

**NZILA EXECUTIVE COMMITTEE MEETING MINUTES**  
**23 June 2017**  
**Nelmac, 2 Bullen Street, Tahunanui, Nelson**

---

**Meeting opened at 09.37am**

**1 PRESENT:**

Shannon Bray, Hugh Forsyth, Brooke Mitchell, Don Royds, Rebecca Ryder, Nikki Smetham, Julia Wick.

**Minute taker:**

Vicki Clague

---

**2 APOLOGIES:**

Henry Crothers

---

**3 MINUTES OF PREVIOUS MEETINGS:**

**3.1 Exec. 04 2017 Minutes**

**It was moved** (Shannon Bray/Brooke Mitchell) and unanimously Carried: **THAT** the minutes of the 05 April 2017 meeting be accepted as a true and accurate record.

**3.2 Electronic Motions issued since last meeting:**

EM69 - Exec Committee positions - Treasurer & Hon. Secretary & bank signatories - CARRIED

EM70 - Deputy Chair NZILA Reg. Interview Panel - CARRIED

---

**4.0 MATTERS ARISING FROM PREVIOUS MINUTES:**

---

**5.0 GOVERNANCE SESSION:**

Brainstorm session: What are the key items to be addressed?  
See attached for brainstorming results.

The following portfolios were agreed after the brainstorming session:

- Promotion - Brooke Mitchell
- Environment - Shannon Bray
- Treasurer - Rebecca Ryder
- Events - Hugh Forsyth
- Professional Development - Don Royds
- Honorary Secretary/Accreditation - Nikki Smetham
- Community - Henry Crothers
- Culture - Rebecca Ryder
- Awards – Julia Wick (support promotion and events)

It was agreed that Brooke would scope and review the Promotions portfolio and define what are the key deliverables and what support does he require to move this forward.

**Action: Brooke**

It was agreed that Hugh would prepare a job description for an Events role starting with the 2018 conference. A focus with potential to grow the role at a later date to include the NZILA Awards, speaker series etc.

**Action: Hugh**

## 6 OFFICERS REPORTS

### 6.1 **PRESIDENT** (Shannon Bray) Report Received, taken as read.

Shannon talked about the need for the Executive Committee to review the structure of the Institute and to present a new structure to the AGM in 2018.

Members	Paid team
Governance/strategy – board	COO/CEO?
Working groups – chairs	Portfolio support
Branches	Operational support

#### Issues to resolve:

Level of autonomy  
Parameters  
Budget/revenue – financial strategy  
Constitution  
Help to change

Shannon to seek 3 broad level proposals from companies or consultants who can provide professional direction on how to move forward. Shannon will then circulate three proposals to the Exec Committee who will choose one. The Consultant chosen is to attend the Auckland Exec Committee meeting. The goal is to present a proposed structure at the AGM for ratification by the members.

**Action: Shannon**

#### **Landscape Assessment Project**

Shannon spoke to his report and updated the Exec Committee.

It was agreed that Shannon look at the next steps and timelines based on the initial methodology. He will circulate to the Exec Committee for approval/feedback. A call is to go out to members for authors. Ensure that the motion from the AGM is considered.

#### **Nga Aho**

Meeting scheduled with Nga Aho on the evening of Thursday 7<sup>th</sup> September.

#### **IFLA Asia Pacific Awards**

Shannon has recently finished judging these awards. Shannon to include details in the next President's update.

**Action: Shannon**

**6.2 REGISTRATION (Don Royds)**  
Report Received, taken as read.

Don spoke to his report saying he had met with Neil Challenger (previous Registration portfolio holder) and discussed intricacies of the role. Don has also contacted the Registration Chair and Deputy Chair.

Registration documentation review and update underway. Currently is cumbersome, unwelcoming, difficult for newcomers to get into and is one of the deterrents for potential applicants. This review will not be a short process.

---

**6.3 AWARDS/STUDENTS (Julia Wick)**  
Report Received, taken as read.

**NZILA Free Student Membership**

Julia updated the Exec as per the report saying she now has the updated student list of names for the free student membership from Unitec and Lincoln University. Still waiting on information from Victoria University.

The process for the student membership sign-on is still not refined. It appears by providing free membership to students we have now become even more disengaged with students than ever before.

**NZILA Student Scholarship**

Julia to email the Exec Committee with the draft document for everyone's review and changes.

**Action: Julia**

**NZILA Awards Review**

Julia spoke to her report and advised that she has collated a feedback matrix from the Awards Convener, Events Manager, the Jury, NZILA working group and Vicki. This is being used for discussion at meetings with the working group who are enthusiastically working through the refinement / fine toothcomb details of the NZILA awards. Meetings are being held every two weeks.

Julia thanked the working group for their ongoing dedication to this. She also thanked Vicki who attended the meetings and provided in-depth internal knowledge of the process and marketing. This was much appreciated.

---

**6.4 MARKETING - WEBSITE UPGRADE/BRANDING UPDATE (Brooke Mitchell)**  
Report Received, taken as read.

Brooke updated the Exec Committee as per the report. He advised that after 2 years the website project is now complete. The new site has in general been well received by members and it was encouraging to hear many positive comments and feedback.

**Website hosting:**

Following Sons resignation we urgently had to find a website hosting provider. Many thanks once again to Vicki who researched the options and managed this process. As of 2 June the site has been hosted with Umbrellar.

**Future management of site:**

The website was built using Django (web application framework). The Institute needs to find a software developer specialising in Django who we can use to make future development changes when required.

**Action: Brooke**

**Updating Logo/Branding**

As per the ratified remit at the AGM the name of the New Zealand Institute of Landscape Architects is to be changed to the *New Zealand Institute of Landscape Architects Inc, Tuia Pito Ora*.

**It was moved** (Brooke Mitchell/Don Royds): **THAT** the Executive Committee approves a budget of \$6300 + gst as per the proposal from Fusion Communications to update the existing NZILA brand identity with appropriate Maori translation and refresh typography and colour palettes to reflect the design style established with the new website.

Brooke is to manage this project through to completion.

**Action: Brooke**

## **6.5 ADMINISTRATION/COO (Vicki Clague)**

### **Summary of report for activity 5 April - 16 June 2017**

- As of 01 January 2017 all operational transactions are now with ASB. After 30 June 2017 Awards and Conference accounts with Westpac bank will be closed and everything will be via the one ASB account and one MYOB file.
- Rebecca Ryder and Nikki Smetham are now ASB Signatories.
- Awards accounts – post the awards event all debtors chased for payment. Creditors paid. At the time of writing this report only one final debtor is yet to pay. Profit is approx \$4200. Once final debtor payment received we can process the GST return (01Jan-30Jun). Awards GST account can then be closed with IRD.
- Conference accounts - only one more expense claim to come and once that has been paid we can run final reports.
- Currently have 4 term deposits with ASB totally \$215k.
- 2017 Membership subscriptions not paid by 31 March were re-invoiced with a 10% late penalty fee.
- Reminders have been sent to the 3 education providers that the Annual Accreditation report is due by 30 June and must be in compliance with the new 2016 policies.
- Branch liaison – all branch secretaries are emailed up to date branch membership lists every few weeks. Branch secretaries are now able to post messages to their branch members dashboards and to send out communications to branch members from the website. Branch secretaries have been provided an admin login to do this.
- 2 Electronic motions have been prepared and circulated since the last Exec Committee meeting.
- The website has been updated with the new incoming Executive Committee.
- IFLA Delegate - Mike Barthelmeh recently attended the IFLA Apr meeting in Singapore.
- Jenny Moore receiving her Fellowship was posted on the website and the database update accordingly.

- Alan Titchener's presentation of his life membership was posted on the website and the database update accordingly.
- Draft minutes from the 5<sup>th</sup> April Executive meeting collated and circulated. Ratified and signed minutes from February 2017 meeting have been signed and are now in the document library on the website.
- AGM 2017 draft minutes collated and circulated, now in the document library on the website. Ratified and signed minutes from the 2016 AGM have been loaded in the document library.
- NZILA Insurance policy with AON Insurance for the period 12 April 2017 to 12 April 2018 finalised.
- VUW prizegiving will not be held this year.
- Lincoln Prizegiving was held on 28<sup>th</sup> April. Framed certificates and letters were prepared for the prizegiving. Shannon Bray attended and presented.
- As at 16 June, the total membership of NZILA was 865, of those 567 are full members.
- Neil Challenger has been appointed Deputy Chair Registration Panel role for the next two years.
- The deadline for registered members to submit CPD was 31 March. Only one third of members had submitted which is the lowest in a few years. Mid May we contacted those who had not submitted and advised their status had been changed to non-registered until CPD is submitted when they are changed back to registered. Certificates were produced, embossed and posted to members.
- For the period 5 April -16 June 2017, 23 E-communications were sent.
- The 2019 award entries will now be able to be submitted via the website with payment being made at the time of the entry and then post the awards we can auto populate the showcase with the award winners rather than manually loading.
- Website hosting has been moved to <https://www.umbrellar.nz>
- Canterbury/Westland and Wellington branches are now set up to use Mailchimp for branch E-communications.
- NZILA now has a YouTube account.
- There are 164 members in the NZILA closed group on LinkedIn.
- Twitter has 724 followers.
- 2017 Conference in Wellington – all relevant website pages updated.
- 2018 Conference – Vicki is liaising with Guy and Lance from Nelson/Marlborough branch.
- The conference blueprint is being updated.
- 2017 NZILA Resene Pride of Place Landscape Architecture Awards – all 33 winning projects were loaded onto Showcase. An E-communication was sent to all members.

---

## 6.6 TREASURER

Vicki gave an update on the financials as per the summary circulated.

### **GALA / TMDA funding discussion**

Discussion around NZILA contribution to support the GALA and Tamaki Makaurau Design Alliance (TMDA).

The Exec Committee in general agreed that they were happy to support funding and requested that Henry submits a GALA funding request outlining the amount required along with a general update.

**Action: Henry**

---

## 6.7 CONFERENCE

### 2019 Conference

There was discussion regarding having a joint conference with AILA in 2019 in Christchurch. A meeting is to be held between NZILA and AILA to discuss further.

A list of questions is to be collated that will be covered off at the meeting.

**Action: Vicki**

### 2019 Awards

It was discussed that NZILA awards which are to be held in 2019 will be in Auckland with the possibility of timing this with the GALA Awards.

There was also discussion around using an overseas awards judge to hold a speaker series along with an awards travelling road show.

### 2018 Conference Nelson

At 3.45pm the following local branch members joined the meeting: Leona deRidder, Helen Ballinger, Guy Redmond and Lance Roozenburg.

A robust discussion was had regarding the possible theme of the conference and dates.

Vicki Clague, Don Royds and Nikki Smetham left the meeting at 4.30 to take a flight.

---

## 6.8 GENERAL BUSINESS

IFLA delegate report (Taken as read)

---

## 7 NEXT MEETING DATES

### Friday 8<sup>th</sup> September 2017 – Auckland

Thursday evening (NZILA & Nga Aho to discuss progress on MOU)

---

### Meeting closed at 5.00pm.

Thank you to Nelmac in Nelson for providing the meeting room space.

Certified as a true and accurate record.

President  Date 12 September 2017