

NZILA EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, 23 November 2017
Beca Offices, ANZ Centre 267 High St, Christchurch Central

Meeting opened at 9.20am and Neil welcomed everyone.

1 PRESENT:

Shannon Bray, Brooke Mitchell, Don Royds, Hugh Forsyth, Henry Crothers, Rebecca Ryder, Nikki Smetham, Julia Wick, Neil Challenger (TTAN Guest)

Minute taker:

Vicki Clague

2 APOLOGIES:

3 MINUTES OF PREVIOUS MEETINGS:

3.1 Exec. 09 2017 Minutes

It was moved (Shannon Bray/Julia Wick) and unanimously Carried: **THAT** the minutes of the 08 September 2017 meeting be accepted as a true and accurate record.

3.2 Electronic Motions issued since last meeting:

EM74 - Project LAM workshops appointment - CARRIED

EM75 - Appointment of Curator contract - CARRIED

4.0 MATTERS ARISING FROM PREVIOUS MINUTES:

5 OFFICERS REPORTS

5.1 PRESIDENT (Shannon Bray)
Report Received.

Remit Name Change

When registering a name change with the www.societies.govt.nz the word *Incorporated* must be the last word in the name. There was discussion around how Tuia Pito Ora is included.

It was moved (Shannon Bray/Brooke Mitchell): **THAT** the legal name will be New Zealand Institute of Landscape Architects Tuia Pito Ora Incorporated and that it will be registered accordingly with www.societies.govt.nz.

Te Tau-a-Nuku (TTAN) is producing a brand usage guide. A follow up with TTAN is required on progress of this document.

It was moved (Shannon Bray/Brooke Mitchell): **THAT** once we have the brand usage guide from TTAN then Brooke will move forward with appointing a graphic designer as per the process outlined in the September 2017 meeting minutes.

Project LAM

Thanks to the Project Team: Clive Anstey, Peter Rough, Simon Swaffield, Neil Challenger and Shannon Bray.

The Landscape Assessment Methodology (Project LAM) workshops are currently underway.

Feedback from the workshops held to date was that they were a good networking opportunity and that the Best Practice Guide should be used as a base and build on that document rather than starting a fresh.

A Google document is to be set up for all notes.

Action: Vicki

AILA / 2019 Conference

Shannon attended the AILA Festival of Landscape Architecture in Sydney and met with Tim Arnold the new AILA CEO.

NZILA to map out some ideas for the joint AILA/NZILA Festival in Christchurch in late 2019 and recommend some dates. It was decided that Shannon would move this forward with the 2019 Conference Committee. Keys items; define what the Christchurch Festival would look like and then work on a financial analysis post this.

Action: Shannon

Governance

Following on from Boardworks International holding a briefing session at the September Executive Committee meeting Boardworks submitted a proposal to review the governance of NZILA. The proposal was discussed and a course of action was decided.

It was moved (Shannon Bray/Nikki Smetham): **THAT** the Executive Committee engage with Graeme at Boardworks to:

* Prepare a 'think piece report' that:

1. Considers our strategy developed in Nelson
2. Considers our current structure
3. Considers our growth aspirations and challenges associated with those
4. Incorporates 'input' from members, branches and other 'official roles' (and he provides help to ask the questions)
5. Considers potential options to move toward and remain relevant and achieve our goals.

* The think piece needs to contain:

1. Summary of issues/aspirations, what has been considered
2. Option available for consideration
3. Recommendations for moving forward (and why)
4. An outline of key milestones and timelines

* Present think piece at AGM for discussion.

5.2 HON. SECRETARY (Nikki Smetham)

Fellows/Honorary Fellow

It was decided to reform a Working Group to review the process of the nominations of Fellows and the criteria of Honorary Fellow nominations. As part of the review a recommendation is also required on how and where recipients should be recognised and how the Institute celebrates these accolades.

2017 Fellow Nominations

The Fellows Panel is to review the 3 nominations and make a recommendation to the Exec Committee.

Action: Nikki

5.3 2018 CONFERENCE (Hugh Forsyth)

Report Received.

Hugh, Julia & Henry updated the meeting on Conference progress to date. Breakeven point is 240 attendees. The Conference programme has almost been finalised, with the majority of speakers confirmed. The venue agreement will be signed next week. Sponsorship procured to date is \$80,750. Speakers are being profiled to encourage members to register at the earlybird rate which closes on the 10th December.

5.4 TREASURER (Rebecca Ryder)

Report Received.

Branches Financial Reporting

It was discussed regarding the lack of financial auditing of the branches financial accounts given the branches are not separately incorporated.

It was agreed that the branch secretaries would be contacted regarding:

- moving the branch accounts to ASB
- financial reporting

Action: Rebecca

Project Budgets for Contractors

With the recent appointment of a Conference Manager it needs to be recognised that through the process of event management this contractor will be making commitments on behalf of the NZILA ie venue hire, catering etc. The Executive Committee needs to be aware of the associated risk and manage accordingly.

It was moved (Rebecca Ryder/Shannon Bray): **THAT** the Conference Manager provides operational budgets ie Conference, to NZILA for approval from which delegated authority shall be provided to the limits of what the budgets anticipate for expenditure.

Membership Subscriptions

The financial year resides from 1 January to 31 December annually. The Constitution allows for a lengthy payment period which is inefficient.

It is recommended that the Constitution is reviewed as part of the Governance review to allow for payment the 20th of the month following along with an updated set of rules surrounding financial membership that is in keeping with the current environment. Legal advice will be required during this review.

2018 Membership Subscriptions

It is recommended that the membership subscriptions are increased as per CPI, 1.7%.

It was moved (Rebecca Ryder/Don Royds): **THAT** the 2018 Membership Subscription fees are increased as per CPI of 1.7% and set as follows: Fellows, Registered, G5/5+ \$587, G3/4 \$449, G1/2 \$200, Overseas \$322, Retired \$200, Affiliates \$322, Concessionary \$192, Subscriber Individual \$123, Subscriber Company \$310.

2018 Conference Budget

The breakeven point for the 2018 NZILA Firth Conference budget is currently sitting at 240 delegates attending based on the secured sponsorship income of \$80,750. There is also a contingency figure of \$20k incorporated into the budget, if this was not required then the breakeven number reduces to approx. 210 delegates.

It was moved (Rebecca Ryder/Hugh Forsyth): **THAT** the Executive Committee approves the 2018 NZILA Firth Conference budget.

It was noted that the Auckland branch will be paid a 15% conference profit share from the 2018 Conference.

2018 Fusion Communications Contract

It has been the Treasurers responsibility, along with the input of Brooke and Nikki, to review the Service Level Agreement with Fusion Communications. Over the past year Fusion Communications have taken on a number of tasks associated normally with Portfolio Holders. This transition from Portfolio duties to Fusion Communications and the COO role that Vicki Clague provides has assisted considerably in the growth of our service delivery and financial performance of NZILA.

It was moved (Rebecca Ryder/Shannon Bray): **THAT** the Executive Committee accept the Service Level Agreement proposed by Fusion Communications Ltd for the period of 1 January 2018 – 31 December 2018.

5.5 MARKETING (Brooke Mitchell)
Report Received.**Curator Role**

Since the last meeting, Vicki, myself and Peter Kensington have gone through the process of reviewing and interviewing those applicants who applied for the Curator contract of 20 hours a week. 49 applications were received and the top 4 were interviewed. On the 26th October interviews were held in the Jasmax office. The top 2 applicants were chosen and asked to submit a summary of deliverables within the 20 hours per week contract. Upon receipt and review Peter and I then appointed Blame the Media as the successful applicant. Blame the Media started on 20th November.

Yearbook

It was also discussed that the yearbook is delayed until 2019 due to getting the Curator off the ground and also the financial cost of production. It was agreed to see how we go and make a decision in early 2018.

5.6 ADMINISTRATION/COO (Vicki Clague)

Summary of report for activity 1 September – 17 November 2017

- Accountant and Auditor advised of 2018 AGM date and accounts booked for processing.
- Collated recommendation for 2018 membership subscriptions.
- End of year Branch Levies collated and paid.
- IRD confirmed in writing closure of Awards and Conference GST accounts.
- Currently there is \$165k invested on term deposits.
- Meeting held with Rebecca to discuss 2017 financial results and forecast for 2018.
- AGM timeline collated in accordance with the Constitution. Branches advised as they must hold their AGM's 2 months prior.
- Annual Accreditation reports received from the 3 education providers.
- Branch secretaries emailed up to date branch membership lists every month.
- Call for Fellows closed on 30 September. 3 Nominations received. Panel being put together to review nominations.
- Change to the Constitution based on Registration remit has been uploaded on the Societies website. Amendment acknowledged. Latest version of Constitution updated in the Document Library on the website.
- 2 Electronic motions were prepared and circulated.
- Draft minutes collated and circulated from 08 September 2017 Executive Committee Meeting. Finalised minutes from the June meeting signed and put on the website.
- Governance meeting held with Terry Kilmester from Boardworks.
- Collated the Registration form for Project LAM, marketed to the members and Registration excel sent to Jan for co-ordination of the workshops.
- Framed certificates and letters produced and delivered to Unitec for their prizegiving.
- Victoria University advised they were not holding a prizegiving this year. Certificates were produced and posted to the recipients.
- 25 Registration applications were received, processed and invoiced. Registration interviews were held in November. Framed certificates will be presented at the AGM on 11 April 2018.
- There are 36 members in the mentoring programming who are eligible to sit in 2018. There are also 2 members enrolled and eligible to sit in 2019.
- Secured Megabits as the sponsor who will pay \$1k towards the \$1500 scholarship amount. NZILA will pay \$500. Megabits also agreed to supply Vectorworks Landmarks to the scholarship recipient for 12 months usage after graduation, currently valued at \$4080. Details are on the website and in the Document Library.
- As at 17 November, the total membership of NZILA was 853, 580 are full members.
- For the period 01 September - 17 November 2017, 28 E-communications were sent.
- There are 167 members in the NZILA closed group on LinkedIn.
- Twitter has 787 followers.
- NZILA contact and general information updated on the IFLA website.
- Supplier meetings held with Mark Herring Lighting, Boundaryline, Playground Centre, Hydro Ltd, ACO Ltd, Firth, Boffa Miskell and Isthmus.
- Phone and email exchanges with approx 40 suppliers regarding Conference sponsorship.
- MWC Media meeting with Mike Chapman and Geoff Burton regarding 'trilogy' TV series opportunity.
- Website pages are being updated on a regular basis and new pages created when necessary. Directory is well populated and a page has been added listing Fellows members.
- 2018 NZILA Firth Conference website pages created. Website updated as information is supplied.
- Conference promotion via e-communications to the membership and social media.
- Conference meetings attended with Committee, venue visited, suppliers met.

- Total Conference sponsorship to date is \$80,750 + gst.
- Curator job advertised. 49 applications received. Short list of 8 interviewed. Blame the Media appointed to provide 20 hours a week.
- Initiated and coordinated the collation of videos of award winning projects.
- LAA website populated with content ready to go live.
- Call for interest sent to members for Steering Committee.

Archives Project

Shona McCahon submitted a report dated 10 November 2017 on progress to date along with the following recommendations:

1. That Executive approve the next batch of material for destruction described in Appendix A, Schedule of Records to be destroyed.
2. That the work and proposed budget for the 2018 year is approved, and that I report to Exec on progress at its first meeting after the 2018 AGM.
3. That ongoing archives tasks are reviewed in mid 2018.

The Exec Committee acknowledged and confirmed Shona's recommendations.

5.7 REGISTRATION (Don Royds)

Report Received, taken as read.

Registration

This years Registration interviews have concluded and were run by Mike Thomas (Chair) and Neil Challenger (Vice Chair). 25 members attended the Registration interview.

It was moved (Don Royds/Brooke Mitchell): **THAT** the Executive Committee endorse the list of successful candidates who participated in the 2017 Registration Interview process as identified by the Registration Panel. These candidates shall now be admitted to the Category of Registered Membership.

It was moved (Don Royds/Brooke Mitchell): **THAT** the Executive Committee endorse the Registration Panel's recommendation that 3 applicants be advised that they were unsuccessful.

It was moved (Don Royds/Brooke Mitchell): **THAT** the Executive Committee endorse the Registration Panel's recommendation that 2 applicants be advised that they have the opportunity to re-sit in early 2018.

There was a discussion around raising the Registration Fee from \$250 to \$500 and using the additional funds to enhance Mentor training. Don to discuss with the Working Group.

Action: Don

Registration Working Group

The Registration Working Group met during the interviews and had a robust discussion around a number of key items. The Working Group intends to have a paper together for consideration in time for the next Exec Committee meeting.

CPD

Discussion around the 12 month subscription to the LinkedIn Learning as per Don's report.

5.8 GENERAL BUSINESS**TE TAU-A-NUKU (Neil Challenger)**

Neil acknowledged Shannon's email and expressed his apologies for the delay in response and noted TTAN's appreciation of the offer. Neil advised that a response would be made by mid December.

Action: Neil

A list of TTAN members would also be emailed to NZILA.

Action: Neil

Urban Water Good Management Practice

Yvonne Webber contacted Shannon regarding NZILA representation. It was discussed at the meeting and agreed that Yvonne be asked if she would be interested in this role.

Action: Shannon

IFLA Climate Policy

Details will be circulated via email.

Action: Vicki

6 NEXT MEETING DATES

February - Auckland. Date to be decided via email.

Meeting closed at 4.15pm.

Thank you to Beca in Christchurch for providing the meeting room space.

Certified as a true and accurate record.

President  Date 1 March 2018