

NZILA EXECUTIVE COMMITTEE MEETING MINUTES
Friday, 8 September 2017
Opus International Consultants, The Westhaven, 100 Beaumont St, Auckland

Meeting opened at 9.03am

1 PRESENT:

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

Minute taker:

Vicki Clague

2 APOLOGIES:

3 MINUTES OF PREVIOUS MEETINGS:

3.1 Exec. 06 2017 Minutes

It was moved (Shannon Bray/Brooke Mitchell) and unanimously Carried: **THAT** the minutes of the 23 June 2017 meeting be accepted as a true and accurate record.

3.2 Electronic Motions issued since last meeting:

EM71 - Conference branch payment - CARRIED

EM72 - Budget for Governance review - CARRIED

EM73 - Appointment of Conference Manager - CARRIED

4.0 MATTERS ARISING FROM PREVIOUS MINUTES:

5.0 GOVERNANCE SESSION:

After the June Executive Committee meeting Shannon researched Governance consultants and received 3 separate quotes to hold a workshop. An electronic motion confirmed the appointment of BoardWorks International to attend the Exec Committee meeting.

Graeme Nahkies and Terry Kilmister from BoardWorks International ran a 3 hour workshop session discussing ideas and exploring potential approaches for the future governance of NZILA.

BoardWorks International will report back with a suggested process moving forward along with a quote for services.

6 OFFICERS REPORTS

6.1 PRESIDENT (Shannon Bray) Report Received.

NZILA / Nga Aho Hui – Thursday 7th September

The Exec Committee attended a Hui with Nga Aho.

Tuia Pito Ora name

Shannon to send a formal request to Te Tau-a-Nuku requesting a usage guide for the inclusion of the Te Reo name. Once the Institute has this information then a design brief can be written.

It was agreed at the meeting to work to the following timeline:

- usage guide to be received by 30 November 2017
- develop a brief for TTAN's review by 31 January 2018
- send the brief to designers

Action: Shannon

Te Tau-a-Nuku

Discussion around a Te Tau-a-Nuku member attending future NZILA Executive Committee meetings.

It was moved (Shannon Bray/Hugh Forsyth): **THAT** the Executive Committee appoint an advisory member to provide Te Tau-a-Nuku representation in a non-voting capacity until the governance review has been completed. Travel costs will be covered by NZILA. The Te Tau-a-Nuku representative must be an NZILA financial member.

Project LAM

The Landscape Assessment Methodology (LAM) project has been developing over the past few months. Shannon has met with Judge Newhook and has had various communications. The Court (all Judges collectively) is preparing for the Institute a set of questions they would like us to resolve.

Shannon has worked with the Project Team (Clive Anstey, Simon Swaffield, Peter Rough) to develop a potential approach to the project. The key requirement is delivering a series of workshops through the country in November.

It was moved (Shannon Bray/Nikki Smetham): **THAT** the process outlined in Shannon Bray's meeting report be adopted subject to a detailed report outlining progressing of the workshops and budget by 20 September 2017.

It was moved (Shannon Bray/Nikki Smetham): **THAT** Te Tau-a-Nuku be invited to have representation in the project and peer review items.

Shannon to write an update for members to be sent out along with a Call for Interest for Project LAM workshops.

Action: Shannon

AILA

Shannon has received confirmation from AILA regarding a joint AILA/NZILA Festival in Christchurch in late 2019.

6.2 AWARDS/STUDENTS (Julia Wick)

Report Received.

NZILA Student Scholarship

The NZILA Research Scholarship has been established to support students studying Landscape Architecture in New Zealand whose research promotes the profession or actively contributes to new knowledge in the discipline of landscape architecture.

The Executive Committee has now approved the document.

It was moved (Julia Wick/Don Royds): **THAT** the Executive Committee approves the student scholarship document.

The following items are to be actioned:

- find a sponsor for the Scholarship
- official letters to be sent to the Education Providers advising them of the Student Scholarship

Action: Julia/Vicki

The first Scholarship will be granted in 2018.

NZILA Awards Review

Julia spoke to her report and advised that the People's Choice Award will be removed from future awards.

6.3 MARKETING (Brooke Mitchell)

Vicki updated the Executive Committee as per the Publishing report tabled at the meeting.

Curator Role

Job description written and advert placed on Seek, applications close 22 September 2017. A panel will be put in place to hold interviews with short listed candidates.

Editorial / Steering Committee

A call for expressions of interest has been sent to members.

Landscape Architecture Aotearoa Website

Domain name has been secured. The site will go live once the Curator starts.

Video production

Claire Watson and Melissa Stokes are producing 9 videos – projects being category winners from the 2017 Awards. The first 4 videos will be produced by 31 October and the remainder by the end of November. The idea is to drip feed these out via our communication channels once produced.

Funding for all the above items will be from line item *18 Curator/Editor* as per Page 11 of the Treasurers Report.

6.4 ADMINISTRATION/COO (Vicki Clague)

Summary of report for activity 17 June – 31 August 2017

- Awards and Conference accounts with Westpac bank have been closed.
- Conference accounts from the 2017 Conference have been reconciled and the profit share paid to the branch.
- Branch Levies collated and paid.
- Currently have 5 term deposits with ASB – total of \$265k.
- 2017 Membership subscriptions not paid by 30 June were followed up and the database updated accordingly.
- Annual Accreditation reports received from VUW, Lincoln University and UNITEC.
- Branch liaison, branch secretaries are emailed up to date branch membership lists monthly.
- 3 Electronic motions have been processed since the last Exec Committee meeting.
- AON Insurance commission payment of \$457.63 received.
- Call for Fellows sent to members with a closing date of 29 September 2017.
- As at 31 August, the total membership of NZILA was 873, of those 575 are full members.
- For the period 16 June – 31 August 2017, 28 E-communications were sent.
- There are 166 members in the NZILA closed group on LinkedIn.
- Twitter has 761 followers.
- Reviewed previous draft Conference guideline documents and wrote an up to date version.
- Assisted in collation of appointment of the Conference Manager along with documentation.
- Applications for the Mentoring Programme was 1 August, we have 35 members eligible to attend the Registration interview in 2018.
- Registration information letter sent to all members enrolled and eligible to attend the Registration Interview this year.
- Call for Interest sent to the membership for Registration Panel.
- New pages set up on the website for Life members and Honorary Fellows and past award winners for 2006, 2008, 2010, 2013, 2015.

6.5 TREASURER

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

IFLA Delegate

Mike Barthelmeh is attending the World Council meeting in Montreal and the Regional Council meeting in Bangkok. The cost will be more than the AGM approved budget.

It was moved (Shannon Bray/Brooke Mitchell): **THAT** the Executive Committee allows an additional \$1000 in the IFLA delegates budget line for 2017 and reduces the 2018 budget line accordingly.

GALA / TMDA funding discussion

Discussion around NZILA contribution to support the Tamaki Makaurau Design Alliance (TMDA). Henry to report back with suggested budget request for 2018.

Action: Henry

6.6 CONFERENCE (Hugh Forsyth)
Report Received.

2018 Conference

The Conference will now be held in Auckland in April. Jan Broadley (Ninjan) has been appointed as Conference Organiser.

Concern raised over the lack of support from Auckland members to be involved in the planning and direction of the Conference. Thanks to Julia Wick, Henry Crothers and Di Menzies for driving this forward.

Fortnightly meetings are to continue to provide a high level direction to the Conference Organiser.

2019 AILA/NZILA Festival of Landscape Architecture

After a meeting between NZILA and AILA in Christchurch in August it has now been agreed to hold a joint event in 2019.

A Project team is to be formed and to include:

Shannon Bray, Nikki Smetham, Louise Bailey, Don Royds, Neil Challenger (TTAN).

The Project team is to collate a document outlining the goals, risks and exit strategy. Once this document has been written up then an MOU with AILA is to be put in place. The MOU is to include detail regarding profit share, timelines and general responsibilities.

Action: Shannon

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

Registration

EOI for interview panellists has been sent to the membership.

The Registration working party will meet in November following the interviews.

6.8 GENERAL BUSINESS

NZILA Events timeline:

2018

April - Conference/AGM (Auckland)

2019

April Awards/AGM/Change of Executive Committee (Auckland)

October/November – AILA/NZILA Festival of Landscape Architecture

Project design credits

Henry raised the matter regarding ensuring projects featured in NZILA communication channels include the correct and full list of credits.

When members are asked to submit project articles we will also request a list of project collaborators.

Action: Vicki

Accreditation Panel

William Field has recently resigned from the Panel.
EOI for a replacement on the panel is to be sent to the membership.

Action: Vicki

Remit – Name Change

To be discussed at the next meeting.

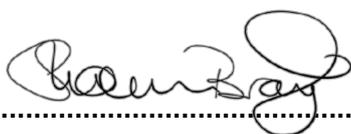
7 NEXT MEETING DATES

Thursday 23 November 2017 – Christchurch @ 9am

Meeting closed at 4.05pm.

Thank you to Opus International Consultants in Auckland for providing the meeting room space.

Certified as a true and accurate record.

President.....Date 27 November 2017