



**FINAL MINUTES 2016 AGM**

Approved at 2017 AGM

**FINAL Minutes of NZILA's 44th Annual General Meeting**

Dunedin Art Gallery, 30 The Octagon, Dunedin

Thursday 14<sup>th</sup> 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**

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**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**

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*Proxy votes were received from:*

*For:*

**3. Confirmation of Minutes - 2015 AGM**

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**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 18<sup>th</sup> March 2015 be accepted as a true and accurate record.



#### 4. Matters arising from Minutes

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None

#### 5. Presentation of Annual Reports

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*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.

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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**

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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.

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*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

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**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**

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



**14. General Business**

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No general business to report.

The 44th Annual General Meeting closed at 4.15pm.

**President:**

A handwritten signature in black ink, appearing to read 'Lee Bray', written in a cursive, flowing style.

**Date:**

31 May 2017