards and encourage the development of our graduates
- All of our corporate partners, particularly Firth and Resene as named sponsors of our conference and awards.
- Melean Absolum and the Accreditation Panel for continuing monitoring of the tertiary institutions, and the education providers themselves for unwavering support of our profession
- Kathleen Kinney, our editor for the three e-magazines
- The Ruru Group who continue to share their advice and wisdom

And of course, all of you, our members who continue to believe in the institute and what we are trying to achieve. Thank you for also supporting me in continuing to lead the profession over the coming term.

With that, I now present our annual report for 2016. Please take time to appreciate the breadth of work being undertaken, as detailed in the reports on the following pages. You'll of course be interested in the budget this year, where we have broken the traditional single-year focus by continuing to invest in our future development. We remain committed to our financial policy and the protection of our buffer savings, but we are also seeking to continue our progressive growth. The projected loss this year is our published risk, but you can be assured that we will continue to manage all of our finances carefully with the aim of yet again delivering better results than predicted.

Kua tae mai nei ki te mutunga o tenei korero. No reira nga mihi nui ki a koutou e kui ma, e koro ma, e rau rangatira ma. Tena koutou, tena koutou, tena koutou katoa.

Shannon

NZILA President

Website re-development over the past year:

At the start of the last Executive Committee term (2015), we identified the re-development of the institutes website as forming one of the principle tasks over the following two years to provide members with a more 'engaging and user friendly website'. I have reiterated on a number of occasions during my term that our (the Institute's) website is the greatest tool to connect and communicate with members on a day to day level. It also forms the 'face' to showcase our profession to a wider audience.

The development of the new site has involved extensive work to review our former site, identify its short-falls, survey the membership, research other international Landscape Architecture sites, and develop a new format that is easy to navigate (on a wide range of fixed and mobile devices), provides suitable functions and delivers a 'fresh, professional and innovative' website.

I'm delighted to say at the time of writing this report that we have now delivered on that promise and provided a fully interactive and state of the art website that meets the needs of our members. New services such as an online payment gateway, improved CPD facility, a searchable document library, registration and elections facilities and are only a number of changes made. Most of the new services have already proved to be popular with members and it is encouraging to see a high level of activity being placed upon those functions.

Sons & Co (the web designers) have produced a well-constructed and designed site that we can all be proud of based on the brief and data we (Vicki and myself) provided since their appointment to the project in March 2016.

The site was launched live on the afternoon of the 25th of January prior to the commencement of the 2017 Exec elections on the 26th. This was three months later than originally planned, however a considerable amount of unforeseen work was required towards the later part of the project to populate and transfer accurate data across to the new site. This also involved checking the proposed site map and developing new content for various pages, as well as updates to all directory database and linkages to private and public consultancies.

The majority of this work was carried out by Vicki and Richard Clague (Fusion Communications) to ensure the site was suitable for the changeover. I would also like to pay considerable thanks and gratitude to them both for the extensive amount of work and level of commitment they provided in the final weeks to leading up to the live launch date.

At the time our new site went live, our former site was automatically shut down and we notified 'Cucumber' (former web provider), that we no longer required the service of the site, but thanked them for their service and support to the institute over the past 5 years. All data from the Cucumber site has since been downloaded and stored on file for the institute's future reference and records.

Website budget:

A total budget of \$90,000 (including a contingency) was approved by the Committee and members at the 2016 AGM (Dunedin). At that time the majority of members felt that while the costs involved to redevelop the site were significant, it was unanimously agreed upon that the costs were justified since the site forms the institutes key resource and public face to the profession.

Additional works:

As part of the election process for Executive Committee positions, we sought a quote from Sons & Co to provide a suitable 'elections page' to the new site that did not form part of the original brief. The cost for this additional service was \$4,320.00 and this sum was approved by the Exec.

Budget breakdown to date:

Original approved budget 2016	= \$90,000.00 + GST (including \$10,000 contingency).
Additional spend for elections page	= \$4,320.00 + GST
Total Budget	= \$94,320.00 + GST

2017 Revenue from website advertising:

Vicki has secured a number of sponsors to advertise on the website in 2017, \$13k has been procured to date. In addition to this, income from job listing adverts to date is \$2800 bringing the total website advertising revenue so far this year to \$15,800.

Future website development and maintenance:

While the site is now up and running, it is still only in its early infancy and there is a considerable amount of work to be done over the next year. This will involve continual updates, fixing bugs and general unforeseen issues. Furthermore we need to further develop and implement the proposed 'Awards and online submissions page' that formed part of the initial brief, but was not fully resolved at the time the website was built.

Our aim over the next term is to also deliver targeted content and interesting publications to replace the electronic journals that have been circulated to members over the past year following the demise of the former 'Landscape Architecture New Zealand' magazine. These publications may appear as one-off items in either the featured showcase projects or news sections of the site, but we are still to determine what is the best method and platform to do this by.

To maintain the site and provide ongoing updates and services, we still need to employ the services of Sons & Co. At the last Exec meeting (24th February), an allocated budget was put in place to manage this.

Summary

2016 saw another productive year with my time split between the projects summarised below. It was great witnessing the website develop and huge congratulations to Vicki, Brooke and the wider Exec for achieving that milestone. Just before Christmas 2016, I stepped down from Honorary Secretary duties four months shy of my twenty four month term. Thanks to my fellow Exec members who picked up my remaining tasks and thanks to all the other NZILA members who donated time and knowledge to my portfolio of projects over the past year.

Elections

Prepared scope of works and Contract for Elections Officer. Prepared scope of works for Sons and Co to develop the Elections software. Both quotes approved through Electronic Motion No. 57 dated 18 August 2016. Photography for Exec photos for new website approved through Electronic Motion No. 63 dated 8 November 2016. Liaised with the Elections Officer up to close of nominations and confirmed both Presidential and Executive Committee elections will proceed.

Hon Fellow and Life membership

A draft for the Hon Fellow process exists and a life membership one is yet to be drafted. The Fellow nomination process from the 2015 AGM reports was also under review by a working group.

Archives Project

Past Perfect software was purchased in 2016. Shona McCahon had a training session with Pauline Porteous. Shona's daughter Stella is also assisting with the project. The Past Perfect software has proved easy to use and logical. The user guide that was purchased has also been valuable. There are many data fields in PastPerfect that can be filled in so Shona calibrated these down to the most essential fields for NZILA.

Shona has been focusing on the assessment process which has proven quite time consuming. There are quite a few duplicate items and Shona is making decisions on what items should be retained or destroyed.

Shona is keeping a spreadsheet, recording what is to be destroyed and the reasons why, and will send that to Exec for sign-off before arranging destruction. Some learnings for NZILA to ensure future efficiencies with archiving are:

- Please put dates and version numbers into file names;
- For copyright reasons, photography and imagery should note the photographer/image owner.

The archives Exec portfolio was taken on by Neil Challenger just before Christmas 2016 (thanks Neil) and further updates from January 2017 onwards is found in his report.

A big thank you is due to Shona, Stella and Pauline for their dedication and time getting this project off the ground and persevering with the assessment and cataloguing of NZILA's archives.

Fellow Election

One Fellow application was assessed by the Fellows Panel. It was with great pleasure that the Executive Committee endorsed the recommendation from the Fellows Panel that Jenny Moore was elected as a Fellow of the New Zealand Institute of Landscape Architects.

The Fellowship will be acknowledged at the 2017 NZILA AGM in the afternoon of the 5th April in Wellington.

Finance and Banking

Thank you to Vicki Clague for all the hard work in setting up the ASB banking and to Megan McBain for the excellent reporting.

2017 Conference and Awards in Wellington

Attended meetings with the awards convenor Kudos Communications, conference committee representatives, venues, AV specialists and caterers. Worked with Julia Wick, Vicki Clague and the awards working group regarding the proposed award process.

Prepared Electronic Motion No. 61 to:

1. Approve Kudos NZ Communications as the Awards Convenor;
2. Accept in general the awards refresh and blueprint with the exceptions of point 3 and 4 below:
3. The proposal to have awards separate from the conference is not implemented in 2017 but is discussed at the next Exec meeting on 28 November; and
4. That the decision to hold the awards as an annual event is considered at the next Exec meeting on 28 November.

Regarding items 3 and 4 above in EM No. 61, as per the recommendation of the Awards working group regarding separating the Conference and Awards it was decided at the November 2016 Exec meeting that this would not happen in 2018. It was decided to discuss the option of an Annual Awards event at the February 2017 Exec meeting. It was noted that the survey results were not yet received from the working group at the time of the November 2016 meeting.

Conference Guidelines

Review notes of draft Conference Guidelines were collated and forwarded to Tracey Ower who took on the next stage of works from January 2017 (Thanks Tracey).

NZILA Short Form Contract and Confidentiality Agreement

Five law firms were approached to review NZILA's short form contract and prepare a confidentiality agreement. Three firms were able to provide quotes.

Prepared Electronic Motion No.62 to approve DLA Piper to review the short form contract and the confidentiality agreement utilising the contingency budget.

Neil Challenger liaised with Hamish Anderson from DLA Piper over the confidentiality agreement for use in the registration process as the first priority.

DLA provided final comments and issued the documents back to NZILA in December 2016.

Registration - Neil Challenger

This has been another good year for Registration. There were 13 successful applications for Registered Membership and a large cohort is working towards this year's Registration interviews. The Branches once again delivered a strong programme in support of the Mentor Registration Programme; and they continue to refine and improve process and delivery, and are increasingly working together to do so. The Registration Interviews were very well managed and once again localizing the interviews, as opposed to having everyone travel to Wellington, proved successful and popular. There has been a successful hand over of the position of Chair of the Registration Interview Panel and the Registration Working Party continues to make progress, particularly on integrating the Branch, Interview Panel and Executive aspects of Registration.

1 – The Status of Registration

The number of Registered members continues to grow, and over the last four years there has been a very pleasing ten percent increase in the number of members who are Registered and a corresponding ten percent drop in the number of non-Registered members. Three percent of this increase occurred last year, lifting the percentage of Registered Members to 46%; and based on current enrolments in the Registration Mentor Programme, I expect this percentage to increase to 49% once the Registration interviews have been held this November. This is very pleasing and clearly shows the value that members put on Registration.

Registered Status of Members								
	2013		2014		2016		2017	
Not Registered Members*	302	64%	309	61%	320	57%	288	54%
Registered Members	170	36%	201	39%	240	43%	252	46%
Total Professional Membership*	472		510		560 #		540	

* Excluding student members

Includes Associate and other non-professional members

2 – Applications for Registered Membership 2016

The following thirteen candidates successfully applied for Registered Membership last year:

Alfred Chan, Daniel Chapman, Benjamin Clarke, Chris Davidson, Heather Docherty, Ensiyeh Ghavampour, Rosalie Goodwin, Lisa Jack (nee Blair), Kylie McLaughlin-Brown, Julia Moore, Mark Newdick, Don Royds, Adrian Taylor

It is my great pleasure to extend the Institute's congratulations to them for this achievement.

3 - Registration Mentor Programme 2016 to 2017

A whopping 35 candidates are currently signed up for the Registration Mentoring programme. Allowing for deferrals and withdrawals, I am expecting 26 candidates to apply for Registered Membership this October, and to attend the Registration Interview the following month. I wish them every success of the next few months as they work towards this.

4 – Registration is almost as big as Ben Hur

Registration is the biggest thing that the Institute does. Across the country last year Mentors spent approximately 270 hours working with candidates, there were 64 hours of workshops organised by the Branches and there were three days of interviews. On top of the candidates this involved about 70 people - which is 13% of the professional membership! Notwithstanding the work done by Vicki and her team, the Executive member whose folio Registration is and the Registration Working Group, the action really occurs in three main areas - the work of the mentors and candidates, at the Branch level in support of the Registration Mentor Programme, and at the National Level through the Registration Interview Panel. To briefly outline some of what happens:

- Mentors - The mentors meet their candidates more or less monthly to discuss their work for the 15 months of the Registration Mentor Programme and provide candidates with guidance, advice and direction.
- Branches - Because there are not many candidates from the smaller Branches, most of the Registration action happens in the Canterbury-Westland, Wellington and Auckland Branches, which work with the smaller Branches to support their Registration candidates. An impressive 32 Registration related events have been run by these three Branches over the last year, from orientations to workshops focused on technical skills, to workshops evaluating capability.
- Interview Panel - Last year's Registration Interview Panel comprised Brad Coombs as a Panel Chair Mike Thomas Deputy Chair and four other panelists. It met for three days in Auckland.

Thanks - Making this considerable body of work happen are the Mentors, the people who organise the Registration Programme in the Branches (Orson Waldock, Cheryl Robillard and Neil Challenger), the people who provide tutoring on the core competencies, the firms who let us use their meeting rooms for workshops and interviews, the panelists, the people working on the Registration Working Party, the the people who keep the wheels of administering the process oiled and more besides.

The following list of people who have contributed over the last year is not complete, and is missing a few of the people who have contributed to the workshop programme (apologies). However, even this slightly abridged list has an impressive 52 names on it!

Emily Alleway, Clive Anstey, Hannah Ayres, Phillip Blakely, Mark Brown, Martin Bryant, Sean Burke, Sarah Collins, Melanie Cameron, Simon Cocker, Brad Coombs, Patrick Corfe, Renee Davies, Steve Dunn, Grant Edge, Garth Falconer, Mike Farrow, Paul Roper-Gee, Bridget Gilbert, Chris Glasson, John Goodwin, Jeremy Head, John Hudson, Linda Kerkmeester, Leo Jew, Ralph Johns, Rory Langbridge, Dave Mansergh, Gary Marshall, Fraser Miller, Phillip Millar, Adrian Morton, Dave Compton-Moen, Jenny Moore, Mike Moore, Kris MacPherson, Haylea Muir, Paul Murphy, Sally Peake, Wayne Rimmer, Cheryl Robilliard, Wade Robertson, Pete Rough, Rebecca Ryder, Mike Thomas, Megan Tongue, Richard Tyler, Orson Waldock, Robert Watson, Peter Whiting, Travis Wooller

Thank you all very much. Registration is big and it succeeds due to the collective efforts of a great many people - effort that is very much appreciated.

5 – Registration Interview Panel Chair

For the last two years Brad Coombs has been Chair of the Registration Interview Panel. Brad's tenure has now finished and he has stepped down from this position. On behalf of the Institute I thank Brad for his significant and much appreciated contribution. The new Chair is Mike Thomas (previously Deputy Chair) and I thank Mike for his willingness to step up to this role. Expressions of interest for a new Deputy Chair will be called in early March.

6 – Registration Working Party

The Registration working party comprises: Hannah Ayres (Southern, former portfolio holder), Neil Challenger (Canterbury-Westland, current portfolio holder, manages Registration for the Canterbury-Westland Branch), Brad Coombs (Central North Island, outgoing Chair Registration Interview Panel), Cheryl Robilliard (Wellington, manages Registration for the Wellington Branch), Pete Rough (Canterbury-Westland, experienced Mentor), Mike Thomas (Auckland, Incoming Chair Registration Interview Panel), and Orson Waldock (Auckland, Manages Registration for Auckland Branch). It continues to make progress in a number of areas. Most notably in linking the Branch, Executive and Interview aspects of Registration, which have hitherto been silo-ed apart, which has helped clarify issues of operation and the areas for improvement; and in strengthening the links between Branches, which has led to the sharing of resources, structures and ideas about how to run the Mentor Registration Programme. The Working party put a remit up to this year's AGM regarding the practice experience required before starting the registration process, and will shortly review the documentation which has been edited. Given that almost everyone on the working party is heavily involved in running Registration at one level or other, this is a pleasing result, albeit that there are more things on the 'to do' list than had been hoped for.

With thanks to the Working Party, the Branches, the Interview Panel, the Mentors and all the other contributors.

Neil Challenger

Registration Portfolio Holder, NZILA Exec

Supplementary Comment on Archives

Following Amy's resignation last December, Neil Challenger took over the Archives project for the Executive. The following notes cover the period since then.

Work Completed to Date - By the time you read this Shona McCahon will have gone through 18 of the 62 boxes of archive material uplifted from storage (29%), and will have variously sorted, scanned and catalogued or alternatively have securely disposed of surplus, unrequired or repeated material on approval from the Executive. This has turned a confusing pile of boxed papers into a digital resource that is well catalogued, future proofed and will be much more useful and accessible than was previously the case. Taking a precautionary approach, the paper originals are being kept, but the amount of these has been halved to just nine boxes.

Completing the Archive Project – This leaves 71% of the Institute's archive to be sorted, which is something the Executive is keen to see happen, now that the project is underway. Shona has made an estimate of the cost of working through the rest of the stored material, which is \$10,720 including material and disposal costs [NB this could be reduced by \$1,600 if the scanning was undertaken by volunteers]. The Executive is keen to see this project completed and to build on Shona's very good work, and subject to this year's budget being approved has agreed in principle to making this funding available.

The Future - Although very useful, this is only part of the story, since although a lot safer it leaves the archive only slightly more accessible than it was when in storage. A longer term goal, therefore, is to make the archive accessible on-line, which would require a software 'clip-on' and it is hoped to do this in the 2018 financial year. Depending on budget it would be possible to expand this to include virtual exhibitions and displays; which is something it would be very good to have in place in time for the Institute's 50th anniversary in 2022.

I echo the thank you to Shona, Stella and Paula that Amy made in her report. It is very pleasing to see this project progressing so successfully.

Neil Challenger

Acting Archive Project Coordinator, NZILA Exec

NZILA CONFERENCES

Our members continue to excel at organising stimulating conferences - last year's Dunedin conference and this year's one in Wellington are proof of what can be achieved by small but extremely dedicated teams.

As our membership continues to grow, this makes for a more daunting task and one which the Executive Committee is well aware of and in the process of reviewing. Following the success of this year's conference in terms of number of registrations we need to review how best we organise such events as they continue to grow in size and become even more time-consuming to organise.

How conferences are run and who we may collaborate with in the future are issues we are addressing and will be discussing with our members. We want to ensure we continue to deliver thought-provoking conferences that are relevant to our broad membership and also showcase our profession to the wider public, but whether we can continue to rely on our members to commit voluntary hours in their "spare" time needs to be reviewed.

In the meantime we have a "living" document - "NZILA Conference Guidelines" which currently assists the organising committee by providing a regularly reviewed Timeline and Tasks template, as well as budgetary, registration and sponsorship details. Following each conference the organising committee provides feedback which is used to update or amend the Guidelines where applicable. Thanks to all of those who have contributed to this to date.

Firth NZILA Conference 2016, Dunedin

Beach Bush City - The Impacts of Climate Change was an extremely successful conference receiving great feedback from both attendees and sponsors.

The small organising committee supported by the Southern branch were wonderful hosts and the weather was glorious which made for great field trips with interesting contributors from a diverse range of professions. As usual we were supported by many generous sponsors. These relationships are an important part of our Institute and we value their involvement. Sponsors also benefit by maintaining old contacts and forming new ones with our members.

112 registrants (including 25 students) enjoyed the interactive format of the field trips followed by an all day charette where students, graduates, registered members and Fellows all worked together to address various Dunedin issues.

A healthy profit was made resulting from good attendance, generous sponsors and good budgetary management. This is an important source of revenue for the Institute which enables us to invest in special projects such as our website, archives and landscape assessment. The local branch also benefits, receiving 15% of the profit.

The Executive committee wish to again express their appreciation to the conference organising committee of the Southern Branch for running such a topical and extremely convivial event.

Firth NZILA Conference 2017, Wellington

Small Urban Conference 2017

On behalf of the NZILA Executive I want to extend a massive thank you to the Wellington Branch, conference organising committee and Conference convenor Sara Bell, in anticipation of what should be a fascinating conference with stimulating speakers. As with previous years' committees many many hours have

gone into organising this event. A huge thanks must also go to Vicki Clague (COO) who is instrumental in the very successful procurement of sponsorship, without which none of this could be achieved. Many thanks to Firth who are again our Naming rights sponsor and continue to be a wonderful support to our institute. Thanks also go to Amy Hobbs for her involvement and dedication last year with the committee on behalf of the Executive.

We received record Early bird registrations this year due to a combination of a great programme, good marketing via our new website and regular e-comms keeping members informed. By close of Early Bird registration we had 117 registrants. On final count we have people attending which is testament to a job well done.

We now look forward to the next few days with great excitement.

NZILA WAIATA

As you will all be aware the NZILA and Te Tau a Nuku (TTaN) have for some time been in discussion regarding a purpose-composed waiata for the Institute as part of our commitment to our bicultural strategy and MOU with Ngā Aho.

Our thanks go to Phil Wihongi (TTaN) who set this in motion and more recently Diane Menzies who has been liaising with Lynette Tamarapa (Te Atiawa) who has written and composed our waiata following consultation with our members.

Thanks to the 18 members who provided ideas after a call went out in December last year. As reported by Diane: "Submissions came from students, graduates, as well as long-time members, from those here and working overseas and from a diversity of cultures and backgrounds. Some provided extensive ideas and inspirational material, while others succinct comments. They have given Lynette a broad understanding of our values and she is now confident to proceed with composing a waiata tautoko: that is, a waiata which is used to support one of our speakers at a powhiri or similar event.

Members will have by now had the opportunity to hear the waiata and following this AGM there will be one final chance to discuss, make last minute adjustments and then practise in preparation for its first performance at the opening of our conference tomorrow morning. It will be a reflection of our Institute's values and aspirations as well as the landscape of Aotearoa New Zealand and we hope that members feel it resonate with them.

On behalf of the Executive I would like to give my heartfelt thanks to Lynette for interpreting our vision and incorporating it into a waiata which we can call our own and hopefully do it justice with some great singing voices!

CONTINUING PROFESSIONAL DEVELOPMENT

New website capabilities

It is fantastic to now have our new website providing personal, easily accessible and user-friendly facilities to keep up to date with CPD. I hope members are familiarising themselves with this and enjoying the improved capabilities.

Not only is recording of CPD points very straight forward, but there is also now the opportunity to view educational videos online and learn and earn points. This is particularly beneficial to those members who find it more difficult to attend seminars due to other commitments or geographic isolation.

We are continuously striving to ensure that members have access to resources and events through promotion on our website and we encourage individuals and branches to also contribute to this.

CPD registrar

The Executive Committee are indebted to Robin Rawson, CPD registrar, who has now been in this role since 2012. On-line records are downloaded annually and assessed by the CPD registrar to ensure that people are meeting their CPD requirements. Robin reviews any issues which arise and between her and Vicki Clague they make the process as smooth sailing as possible for our members. Many thanks Robin for your on-going commitment to this role.

CPD Review

A small working committee was formed in late 2015 to review the CPD process however unfortunately the work had to be put on hold due to unforeseen circumstances and also other projects taking priority. The information gathered to date will be a useful resource to expand on in the coming year when further consultation will take place.

NZILA Branches and CPD

As usual many of the points earned by members for CPD can be attributed to attendance at events and seminars organised by our dedicated branch committees. The NZILA Executive acknowledge the on-going commitment of our branches to providing this support to members and thank everyone involved for the variety of topics and professional organisation that goes into delivering these.

It has been a privilege to be involved with the NZILA Executive these past four years and work with such a dedicated and passionate team, COO and various working committees. We have all brought a range of different skills and perspectives to the table which has led to some great debates and strides forward for the Institute. I have valued the supportive environment allowing for open and honest discussion.

I would like to wish the incoming Executive all the best and hope you enjoy the exciting challenges your new role offers.

Student Membership and NZILA Awards – Julia Wick

Free student membership

Following the 2016 AGM it was decided NZILA membership should be free to eligible students. Since then the NZILA has worked in conjunction with the education providers (Victoria, Lincoln, UNITEC) to encourage as many students as possible to become members of the NZILA.

We have received positive feedback on this membership status and believe we are making steps towards better engagement with students.

Student Membership Statistics (2016):

Victoria – 76 members

Lincoln – 132 members

UNITEC – 81 members

Number of resignations/unsubscribers – 4

Read rate on average emails: 30.1% (Note this is still a low readership rate and will be interesting to understand the reason behind this and how we can increase engagement)

The student membership database will be reviewed annually. At the time of writing this report we are in the process of obtaining the full list of students for the 2017 membership year.

I would like to take this opportunity to thank Shona Mardle, Mick Abbott, Penny Allan, Martyn Bryant, Pete Griffiths and Renee Davies for their help in obtaining both names and permissions from the student members.

Recommendation:

That the NZILA continues to provide free student membership to eligible students and works with the respective education providers to collate lists on members (along with permissions) on an annual basis at the beginning of each new term.

Annual Branch Levies

In 2016 it was agreed that an additional \$500 will go to each of the branches with an active student membership (Consisting of Auckland, Wellington, Christchurch). This money was to be used to put towards a student focused events.

I am happy to report that the following events were organised specifically focused on student members

- Auckland – Student Salon, Ankle to Waist Deep (Graduate Evening), 2x2
- Christchurch – ‘Build your business’ event
- Wellington – Petanque in Waitangi Park, Down and Dirty Presentation with Blair Hiscoke, 2x2, Talk Environment.

This additional \$500 will again be provided to the branches in 2017 with the intention that it be used again for student focused events.

Recommendation:

That the NZILA continues to support local branches in delivering student focused events with the additional \$500 for student focused events.

That throughout 2017 more engagement is undertaken with students. To encourage them to engage with the NZILA.

Student Scholarship

There have been a number of requests over recent years from members for monetary aid to support post-graduate research or similar. There are currently no rules or precedent surrounding this issue and a decision has been difficult to make in an area NZILA felt they should be supporting. It was therefore agreed that the NZILA would look into advancing a Student Scholarship. This would be funded partly by the NZILA and partly by a sponsor.

NZILA has agreed to set aside approximately \$1500 per annum for this. Further information will be developed around criteria later in the year. This will be undertaken with input from executive committee and the respective education providers.

Recommendation:

That the NZILA works towards developing a NZILA Student Scholarship.

Due to my time on executive being focused on other areas in 2017, I was not able to pursue many more of the recommendations put forwards at the 2016 AGM for the Student Portfolio. However, for consistency with the incoming executive and for record purposes the table of potential activities is attached at the end of my report.

Awards

Due to Shannon's other significant commitments in 2016 I began to assist with the NZILA awards portfolio in Mid-August. The key project in this portfolio has been the review of the NZILA Awards and coordination of the NZILA Awards Evening.

Awards Review

A call to members went out following the 2016 AGM to appoint an awards review panel.

Replies were received and the awards review working group consists of;

- Mike Thomas
- Shannon Bray
- Rebecca Jerram
- David McKenzie
- Jan Woodhouse
- Lee Brazier
- Emma Taylor
- Megan Wraight
- Damian Powley
- Tony Milne

The process of undertaking this awards review involved discussing the format and methodology behind the awards with current members, previous judges, previous entrants and previous winners. It also involved significant research from the working group into best practice both NZ based and internationally. NZILA members were also sent a questionnaire for review and input into this new awards structure.

The awards working group worked extremely hard to introduce a new structure and categories for the 2017 NZILA Awards. They put considerable effort into the creation of a robust set of awards guidelines and production of a new judge's handbook. I would like to thank them for their immense hard work throughout this process.

We have begun the procedure of running the new awards, including selection of the judges.

A call for judges and criteria was sent out to the membership in August. The following judging panel was appointed by the executive committee in September;

- Charles Gordon
- Stuart Dun
- Perry Royal (NZIA)
- Helen Preston-Jones
- Peter Griffiths
- Damian Powley
- Mandy McMullin
- David McKenzie
- Mike Thomas
- Sally Peak
- Elizabeth Messop (AILA)

Liz Bentley (Kudos NZ) was selected as an awards convenor, through a competitive proposal process. She is working closely with the awards working group, selected judges and executive committee.

During the running of the awards there has been a few learnings on the new format. The working group has had on-going input into the awards process to iron out any creases, with specialist advice and guidance to the judges regarding some issues. It is anticipated that a review session and 'learnings' report is undertaken following the 2017 awards. This will allow us to make improvements that may be required and to continually hone the process in order to make a series of Awards the not only members are proud of but that actively promotes the profession of Landscape Architecture.

A huge amount of planning and organisation has gone into the Resene Pride of Place Landscape Architecture Awards. We all look forward to the awards evening, and trust that it will be a success. At the time of writing ticket sales for the event were very low, and therefore options are being considered for increased promotion. A big thank you to all of the judges, awards working group and our awards convenor for their time, commitment and sheer hard work – you made it all happen.

Recommendation:

For the NZILA to support the awards working group in providing reflection on the 2017 awards. Including efforts to gain feedback and provide an ongoing refinement on the new awards format.

Moving forwards, it is imperative that the NZILA Executive produce a working document on the awards process. This will set out the process for the awards, delivery of awards and awards evening and link into existing documents such as the call for entries document, Judges handbook, and awards guidelines.

Thankyou ... and looking forwards to 2017

Once again, I would like to thank all the people mentioned in my report their help, guidance and input. I would also like to thank Vicki and her team for the ongoing support. Her in-depth knowledge of systems and processes within the NZILA is outstanding and totally speeds up the process of me getting anything done.

2016 has been a big year for me, getting a new job, getting married and doing my NZILA registration. Combined with local branch input and the executive committee safe to say it's been a big year. However, I decided to re-run again for the executive committee. I have since been re-elected for a 2017-18 term and look forward to this in a surprising number of ways and to all that can be achieved.

Julia Wick

NZILA Executive Committee.

Appendix – NZILA student engagement possibilities. (Extract from 2016 AGM report)

Rank / Item	Description	Recommendation / Notes
1	Local Branch Engagement	Ongoing engagement with local branch – explore the possibility of increasing annual levies from the NZILA to local branch to enable more student events. (Past events such as 2x2 event, Petanque events, speed dating events, student salon)
2	Student Awards	A full review of the student awards category. A review of the prize money, protocol and consistency across all universities.
3	Social Media	Social media platform (Facebook). This is to contact all students / practitioners / other professions and provide updates of projects, events and promote the profession.
4	Student 'Portfolio' Sessions	Provide a platform for students to have their portfolio reviewed by professionals. Develop a strategy for this to be a regular yearly session. Provide example of how we can make one pilot study at one particular institute.
5	Website	Current website does no serve students well – and is the main element of the NZILA 'face'. Students want to see a dedicated student page with a list of work experience opportunities, graduate jobs section, student resources etc. -Ongoing input with Brooke on website review
6	NZILA Library	Improve the Website / NZLA Library – should be the go to place for students. -Ongoing input with Brooke on website review & Archive policy - Amy

7	Engagement with the AGM / Landscape Magazine	<p>Opportunity for a student page in the Landscape Magazine.</p> <p>(Note: many of the Universities do have their own student magazine – e.g. X-section, UNITEC & end of year, Lincoln)</p> <p>Review potential to have Landscape Magazine content available for online subscription / e books etc. (Outside of Student Portfolio but worth review)</p> <p>Note - to be reviewed on the 2016 AGM decision and future of the NZILA publication. Ensure students represented in new document whatever form this takes.</p>
8	Student Charrette	<p>An ongoing yearly student charrette. Based on the template for the one that was conducted at the NZILA conference. This will involve a real life project, be based in one of the main institutions on a reticulating basis. The NZILA will facilitate and provide for the costs.</p> <p>Note: Potential to be conducted at the 2017 NZILA Wellington Conference.</p>
9	SOLA representative / student group across all universities. (Young LA Group)	<p>Is there a possibility to develop a NZILA student group (many of the universities are forming their own student groups (SOLA. LASSU) but they are independent. Opportunity to make a NZILA official group in each university. This will enable ongoing conversations, blogs, newsletters, website pages to be under SOLA. Students would need to pay to be a member. There could be a president / chair from each university.</p>
10	NZILA & Joint practice Scholarship	<p>Provide a yearly scholarship in association with a Landscape Architecture firm. Contribution of \$3000 from form and \$3000 from NZILA</p>
11	End of year information	<p>Is there a leaflet or information source that can be sent out to students / recent graduates. 'So you have graduated – join the NZILA and what can they do for you?'</p>
12	Part A Registration	<p>Review of the current registration. Assess whether it is possible to create a two part registration – in that stage A will be undertaken at university. The process would include enrolling with a mentor and undertaking some basic coursework. This would have strong links with the professional practice paper. Outcome will result in increase in number of students who therefore become members of the institute.</p>
13	More practitioners engaged with students universities	<p>Develop a strategy to get more practitioners engaged on an ongoing basis with the universities.</p>

ACCREDITATION UPDATE

On behalf of the membership, thank you to the institute's Accreditation Panel (Melean Absolum - chair, Julia Williams and William Field) for their time and commitment in receiving and reviewing the Annual Reports from Victoria University and Unitec in July 2016. Additionally, the panel received the Annual Report from Lincoln University and, as per the NZILA Accreditation Procedures 2004, conducted a formal review of this Education Provider in order to confirm reaccreditation. This involved a visit to the university in September 2016. Subsequently, in October 2016, the Executive Committee endorsed the panel's recommendation that Lincoln University's accreditation be extended to 2021, subject to on-going submission of an Annual Report. Each Education Provider was also reminded of their need to follow the new NZILA Education Policy & Standards and Accreditation Procedures 2016 and to submit their ongoing Annual Reports in compliance with these new provisions.

FUTURE PUBLICATIONS WORKING GROUP RECOMMENDATIONS

The NZILA 2016 AGM and 2015 Financial Year Annual Report included commentary within Shannon Bray's President's report and within Brook Mitchell's Marketing portfolio report about the demise of the NZILA's contractual relationship with AGM Publishing Limited and, with that, the final copy of our quarterly printed Landscape Architecture New Zealand magazine was produced in March 2016. Both 2016 AGM reports envisaged that our refreshed website would play a big part in producing future publications, primarily in an electronic format.

The Executive Committee then set up a working group to review how the NZILA was to manage publications moving forward. The following Institute members have been actively involved as part of the NZILA Future Publications Working Group (FPWG):

- Peter Kensington (NZILA Executive Committee - project lead, previous LANZ magazine editorial committee member) AUCKLAND
- Neil Challenger (NZILA Executive Committee, previous LANZ magazine editorial committee member, Te Tau a Nuku representative) CANTERBURY/WESTLAND
- Pete Griffith (UNITEC, X-Section editor) AUCKLAND
- Jan Woodhouse (Landscape Foundation, previous LANZ magazine editorial committee member) AUCKLAND
- Rachel de Lambert (Boffa Miskell) AUCKLAND
- Meg Back (Jasmax) AUCKLAND
- Ben Taylor (Opus) AUCKLAND
- Paul Murphy (Shafer Design) AUCKLAND

It was acknowledged at the outset that the working group had a disproportionate number from Auckland and the group has been conscious throughout the review that we needed to involve engaged members from across the nation so that a regional perspective and flavour can be included in whatever emerged as the final solution.

The FPWG has held a number of skype meetings hosted by Meg Back and Mike Thomas at Jasmax, firstly exploring the issues that needed to be addressed before jumping ahead with ideas for new publications initiatives.

Of course however we also acknowledged the "Band Aid" fix approved by the Executive Committee in providing for the three issues of the Landscape Architecture Aotearoa e-magazine which was first 'published' on 1 June 2016.

The FPWG surveyed the membership in July 2016. In summary:

- We received 143 responses.
- Respondents were representative of our membership.
- Just under 90% of respondents had successfully received and viewed our June 2016 e-magazine. Actual readership of the publication didn't appear high, but it is unclear how this compares with readership of the paper magazine.
- Most respondents use a PC or laptop to access the internet.
- There was no clear preference on how we should proceed with future publications.
- There was clear interest in receiving New Zealand based information that would support landscape architectural: practice; projects; research; and materials.
- There was an expectation that some of the information would go to clients and interested parties and would have an advocacy role.
- There was mixed expectations as to whether the information was to be solely professional or a mix of both social and professional.
- A number of respondents (30%) said they like paper - but it is unclear whether this is out of habit or necessity.

The FPWG then developed the following agreed outcomes for what the NZILA should be aiming to achieve from the production and dissemination of "publications":

Advocacy of the profession and of the landscape via the regular "publication" and dissemination of information and material which:

- ***Establishes the value of our landscape***
- ***Promotes and advances the profession of landscape architecture***

- ***Engages with our members and other interested parties.***

In achieving the above, the FPWG discussed the following:

i. The Purpose - what is it that we need to achieve?

At the outset, the FPWG anticipated that “publication” efforts should be largely online and should include:

- Information showing ‘thought leadership’ via the communication of papers, university studies and new theories
- Discussion on international and local case studies (for landscape design and landscape planning projects)
- Technical information (for landscape design and planning methodologies)
- Upcoming CPD (current events, conference attendance/reviews, local news)
- Linking student viewpoints with those of practitioners and academics
- Book reviews, opinion pieces.

The FPWG’s research indicated there was clear support for the NZILA to:

- Promote the discipline of landscape architecture amongst the public, clients and influencers
- Disseminate Aotearoa based case studies, research and technical information to landscape architects to inspire and assist with ‘work on the board’.

Not so supported, but in the view of the FPWG, a significant objective was also to:

- Provide a forum to discuss future directions for landscape architecture, promoting better practise and addressing contemporary issues.

ii. Digital vs paper - what is the best conduit of information?

The FPWG acknowledged the considerable support for the digital format, although also recognised that many people stated their love of paper and advocated for some form of paper product.

From the survey comments, it was clear that e-magazines fall between the cracks in failing to provide either the benefits that paper’s tactile quality gives it, or providing the many opportunities that digital can provide.

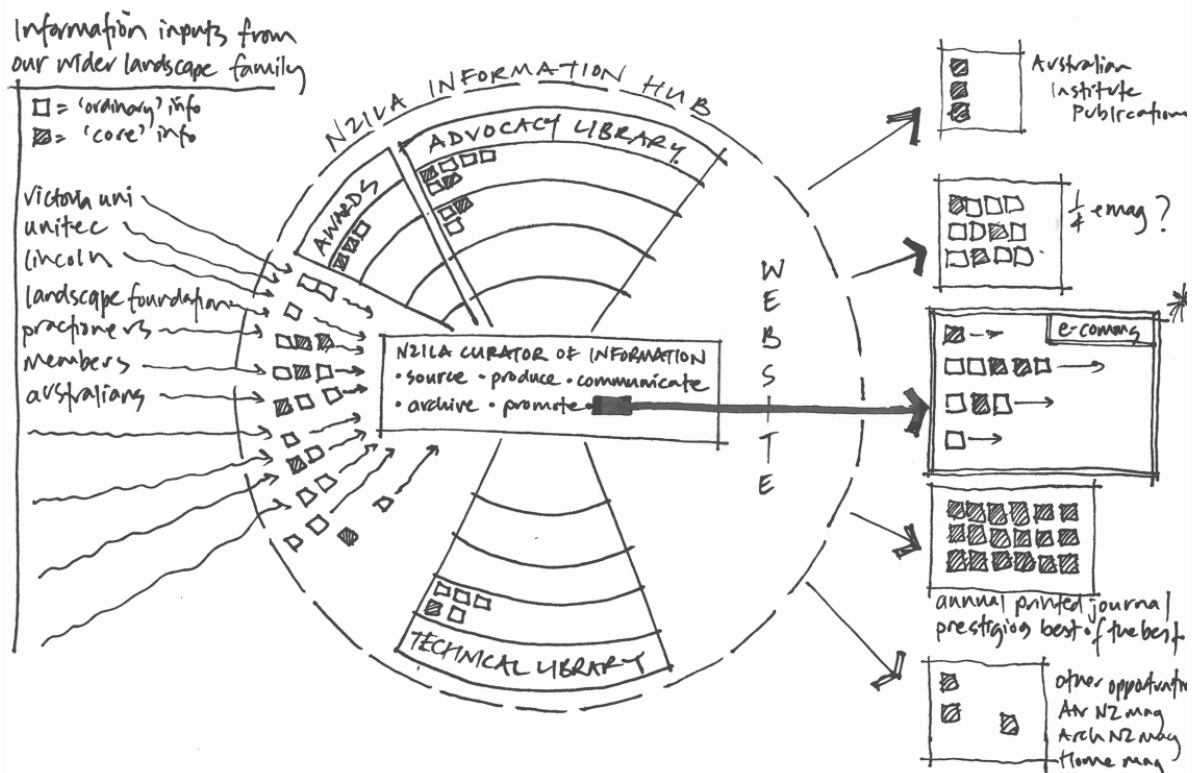
The FPWG acknowledged that the full opportunities of digital over paper had not been shown and, in any event, it takes a while to ‘acquire the taste’, but at the same time the demise of Landscape Architecture New Zealand and the rapid conversion of numerous magazines to digital format is evidence of how difficult it to find a financially viable model for printing and distributing ‘paper’.

Equally, it is possible that a quarterly is too much for a digital production and that more frequent, but shorter, offerings would work better. For example some types of communication could be based on a one-week cycle with others on a six-week cycle. Cycle content may vary from single items on a weekly basis through to two or three longer articles and one short one at wider intervals, for example.

At their 9 September 2016 meeting, the NZILA Executive Committee approved the following six recommendations from the FPWG:

That the NZILA:

1. *Develop a 'suite' of small and frequent electronic communication channels, and grow these in both content and form as well as adding in others with a more technical purpose.*
2. *Produce a summary of technical and advocacy (glossy) based 'best of the best' material on a regular basis in some kind of information sharing tangible way (could be electronic or printed).*
3. *Continue to source information and 'publish' relevant material on a regular basis.*
4. *Ensure that articles are archived within an easy online search programme. The format must allow easy retrieval, downloading and printing of individual articles.*
5. *Possibly retain some form of regular (not necessarily quarterly) printed material but acknowledge that further work is required on the feasibility and objective of providing a less frequent paper publication in some form or other.*



6. *Endorse the conceptual model above so that the working group can start to explore in more detail and flesh-out the shape and mechanics.*

The FPWG also recommended that “publications” topics should align with the NZILA awards categories, as well as covering the usual topics (legal, te tau a nuku, plant guides, etc) as well as other topical matters as they arise during any particular year.

The Executive Committee instructed the group to continue to flesh out the above recommendations and report back confirming implementation, including:

- Confirmation of the model.
- Establishing a financial commitment from the NZILA covering the information curator / editor and allowing for the preparation and publishing of material as:
 - Electronic (regularly) paid for by membership fees and advertising; and
 - Paper (annually) possibly paid for by sponsorship.
- Prepare and advertise a job description covering the curator/ editorial role.
- Establish an NZILA editorial committee to support the information curator / editor. The editorial committee would be chaired by an NZILA executive committee portfolio holder and comprise representatives from each branch, each university, Te Tau a Nuku and each major firm, with the group meeting monthly by Skype.
- Establish an online supportive relationship with the universities and the Landscape Foundation. For example, the NZILA could acknowledge and endorse these existing landscape ‘publication’ outlets (Landscape Review; X-Section; etc) so that they have a direct material connection with the curator / editor and can be accessed by members through the NZILA website.
- Acquire initial support from the big firms (written documents and projects) and the universities (research and student work) at the outset in order to get the ball rolling.
- Confirm how we can effectively deliver the electronic format of our information to those outside the institute, this includes public and allied professions.
- Once the model has been confirmed, test for six-twelve months and recalibrate the model as required.

In November 2016, the FPWG recommended to the Executive Committee that work cease on the future publications project until the institute’s new website was up and running. This break occurred and the project was kick-started again in January 2017 with the following recommendations taken to the Executive Committee meeting in February 2017.

Recommendations

i. Publishing individual stories via our website (electronic)

- Ceasing the publication of the 'Landscape Architecture Aotearoa' e-magazine but continuing to source similar articles for presenting as one-off items in either the 'featured showcase projects' or 'news' sections of the NZILA website. Now that the NZILA's new website is up and running, we have a base platform from which to host topical features and news items on an 'as-required' basis.
- Alternatively, the website could include a new "library of stories" page which hosts a filter/search-able space (similar to landezine.com or via a Wordpress DIY option) for viewing by members and non-members alike.
- Responsibility for sourcing and producing material for this primary hub of information would be from an editor/curator who would work closely with the institute's administrative team. The editor may also enlist help from a team of 'sub-editors' that are based around the country in order to obtain regional input and avoid the inevitable Auckland bias.
- A nominal budget for this role is in the order of \$50,000 as a regular 30-hours per-week (75% of \$70,000 annual salary estimate) with agreed targets and key performance indicator's in a job description. Possibly the role could also be incentivised to take home 25% of any new advertising sourced for the institute. The role may suit an independent contractor and with the position job description still needing to be fully scoped then tendered and reviewed on an annual basis. Ultimate reporting responsibility would be to the NZILA Chief Operating Officer because the communication of 'published work' would need to be seamless and not interrupt the flow of ongoing regular NZILA e-communications and so as to avoid bombarding our membership with hundreds of emails that don't get read.
- The NZILA would also appoint an Editorial Committee, comprising one member from the Executive Committee, one member from each Branch Committee, one member from Te Tau a Nuku, one member from each university and possibly one representative from the Australian Institute of Landscape Architects. The Editorial Committee would remain in constant contact with each other and with the editor/curator and meet/skype together at least four times per year.
- It will be important that topics such as "thought leadership" are canvassed (for example - the proposition that wilding conifers may actually be good for the ecology and overall long-term health of the Mackenzie Country) and given 'air time' and, while this material should be driven by the NZILA, we will need to ensure that we work in partnership with the Landscape Foundation and our three universities.

ii. Publishing an annual yearbook (printed)

- An annual printed 'highlights' yearbook publication to be release at the end of November each year (or January / February the following year) which documents the most topical feature stories and other important news of members contributions, successes, obituaries and other information as a

snapshot in time which will be of interest when looking back in 25-years, for example. The publication would be made available to members and could also be purchased as a gift (for clients, for example). Additionally, a distribution strategy would need to be established to see whether there is merit in the yearbook having any interest as a public-facing publication which might appeal to consumers.

There would be a cost to the institute for an editor/curator's coordination time (trustfully covered in the first bullet point budget above), plus potential added costs for an institute administration team member to source and confirm the advertising funding. A start up budget of \$15,000 has been included in the 2017 budget with advertising revenue needing to be procured in addition.

The FPWG has prepared a **draft publications guideline document** which captures the above and, once finished, would become an NZILA reference 'manual' that sets out and formally records all relevant information and details in the publications space.

A **job description** for the editor / curator is also being prepared and would also sit within this guideline document.

It is hoped that copies of these documents will be made available at the AGM.

Motion

THAT the membership endorse the two NZILA publications initiatives above, with the associated budgeting requirements, at the NZILA's Annual General Meeting in April 2017 and the FPWG and Executive Committee implement the initiatives immediately.

Beach

Bush

City

The Impacts of Climate Change
2016 FIRTH NZILA CONFERENCE
 Dunedin April 14th -17th

The Impacts of Climate Change
2016 FIRTH NZLA CONFERENCE
Dunedin April 14th - 17th

Thursday	Friday	Saturday
08:00 Registration Open (until 09:00)	7:30 Breakfast & Wine Reception (until 09:00)	7:30 Wine & Cheese Reception (until 09:00)
10:00 NZLA Annual General Meeting (until 12:00)	8:00 Workshop Introduction (until 10:00)	8:00 Open Registration & Charity Auction (until 10:00)
1:00 NZLA Luncheon (until 2:00)	10:00 Workshop Session 1 (until 12:00)	10:30 Breakfast (until 11:00)
2:00 NZLA Luncheon (until 3:00)	12:00 Workshop Session 2 (until 2:00)	11:00 Breakfast (until 11:30)
3:00 NZLA Luncheon (until 4:00)	2:00 Workshop Session 3 (until 4:00)	11:30 Breakfast (until 12:00)
4:00 NZLA Luncheon (until 5:00)	4:00 Workshop Session 4 (until 6:00)	12:00 Breakfast (until 12:30)
5:00 NZLA Luncheon (until 6:00)	6:00 Workshop Session 5 (until 8:00)	12:30 Breakfast (until 1:00)
6:00 NZLA Luncheon (until 7:00)	8:00 Workshop Session 6 (until 10:00)	1:00 Breakfast (until 1:30)
7:00 NZLA Luncheon (until 8:00)	10:00 Workshop Session 7 (until 12:00)	1:30 Breakfast (until 2:00)
8:00 NZLA Luncheon (until 9:00)	12:00 Workshop Session 8 (until 2:00)	2:00 Breakfast (until 2:30)
9:00 NZLA Luncheon (until 10:00)	2:00 Workshop Session 9 (until 4:00)	2:30 Breakfast (until 3:00)
10:00 NZLA Luncheon (until 11:00)	4:00 Workshop Session 10 (until 6:00)	3:00 Breakfast (until 3:30)
11:00 NZLA Luncheon (until 12:00)	6:00 Workshop Session 11 (until 8:00)	3:30 Breakfast (until 4:00)
12:00 NZLA Luncheon (until 1:00)	8:00 Workshop Session 12 (until 10:00)	4:00 Breakfast (until 4:30)
1:00 NZLA Luncheon (until 2:00)	10:00 Workshop Session 13 (until 12:00)	4:30 Breakfast (until 5:00)
2:00 NZLA Luncheon (until 3:00)	12:00 Workshop Session 14 (until 2:00)	5:00 Breakfast (until 5:30)
3:00 NZLA Luncheon (until 4:00)	2:00 Workshop Session 15 (until 4:00)	5:30 Breakfast (until 6:00)
4:00 NZLA Luncheon (until 5:00)	4:00 Workshop Session 16 (until 6:00)	6:00 Breakfast (until 6:30)
5:00 NZLA Luncheon (until 6:00)	6:00 Workshop Session 17 (until 8:00)	6:30 Breakfast (until 7:00)
6:00 NZLA Luncheon (until 7:00)	8:00 Workshop Session 18 (until 10:00)	7:00 Breakfast (until 7:30)
7:00 NZLA Luncheon (until 8:00)	10:00 Workshop Session 19 (until 12:00)	7:30 Breakfast (until 8:00)
8:00 NZLA Luncheon (until 9:00)	12:00 Workshop Session 20 (until 2:00)	8:00 Breakfast (until 8:30)
9:00 NZLA Luncheon (until 10:00)	2:00 Workshop Session 21 (until 4:00)	8:30 Breakfast (until 9:00)
10:00 NZLA Luncheon (until 11:00)	4:00 Workshop Session 22 (until 6:00)	9:00 Breakfast (until 9:30)
11:00 NZLA Luncheon (until 12:00)	6:00 Workshop Session 23 (until 8:00)	9:30 Breakfast (until 10:00)
12:00 NZLA Luncheon (until 1:00)	8:00 Workshop Session 24 (until 10:00)	10:00 Breakfast (until 10:30)
1:00 NZLA Luncheon (until 2:00)	10:00 Workshop Session 25 (until 12:00)	10:30 Breakfast (until 11:00)
2:00 NZLA Luncheon (until 3:00)	12:00 Workshop Session 26 (until 2:00)	11:00 Breakfast (until 11:30)
3:00 NZLA Luncheon (until 4:00)	2:00 Workshop Session 27 (until 4:00)	11:30 Breakfast (until 12:00)
4:00 NZLA Luncheon (until 5:00)	4:00 Workshop Session 28 (until 6:00)	12:00 Breakfast (until 12:30)
5:00 NZLA Luncheon (until 6:00)	6:00 Workshop Session 29 (until 8:00)	12:30 Breakfast (until 1:00)
6:00 NZLA Luncheon (until 7:00)	8:00 Workshop Session 30 (until 10:00)	1:00 Breakfast (until 1:30)
7:00 NZLA Luncheon (until 8:00)	10:00 Workshop Session 31 (until 12:00)	1:30 Breakfast (until 2:00)
8:00 NZLA Luncheon (until 9:00)	12:00 Workshop Session 32 (until 2:00)	2:00 Breakfast (until 2:30)
9:00 NZLA Luncheon (until 10:00)	2:00 Workshop Session 33 (until 4:00)	2:30 Breakfast (until 3:00)
10:00 NZLA Luncheon (until 11:00)	4:00 Workshop Session 34 (until 6:00)	3:00 Breakfast (until 3:30)
11:00 NZLA Luncheon (until 12:00)	6:00 Workshop Session 35 (until 8:00)	3:30 Breakfast (until 4:00)
12:00 NZLA Luncheon (until 1:00)	8:00 Workshop Session 36 (until 10:00)	4:00 Breakfast (until 4:30)
1:00 NZLA Luncheon (until 2:00)	10:00 Workshop Session 37 (until 12:00)	4:30 Breakfast (until 5:00)
2:00 NZLA Luncheon (until 3:00)	12:00 Workshop Session 38 (until 2:00)	5:00 Breakfast (until 5:30)
3:00 NZLA Luncheon (until 4:00)	2:00 Workshop Session 39 (until 4:00)	5:30 Breakfast (until 6:00)
4:00 NZLA Luncheon (until 5:00)	4:00 Workshop Session 40 (until 6:00)	6:00 Breakfast (until 6:30)
5:00 NZLA Luncheon (until 6:00)	6:00 Workshop Session 41 (until 8:00)	6:30 Breakfast (until 7:00)
6:00 NZLA Luncheon (until 7:00)	8:00 Workshop Session 42 (until 10:00)	7:00 Breakfast (until 7:30)
7:00 NZLA Luncheon (until 8:00)	10:00 Workshop Session 43 (until 12:00)	7:30 Breakfast (until 8:00)
8:00 NZLA Luncheon (until 9:00)	12:00 Workshop Session 44 (until 2:00)	8:00 Breakfast (until 8:30)
9:00 NZLA Luncheon (until 10:00)	2:00 Workshop Session 45 (until 4:00)	8:30 Breakfast (until 9:00)
10:00 NZLA Luncheon (until 11:00)	4:00 Workshop Session 46 (until 6:00)	9:00 Breakfast (until 9:30)
11:00 NZLA Luncheon (until 12:00)	6:00 Workshop Session 47 (until 8:00)	9:30 Breakfast (until 10:00)
12:00 NZLA Luncheon (until 1:00)	8:00 Workshop Session 48 (until 10:00)	10:00 Breakfast (until 10:30)
1:00 NZLA Luncheon (until 2		

Lincoln, Accreditation Panel Review

In September 2016 the NZILA Accreditation Panel, comprising Julia Williams, William Field and myself, visited Lincoln University in Christchurch, to undertake its five yearly review. I am pleased to report that the teaching and facilities provided at Lincoln, and work produced by the students, were of a high standard and we recommended continued accreditation of the programmes offered.

In the same way as we had in 2015 at Unitec, we were pleased to note that Lincoln had taken on board our positive comments concerning the manner in which VUW had presented to us their student work, course outlines, assessment criteria etc in 2014. Lincoln provided us with a computer each to access examples of the work produced by students throughout the programme, so that we were able to assess an enormous amount of material in a methodical and efficient manner.

We were made very welcome by all staff at Lincoln and acknowledge the effort that they, particularly Mick Abbott, Head of School and Shona Mardle, put into ensuring that all necessary information was provided to us seamlessly.

Annual Reports

Annual reports were received from both Unitec and VUW in the middle of the year and they each received feedback on these documents. Lincoln University postponed the delivery of their Annual Report, to coincide with the Accreditation Panel visit.

Changes at VUW

The NZILA Executive have recently learned of the resignation of Martin Bryant as Programme Director at VUW. Penny Allan will take on this role until June, when she, too will be re-locating to UTS in Sydney. I would like to take the opportunity, on behalf of the Panel, of thanking both Martin and Penny for the support they provided to the Accreditation Panel in the past and to wish them both well for the future. We also look forward to hearing more details of the appointment of a new Programme Director and wish all at VUW a smooth transition in the year ahead.

Accreditation Panel Review Programme

There are no Accreditation Panel visits due in 2017, or 2018. In the mean time, we trust all three institutions will be gearing up for the introduction of the new Education Policy & Standards and Accreditation Procedures in the next round of visits, starting with VUW in 2019.

Registration Panel – Brad Coombs

The calibre and preparation of NZILA Registration applicants was very good in 2016 with all of those that applied becoming Registered landscape architects through the process.

In 2015 for the first time we started taking the Registration panel to the applicants - or to somewhere close to where the bulk of the applicants were based. That meant interviews in Auckland and Christchurch in 2015. In 2016 interviews were only held in Auckland.

The larger branches and the bigger practices, in particular, are preparing and mentoring applicants well through the process. We received high quality workbooks with some very good work being submitted from around the country. If you are intending on applying for Registration in the future, then we recommend that you do at least some of your preparation and group mentoring through one of the larger branches - Auckland, Wellington and Canterbury, who have an established and thorough process underway for study groups, functions, holding workshops and undertaking group mentoring. Thanks to all of those involved at the Branch level and to all of the mentors that helped to get applicants ready for the process.

Congratulations to the successful applicants and newly Registered Landscape Architects from 2016:

Adrian Taylor
Alfred Chan
Ben Clark
Chris Davidson
Daniel Chapman
Don Royds
Ensiyeh Ghavampour
Heather Docherty
Julia Wick
Kylie McLaughlin-Brown
Lisa Jack
Mark Newdick
Rosalie Goodwin

I would also like to thank the experienced and energetic Registered landscape architects from around the country that helped with the interviews. It's a really interesting and rewarding process to talk to some of our up and coming talent in the profession if you get the chance to be involved.

Thanks also to Neil Challenger who has put a lot of new and positive energy into the Registration portfolio at both the Executive and Canterbury Branch level over the last two years.

Finally, I am stepping down as Chair, so all the best to Mike Thomas, who takes over as the Chair of the Registration panel in 2017. I leave the Registration panel in good hands and look forward to seeing the next group move through the process.

Brad Coombs
Registration Panel Chair



DRAFT MINUTES 2016 AGM

For signoff at 2017 AGM

DRAFT Minutes of NZILA's 44th Annual General Meeting

Dunedin Art Gallery, 30 The Octagon, Dunedin

Thursday 14th April 2016

Meeting opened at 1.41pm.

Welcome

Shannon Bray, President welcomed everyone to the meeting and thanked the 2016 Conference Committee. Shannon also outlined the achievements made during the last 12 months; completion of the Education Policy, Standards and Accreditation Procedures review, implementation of free student membership, Bi-Cultural strategy, successful Wānanga series, social media engagement, AON Insurance contract, Rotorua Conference, President visits to the branches and discussions with central government.

1. Attendance & Apologies

1.1 Present (Executive Committee):

Shannon Bray, Craig Pocock, Amy Hobbs, Julia Moore, Brooke Mitchell, Neil Challenger, Megan McBain.

Others:

Grant Edge, Jose Rodriguez, Benjamin Loh, Anne Lasse, Adrian Taylor, Terry Xu, Shajun Chen, David McKenzie, Weiya Shan, Yuning Zhao, Johanna Blakely, Hailey Swan, Hannah Wilson, Tom Evans, Claire McAuley, Yeimy Walker, Lim Wang, Ben Cole, Amy Li, Peter Kensington, Ben Taylor, Anna Bish, Rachel de Lambert, Jan Woodhouse, Clive Anstey, Shona McCahon, Sara Bell, Hugh Forsyth, Gordon Griffin, Robin Rawson, Fraser Graham, Mark Huxtable, Erin Diao, Kirstie Thorpe, Jenny Moore, Jess Rae, Kim Northcott, Mapihi Martin-Paul, Frazer Baggaley, Louise Bailey.

Minute Taker:

Vicki Clague.

1.2 Apologies

Tracey Ower, Susan Roff, Mike Barthelmeh, Steve Dunn, Earl Bennett, Helen Preston- Jones, Naomi Crawford, Wendy Hoddinott, Hedley Evans, Rory Langbridge, Melissa Davis, Bronwyn Faulkner, Martha Dravitzki, Stuart Houghton, Paul Quinlan, Mike Farrow, Tim Lander, Di Menzies, Sarah Collins, Sam Bourne, Sally Peake, Andrew Gray.

2. Receipt of proxy votes

Proxy votes were received from:

For:

3. Confirmation of Minutes - 2015 AGM

It was moved (Jan Woodhouse/David McKenzie) and unanimously **carried**:

THAT the Minutes of the 43rd Annual General Meeting held at Rotorua Energy Event's Centre, Queens Drive Government Gardens in Rotorua on Wednesday 18th March 2015 be accepted as a true and accurate record.

4. Matters arising from Minutes

None

5. Presentation of Annual Reports

The 2015 Annual Report was pre-circulated prior to the meeting and was largely taken as read.

5.1 President – Shannon Bray

Report as tabled: –

- Shannon thanked the following people:
 - key members who assist the Institute throughout the year
 - the branches
 - Te Tau-a-Nuku
 - the Executive Committee and Vicki Clague
 - Craig Pocock, who is moving to Florida. Shannon presented Craig with a gift from the Institute and announced that Peter Kensington will be filling Craig's position on the Executive Committee for the remainder of this Executive's term.
- Shannon spoke to his report and outlined the key focuses:
 - website
 - magazine/publications
 - awards
 - conference

Behind the scenes the following activity is occurring; development of archives, registration, graduate and student affairs.

Shannon talked about the structure of the Institute and that the workload is greater than the Executive Committee resource. How can we better manage longterm? In the interim the Executive Committee is putting together "working groups" to assist with the workload.

Grant Edge asked regarding the administration of the Free Student Membership. Julia Moore confirmed that all administration had been actioned.

5.2 Vice-President – Craig Pocock

Report as tabled: –

- Craig spoke to his report and outlined the process involved with the Education Policy, Standards and Accreditation Procedures review, which has been completed and adopted by the NZILA Executive Committee.
- Craig outlined that a blueprint document is being collated by Fusion Communications. Grant Edge advised the meeting that he provided documents at the very beginning.
- Craig advised the meeting that he is moving to Florida. Grant Edge challenged that the Executive Committee could not appoint someone as the Executive Committee had, as it didn't follow the Protocol's & Procedures document. The President outlined that the Executive Committee had as per the Constitution 3.4 Casual Vacancies on the committee (b) appointed Peter Kensington to attend the Executive Committee meetings as the replacement for Craig Pocock with full voting rights for the remainder of the term.

DRAFT MINUTES 2016 AGM

For signoff at 2017 AGM

Rachel de Lambert said that as we all agree with Peter's appointment to join the Executive Committee that it should be supported. Robin Rawson suggested that we formalize Peter's position on the Executive Committee.

It was moved (Grant Edge/Rachel de Lambert) and unanimously carried
THAT Peter Kensington be accepted as a casual vacancy onto the Executive Committee.

5.3 Honorary Secretary; Administration, Documentation Records; – Amy Hobbs

Report as tabled: –

- Amy outlined details from her report; documentation list, conference guidelines, awards review brief and the archives project. This was followed by a general discussion from the floor regarding archives. Grant Edge kindly volunteered to assist with the archives.

5.4 Registered Membership – Neil Challenger

Report as tabled: –

- Neil spoke to his report and thanked the following; John Brenkley, Brad Coombs, Mike Thomas, Group Mentors and the Registration Panel members.
- There was a general discussion around G5 members, CPD and non-registered members. Adrian Taylor asked a question regarding specialization – How do you become a Registered member when you work as a specialist?
- Neil outlined to the students attending the meeting the benefits of why you should become a Registered member.
- Congratulations to the 18 new 2015 Registered members;

Frazer Baggaley	Angela Brown
Brad Dobson	Erica Gilchrist
Sophie Jacques	John Jeffcock
Daniel Kamo	Andrew King
Anne Lasse	Cameron McLean
James Paxton	Nick Robinson
Amber Roling	Lance Roozenburg
Diccon Round	Timothy Scott
Stephen Skelton	Benjamin Taylor

5.5 CPD & Conference – Tracey Ower

Report as tabled: –

- Shannon updated the meeting in Tracey's absence. It was raised about the Institute sharing speakers around the country. Clive Anstey suggested that more members attend Wānanga type workshops, Clive advised the meeting attendees that the recent Wānanga was excellent.

- Grant Edge voiced concerns about pressing environmental issues and the Institute isn't making comment on many national issues. Shannon responded and advised that the Communications Policy is currently with the branches for feedback.
- Craig Pocock suggested to the meeting that it is important that members respond when the Executive Committee seeks feedback.

5.6 Students – Julia Moore

Report as tabled: -

- Julia spoke to her report and updated the meeting regarding the roll out of free student membership. There was also a review of the student awards prize money and this has now been increased.

5.7 Marketing, Website & Communications – Brooke Mitchell

Report as tabled: -

- Brooke updated the meeting regarding the website upgrade and the process to date that has been followed along with the desire and need for a new website. This was followed by a general discussion by meeting attendees regarding the Institute funding a new website. Rachel de Lambert advised that the website is a key resource for NZILA and that the website is a positive investment.
- Jan Woodhouse asked about promoting the profession on the website. Brooke and Shannon both outlined that the front end is to be refocused and will be about promoting the profession.

Student members attending the meeting left at 3.30pm

6. Presentation of 2015 Annual Accounts and Budget for 2016 – Megan McBain

Report as tabled: –

- Megan outlined that the current Executive Committee has been tasked with preparing a Financial Policy for the Institute. A discussion followed from members at the meeting with questions regarding the policy. It was decided that further work needed to be actioned and that longterm scheduling should be added to the Financial Policy.
- The Annual Financial Report (refer Appendix 1) indicates an overall surplus of \$34,789 for 2015 across all NZILA entities. The Institute membership continued to reach a new record level and associated with that the highest recorded membership subscription income of \$213,368.00.
- Thanks to Vicki Clague who has put in place excellent financial management systems and processes and worked successfully with our sponsors for the website, e-news advertising, CPD month, awards and the conference.
- The proposed Draft 2016 Operational Budget is based on expenditure from 2015. Two new Institute support roles have been identified following both the AGM Publishing magazine closure as well as a new income strategy for the Institute. Some term investments are being invested into a new website providing benefits back to the membership and promoting our profession on a global scale. The profits from last year are being invested in both archiving and creating an operations blueprint document. In addition the Executive Committee decided to freeze the annual Institute subscriptions at the 2015 rates for 2016. A free student membership category has been created.
- Following the approved motion from the 2015 AGM, the Executive Committee has been tasked with undertaking a review of our current auditors, Dixon Chartered Accountants. After going through the process based on the current auditors annual fees and the comparison with four other companies it was recommended that the Institute remain with Dixon & Co.

DRAFT MINUTES 2016 AGM

For signoff at 2017 AGM

Megan McBain left the meeting at 4pm.

It was moved (Hugh Forsyth /Clive Anstey) and unanimously carried
THAT the Treasurer's Report be received and accepted.

It was moved (Grant Edge/Clive Anstey) and unanimously carried
THAT the final audited 2015 Annual Financial Reports (prepared by Iles & Campbell Limited and audited by Dixon Chartered Accountants), as outlined in Appendix 1 be received and accepted.

It was moved (Jan Woodhouse/Clive Anstey) and unanimously carried
THAT the Proposed Draft 2016 NZILA Operational Budget, which includes Special Projects identified for 2016, be approved.

Other reports

7. Registrar – Robin Rawson

Report as tabled, taken as read.

8. IFLA Delegate – Renee Davies

Report as tabled, taken as read.

9. Landscape Foundation – Jan Woodhouse

Report as tabled: –

Jan spoke to her report and updated the meeting regarding the activity of the Landscape Foundation and explained that the Landscape Foundation is about the *Landscape*.

10. Accreditation Panel Chair – Melean Absolum

Report as tabled, taken as read.

11. Registration Panel Chair – Brad Coombs

Report as tabled, taken as read.

12. Branch Reports

Reports from all branches as tabled, taken as read.

13. Membership Presentations

Registration Certificates presented at the end of the AGM by Shannon Bray & Neil Challenger.
Craig Pocock presented with his Fellow Certificate at the end of the AGM by Shannon Bray.

14. General Business

No general business to report.

The 44th Annual General Meeting closed at 4.15pm.

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ANNUAL GENERAL MEETING MINUTES | FEBRUARY 2017

Date: Wednesday 8th February, 2017 - 6:00pm

Location: Opus, 100 Beaumont Street, Auckland

Minute Taker: Meg Back

Present:

Julia Wick (JW), Meg Back (MB), Al Newsome (AN), Henry Crothers (HC), Sarah Peddie (SP), Rebecca Jerram (RJ), Liam Winterton (LW), Ben Taylor (BT), David Gregory (DG), Di Menzies (DM), Orson Waldock (OW)

Apologies:

Matthew Jones, Pete Griffiths, Mike Thomas, Daniel Chapman, Carlos Charlton, Vicki Clague, Matthew Bradbury, Sally Peake.

ITEM	DESCRIPTION	ACTION REQUIRED
1.0	2014 Minutes: JW moved to accept, LW seconded. No matters arising from previous minutes.	
2.0	Registration Update: Orson notes that there are around 30 L.A.'s in Auckland council. Orson to investigate getting more membership from them either via connecting with the L.A.'s for membership, or convincing their employer to support their membership.	OW
3.0	Treasurers Reports: (AN) Taken as read. Extra notes: Once we change banks we will need additional signatories Our funds cannot sustain the level of spend of the last Christmas party without degradation	
4.0	Chair Report: (HN) HC read highlights of Chairs report. - Henry adds a thank-you to the committee for the Playground Tour	
5.0	Other Matters: Di Menzies: formally thanks the treasurer and committee for the support of the latest edition of x-section.	

6.0	<p>Support of Tamaki Makaurau Design Alliance</p> <p>DM & HC presented case for support of Tamaki Makaurau design Alliance. Henry discussed background of group primarily formed to react to GALA opportunities, now asking for \$500 from NZILA Auckland Branch towards funds of \$4700 for engagement of PWC to help workshop constitutional documents. DM recommends committee/Auckl Branch not support, and notes that AUT, Unitec, and Nga Āho currently not supportive. H.C. feels landscape architects stand to benefit from this more than other TMDA members. J.W. feels \$500 is reasonable but it is concerning that other groups are not currently supportive.</p> <p>Action: Happy to support once we know what we are supporting. Find out what the alternative is that other groups would prefer. Concern around level of ongoing contribution and worth of outcome of workshop need to be addressed however NZILA Auckland Branch are supportive in principle.</p>	
7.0	<p>Constitutional requirements:</p> <p>Concern from member around constitutionality of meeting tabled. Copies of NZILA branch constitutional also printed and distributed for up-skilling in constitutional requirement as part of the AGM to avoid future similar mishaps. Committee agree that delay in notification of AGM was purely due to ignorance but is still not good. AGM can be re-visited if requested but will continue tonight due to constitutional need to hold it 2 months prior to National AGM. Review of constitution shows we have a number of issues to address to meet our constitutional requirements including:</p> <ul style="list-style-type: none"> - better notice of AGM to branch members. Action: AGM to be held in December this time, possibly prior to Xmas party, to avoid the time crunch caused by the start of the year and the 2 month clearance needed prior to national AGM. AGM and Xmas party will both be timetabled and signalled well ahead of time. - An effort will be made to recruit and maintain more registered members on the branch committee, though it must be noted that this year's committee has the most in at least 5 years (largely due to the increased involvement of Isthmus group in the Auckland Branch). - The committee will continue to increase the number of CPD events, including the possibility of inviting speakers to committee members, e.g. talk about procurement from AT, talk from speaker from DOC. Events will be timetabled early to avoid the 4-5 month lag at the start of the year - action: lock in key events for March and April at AGM. 	ALL

8.0	<p>Landscape Foundation:</p> <p>DM notes another active year for the Landscape Foundation - which is a separate entity to the NZILA involved in and advocating for dialogue/ interest / debate in matters in the Landscape. This includes an upcoming photo competition to increase awareness and involvement which hopefully the NZILA will support and disseminate. Additionally, the LF seeks articles from anyone interested in various facets of the landscape.</p>	JM																																																			
9.0	<p>Election of incoming Committee.</p> <p>Chair: Henry Crothers (Nom. MB 2nd JW & BT) , re-elected unopposed JW asks if he foresees any conflict if elected to Exec. Subsequent discussion by those present results in support for Henry in both roles if elected but situation to be monitored).</p> <p>Treasurer: Al Newsome (nom DM, 2nd LW - unopposed), (Graduate member)</p> <p>Secretary: no nominations. To be shared by Ben Taylor and Julia Wick.</p> <p>Committee:</p> <p>Di Menzies asks to stand down as has considerable other commitments</p> <table data-bbox="229 1086 1125 1646"> <thead> <tr> <th>Name</th><th>Company</th><th>Registered/Grad/Student</th></tr> </thead> <tbody> <tr><td>Henry Crothers</td><td>LandLAB</td><td>Grad</td></tr> <tr><td>Julia Wick</td><td>Isthmus</td><td>Registered</td></tr> <tr><td>Dave Gregory</td><td>Isthmus</td><td>Registered</td></tr> <tr><td>Rebecca Jerram</td><td>Isthmus</td><td>Registered</td></tr> <tr><td>Sarah Peddie</td><td>Chow Hill</td><td>Grad</td></tr> <tr><td>Daniel Chapman</td><td>AECOM</td><td>Registered</td></tr> <tr><td>Meg Back</td><td>Jasmax</td><td>Grad</td></tr> <tr><td>Matthew Jones</td><td>Isthmus</td><td>Registered</td></tr> <tr><td>Ben Taylor</td><td>OPUS</td><td>Registered</td></tr> <tr><td>Liam Winterton</td><td>BECA</td><td>Grad</td></tr> <tr><td>Carlos Charlton</td><td>BECA</td><td>Grad</td></tr> <tr><td>Kieran Dove</td><td>Boffa Miskell</td><td>Grad</td></tr> <tr><td>Sally Peake</td><td>Peake Design</td><td>Registered</td></tr> <tr><td>Peter Griffiths</td><td>Unitec</td><td></td></tr> <tr><td>Matthew Bradbury</td><td>Unitec (TBC)</td><td></td></tr> <tr><td>Matthew Jones</td><td>Isthmus</td><td>Registered</td></tr> </tbody> </table> <p>It is noted that despite an active succession plan by Liam, and Al there are no student representatives on the committee this year. Committee agree to address this once university goes back via using the networks of Pete Griffiths/Matthew Bradbury/Al and Liam to shoulder recruit.</p>	Name	Company	Registered/Grad/Student	Henry Crothers	LandLAB	Grad	Julia Wick	Isthmus	Registered	Dave Gregory	Isthmus	Registered	Rebecca Jerram	Isthmus	Registered	Sarah Peddie	Chow Hill	Grad	Daniel Chapman	AECOM	Registered	Meg Back	Jasmax	Grad	Matthew Jones	Isthmus	Registered	Ben Taylor	OPUS	Registered	Liam Winterton	BECA	Grad	Carlos Charlton	BECA	Grad	Kieran Dove	Boffa Miskell	Grad	Sally Peake	Peake Design	Registered	Peter Griffiths	Unitec		Matthew Bradbury	Unitec (TBC)		Matthew Jones	Isthmus	Registered	PG, LW, AN
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10.0	Formation of timetable for Events Objective is to get as much happening for members as quickly and transparently as possible, especially CPD events. Meetings to be shared by companies again (alphabetical order of those companies represented at the AGM). 1-2 people to take responsibility for each event and recruit sub-committee to help them. Draft time tables as below:	
	2015 / 16 AGM Meeting closed at 8:00pm	

MARCH	Event	Event Lead <i>Responsible for organisation of event, creating and leading working group to support in role.</i>
	NZILA Akld Branch membership presentation to Unitec 1 st year	Henry Crothers / Pete Griffiths
	BarStool Travels	Rebecca Jerram / Matthew Jones
APRIL		
	NZILA National Conference, Wellington	N/A
	National Awards Auckland winners + finalists presentation (+ 2016 Registration certificates)	Rebecca Jerram / Matthew Jones
MAY		
	Resene Film Evening <i>(First come first serve tickets)</i>	Meg Back
JUNE		
	Matariki Event <i>in collaboration with Nga Aho</i>	Diane Menzies & Auckland Branch Rep (TBC)
JULY		
	Student Salon	Al Newsome Liam W

AUGUST		
	Auckland Architecture Week	Henry Crothers & Others (TBC)
	Field Day e.g. Motutapu Island <i>Publicly funded environmental/community project which would benefit from small Akld Branch sponsorship</i>	TBC
SEPTEMBER		
	Park(ing) Day <i>Competition style parking day event with student rep joining each firm to create parking space (Suggest advertising and organising this EARLY so large firms can get their marketing team involved)</i>	Carlos Liam W/ Support from BECA
OCTOBER		
	2x2	Matthew Jones
	Unitec Negotiated Study presentations	Pete G
NOVEMBER		
	Unitec Grad Show	UNITEC / Pete G
	Cycle Tour	Ben Taylor
DECEMBER		
	Xmas Party (early Dec) <i>(Potential to tack on AGM)</i>	Julia Wick / David Gregory

Other Events: TBC

AT / AC Procurement CPD Evening.

List of potential 'in-house' speakers

- AT
- Landscape Foundation
- Nga Aho



**AUCKLAND BRANCH
NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (NZILA) INCORPORATED
ANNUAL GENERAL MEETING – FEBRUARY 2017
AUCKLAND BRANCH CHAIRPERSON'S REPORT**

Date: Wednesday 8th February 2017 – 5:00pm Start
Location: OPUS, Level 3, 100 Beaumont Street, Auckland

1.0 Introduction

Welcome to the 2017 Annual General Meeting (AGM) of the Auckland Branch of the New Zealand Institute of Landscape Architects. Thank you to those of you who have taken the time to attend and to those who have sent their apologies. I would like to take this opportunity to introduce myself as the Branch Chair Henry Crothers.

It has been a pleasure to serve the Institute and local profession for the last 12 months. I would like to thank the Committee members who have taken the time to contribute to our various branch activities over the last 12 months. I would especially like to acknowledge Jennifer Parlane (Secretary) and Al Newsome (Treasurer) who have done a great job. In particular Jennifer who has been a fantastic Branch Secretary for the second year prior to her departure pre-Christmas.

This is the first meeting of 2017 and we are required by the NZILA Constitution to hold our AGM at least two months before the National Executive AGM to be held this year in Wellington in April.

Finally, I'd like to apologise for the late notice of the AGM and the distribution of the Chair and Treasurers reports.

1.0 Summary of Branch Events

Despite the usual slow start to organising our annual programme, we managed to gain momentum on our branch activities, organising and hosting a variety of events. The following is a summary of Branch events undertaken over the last 12 months:

Revolving Meetings For the first time Branch meetings in 2016 were held on an alternating basis between the offices of Boffa Miskell, Isthmus, JASMAX, LandLAB and OPUS. This proved to be a successful and stimulating format. Thanks to all the offices who hosted and provided the necessary quantum and quality of refreshments.

Playground Tour This tour of recently completed Playgrounds on 6th May was well attended. Thanks to The Playground Centre and Urban Effects for their sponsorship and Meg Back from JASMAX for organising.

Movie Night ACO again sponsored a free movie evening at Rialto Cinemas for NZILA members. The branch film was well-received by those who attended. The Branch committed to this being a regular annual event.

Student Saloon This regular and increasingly popular event in May which connects students/graduates with industry professionals and included a number of impressive presentations from students. Thanks to JASMAX (Meg Back) hosting and sponsoring wine and food.

Ankle to Waist Deep This event brought together a range of students, graduates and young professionals. The night saw a variety of different projects and pathways that the presenters have taken to get where they are in the industry now. Presenters from AECOM, Isthmus, Jasmax, and OPUS explained key factors to consider when looking for a job, the transitions between disciplines and the importance of continuing your knowledge after graduation. Thanks to AECOM (Daniel Chapman) for hosting and sponsoring wine and food.

2 x 2 (Round 1) Isthmus hosted a 2 x 2 projects evening in July. This was very well patronised with **50+** people and **32** presentations (a record number). The range of work shown and the attendance of students, members and fellows contributed to a successful event. Thanks to Matthew Bradbury for hosting and stimulating discussion re: the Unitary Plan. Thanks to Isthmus (especially Matthew Jones) for logistics, hosting and sponsoring wine and food.

Motutapu Island Planting Day was postponed for 2016 due to clashes with several other events. Branch members expressed an interest in making this a regular event and cause.

Parking Day Now an annual event, this year's event pitted several Auckland based practices, in collaboration with UNITEC students, against each other for prizes (and glory) with a spend limit of \$200 per team. Congratulations to JASMAX for the winning effort. This new format provided an added incentive for innovation and design excellence which showcases Landscape Architects ability to design, think laterally to get messages across. Thanks to Kieran, Henry, Daniel, Jennifer and Ben from the Committee for their assistance. Costs for the event were minimised through the donation of materials (\$200) by the participating practices. The event was covered through social media via NZILA.

Guangzhou, Auckland and Los Angeles (GALA) Tripartite Event was held at the Viaduct Events Centre on 17th May 2016. The event was attended by various Branch members in a variety of capacities and enabled members to attend design presentations, workshops and mingle with like-minded professionals from the participating cities.

The event was also a defining moment for the Tamaki Makaurau Design Alliance (TMDA) which signed a MoU with Guangzhou and Los Angeles to share design expertise, knowledge and resources.

Many thanks to Ludo- Campbell Reid (Auckland Council) Cathy Venenga (Designers Institute of New Zealand) Desgna Whaanga-Schollum (Nga Aho) Di Menzies (Nga Aho/NZILA) for their assistance leading up to, at and following the event. Thanks to JASMAX (Mike Thomas/Meg Back) for assisting with the production of the TMDA brochure which showcases the work of many Auckland based practices and was distributed to participants.

It was noted that communication between the NZILA President and Branch members in relation to the purpose, intent and attendance at this event was extremely poor. Thanks to Mike Thomas for stepping in and assisting with tickets for Branch members at the last minute.

Tamaki Makaurau Design Alliance (TMDA) Following GALA the TMDA discussion were advanced via a series of meetings attended by Auckland Council, University of Auckland, AUT, UNITEC, NZIA, NZILA, IPENZ, NZPI, DINZ and others. Discussions have focussed around the following;

(a) how TMDA can contribute to the GALA Alliance through design collaboration and knowledge sharing. A shared workshop has been proposed for November 2017 in Guangzhou.

(b) the establishment of a GALA awards ceremony to be hosted/run by Los Angeles Business Forum TMDA can contribute to the GALA Alliance through design collaboration and knowledge sharing. A shared workshop has been proposed for November 2017 in Guangzhou.

(c) the joint NZILA/NZIA response to a request from Guangzhou for qualified/experienced design professionals (Architects/Landscape Architects) who are interested in contributing to or receiving briefs in relation to the current Pearl River Project. The following NZILA practices details have been sent; Aecom, Boffa Miskell (China), Isthmus, LandLAB, JASMAX and Reset.

(d) how TMDA can/should work together to advance the design community/ecology locally and in relation to GALA. A workshop, run by PWC, has been scheduled for 21st February to kick-off these discussions.

The TMDA group is now chaired by Melanie Whittaker (Urban Design Forum) who is retained by Auckland Council in this role. It should be noted that on-going involvement in the TMDA and GALA Alliance will require both financial input and human resource and that the Branch will need to assist with achieving this in future.

X-Section 5 The Branch agreed to assist the UNITEC Department of Landscape with \$1000.00 towards this year's costs to produce the X-Section journal. Issue 5 was released at the UNITEC prize giving in December. Our contribution was drawn from reserves and was made in conjunction with sponsorship from several practices. Thanks to Boffa Miskell, LandLAB, JASMAX and OPUS for their support.

Xmas Party + 2 x 2 This year's party on 8th December was combined with a second 2 x 2 event and held at the Gypsy Caravan in Ponsonby. The event was well attended and the format successful in providing entertainment and debate. It should be noted that future Christmas party's need to carefully consider dates in relation to other events held at this time to ensure attendance and accessibility. Thanks to Matthew Bradbury for hosting and Ben at OPUS for organisation of the venue.

4.0 Summary of Branch and Committee activities

NZILA Registration Approximately 12 Graduate members attended Workshop in September 2015 including a number who were there just to learn more about the Registration process. Through 2016 nine Candidates completed the registration process, preparation and submission of work books and went on to the interview process which was hosted by Isthmus Group. Of the nine Candidates who interview all were successful in attaining Registered Membership, these include: Lisa Jack, Julia Wick, Kylie McLaughlin-Brown, Ensiyeh Ghavampour, Chris Davidson, Heather Wilkins, Alfred Chan, Benjamin Clark, Rose Goodwin and Daniel Chapman (Reciprocity).

There are currently 9 Candidates enrolled in the 2017 Registered Membership process

Auckland Council Urban Design Panel This was postponed their proposed refresh of the Urban Design Panel for 2016-17. Current Panel members have been retained. It was noted that the newly introduced requirement for only 'registered' practitioners resulted in the exclusion of several previous and current members and that this requirement now excludes the appointment of any academic panellists who are unlikely to be registered. It is recommended that there is further discussion about this.

Branch Submission Productivity Commission The Branch contributed a Submission to the Ministry for the Environment on the Proposed National Policy Statement on Urban Development Capacity. Thanks to Matthew Bradbury and Sally Peake for driving the preparation of this submission.

Branch Submission Ports of Auckland Study Thanks to Di Menzies, Henry Crothers and Matthew Bradbury who attended the various workshop sessions on behalf of NZILA. Although the ability to contribute was limited to the unusual format of this working group it was important that NZILA were represented in these discussions.

UNITEC BLA Advisory Committee The Branch has not been called on to contribute to the Advisory Committee.

Promotion of NZILA to potential student members at UNITEC This was discussed a number of times at the Branch in promoting the value of NZILA membership to UNITEC BLA students. This will

be kicked off in 2017 with Henry Crothers attending presentations at the commencement of the student year at UNITEC.

Architecture Week This year the Branch co-curated the Auckland Architecture Week event with the New Zealand Institute of Architects (NZIA). Branch members co-ordinated with the NZIA team to arrange 3 key events as part of the weeks program, these being;

(a) an exhibition '**Landscape as Infrastructure**' held in the Silo's at Wynyard Quarter showcasing recent projects that embraced landscapes capacity to inform infrastructure. Henry Crothers (Branch Chair) and Jennifer Parlane (Secretary) attended and introduced the exhibition at the off-site opening of this event held at AUT. Thanks to sponsors Hawkins and the practices who submitted Bradbury McKegg, Boffa Miskell, Isthmus, LandLAB, OPUS, Richard Reid and Wraight Associates. Special thanks to Ethan Reid (LandLAB) who formatted and installed the panels.

(b) a seminar titled '**AKLD: THE QUARTER SIXTEENTH OF AN ACRE DREAM**' was held at the Auckland Art Gallery. This was a panel discussion featuring architects, urban designers and landscape architects discussing how greater collaboration between the various design disciplines can assist contribute to quality urban intensification in Auckland. Special thanks to panellists Patrick Reynolds (chair) Rod Marler (Panuku), Stuart Haughton (Boffa Miskell), Hayley Fitchett (Auckland Council) Henry Crothers (LandLAB) and Andre DeGraf (Isthmus) with assistance/co-ordination from Jennifer Parlane (Secretary), Kieran Dove and Daniel Chapman.

Overall the week was a success, raised NZILA's profile within the design professions and forged new connections between NZILA and NZIA. NZILA successfully leveraged our profile from the promotion, attendance and diversity of the event. This has paved the way for further involvement by NZILA in 2017.

Marketing of UNITEC student events As with previous years the Auckland Branch has marketed a number of UNITEC events to members such as final year Negotiated Study presentations (October) and School Grad Show (November). Overall the relationship between UNITEC and the Branch is improving in part through the presence of both Peter Griffith and Matthew Bradbury for 2016.

5.0 Committee review of Annual Budget and Programme

During 2016 the NZILA Auckland Branch has undertaken a number of activities on behalf of the Auckland Branch membership that have had a financial component, including:

- Sponsorship of UNITEC Department of Landscape Architecture publication X-Section
- Hosting 2x2 event with Isthmus
- Participation with Auckland Architecture Week
- Organising and hosting the second annual Student Salon and inaugural Graduate Salon
- Ongoing involvement with GALA and TMDA project
- Joint UNITEC and NZILA Auckland Branch collaboration for the international Park(ing) installation in Auckland's CBD
- WAYD networking event
- Sponsorship of the UNITEC Department of Landscape Architecture Drawing Prize
- Annual Christmas function and 2x2 Event

The 09/02/2016 Starting Balance of **\$13,137.39** compared with a 26/01/2017 - Closing Balance of **\$9,777.28**

The Auckland Branch Treasurers report notes that the Auckland Branch has numerous bank account signatories registered to its Westpac account who are no longer active members of the Auckland Branch. It is anticipated that this will cease given the decision to change to ASB online banking.

6.0 Relationship with the NZILA Executive

A number of concerns were raised about the lack of status, of the Branch's relationship with the Executive Committee. It was suggested by the Auckland Branch that the Executive should provide a regular update of activities directly to the various Branch Chairs so that these can be passed on at Branch meetings. This process was partially implemented.

It was also suggested by the Auckland Branch that the Executive should use the national Branches, via their respective Chairs, to canvas the additional support required for Executive activities rather than the 'shoulder tap' approach currently adopted. It was felt that this would provide greater transparency and awareness of Executive activities and improve communication with the Branch.

7.0 Relationship with the NZILA President

It was noted that the Branch's relationship with the President had become strained at times for a number of reasons. It is hoped that the relationship between the Auckland Branch and the (future) NZILA President can be more direct and productive in 2017.

8.0 Communication with the Executive and President on Matters of Significance

In response to a number of high profile projects occurring in Auckland in 2015/16 the Branch provided some thoughts to the Executive and President about improving the way in which the NZILA responds to projects of significance or high profile projects. This is particularly important in Auckland where a large number of infrastructure, transport and city centre projects are underway and/or proposed. It is therefore likely that similar situations will arise again in the future.

The Branch noted with considerable concern that there was no NZILA voice in relation to the controversial Ports of Auckland project. These concerns were raised formally with the Executive/President. The Branch did not support the Presidents suggested protocol that all matters of significance should be delegated/referred to the Executive as this creates uncertainty as to what constitutes 'significant', negates the role of the branch, prevents transparency and delays the ability to respond to issues in a timely manner.

This resulted in a clarification of the Branch's role and ability to comment directly on projects where a Landscape Architectural opinion may be required, sought or relevant in a manner deemed appropriate by the Branch as long as this is done in accordance with existing NZILA code of conduct/protocols.

9.0 The Year Ahead – 2017 and beyond

A review of the previous annual report and the 2016 summary reinforces the key goals and outcomes for 2017, including but not limited to;

- carefully planning Branch events, making them relevant and interesting to members and ensuring they contribute to the promotion of the profession (quality over quantity)
- improve communication and collaboration between the Branch, UNITEC and the NZILA Education Foundation and increase student membership numbers
- the creation of a critical, vibrant and engaging design culture and community within NZILA and Auckland
- increase participation from members and practices by making branch events relevant and appealing
- the promotion of the profession through collaboration and alliances with other design professions, bodies and institutions
- continuing to participate in public submission processes as they are one of the most effective ways to increase the profession's relevance, influence and respect

- formalising the Branch's role within, and contribution to, the TMDA and GALA and advance opportunities for NZILA members to participate in the opportunities provided by these initiatives
- re-establish a working group between UNITEC and industry with a view to improving the program and output of graduates in relation to industry expectations
- work with Auckland Council, who have over 30 Landscape Architects, to encourage increased participation with NZILA and the Branch as well as registration
- advance opportunities for NZILA members to participate in the opportunities provided by the TMDA and GALA event
- encourage representatives on the branch to have access to and the backing of their respective organisations to assist with Branch communications and activities

Overall 2016 has been a positive year for the Auckland Branch with adequate reserve funds maintained, a number of new and well attended events achieving good exposure for the Branch and NZILA as well as continued support within the committee from a diverse range of practices.

Henry Crothers
NZILA Auckland Branch Chair
Landscape Architect/Urban Designer
Director - LandLAB
February 2017

—

NZILA Auckland Branch Treasurers Report 2016-2017

During 2016 the NZILA Auckland Branch has undertaken a number of activities on behalf of the Auckland Branch membership that have had a financial component, including:

- Sponsorship of Unitec Department of Landscape Architecture publication X-Section
- Hosting 2x2 event with Jasmax
- Participation with Architecture Week
- Organising and hosting the second annual Student Salon and inaugural Graduate Salon.
- Ongoing involvement with GALA project
- Joint Unitec and NZILA Auckland Branch collaboration for the international Park(ing) installation in Auckland's CBD
- WAYD networking event
- Sponsorship of the Unitec Department of Landscape Architecture Drawing Prize
- Annual Christmas function

Summary:

09/02/2016 - Starting Balance -	\$13,137.39
26/01/2017 - Closing Balance -	\$9,777.28

- Between the period of 9 February 2016 and 26 January 2017, the Auckland Branch received income from branch levies and bank interest to the value of **\$5294.56** compared to **\$5,819.15** received in 2015.
- Over the same period, the Auckland Branch spent **\$8654.67**. This represents a significant (34%) increase on expenditure incurred during 2015 (**\$5691.28**).
- Overall the amount of expenditure over income was **\$3360.11** which is reflected in the opening and closing balances above.

This increase was mainly due to the branch's expenditure on the annual Christmas function (total cost - \$5005.00) although it should be noted that other costs have been minimised. The view was taken by the majority of branch committee members agreed that Christmas function expenditure was worthwhile given a positive industry year and value-add to membership and branch visibility.

Costs for social functions funded by the Auckland Branch reduced in 2016 due largely to the generosity of a number of Auckland practices who assisted with venues, equipment, catering etc. In particular, the Branch would like to thank Jasmax, Aecom, Beca & Isthmus.

- No monies were allocated to Term Deposit given historically low interest rates.
- Auckland Branch transitioned from manual/cheque-based transactions to purely internet banking. Al Newsome (Treasurer) and Julia Wick (Executive) were registered as co-authorisers and have carried out co-authorisation of all online transactions for the 2016-17 period. This is an undesirable position given the limited access by committee membership and the potential for the unavailability of one or both authorisers.

Recommendations

2017 will see the offer of changing banking providers from Westpac to ASB, in line with a national NZILA organisational changeover. It is the recommendation of the treasurer that Auckland Branch take part in this changeover as soon as possible.

This process should include adding additional authorisers to the online account to include chairperson and secretary.

General Comments

Note that the 2016 Auckland Branch income still includes the Northland Branch Committee Surplus of \$1,475.07 which has been flagged for exclusive use by the Northland Branch Committee for future events.

Below is extracted from the Auckland Branch 2014-15 Annual treasurers Report, was included in the 2015-2016 report, and remains unchanged for the purposes of this report:

Northland Branch Funds:

In 2011 the NZILA Northland Branch held the NZILA Kerikeri Workshop. On the completion of this Workshop there was an income surplus of \$1,475.07 which was returned to the Northland Branch and flagged for exclusive use by the Northland Branch to assist with funding of future Branch events. As the Northland Branch is a subset of the Auckland Branch. The Auckland Branch has been tasked with administering these funds on their behalf.

The Auckland Branch Treasurer made contact with Mike Farrow in regards to availability of NZILA Kerikeri Workshop surplus funds for exclusive use on Northland Branch events in early 2013. The Northland Branch did not have specific need for the funds throughout the course of 2013. It was agreed that should the Northland Branch require such funds, they contact the Auckland Branch treasurer direct setting out the reason for the funds and forwarding invoices etc. as appropriate.

Recommendation

It is recommended that the incoming 2016 Auckland Branch Treasurer should inform Mike Farrow of their contact details so that contact can be made if required.

Mike Farrow contact details:

29 Bank Street
PO BOX 256
WHANGAREI
0140
PH: 09 470 0888
FAX: 09 438 5055
MOBILE: 027 2995641
mike@lla.co.nz

NZILA Auckland Branch Signatories

The Auckland Branch has numerous bank account signatories registered to its Westpac account who are no longer active members of the Auckland Branch but it is anticipated that this will cease given the changeover to ASB online banking.

Conclusion

Overall 2016 has been a positive year for NZILA with adequate funds, well attended events and continued support within the committee. It should be noted that the level of Christmas function expenditure is broadly unsustainable given current levels of branch levy's although the function itself is considered valuable to branch visibility amongst membership.

Al Newsome
NZILA Auckland Branch Treasurer 2016
021 023 26 711
alistairnewsome@hotmail.com

MINUTES OF 2016 AGM

Date: 2 November 2016

Time: 6pm

Location: Pegasus Arms, 14 Oxford Terrace

Minute taker: Kirstie Thorpe

- 1.0 Welcome by the chair** – Dave Compton-Moen thanked everyone for coming to the AGM, and extended a welcome to all.
Present: Nicki Williams, Brad Parkes, Neil Challenger, Leicester Murray, Louise Bailey, Sean Dixon, Mark Brown, Dave Compton-Moen, Nik Kneale, Fraser Graham, Hannah Wilson, Kate McNeil, Erin Diao, Jeremy Head, Tracey Ower, KT
- 2.0 Apologies:** Mike Barthelmeh, Wayne Rimmer, Grant Edge, Ines Stager, Don Royds, Jackie Bowring, Anne Lasse, Emily Kelly, Hilary Blackburn, Megan Walker, Jennifer Dray. *Moved: Dave Compton-Moen, Second: Neil Challenger*
- 3.0 Confirmation of 2015 AGM Minutes:** - *Moved: Leicester Murray, Second: Dave Compton – Moen*
- 4.0 ANNUAL REPORTS**
 - 4.1 Chair – David Compton – Moen**
 - o Refer report attached.
 - o Discussion regarding the ‘Speed Dating’ or ‘Build Your Business Event’
 - o Work to be done on how best to make the event work and get practitioners engaged.
 - o It is reliant on practitioners to contribute – to do their bit for the ongoing development of students coming into the profession, even though they may not be looking to hire.
 - o A longer period of notice is required – a general professional malaise was noted. Members only seem to attend events where there is effects to their work.
 - o Thank you to Di Lucas for her work on the District Plan, especially with regards to the significant trees issue.
 - o Dave provided some background on this issue:
 - o He submitted on the district plan on behalf of the institute
 - o There were various issues in relation to landscape: including Outstanding Natural Landscapes – e.g. Including the Avon River Park, and significant trees. Some of these were let lapsed.
 - o Di along with the Canterbury Civic Trust followed up on the significant trees and presented evidence.
 - o The commissioners decided to reclassify the trees with the STEM method. The CCC wanted to change the method, effectively removing the Landscape Architect’s role from the process- removing the landscape context and character aspects from the assessment, removing many previously listed significant trees.
 - o The outcome resolved an only 18% reduction in numbers from existing. A successful outcome.

- Associated hearings costs were mounting, and the parties involved were asked to make donations. There is approximately \$12,000 outstanding legal fees.
- As this initiative has obvious benefits to the institute, Dave proposed an initial contribution from the NZILA of \$2500.
- Dave Compton-Moen amended his motion, in response to recent committee communications, to donate \$1500. *Second: Neil Challenger. All voted 'Yea'.* DCM
- Motion passed to donate \$1500 to the Canterbury Community Trust towards legal fees.
- *Chair report accepted: Kirstie Thorpe, Second: Louise Bailey.*

4.2 Treasurers Report and Presentation of Financial Statement – Mark Brown

- Refer report attached.
- Financial position remains strong due to 2011 conference earnings, with balances in all accounts totalling approximately \$11,000. This is approximately \$2000 more than 2015, due to the profit generated by the Green Technologies workshop held in November 2015 – a CPD event that was worth the initial investment.
- This money is to continue to be invested in CPD events.
- Our levy from Executive was \$3700, as standard.
- We are starting to receive more payments in error. There needs to be a better awareness of where money needs to be paid.
- Contributing to non – CPD events is still valuable e.g. Registration Certificate presentation that was well attended, Christmas drinks and the AGM.
- As is funding contributions to allied events e.g. WAYD (Emily Kelly) and 'Speed Dating' with the final year students.
- Kirstie Thorpe noted that Emily Kelly is looking for a Landscape Architect to assume her role on the WAYD committee. Anyone interested is to please email Emily (Emily.kelly@beca.com).
- Mark is stepping down as Treasurer.
- Neil Challenger thanked Mark for his contribution as Treasurer over the last two years, especially for updating the banking system.
- Louise Bailey also took the opportunity to thank Kirstie Thorpe and Dave Compton-Moen for their roles on the committee as Secretary and President respectively.
- Mark made a final comment – to keep funding social events, and to keep doing what we do for our membership.
- *Financial report accepted: Leicester Murray, Second: Neil Challenger.*

4.3 Registration- Neil Challenger

- Refer report attached.
- One candidate from Canterbury- Westland went up for registration this year, and did the Interview phase on Monday.
- This term, there is eight prospective candidates from Canterbury- Westland and five from the Southern Branch, whom Neil also acts as coordinator.
- There will be 12 registration events held this year. The new registration process is 'bedding in'.
- Neil also thanked event host venues, mentors and group mentors.
- Dave Compton-Moen also thanked Neil for bringing a structure and professionalism to the registration process.
- *Registration report accepted: Kirstie Thorpe, Second: Dave Compton-Moen.*

4.4 Graduates- Kate McNeil

- o Kate thanked Brad Parkes for his work in the Graduates role.
- o Graduates have benefited from the Graphics event and WAYD, however there is still a gulf between graduation and considering application registration.
- o CPD events are to be better promoted as a benefit to graduates, and a targeted event towards registration for graduates could be planned.
- o Neil Challenger suggested that Kate and he catch up to discuss.
- o Kate also really enjoyed the SoLA exhibition as a chance to stay in touch with students and the School.
- o *Registration report accepted: Leicester Murray, Second: Louise Bailey.*

4.5 Students- Hannah Wilson and Fraser Graham

- o See report attached.
- o The students really enjoyed the Graphics event, and the 'Build Your Business' / 'Speed Dating' event.
- o The field tour to the NZILA conference in Dunedin was also a highlight, and a chance to meet with practitioners.
- o Hannah and Fraser are thinking about a Vertical Studio event with practitioners for 2017 – students also need to undertake work experience as part of their degree.
- o *Student report accepted: Kirstie Thorpe, Second: Tracey Ower.*

5.0 ELECTION OF OFFICERS

Dave Compton-Moen, Kirstie Thorpe and Mark Brown all stood down. Election as follows:

Chair: Louise Bailey (unopposed) – *Kirstie Thorpe / Dave Compton-Moen* – (Louise took the chair for the remainder of the meeting)

Secretary: Leicester Murray (unopposed) – *Kirstie Thorpe / Nik Kneale* – **note post meeting: that Nicki Williams will act as Co-Secretary and undertake branch communications.*

Treasurer: Dave Compton-Moen (unopposed) – *Neil Challenger/ Brad Parkes*

Committee: the following existing members indicated their willingness to remain – Brad Parkes, Neil Challenger, Sean Dixon, Nik Kneale, Fraser Graham, Hannah Wilson, Kate McNeil, Paul Roper – Gee, Don Royds – *Tracey Ower / Dave Compton-Moen*

The following new members were welcomed to the committee –

Erin Diao – *Kirstie Thorpe / Dave Compton-Moen*

Nicki Williams* – *Louise Bailey / Tracey Ower, Leicester Murray.*

6.0 GENERAL ITEMS:

- o Louise reiterated that members are able to attend committee meetings, or contact any committee with general items of business.
- o Christmas Drinks to be held at Dux Central, Thursday 1st December. Food to be paid by the branch with drinks by members.

7.0 NEXT COMMITTEE MEETING - Monday 21st November 2016, 5:30pm at The Villas Montreal Street. Nicki Williams put in her apologies, as she is travelling. Leicester Murray to undertake secretary duties (booking, agenda and minutes).

LM

8.0 MEETING CLOSED – 7:00 pm

NZILA Canterbury Westland branch AGM

2 November 2016

6pm @ Pegasus Arms, 14 Oxford
Terrace

AGENDA

- Welcome by Chairperson
- Apologies
- Confirmation of 2015 AGM meeting minutes
- Matters arising from the minutes
- Correspondence In/Out
- ANNUAL REPORTS:
 1. Chairpersons annual report
 2. Treasurer's report and presentation of financial statement
 3. Registration report
 4. Graduates report
 5. Students report
- Elections:
 1. Chairperson
 2. Secretary
 3. Treasurer
 4. Committee
- General Business
 - 1.
 - 2.
 - 3.
- Date of next committee meeting
- Close of meeting

AGM to be followed by some complimentary refreshments -

CANTERBURY WESTLAND BRANCH OF THE NZILA**AGM – 2 NOVEMBER 2016****CHAIRPERSON'S REPORT – DAVE COMPTON-MOEN**

Thank you for attending out branch AGM this year. It is always a struggle to get people along to these events, let alone the AGM, but it is a good time to catch up with fellow colleagues and discuss issues which may affect our profession. For this reason I will keep my report brief and succinct although it is my last report as branch chair after 4 years.

Our numbers have roughly stayed the same this year with little change, although students no longer pay a subscription to join. We are still enjoying a good relationship with the university with 2 student representatives on our committee, plus Don Royds who acts as an informal conduit of information, gossip and events. As Neil has/will mention a good number of graduates stepped up to gain registration at the end of last year and it is hoped this trend may continue although numbers are slightly down this year (for registration). I think last year was unnaturally high so we will return to some sort of normality. It is great to see the process become more structured and this is largely to the work Neil is doing to bring some professionalism to the process.

In terms of events, the year started out with a post Christmas bbq at Sean's house in January. I spoke to the students out at Lincoln in February about the benefits and role of the NZILA, registration, and about being part of our professional community.

A speaker/breakfast event was held with Council staff to discuss issues regarding to design in the city, maintenance and projects going forward. It was held attended and a big thank you to Louise among others for organising this event. Social happy hours were held in May and August at the Cuban and Vesuvio respectively which were well attended. At the Cuban we celebrated the latest graduates to become registered.

In August, our annual meeting with final year students was held.

I would like to personally thank Di Lucas for her work as part of the Canterbury Civic Trust, representing the branch regarding the listing (or delisting) of significant trees within the Replacement District Plan. This work has resulted in a substantial increase in the number of trees retained in the plan. At the outset of the review process the Council proposed to continue listing only 18% of the trees on the Operative Plan registers: a loss of 82%. This has been increased to 81% of the trees on the Operative Schedules retained, and important for setting a precedence around New Zealand and the role Landscape Architects play in the assessment of trees.

I would like to thank the members of our branch committee who have put personal commitments aside over the last year to meet regularly, usually every six weeks taking time out of their busy schedules. In particular, I would like to thank both Kirstie and Mark who are stepping down from their roles this year due to increased work commitments. Mark has been invaluable in keeping our funds organised, reimbursing funds and keeping our financial in good financial space. Without Kirstie, many of this year's activities would not have happened as she organises events, forwards emails and keeps everything ticking over. Secretary is a hard job and Kirstie has done it magnificently.....thank you.

Anyway, enough from me. I am stepping down from chair (I have too) but I think it is a great time to bring some new energy to the role. Most of the committee are keen to stay on, but as always we are looking for new members to help out. I will now vacate the chair.



NEW ZEALAND INSTITUTE
OF LANDSCAPE ARCHITECTS

CANTERBURY
WESTLAND
BRANCH

Dave Compton-Moen

2 November 2016

6 October 2016

Treasurers Report Canterbury Westland Branch

Year Ended 30 September 2016

As per the years of 2013 to 2015, the Canterbury Westland Branch of the New Zealand Institute of Landscape Architects continues to maintain a very strong financial position.

Total available funds at the 30th September 2016 amount to \$11186.75, an increase of just over \$2000 compared to the previous financial year. A healthy surplus of \$2136.00 was recorded.

The increased amount of funds available to the branch can be attributed to a number of factors:

- Our annual levy payment from the national executive of the institute was on a par with 2015, with a slightly reduced amount received of \$3723.
- CPD expenditure increased significantly in 2016 compared to 2015 (\$3233 more). This was due primarily to funding the Green Technologies Workshop (some expenses for the GT workshop were paid in the year ending September 2015) in late 2015 and the CCC Landscape Seminar in June this year. This was offset by registration and sponsorship fees for both events totalling \$6118.
- We also received payments for the national NZILA Conference in Dunedin and a NZILA levy which were forwarded to the Conference and Executive accounts respectively.
- Excluding the payments forwarded to the Conference and Executive accounts, non-CPD expenditure was similar to 2015, up nearly \$150 to \$2499. This covered expenses associated with Registration events, social events such as Christmas Drinks, Registration Certificate Presentation Evening, Summer Picnic and last year's AGM.

From the Treasurer's perspective, it was great to see high attendance from our members at the Green Technologies and CCC Landscape CPD events. In the last couple of years, the branch committee has focused on providing a reduced number of well-funded CPD events. Particular thanks goes to Louise Bailey, Leicester Murray, Kirstie Thorpe, Anne Lasse and Kate McNeill for their time organising these events. The branch has also helped to fund annual WAYD, Lincoln Speed Dating, Graphics Tips and Tricks and Registration CPD events.

As always, the challenge remains for the branch committee to provide relevant CPD events that will be well attended. The branch is in a financial position to be able to provide well-funded events – our member's ongoing support and attendance is vital to make these events worthwhile!

The attached Financial Report details funds received, expenditure and the branches financial position.



Mark Brown

Treasurer
Canterbury Westland Branch NZILA

NZILA Financial Report at 30 September 2016

Canterbury and Westland Branch

Westpac Cheque Account

Cheque Account Balance as at 6 September 2016 \$ 5,460.07

Deposits

6/09/2016	Inv 2016_004 Marcus Langman - CCC CPD event	25.00
30/09/2016	Interest	0.44
		<u>25.44</u>

Less Expenses / Withdrawals

9/09/2016	Speed Dating Lincoln Uni - Refund E. Helliwell	184.58
29/09/2016	Bonus Saver Account	5.00
		<u>189.58</u>
		-164.14

Cheque Account Balance as at 30 September 2016

\$ 5,295.93

Deposits Banked Since

nil		0.00
		<u>0.00</u>

Less outstanding cheques not cleared/internet payments to be authorised

30/09/2016	Jasmax Talk - Refund Adrian Taylor	157.00
30/09/2016	Registration Introduction Evening - Refund Boffa Miskell	127.50
30/09/2016	Branch Drinks - Refund KJ Thorpe	140.20
		<u>424.70</u>

CASH BOOK BALANCE 30 September 2016

\$ 4,871.23

Westpac Bonus Saver Account

6/09/2016 Bonus Saver Balance 5,876.92

29/09/2016	Deposit	5.00
30/09/2016	Interest	8.90
		<u>13.90</u>

30/09/2016 Bonus Saver Balance **\$ 5,890.82**

TOTAL FUNDS AVAILABLE

\$ 10,762.05

CANTERBURY WESTLAND BRANCH

NZILA CANTERBURY WESTLAND BRANCH STATEMENT OF FINANCIAL PERFORMANCE **FOR THE YEAR UNTIL 30 SEPTEMBER 2016**

	2016	2015	2014
NZILA Branch Capitation Levies	3723	3872	2990
Nation Conference/Levy Payments (Wrong Account)	1398		
Green Technologies CPD	5868	180	
CCC CPD Event	250		
NZILA Awards Evening Jasmax Contribution		518	
Branch Picnic			30
Education Foundation Events			681
Core Expo Contributions			100
Interest Received WestpacTrust (Net of RWT)	113	95	34
	11352	4665	3835
Less CPD			
CCC CPD Event	1782		
WAYD Evenings	200		
CAD/Graphics Tips and Tricks	203		
Lincoln University Speed Dating Events	184		
Green Technologies CPD	2950		
	5319	2086	811
Total CPD Expenditure	6033	2579	3024
Less Expenditure			
Registration	255	109	
AGM	595	960	343
Social Events- Xmas Function, Mid Year Function	697	520	156
Flowers	100		
Branch Picnic	852		30
Nation Conference/Levy Payments (Wrong Account)	1398		
NZILA Canwest Awards Evening		518	
Student Exhibition 2014		250	
PO Box			93
Education Foundation Refund			681
	3897	2357	1303
Total Expenditure	3897	2357	1303
Balance For The Year Until 30/09/16	2136	222	1721

CANTERBURY WESTLAND BRANCH

NZILA CANTERBURY WESTLAND BRANCH STATEMENT OF FINANCIAL POSITION **AS AT 30TH SEPTEMBER 2016**

	2016	2015	2014
Current Assets			
WestpacTrust Cheque Account	5295	3332	3263
WestpacTrust Investment Account	5890	5717	5564
Cash Float	0	0	0
	11185	9049	8827
Net Total Assets	11185	9049	8827
Represented by			
Opening Position	9049	8827	7106
Balance For The Year Until 30/09/16	2136	222	1721
	11185	9049	8827

M Brown
Treasurer - NZILA Canterbury-Westland Branch

19th October 2016

Registration Report
Canterbury-Westland Branch NZILA

Canterbury Westland Branch Year Ended 30 September 2016

Registration is bedding in as a key Branch Activity.

Eleven candidates sat the Registration Interview last November, ten of them gaining registration; and, following quite a number of deferrals to next year, I am expecting one person to attend the interview this November. Although it is early days, eight people from the Canterbury Westland Branch and five from Southern (who we work with) are signed up to sit the Interview next year.

Sitting behind this over the last year there have been a whopping 12 registrations events in support of the two registration streams that are running at any one time: six workshops, five knowledge sessions and two inductions; which in terms of the number of events makes registration one of the busiest areas of Branch Activity.

Thanks are extended to BECA, Athfield Architects, OPUS, JASMAX, Rob Watson, MWH and BOFFA's for the use for their rooms; to Di Lucas, Pete Rough, Rob Watson Grant Edge, Angie Brown, Anne Lasse for their contribution to the training sessions; to the mentors for the support and guidance they have given the candidates they have worked with and to the candidates who have been working hard to become registered. Congratulations to the candidates who successfully applied for registration last year and best wishes to the candidates who are going for registration this year.

Neil Challenger, Canterbury Westland Branch NZILA Registration Portfolio Holder

2016 NZILA Canterbury Westland Branch AGM

Graduate report

Kate McNeill

I took over the role of Graduate Representative during the year from Brad Parkes, who has been involved in the NZILA for years now and has done an amazing job at organizing events that enable our graduate members to connect with our industries professionals, widen their knowledge and develop their interests.

Our branch always has successful events throughout the year that attract both students, graduates and professionals and this year was no different with events like W-A-Y-D (What are you doing?). These are always successful presentations that combine professional groups including NZIA, IPENS and NZILA and promote positive quick fire conversations with the graduates of our branch with other professions they may work with in their career.

The graphics evening and speed networking events are always a success that show good numbers of graduates and students. It is a great forum to share what people have been working on in an informal and relaxed space while allowing young professionals to get in front of our branch and other groups to present their interests.

I recently attended the students major design exhibition at Lincoln and it was great to see so many professionals at Lincoln supporting our students making their transition from student life into the professional world. This affirmed to me, the supportive nature of our branch as a whole.

It is always good to see graduates remain connected to the students and aid their transition into the industry with some insight into the 'real world' of Landscape Architecture.

As a graduate I know that there is a gap between when you start your first job as a graduate, and when you are ready to become Registered. It is difficult to know when you have gained enough experience, and worked on enough projects to be able to put together a portfolio to use for registration. It feels to me like this is largely left up to the individual to ensure that they have a wide scope of work to satisfy this. I also think that until graduates get given the opportunity to work on a particular type of project, that generally they don't know the different areas of landscape architecture practise that are out there, and just work on what they are given, as opposed to sharing what they think they might like to try. I think it is partially the responsibility of the NZILA to provide events and/or resources to help open up our minds as graduates.

I didn't go to the last registration event, and that there may be other graduates out there who feel the same way, because I know that I cannot form a portfolio yet. I feel that there has perhaps not been enough information for graduates about registration, and that it is only available to those ready to take the examination. I have recently looked at my colleague's portfolios and try record the projects I have worked on but because it is still a while out of reach, it is something I, and others, probably do not 'actively' pursue.

An idea that I look forward to pursuing in my role on the Committee for next year is an informal event specifically for graduates where people talk about their portfolios, the registration process and give tips to people thinking about pursuing Registration.

I feel that there is a role for all members of the branch in assisting graduates to become Registered NZILA members. I feel that it starts from the start, and that the Branch can strengthen its relationship with Lincoln University. I am aware that other universities such as Unitec and AUT universities encourage their students to look for internships and present portfolios to professionals they may be interested in being employed by, also that these universities have programmes that suggest possible work places to suit particular graduates, and reflect what the student has expressed interest in through their own work. I am keen to promote these sorts of opportunities for our Lincoln students and graduates. I look forward to working with our student representatives Hannah and Fraser to see what they can add to the conversation from a student's perspective and to help facilitate events that provide a stronger connection between Lincoln students and professionals.

Overall, the events held this year have continued to be a success, although for the year ahead I look forward to organizing some new events that promote much more graduate involvement with a particular focus on continuing their own professional development, an area that is our events are lacking to provide for the graduate members. Some fresh events and idea will hopefully see an increase in attendance at graduates at events and engagement in CPD opportunities. I hope to widen our range of CPD activities that will allow graduates more options in events that reflect their own interests as well as help explore them.

2016 CANTERBURY WESTLAND BRANCH STUDENT REPORT

October 17th 2016

It was great to see better involvement from students in the events run by NZILA this year. The whole School of Landscape Architecture (SOLA) was registered this year, and as a result awareness about NZILA increased, especially in the intermediate and first professional year groups.

Throughout the year we held two events aimed at students. They were as follows:

GRAPHICS NIGHT: Tips and Tricks with professionals

The night was a great success with a large student turn out across the four year levels. The aim of the event was to gain some insight into how Landscape Architects present their designs, and the process that they took to achieve them. We received presentations from Kirstie Thorpe, Sophie Gilchrist, David Compton-Moen, and Erin Diao, all sharing their tips and tricks they use in the industry. Student feedback on the event was incredibly positive, and many students have gone on to use the programs introduced and tips learned from the evening in their own studio projects.

BUILD YOUR BUSINESS

This year the 'Build your business' event was run by a team of fourth year SOLA students. The aim of the event was to expose fourth year students to potential employers in a casual environment. Although the weather discouraged some, student feedback was good. Each firm had the chance to introduce themselves and students were able to ask questions about the industry. Overall the format change for the event was well received by students and professionals and could be kept in place for next year.

SOLA UPDATE

NZILA CONFERENCE: 2016 Field tour

This year students gained the opportunity to attend the 2016 NZILA Conference in Dunedin as a part of the school's compulsory field tour requirement. Approximately twenty students attended the conference, which was a great opportunity to gain some exposure to potential employers and real life issues Landscape Architects are dealing with currently. The workshops were incredibly beneficial to the students, and working with professionals allowed further insight into the profession and tips to apply to upcoming projects at University. Overall the feedback on the field trip was fantastic, and it would be great if the opportunity could arise again for students.

MAJOR DESIGN EXHIBITION

The fourth year students have just completed their major design for 2016 and will graduate next year. The exhibition was held on the 6th of October giving the opportunity for friends and family to see this year's projects, and professionals looking for graduates to speak to students.

GOALS FOR 2017

Next year the aim will be to expose as many students to the professional environment as possible. Our aim is to try and potentially incorporate the school's vertical studio into an event with professionals to ensure it is not only fourth year students gaining one on one contact with potential

employers. Whether this could be in the form of more tutors coming from the NZILA or a workshop session is still undecided and will be confirmed in the New Year.

Overall this year was incredibly successful and we feel the free membership was a great way to encourage students to become more involved in the NZILA. We aim to continue to build this relationship next year and provide events where students can gain plenty of exposure to the profession.

Hannah Wilson and Fraser Graham
Student Representatives

Central North Island Branch 2016 AGM Minutes

Bluebiyou Papamoa, 1pm, Sunday 13 November 2016

Attendees:

- Rebecca Ryder
- Phil Henderson
- Kara Scott
- Brad Coombs
- Bryan Sanson
- Guy and Rosemary Protheroe
- Joanna Soanes
- Matt Peacocke
- Tim Lander
- Paula Hansen
- Charlotte Manville

Apologies

- Anna Bish
- Fraser Scott
- Morné Hugo
- Tom Abbott
- Adrian Morton
- Lucy Ashmore
- Serena Waterwoth
- Amber Rolling
- Blair Clinch
- Emma Stiven
- Jane Wright

1.0 Introduction

- Welcome from Rebecca; and on behalf of Anna, to the AGM.

2.0 Chairperson's Report

- Rebecca recapped over the previous minutes, and covered the following in the Chairperson's Report;
 - NZILA is currently promoting member profiles on the website – Rebecca encouraged members get involved in featuring a profile if asked by NZILA.
 - Hamilton site visit in May great success. Thanks to Anna and Joanna for organising a popular event. Well attended by people from other professions as well as branch members. Kara provided a write up to the NZILA Branch website.
 - Peter Kageyama presentation enjoyed by those who attended, and general consensus was that sponsoring \$1,500 was well spent. Phil recapped on the evening and summarised the presentation as about how to do creative ideas in towns on small budget, and building a strong community basis. Those who attended enjoyed the discussion and suggested that a banner promoting our branch would be good.
 - »**Action Branch/Rebecca** to look into the options of having banners made and report back to next meeting. »**Action Joanna** will query with Melinda Drysdale if she might be able to prepare or suggest a design/layout, and others are invited to enquire with contacts.
 - Movie night in Hamilton went ahead. Feedback that Joanna received was that it was well received by other professions and a good way to meet others in the industry, but that the food was not provided as suggested. Rebecca has not heard back from the organiser of the Tauranga event, despite working with him on this.

- **»Action Joanna** will follow up with the Acco organiser on any other feedback he has received on the movie evening.
- NZILA is working on a consistent landscape assessment methodology.
- Department of Conservation is relooking at the NZ Coastal Policy Statement, with workshops in Auckland, Wellington and Blenheim coming up. It is understood that two NZILA representatives are involved in those discussions. Tim queried if we could get an update directly from the representatives. Rebecca agreed it would be good to get feedback.
- **»Action Rebecca** will send a message to Shannon to query whether we can get an update from the two NZILA representatives working on the NZCPS review.
- Chairperson's Report received Moved – Brad / Seconded - Phil

3.0 Treasurers Report

- Phil tabled his report (see attached) and provided a summary as follows;
 - Main expenses were the previous AGM, Rebecca Cray's farewell and thanks for time spent on conference organisation, Hamilton fieldtrip catering, Peter Kageyama sponsorship. General consensus that expenditure for the year was worthwhile.
 - Income mainly through branch levies.
 - Current balance approximately \$6k.
- Treasurer's Report received Moved – Tim / Seconded - Joanna

4.0 Branch Events.

- Rebecca noted the previous AGM suggestions for Branch events, and brainstormed further ideas as follows;

Ideas for workshops from last AGM minutes:

- Tuhoe zero waste building in Taneatua.
- Have site visit trips (like NZRA) with speakers and suppliers
- Speakers sessions
- Sustainable backyards – link in with existing events
- Rotorua Bike ride toilet block
- Bar stool presentations (20sec slides) with drinks Anna suggested a fails discussion.
- Landscape Education Foundation speakers and front foot discussion with Jan about who the speakers are coming and when.
- Local email to branch letting people know what is coming up. Reply to all.
- A champion for each event – to take ownership and delegate the work organising the event
- Link to NZPI and NZIA and RMLA to our discussions.

Ideas from this AGM:

- NZ Recreation Association is planning a trip to Mayor Island and Rebecca discussed with an NZRA representative at their recent conference; the possibility of our branch attending. This would be overnight and there would be a small cost to members.
- **»Action Rebecca** will coordinate this trip – possibly for February or March, and will find out if families are able to attend.
- Paula suggested a visit to a farm with ecological habitat restoration on a working dairy farm.
- Informal gatherings at the branch's main centres was discussed, to encourage more localised events for branch members, as a general informal catch up. These will be

sent by invite to all branch members so that others can attend if they wish to. A member per area was allocated to organise each event.

- »**Action Brad** will organise an informal Tauranga gathering (Matt has got the ball rolling for the first one, details to come via email to the branch),
- »**Action Anna and Paula** will organise an informal Hamilton gathering,
- »**Action Kara** will organise an informal Taupo/Rotorua gathering
- St Peters Cambridge working farm, or attendance at an Ecological Society event.
- »**Action Tim** will make some calls to find out about possible ecological events.
- Mid-winter Christmas get together.

5.0 Registration Workshops/process

- Brad, who currently chairs the registration panel; provided an update on the registration process as follows;
 - As a new approach; the registration panel will be moving to locations where there are four or more people wishing to sit registration. The last one was in Christchurch and Auckland.
 - Due to feedback the registration documentation is being reviewed to minimise confusion and unnecessary repetition. Neil Challenger is spearheading the review.
 - Brad noted that some of our previous branch members going for registration have gone through the Auckland Branch for the Mentoring workshops. The Auckland branch runs a good, thorough process and is preparing applicants well for registration. If possible, people should look to the bigger branches. Contact Brad if you want to be put in touch with the right people.
 - There was a suggestion at the previous branch AGM to offer assistance to those that need to travel to the workshops. Kara suggested that a process be set in place for allocating funds if required down the track.
 - Brad noted for anyone wanting to be a mentor to let the branch know, and for anyone at the early stages of their registration process to let the branch know so that they can discuss with Brad.
 - »**Action Rebecca** will send an email to the branch; for anyone wishing to start the registration process, or anyone will to be a mentor, to get in touch with Brad.
- Brad was thanked for his update of the registration process.

6.0 Election of Officers

Chair

- Rebecca Ryder and Anna Bish Unanimous

Treasurer

- Phil Henderson Unanimous

Secretary

- Kara Scott and Paula Hansen Unanimous

Committee

- | | |
|------------------|----------------------|
| • Matt Peacocke | • Bryan Sanson |
| • Joanna Soannes | • Charlotte Manville |
| • Tim Lander | • Morné Hugo |
| • Brad Coombs | Unanimous |

7.0 General Business

- Tim advised that Tauranga City Council is looking to set up an Urban Technical Advisory Group to be active in providing input into TCC projects.
- **»Action Tim** will disseminate that information around to the branch.
- **»Action Branch** If anyone has an interested in this please let Tim know.
- Members who prepared site visits and talks for the day were thanked. In particular; Brad Coombs for the TEL visit, Morné Hugo and Bryan Sanson for the Comvita and Te Puke Mainstreet visit, and Phil Henderson for organising the AGM venue.


Meeting Closed at 2.35pm.


New Zealand Institute of Landscape Architects - Central North Island Branch
Cash Book for Period Ended 13 November 2016

Income									
Ref	Date	Details	Amount	Branch Levy	Fees	Interest	Other		
	31/05/2016	Credit Interest	\$ 1.05		\$ 0.52	\$ 1.57			
	30/06/2016	Credit Interest	\$ 0.56		\$ 0.27	\$ 0.83			
	28/07/2016	2016 Mid-Year NZILA Branch Levy Payment	\$ 864.00	\$ 864.00					
Total			\$ 865.61	\$ 864.00	\$ 0.79	\$ 2.40			
Expenditure									
Ref	Date	Details	Amount	Stationery	Xmas dinner	Outings	Other		
Chq# 100213	22/04/2016	Rebecca Cray farewell lunch and AGM Rotorua	\$ 816.70			\$ 816.70			
Chq# 100214	19/05/2016	Anna Bish Hamilton Field Trip Lunches and drinks	\$ 364.76			\$ 364.76			
Direct Debit	25/05/2016	Hamilton Field Trip Zealong Tea Tasting	\$ 180.00			\$ 180.00			
Direct Debit	14/07/2016	Peter Kageyama Seminar	\$ 1,500.00				\$ 1,500.00		
Total			\$ 2,861.46			\$ 1,361.46	\$ 1,500.00		
Cash Book Summary									
Balance Sheet as at 12th March 2016					\$ 8,067.05				
Total Income					\$ 865.61				
Total Expenditure					\$ 2,861.46				
Balance					\$ 6,071.20				

New Zealand Institute of Landscape Architects - Central North Island Branch
Income and Expenditure for Period ended 13 November 2016

Balance Sheet as at 12th March 2016	\$	8,067.05
Income		
Branch Levies	\$	864.00
Fees	\$	-
Interest	\$	1.61
Telephone Advert Subsidy	\$	-
Total Income	\$	865.61
Expenditure		
Stationary	\$	-
Xmas Dinner	\$	-
Outings	\$	1,361.46
Other	\$	1,500.00
Total Expenditure	\$	2,861.46
Net Profit for period ended 13 November 2016 (Income - Expenditure)		(\$1,995.85)
Balance Sheet as at 13 November 2016	\$	6,071.20
Assets: Westpac Trust Cheque Account Funds	\$	6,071.20
Liabilities		nil
Net Assets	\$	6,071.20


Chairman:
Rebecca Ryder


Treasurer:
Philip Henderson

HAWKES BAY / MANAWATU BRANCH – 2016 ANNUAL GENERAL MEETING

MINUTES

DATE: Thursday, 26 January 2017

TIME: 5:30pm

LOCATION: River Room, HBRC Operations Group, 280 Guppy Road, Taradale.

PRESENT: Josh Hunt; Ant Rewcastle; John Brenkley.

APOLOGIES: Shannon Bray; Martha Dravitzki; John Hudson; Jacqueline Helmore; Sue Nicholson-Dick; Fred Coates; Louise Beaumont; Sara Gerard; Megan McBain; William Murphy.

MATTERS ARISING

Welcome

Minutes of Previous AGM – confirmed (John B).

Matters Arising from the Minutes – none.

CHAIRMAN'S REPORT

Josh Hunt (attached)

FINANCIAL REPORT

John Brenkley (attached) – Best financial report Ant has ever seen. We finally have internet banking, and John is persistently trying to get the branch a high interest account.

Email from Megan about a survey of banking from the NZILA Exec. The Branch has never had any help from Exec. BNZ is very conservative. Perhaps there is an opportunity to move the Branch account to the same bank as the exec in order to receive flow on benefits – something to follow up. Matters arising: what bank does Exec use?

ELECTION OF OFFICERS (no change)

Chair – Josh Hunt.

Treasurer – John Brenkley.

Secretary – Ant Rewcastle.

GENERAL BUSINESS

1. **NZILA Content Advisor** (position still held by Josh), filling gap in information (regional/district projects, i.e. not main cities), need to find some local examples. Branch promotion mid-2016 – done by Hudson Associates, Pollen Workshop and Ant Rewcastle.
2. **Bicultural strategy** is coming along nicely. Brief update from Ant, further update at the coming conference. Many people have been involved in developing the draft Bicultural Strategy with Megan overseeing it. Not sure on its implementation yet, but great to have to provide guidance for website development, awards, and CPD.

3. Branch is signatory to **Cape to City biodiversity project**, providing connection/coordination between projects (based on Cape native bird and tuatara sanctuary). HB Regional Council currently managing the HB Biodiversity Strategy but need to coordinate with other groups.
4. **CDP Events/Topics** – May look at continuing Josh’s ‘Back to School’ series in the form of ‘Tip of the month’ – examples of projects that went well and those that did not. Josh to progress.
 - a. Sara – Ruataniwha Dam site visit – March?
 - b. Sue – Havelock North Special Character Area.
 - c. Jacqueline – topic TBC.
 - d. Dave Charnley – PNCC Urban Design Walk Revisited.
5. **NZILA Landscape Assessment Methodology** – opportunity for Branch involvement. Shannon to run a HB Workshop about landscape methodology.
6. New **NZILA Website**. Online voting for elections.
7. **NZILA Executive Meeting** – 24 February in Hawkes Bay (5:30-7:30 Hawke’s Bay summer BBQ).
8. **2017 Firth NZILA Small Urban Conference**, Wednesday 5 to Friday 7 April 2017 in Wellington. Encourage attendance.

Meeting closed 6:57pm.

NZILA HBM Branch AGM**Thursday, 15th December 2016****CHAIRPERSON REPORT**

It has been a relative quiet, yet typical, year for the HBM Branch. The first catch-up of the year was organised in February at East Pier in Napier. The timing of this catch-up coincided with a visit by Ian Gould and Ralf Kruger, who were in town promoting their StoneSetNZ range. Unfortunately, only Ant and myself were available to meet with them, but we had a pleasant evening none the less.

Our second catch-up was much more successful and was held in July at the Loading Ramp in Havelock North, where we had 7 members attend. This was an excellent turnout considering we only have a total of 20 members scattered across the centre of the North Island. It was at this catch-up that we had the pleasure of welcoming back Shannon Bray to the HBM Branch. With Shannon and Megan both on the NZILA Executive Committee, we currently have an EXEC:MEMBER ratio of 1:10, which is by far the best representation ratio of any NZILA Branch, and we should relish the opportunity to find out how things are going behind the scenes.

As part of the September NZILA E-Newsletter, we had the opportunity to submit material under the section 'HBM Branch Focus'. This resulted in two articles (Pollen Workshop and Hudson Associates), along with a member profile of our Secretary Ant. I felt that this was good exposure and am sure that the opportunity will arise again for others to contribute. The NZILA is constantly looking for content for the E-Newsletters and Magazine, so I would encourage you all to get in touch with me if you think there is a project that you would like to share.

In other news, after an impromptu branch meeting, it was decided that our HBM Branch would become a signatory to the HB Biodiversity Strategy (as a Supporting Partner). The HB Regional Council has links on their website to the excellent strategy and I would encourage you all to have a look at it.

Recognising that it is difficult to get our Branch together for CPD Events and general catch-ups, due to work/family/travel/life commitments, I decided to put together two "Back to School" information sheets as a means of sharing simple workflow solutions. I still have a few more tricks and tips up my sleeve and think that a continuation of this series, with the input from other members of the Branch, could be a useful tool going forward.

There is already discussion with Jacqui about hosting a CPD Event in the new year, and I am confident that there are a number of other members who will be able to prepare some interesting presentations for us in 2017.

Josh Hunt

New Zealand Institute of Landscape Architects

Hawkes Bay / Manawatu Branch

Statement of Income and Expenditure for January 2017 AGM

Dated Thursday 26 January 2017

Balance at 2015 AGM 1 December 2015 \$3,939.30

Expenditure

12-Nov-15	Reimb for Branch Mtg YEDA 1 Oct 2015 Chq 60	\$80.30
2-Dec-15	Reimb for Branch Mtg Loading ramp 19/8/15 Chq 61	\$34.80
2-Dec-15	AGM Dinner expenses 1/12/15. Chq 62	\$112.50
21-Nov-16	Reimb E Pier Hotel 24/2/16	\$108.00
21-Nov-17	Reimb Loading Ramp 28/7/16	\$205.60

Total Expenditure for the period 12 Nov 2015 to 30 Dec 2016 \$541.20

Income

24-Nov-15	Branch Levy Final 2015	\$25.50
29-Feb-16	Gross Cr Interest	\$3.20
31-Aug-16	Gross Cr Interest	\$3.21
1-Aug-16	Branch Levy	\$546.00

Total Income for the period 12 Nov 2014 to 30 Dec 2016 \$577.91

Balance at 2017 AGM 26 January 2017 \$3,976.01



John Brenkley
Branch Treasurer

SOUTHERN BRANCH AGM Minutes
Fork & Tap, Arrowtown, 9th March 2017

Meeting open at 5.30pm

☐ **PRESENT:**

Steve Skelton, Richard Tyler, Hannah Ayers, Emily-Rose Dunn, Megan Ash, Paul Smith, Philip Blakely.

☐ **APOLOGIES:**

Ben Espie

☐ **NEW MEMBERS:**

Hannah Ayers, Emily-Rose Dunn, Will Taylor, Mathilde Menard, Jade Du Morris, Erica Gilchrist.

☐ **LEAVING MEMBERS:**

Paul Smith

☐ **READING / MATTERS ARISING FROM LAST YEARS MINUTES:**

Discussion around a possible workshop on Queenstown town centre. Steve looked into flying down Ludo Campbell Reid from Auckland. Due to Ludo's busy schedule this has not been possible so this event has been deferred for a later date.

☐ **TREASURER'S REPORT:**

(PAUL SMITH)

Opening balance at 05/02/2016 \$3,037.93

Balance at 16/12/2016: \$3,403.81

The \$365.88 increase in balance was due to the Dunedin NZILA conference which made a gross profit of \$2,604.14 (incl. 5 members conference fees). Normally NZILA funds 5 members fees who organize the conference. For Dunedin conference NZILA funded 8 members. This placed the net profit of the conference (including 3 additional conference fees funded) to **1,051.64**. Other events funded include:

2 x social events;

Xmas function;

Dunedin dinner following conference for organisers;

Meeting to discuss possible Queenstown masterplan workshop.

☐ **YEAR TO DATE**

Events:

- NZILA Conference Dunedin 14-17 April 2016;
- Meeting to discuss Pedestrianise Queenstown – 5 May 2016;
- Christmas Do Queenstown 15 Dec 2016;
- Branch AGM 8 March 2017.

☐ **GENERAL MATTERS ARISING:**

- Hugh Forsyth elected to Executive Branch (Southern);
- New NZILA Website;
- Thanks to all involved in organizing the Dunedin conference. It was an enjoyable and busy conference with a high level of interaction from attendees. A big thanks goes out to Marion for leading the event;
- The NZILA account is in the process of being transferred from Westpac to ASB. This will enable a cashflow card and funds to be more easily utilized at NZILA events;

Functions planned for 2017 include:

- Site visit to Camp Glenorchy 22nd March (to be joint with NZIA), NZILA conference Wellington 6 - 7th April;
- NZILA Conference April 6 – 7 Wellington;
- Landscape Assessment Methodology with MoE;
- Others to be announced during the year.

☐ **MOTION:**

A motion was put that there be nominated a new Treasurer to replace Paul and that will be Emily-Rose Dunn. This was carried unanimously and Emily-Rose accepted the new role. Megan Ash is continuing as Social Coordinator.

☐ **EXECUTIVE POSITIONS:**

Current positions:

Chairperson: Steve Skelton (Queenstown)

Deputy Chair: Emma Taylor (Dunedin)

Treasurer: Emily-Rose Dunn (Wanaka)

Secretary: Richard Tyler (Arrowtown)

New positions for 2017:

Treasurer: **Emily-Rose Dunn** was nominated by Paul, 2nd by Steve and carried unanimously.

Meeting Closed 7pm

Minutes of the NZILA Wellington Branch Annual General Meeting held at 17 Tory Street, Wellington CBD, Tuesday, 1 November 2016, at 6.30pm.

1. Present

Steve Dunn, Brad Dobson, Maria Rodgers, Angela McArthur, , Bron Faulkner, Frazer Baggaley, Rhys Girvan, Martin Powell, Michael Wright, Megan Wraight, Vincent Billet, Martin Bryant, Blair Hiscoke, Abdallah Richards, May Jan MacIntyre, Jessica Smith, Alex Prujean, Rong Quin, Clive Ansley, Stephen Drakeford, Andrew Gray, Rebbecca Cray, Brendan Baxley, Abraham Faid, Sara Bell, Nicole Thompson.

2. Apologies

Billy Peace, Amy Hobbs, Kate Males, Kay Bannatyne, Cheryl Robilliard, Shona McCahon, Linda Kirkmester, Julia Williams, Penny Allan, Jamie Roberts, Caitlin Wallis,

3. Introductions

All those present introduce themselves to the group so that new people can become familiar with those present

4. Confirmation of 2015 Minutes

Accepted as correct – Moved Steve Dunn / seconded Angela MacArthur.

5. Chairperson's report (circulated via email/ taken as read)

Accepted as correct - Moved Steve Dunn / seconded Michael W

6. Treasurer's report (circulated via email/ taken as read)

Moved that the report be received and budget be accepted - Moved Steve Dunn / seconded Michael W

7. Branch committee and National Executive nominations

Branch:

Nominations received and approved to be on Branch Committee:

Chair to be James Pattullo, and secretary Michael Wright Secretary, Steve Dunn for Treasurer, Cheryl Robilliard, Maria Rogers - May MacIntyre – Jessica Maddocks (student reps), Penny Allan & Martin Bryant, Martin Powell (Facebook page).

National Executive:

Amy Hobbs has noted that she is to step down from the national executive.

No other member wished to step up and take on a role in the Exec

2017 National Conference Committee:

Angela MacArthur, Michael Wright and Brad Dobson note that they will join the team.

8. General business/items:

Review of Branch Issues

Nicole T queries the escalation process from Branch Members to Branch Committee to the Exec for local Wellington issues. James P notes that at the Committee the items are reviewed and if assistance is required then the item can go up to the Exec. The two issues over the last year of the Wellington Airport and the Miramar Peninsular were discussed.

As an example, a document on the Miramar Peninsula could be sent to members to gauge interest and convene an event to discuss how the branch would want to go forward. A submission Coordinator would be put in place. A moderated response with the Execs assistance is desired if the issue is controversial.

A need for a clear process is requested and so the development of a policy for guidance is seen as desired. Nicole T seconds this initiative and Steve D thirds the idea.

Professional Themes

Megan W notes that there is a decrease in supporting NZILA documentation. E.g. NZILA contracts that area able to be used. Discussion ensues over the potential for a Remit for specific Landscape Contracts. There needs to be a review of the standard documentation. E.g.

- NZILA Fee Scale
- Review of Documentation – using Architects conditions of engagement
- Using IPENZ short forms and removing items from this and adding other items
- etc

Clive A notes that a lot of the existing information is out of date. Nicole suggests that a specific remit be presented. Andrew G notes that he could start this remit; Clive A seconds this idea and Steve D thirds. A show of 20 or so hands support this idea.

9. Membership

There has been an increase in membership with

- 73 Full Members
 - 72 Student Members
- Total 145 which is up 5%

10. Recap of 2016 events and Ideas for 2017 events

A quick summary of successful 2016 events;

- Talk Environment
- Petanque
- Mana Island
- Sky Duncan Workshop
- Down and Dirty with Blair Hiscoke
- Dr Leila Mirza Presentation
- Gil Penalosa Presentation
- ACO Movie Night
- Government House Tour
- A very successful registration programme with a number of workshops to support candidates which included a mock interview put on by Cheryl R and a number of other registered members.
- GWRC Planting Day
- 2x2 at Vic Uni

A quick Summary of coming events and actions

- 2017 NZILA Conference
- Petanque
- Architecture week
- 10x10 on Architecture week
- Meet the Locals
- Bush City Walk
- Talk Environment with excess funds to Seton Noisier Park
- Registration
- Wellington Resilience Strategy
- 2017 Wellington Conference committee
- Peer group lunches

Registration

Cheryl R is continuing this process and currently has eleven (11) members enrolled , of note mentors are needed.

2017 National Conference and Awards in Wellington.

The conference is to be the Embassy Theatre. Andrew G notes the trial of LANDBNB idea with members who could put up other NZILA members over the conference period.

Andrew G notes that a Sponsorship Drive is required; assistance with the Waiata is needed, and the field trips.

11. Summary of Treasurer Report

Steve D notes that there is currently \$2,425.99 as reserves which relies mainly on sponsorship. Talk Environment did not impact the budget with other small events typically drawing funds.

Steve D suggests that we support the same groups as last year, Friends of Mana Island etc and James P seconds this.

12. End of meeting

Meeting closed 8:15pm.

Minutes: Michael Wright

CHAIR REPORT 2016

21/10/2015

AGM: 6pm Thursday 1st November

17 Tory Street, Wellington

COMMITTEE MEMBERS AND ROLES

James Pattullo	Chair
Michael Wright	Secretary
Steve Dunn	Treasurer
Amy Hobbs	NZILA Executive Committee – Honorary Secretary
	Cultural Heritage and Landscape Heritage
Angela McAurthur	Public Relations, NZILA Content Champion
	Environment and Resource Management
Cheryl Robilliard	Marketing & Registration Lead
Brad Dobson	Public Relations, Education Liaison, and Graphics
May Jan Macintyre	NZILA Content Champion, Public Relations
Maria Rodgers	Administrative assistance
Anthony Schroeder	Administrative assistance
Penny Allan	Education Liaison
Martin Bryant	Education Liaison
Bruno Marques	Education Liaison
Peter Connolly	Education Liaison
Billy Pearce	Student Rep
Jessica Smith	Student Rep
Niamh Cahill	Student Rep

Committee roles not filled:

Urban Design

2016 EVENTS

18 February Pétanque in Waitangi Park

Our annual round of pétanque wasn't rained-off this year. The games had a strong turnout from local members and from the student body. Was a great evening and proved to be a successful catch-up for all the attended.

21 February Mana Island Tour

The Mana Island trip happened this year and wasn't cancelled due to bad weather. The tour was lead by Linda Kerkmeester and happened over Sunday for a full day. The branch also renewed its corporate membership of Friends of Mana Island.

- 11 March** **Skye Duncan Workshop (NZTA)**
Skye Duncan joined us from the New York City Department of City Planning to give us a presentation on the Global Street Design Guide and discuss opportunities for cities to be creative about infrastructure. Following the presentation there was a 2 hour in-depth workshop at VUW. The event was in cooperation with NZTA and was held at Opus.
- 12 May** **Down and Dirty Presentation by Blair Hiscoke**
This was a very successful presentation by Blair Hiscoke giving a contractors view on practical aspects of implementing work that landscape architects specify and the ongoing maintenance. The event was held at Boffa Miskells and we will endeavour to hold it next year.
- 27 May** **Dr Leila Mirza Presentation**
Leila received her PhD in Architecture from the University of Auckland in 2015. This presentation talked about her research in the field of environmental psychology, proposing a novel technique to assess preferences for daily urban landscapes in their actual contexts.
- 5 July** **Gil Penalosa Presentation (NZTA)**
Gill has advised decision makers and communities in more than 200 countries around the world on how to create vibrant cities and healthy communities. His talk in Wellington shared his experiences and insights in achieving urban transformation – sharing lessons from cities around the world.
- 10 July** **Planting Day - Queen Elizabeth Park**
Following on from the success of last years planting day members from the NZILA did another round of planting in Paekakariki with the friends of Queen Elizabeth Park. We also checked out the grove of totara we planted in memory of Wellington region landscape architects and can report they are doing very well. The Wellington Branch will endeavour to host this event in the coming years.
- 12 July** **Introduction to NZILA Registered membership programme**
In July we held a workshop outlining the registration process for members who are starting out on the journey towards registration.
- 21 July** **2x2**
This years 2x2 event had a great turnout but we will endeavour to make this event bigger with more involvement from practises. At this event the branch also recognised the successful registration of two wellington members.
- 27 August** **Registration Meeting**
Clarification of the registration process, establishing major and minor practice areas, workbook structure
- 23 Sept** **Talk Environment**
Last week on Friday the Wellington Branch had its inaugural Talk Environment event that brought together design professionals from across the Wellington Region. The event was hugely successful and we plan to hold this event annually in more cities across New Zealand. The event was not for profit but made an excess that was donated to the Seaton Nossiter Planting Group.

Upcoming events:

2016

27 October	Registration Workshop 1
28 November	NZILA Exec meeting in Wellington

2017

14 Feb	Registration Workshop 2
March	Natural habitats / Wellington East.
March	Meet the Locals, Wellington Zoo.
7 April	NZILA Conference and awards evening
26 April	Registration Workshop 3
TBC	2X2 Event
TBC	Guided walk through Bush City, Te Papa
18-19 May	Master's Thesis Design Review One
19-23 June	Trimester 1 Crit Week (Year 2-4)
6 June	Registration Workshop 4
10 August	Registration Workshop 5
24-25 August	Master's Thesis Design Review Two
5 September	Registration Workshop 6
19 October	Registration Workshop 7
30 Oct-1 Nov	Trimester 2 Crit Week (Year 2-4)
2-3 November	Master's Thesis Final Design Review:
Early November	Registration interviews

OTHER ACTIVITIES

Public Relations – NZILA Wellington Branch Facebook Page

The branches Facebook pages are still developing as more people join. The branch has been testing the effectiveness of facebook as a PR tool.

Architecture Week

The branch is actively working with the NZIA to be incorporated into this yearly event. Talk Environment was the first attempt at this being held at the end of Architecture Week.

Letter to the New Zealand Government - Watts Peninsula Coalition

The branch was approached earlier this year by Clive Anstey regarding the idea of a joint letter to John Key about the government's commitment to retain Watts Peninsula as a public reserve and to protect it as a national destination. The branch agreed to be involved and a letter was received and acknowledged by the Office of the Prime Minister.

Seton Nossiter Park Planting Group

Due to the success of the Talk Environment event the branch made a profit. As the event was not for profit we donated the proceeds to a local community group. The Residents of Cashmere Home and Cashmere Heights Home propagate hundreds of native plants each year. The donation to the planting group will pay for irrigation units for the plant nurseries at these two homes.

Registration

It is now several years since the current process to become a registered practitioner was launched. The mentoring process means applicants are getting more support. The emphasis is on a high understanding of core competencies (professionalism and professional development, the legislative context and practice management) and two of the five professional practice areas, with awareness of concepts and principles across a third or 'minor' practice area.

Of the 73 Wellington NZILA members, two are life members and 34 are registered. That leaves 37 who are not registered. There are many reasons for this – they are busy getting the experience required before enrolling in the mentoring process, are currently enrolled in the process, are retired or semi-retired, have not met continuing professional development requirements, or have the experience but for various reasons are not applying to become a registered member.

One of our branch tasks is to support members enrolled in the mentoring process and applying for registered membership. This year we held four workshops for those who planned to attend the interviews in 2016 (they are taking place in Auckland the first week in November), covering the core competencies, workbooks, practice areas and interview preparation. The committee thanks those who have generously given their time, experience and expertise to contribute to these workshops.

In July we held a workshop outlining the registration process for members who are starting out on the journey towards registration. In our region we currently have 11 people enrolled in the mentoring process, and we have set up a programme of support

2017 Small Urban Conference

The NZILA Small Urban conference is fast approaching and branch members are helping to coordinate this event. The event will be held in the Embassy theatre and is not to be missed. The committee is working very hard to secure influential speakers in order to make this conference a point of difference.

Ongoing

NZILA Wellington Branch Peer Group Meetings

The Peer Group is for sole landscape architect practitioners in larger organisations and sole trader/small landscape architect firms. They meet every second month. It's a chance to meet up and talk about your work and the profession with other landscape architects in an informal group.

Feedback to Executive

This year NZILA Wellington Branch committee member Amy Hobbs has been appointed Honorary Secretary for the NZILA Executive Committee. Amy has attended numerous branch meetings and has helped facilitate a stronger connection between the branch and the NZILA Executive.

New Registered Members

The Wellington Branch has **73** NZILA members, and **72** students from VUW. Collectively we have **145** members, which is an increase of **51** from last year.

Two Wellington Branch members were registered this year. Congratulations to:

Sophie Jaques
Brad Dobson

FINAL THANKS

Thanks to all branch members who have supported and participated in the 2016 Branch activities:



James Pattullo
Chair 2016
NZILA Wellington Branch

TREASURER'S REPORT 2016

To the Annual General Meeting of the Wellington Branch NZILA to be held at 6.00pm on Tuesday 1st November 2016 at 17 Tory Street, Wellington.

This report has been prepared for the year as at 24 October 2016. Payments are made by direct credit from two Westpac accounts. To ensure security and verification of payments, two committee members authorize each electronic payment that is set up (S Dunn, J Pattullo, B Hiscoke).

Current account (Westpac_00)

Opening balance= \$453.91 (27 November 2015) closing balance = \$3,502.37 (24 October 2016)

Savings account (Westpac_01)

Opening balance = \$2,091.49 (27 November 2015); closing balance = \$232.10 (24 October 2016)

INCOME	2015	2016
Branch levies	1,817.29*	2,186.00
Sponsorship	Nil	400.00
Gross Interest	38.77	10.61
Mana trip		495.00
Talk Environment tickets (Eventbrite)		3,480.30
Talk Environment sponsorship		3,000.00
Note: *Includes the 2015 final levy (\$35.50), 2016 final levy to come		
TOTAL		9,571.91
EXPENDITURE		
Branch AGM	415.21	407.88
Student end of year exhibition	400.00	400.00
Pool evening / Petanque	166.02	164.54
Queen Elizabeth Park Planting Event	91.69	30.61
Registration workshops (Intro, Group)	208.70	108.35
2x2 Venue and cater	325.52	415.00
Conference 2017 catering		101.98
B Hiscoke koha – landscape maintenance		17.99
Leila Mirza -speaker		150.00
IPENZ - NZTA event Gil Penalosa		132.25
Talk Environment costs		5,903.48
Baring Head corporate membership subscription		50.00
Friends of Mana Island donation		50.00
Bank fees	0.95	0.76
Mana Island trip costs		450.00
Whitireia walk in lieu of mana trip	140.82	n/a
NZILA awards celebration	417.48	n/a
Pukeahu walkover	45.90	n/a
Sponsor attendance at Wānanga	224.25	n/a
TOTAL		8382.84

SUMMARY

There are sufficient reserves to cover upcoming expenses but limited reserves mean payments are closely related to cashflow

	Debit	Credit	Balance
Combined balances of both accounts			\$3,734.47
Talk Environment sponsor / tickets to come		1680.00	
Kauri Park sponsorship 2016 AGM		400.00	
Talk Environment expenses to be reimbursed	2,588.48		
AGM 2016 catering expenses	400.00		
Student exhibition	400.00		
TOTAL	3388.48	2080.00	
RESERVES REMAINING			2,425.99

Budget for 2017

Based on current activity, there is scope for a limited range of events.

BUDGET 2017	Debit	Credit
Income from Branch levies		2,000
Sponsorship		400
Petanque	170.00	
Queen Elizabeth Park planting	50.00	
Registration workshop	150.00	
Student exhibition sponsorship	400.00	
AGM expenses	400.00	
Subscriptions	100.00	
CPD event (if held at Victoria University venue)	500.00	
CPD miscellaneous events 2 @ 150	300.00	
Contingency	330.00	
	2,400	2,400

Recommendation: Branch spending be based on the Budget 2017 above with any special or other events are to be funded through sponsorship and as amended by the Branch Committee to suit Branch finances.



Steve Dunn
NZILA Wellington Branch Treasurer

Current 00 account				
Date		Debit	Credit	Balance
NZILA 2015_Treasurers_ledger_29.11.2015				
27.11.2015	closing balance for 2015 AGM			453.91
3.12.15	Maria Rodgers Student exhibit	\$400.00		\$53.91
3.12.15	trans frm 01		\$750.00	\$803.91
10.12.15	Maria Rodgers AGM costs	\$407.88		\$396.03
11.01.16	Amy Hobbs - Mana		\$90.00	\$486.03
26.01.16	James Pattullo - Conf 2017 catering	\$41.98		\$444.05
2.02.16	Dunn Robilliard		\$90.00	\$534.05
4.02.16	Mallalieu - Mana		\$90.00	\$624.05
4.02.16	Sara Bell -Mana		\$45.00	\$669.05
4.02.16	Lou Miles -Mana		\$45.00	\$714.05
4.02.16	Everitt S R & Schofield- Mana		\$90.00	\$804.05
11.02.16	Rong Qian -Mana		\$45.00	\$849.05
19.02.16	Angela McArthur - cater petaque	\$164.54		\$684.51
25.02.16	Friends of Baring Head - subscription	\$50.00		\$634.51
25.02.16	Friends of Mana Island subscription	\$50.00		\$584.51
25.02.16	Friends of Mana Island - boat and trip costs	\$450.00		\$134.51
17.03.16	Tessa Macphail - Conference 2017 cater	\$60.00		\$74.51
12.05.16	Kauri Park N sponsor 2015 AGM		\$400.00	\$474.51
26.05.16	Talk Environmnet Boathdeposit transfer ex 001		\$920.00	\$1,394.51
27.05.16	S Dunn - B Hiscoke koha	\$17.99		\$1,376.52
27.05.16	Star Boating Club Talk Environment deposit	\$920.00		\$456.52
27.05.16	Leila Mirza -speaker	\$150.00		\$306.52
25.07.16	transfer from 001		\$200.00	\$506.52
1.08.16	IPENZ - NZTA event Gil Penalosa	\$132.25		\$374.27
1.08.16	C Robilliard Registration Group mtg	\$42.16		\$332.11
1.08.16	C Robilliard Registration Intro mtg 12 July	\$51.95		\$280.16
1.08.16	S Dunn Regsitration Intro 12 July	\$14.24		\$265.92
1.08.16	S Dunn cater QE Planting	\$30.61		\$235.31
1.08.16	May MacIntyre 2x2 cater	\$70.57		\$164.74
1.08.16	NZILA Branch Levy		\$2,186.00	\$2,350.74
8.08.16	Vic Venues - 2 x 2	\$344.43		\$2,006.31
11.08.16	Peter Fell Talk Environment sponsor		\$1,500.00	\$3,506.31
31.08.16	Bank Service Fee	\$0.76		\$3,505.55
3.10.16	Eventbrite Talk Environment		\$3,480.30	\$6,985.85
5.10.16	Ashfonics Entertainment- Talk Environment	\$1,250.00		\$5,735.85
5.10.16	Renuka Driesnaar Talk Environment	\$500.00		\$5,235.85
5.10.16	Michael Wright -Talk Environment reimburse	\$2,588.48		\$2,647.37
13.10.16	Grenada Village Comm Talk Environment	\$645.00		\$2,002.37
13.10.16	Firth - Talk Environment		\$1,500.00	\$3,502.37
24.10.2016	closing balance for 2016 AGM			\$3,502.37

Savings 01 account				
Date		Debit	Credit	Balance
27.11.2015	closing balance for 2015 AGM			2,091.49
30/11/2015	Credit Interest		\$3.23	\$2,094.72
3/12/2015	Funds Transfer to 00 a/c	\$750.00		\$1,344.72
31/12/2015	Credit Interest		\$1.87	\$1,346.59
29/01/2016	Credit Interest		\$1.48	\$1,348.07
29/02/2016	Credit Interest		\$1.22	\$1,349.29
31/03/2016	Credit Interest		\$0.97	\$1,350.26
29/04/2016	Credit Interest		\$0.66	\$1,350.92
26/05/2016	Funds Transfer to 00 a/c	\$920.00		\$430.92
31/05/2016	Credit Interest		\$0.64	\$431.56
30/06/2016	Credit Interest		\$0.18	\$431.74
25/07/2016	Funds Transfer to 00 a/c	\$200.00		\$231.74
29/07/2016	Credit Interest		\$0.14	\$231.88
31/08/2016	Credit Interest		\$0.10	\$231.98
30/09/2016	Credit Interest		\$0.12	\$232.10
30/09/2016	Direct Credit Eventbrite		\$3,480.30	\$3,712.40
3/10/2016	Funds Transfer	\$3,480.30		\$232.10
24.10.2016	closing balance for 2016 AGM			\$232.10