

NZILA EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, 22 February 2018
Boffa Miskell Offices, IBM Centre, Level 3/82 Wyndham St, Auckland

Meeting opened at 9.30am and Damian welcomed everyone and introduced himself.

1 PRESENT:

Shannon Bray, Don Royds, Nikki Smetham, Julia Wick, Henry Crothers (left at 1pm),
Damian Powley (TTAN Guest), Brooke Mitchell (arrived at 11.30am).

Minute taker:

Vicki Clague

2 APOLOGIES:

Rebecca Ryder, Hugh Forsyth

3 MINUTES OF PREVIOUS MEETINGS:

3.1 Exec. 11 2017 Minutes

It was moved (Julia Wick/Henry Crothers) and unanimously Carried: **THAT** the minutes of the 23 November 2017 meeting be accepted as a true and accurate record.

3.2 Electronic Motions issued since last meeting:

EM76 – Landscape Architecture Aotearoa - CARRIED

4.0 MATTERS ARISING FROM PREVIOUS MINUTES:

5 OFFICERS REPORTS

5.1 PRESIDENT (Shannon Bray)

Report Received.

Project LAM

Over 100 people attended the workshops in November. Mediators reported high level of engagement. Significant interest shown in the project continuing, and in particular the following opportunities being explored:

- Preparation of guidelines, being a significant update of the 2010 guidelines
- Further workshops to discuss the issue more, and to provide training
- Potential considerations of how law changes might be actioned/influenced

Meeting in March with Gavin Lister and Rachel de Lambert to consider how a joint Boffa Miskell/Isthmus team might assist in the development of the guidelines. Shannon to advise Damian the date of the meeting.

Action: Shannon

Preliminary indications suggest a budget of \$100,000 will be required. Shannon updated the meeting on possible funding opportunities and is currently pursuing. Shannon to report back in a couple of weeks.

Action: Shannon

Discussed how we would run a series of workshops across the country later in the year including the mediators Dave Seargent and Judge Whiting. It was also discussed to include a Maori speaker if possible.

Governance

Shannon met with Graeme Nahkies who is preparing a report. It was agreed that once Shannon receives the report it would be circulated to the Executive Committee. It was also discussed that the report would be sent to all members by mid March and call for feedback. Graeme to present at the AGM.

Action: Shannon

Nga Aho / Te Tau a Nuku

Welcome to Damian Powley who will be joining the Executive Committee meetings in 2018. Rebecca Ryder who currently holds the Cultural portfolio will be managing the Nga Aho / Te Tau a Nuku relationship moving forward.

It was agreed to form a working group to manage the Bi-Cultural strategy. This group to include Rebecca, TTAN members and general members. Part of this conversation will be to formalise the logistics around holding an Annual Hui.

Action: Rebecca/Damian

Construction Industry Council

Michael Hawes is arranging a small group meeting to determine how the Institute should move forward our involvement in CIC. It was agreed that Henry Crothers would join this group as the Executive Committee representative and attend all future CIC meetings.

Action: Henry

AILA Festival 2019

No updates since last meeting. Shannon to contact Tim Arnold (AILA).

Items from the November 2017 meeting to be actioned as follows:
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

2018 AGM

The format of the AGM was discussed and it was agreed that the agenda would reflect the following:

- Reports taken as read
- Invite a TTAN speaker
- Graeme Nahkies to present the Governance review recommendations

5.2 HON. SECRETARY (Nikki Smetham)
Report Received.**Accreditation**

After discussion with Melean Absolum (Accreditation Panel Chair), Andrew King has agreed to be the third member of the Panel.

It was moved (Nikki Smetham/Don Royds): and unanimously Carried: **THAT** the Executive Committee approve Andrew King's appointment to the Accreditation Panel.

There was a general conversation around Accreditation with the key points raised being about what is the process when Education providers do not conform and how do we extend the Panel to include a TTAN representative.

Action: Nikki

Fellows

A new panel was formed to review the 2017 nominations for Fellows. Julia Williams, Boyden Evans and Peter Rough (chairperson).

It was moved (Nikki Smetham/Shannon Bray) and unanimously Carried: **THAT** the Executive Committee approve the three nominees to be made Fellows of the Institute as per the recommendation made by the Fellows Panel.

The Fellows will be presented with their Fellowships at the 2018 Conference Welcome Drinks on Wednesday 11th April.

It was agreed that it would be good to have a video made of the 3 new Fellows to play at the presentation on the 11th April. Vicki to contact Claire for a quote.

Action: Vicki

Fellows Working Group

Nikki is currently in the process of contacting members to establish a working group to review the process of nominations and the criteria. It was also discussed at the meeting that the following should be included in the review:

- define what a Fellow is.
- Best recognition process for those members who are making a significant contribution (celebrating excellence).

Action: Nikki

5.3 **EVENTS** (Hugh Forsyth) Report Received.

2018 Conference update:

- Attendance is 86 short of the breakeven point of 240 attendees. At this point a deficit of \$55,814 is indicated.
- Headline speaker line up is confirmed with Henry to be MC for the full conference.
- At this point no speaker to open the Conference but committee is seeking acceptance from Phil Goff for this role.
- Contract for ASB Waterfront Theatre signed and fine adjustments being made to the layout and location of trade exhibitors.
- Shed 10 conference dinner is being developed on a 'street' theme with food trucks, MC and live entertainment.
- Weekly email campaign underway.
- Henry to approach NZIA and Planning Institute to promote the conference.
- Conference has been listed with NZ Herald, Stuff, Yahoo and Event Finder.
- Sponsorship has now reached \$94,250.
- Claire (Blame the Media) is undertaking short interviews with the overseas speakers for marketing of conference.
- Sam from LandLAB has provided conference flyer and design for conference bags and two drop down banners for the ASB Theatre. Flyer has been distributed for executive and all members of committee to push out.
- Most registrations are from Auckland, Wellington and Christchurch.

CPD/Workshop events

CPD events and registration have come up as themes in the governance survey.

There was a general discussion around a nationwide travelling roadshow. The following was agreed:

- To run a roadshow throughout the country in September (exact dates to be confirmed)
- That the roadshow would include;
 - BIM (Building Information Modelling)
 - Landscape Assessment Methodology
 - Lighting
 - Playgrounds
- Sponsorship to be procured
- Jan Broadley to project manage

A one page plan to be collated outlining dates, locations, sponsors, format, budget.

Action: Don, Henry, Hugh, Vicki

RMLA

Hugh has been in contact with Rikki Stancich, Communications and Sponsorship Manager for RMLA. They are keen to invite NZILA members to join webinar series they are running.

- Potential to run programmes that RMLA want to buy into as well.
- Potential for several regional workshop type programmes to run through the year.

5.4 **AWARDS** (Julia Wick) Report Received.

2019 Awards

The Awards will be a standalone event due to the 2019 Conference being a joint affair with AILA in Christchurch towards the end of 2019.

Resene have confirmed verbally that they will be the Naming Rights sponsor for 2019. A proposal is to be sent to Karen Warman at Resene.

Action: Vicki

Venue

It was agreed to hold the Awards Ceremony in Auckland on Friday 5th April 2019. It was agreed to obtain availability and venue hire quotes from the Auckland War Memorial Museum, The Winter Gardens at the Civic, Auckland Town Hall and Cordis Hotel.

Action: Vicki

Awards Convenor

There was discussion around inviting Jan Broadley to be the Awards Convenor. It was agreed that the process would be:

- write a scope of works
- circulate to the Exec Committee for feedback
- access Jan Broadley's Conference management performance and ratify at the next meeting if acceptable.

Action: Julia

Awards Working Group

Thanks to the Awards Working Group for their time and effort to date.

Remaining key items that are being worked on:

- finalise the Awards blueprint document
- draft budget being collated mainly due to the requirement that all sites are visited by the judges
- final category criteria to be tweaked
- Gantt chart/timeline collated

Action: Julia

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

NZILA Name Change

New Zealand Institute of Landscape Architects Tuia Pito Ora Incorporated.

At the Executive Committee meeting held on the 23rd November it was moved and agreed that the legal name would be *New Zealand Institute of Landscape Architects Tuia Pito Ora Incorporated*, and that it would be registered accordingly with www.societies.govt.nz. This has been actioned.

Once the brand usage guide has been received from TTAN then a design brief can be developed. Damian will provide an update on timing by the end of February.

Action: Damian

Website Developer

Currently interviewing candidates experienced in Django software to provide website development services for the NZILA website.

5.6 COMMUNITY (Henry Crothers)
Report Received.**TMDA / GALA**

TMDA now split into two groups.

TMDA Committee focussed on TMDA activities within Auckland based collective.

GALA sub-committee focussed on tripartite relationships with Guangzhou and Los Angeles.

Henry representing NZILA on both sub-committees.

TMDA

TMDA Charter and terms of reference established. Opportunity for inter-institute networking events in 2018 agreed.

GALA

Intern program between Guangzhou/Auckland and Los Angeles established. 3 interns travelling to Auckland in Feb-May 2018.

UNITEC update

Discussions with new lead of landscape program Daniel Irving regarding developing events and activities for interaction between Auckland Branch and NZILA members.

Unitec seeking additional opportunities for student/profession engagement.

Student Salon (student presentation) and graduate evening formalised as part of Auckland Branch calendar. Opportunity to develop similar in Wellington and Christchurch branches.

NZIA

Discussion with Auckland Branch Chair regarding developing closer relationships and co-ordinating TMDA inputs.

Opportunities for Auckland Branch to participate more fully in annual Architecture Festival.

NZIA keen on NZILA involvement in Wellington and Christchurch in 2018. Henry to contact/co-ordinate with relevant Branch Chairs.

Action: Henry

AK Council Procurement

Henry involved in discussions with AK Council regarding procurement processes and information sharing. Event with AC and NZILA to be organised via Auckland Branch.

Auckland Council Landscape Architects/NZILA Members

Auckland Branch in contact with Auckland Council's LA's regarding developing relationships and encouraging participation in Branch and Institute activities.

5.7 **TREASURER** (Rebecca Ryder) Report Received.

2017 Draft Accounts

Received from the Accountant and discussed at the meeting. Due to the new website the depreciation for the year is much higher than in 2016 as there is a 50% depreciation deduction. This will reduce in 2018 and not be as large. There is also a loss on sale of assets which is the write-off of the remaining value of the old website.

These items are book entry items so if added back the surplus for the year is \$58,792.

Due to now only operating one bank account any receivables for the conference (and the awards when it is run) are now included with any subscriptions in arrears and all appear on the same line. In 2016 the amounts were shown separately.

2018 Budget

The draft budget is forecasting a projected loss budget of \$81k, with special projects accounting for \$65k of this. Discussed at the meeting that the funds are available and that the closing financial position at the end of 2018 would be \$136k.

It was agreed to add CPD events into the draft budget and once updated that this be circulated to the Executive Committee for approval.

Action: Vicki

2018 Conference

A conference budgeting and cost tracking template has been created and is being used by Jan for the Conference. This provides up to date tracking on *actual* vs budget.

Long term financial strategy

Beyond 2018 we need to develop a long term financial strategy around building our financial position to achieve the aspirations that we and future committees will have.

Action: Rebecca/Vicki

5.8 **ADMINISTRATION/COO** (Vicki Clague)

Summary of report for activity 18 November 2017 – 15 February 2018

- 2017 accounts collated and sent to Accountant for processing. Draft accounts received.
- A Fraud Risk Assessment – Management and Internals Control online checklist has been completed. The Auditor requests annually.
- 2018 membership subscriptions invoiced in January.
- Final 2017 GST return was filed in January for the November/December 2017 period.
- NZILA is now set up to process GST returns online.
- The Auckland Branch is now set up to bank with ASB under the umbrella NZILA account.
- Currently there is \$225k invested on term deposits.
- Meeting held with Rebecca to discuss the draft 2018 budget and how we introduce long term financial planning.
- Met with Melean to discuss concerns from November meeting with regard to Accreditation.
- Andrew King to replace William Field as the third member of the Accreditation Panel.
- AGM timeline collated in accordance with the Constitution.
- Negotiated an increase in the public liability limit with AON insurance to \$5m effective from 1 April to meet insurance requirements of Shed 10 for conference.

- Resene have verbally confirmed naming rights for the 2018/2019 Awards. Proposal needs to be written and presented to confirm details.
- Branch Chair, Secretary and Treasurer positions were updated on the NZILA website to reflect changes following branch AGM's.
- Branch Secretaries emailed up to date branch membership lists each month.
- Constitution updated to reflect the new name of the Institute to *New Zealand Institute of Landscape Architects Tuia Pito Ora Incorporated*. Latest version of Constitution has been updated in the document library on the website.
- 1 Electronic motion was prepared and circulated.
- Draft minutes collated and circulated from 23 November 2017 Executive Committee Meeting. Finalised minutes from the September meeting signed and put on the website.
- Governance survey E-communication sent to 564 members. 21 responses received.
- 18 jobs listed since last meeting.
- 25 Registration interviews were held in November 2017.
- There are 34 members in the mentoring programming who are eligible to sit in 2018. There are also 5 members enrolled and eligible to sit in 2019.
- Letters were sent to the Education providers advising them of the new Student Scholarship and asking them to promote.
- As at 15 February, the total membership of NZILA was 859, 585 are full members.
- For the period 18 November 2017 – 15 February 2018, 44 E-communications were sent.
- Supplier meetings, phone calls and emails held to secure conference sponsorship plus procure 2018 advertising support.
- NZILA website advertising sold and invoiced for \$13,200.
- LAA website advertising sold and invoiced for \$4,000.
- E-news adverts sold and invoiced for \$4,200.
- Communications with IFLA. Regular contact with Sally Robertshaw from IFLA who is sharing content from our LAA website and promoting our conference.
- Met with Noel Brown, CEO LIANZ.
- Editorial Committee pulled together. Vicki meeting with Claire weekly, sometimes NZILA member or Editorial Committee member will join meeting.
- LAA website – new articles added daily then pushed out via social media. Fortnightly e-comm's promoting recent features to the 926 subscribers. Some articles being replicated on NZILA website.
- AGM Publishing wish to use some of our LAA content on ArchitectureNow.
- Website pages are being updated on a regular basis and new pages created when necessary. Directory is 90% fully populated and a page has been added listing Fellows members.
- News stories, events and job listings added as received.
- Members Dashboards updated regularly.
- A list of website minor bugs is being kept. Once a new developer is appointment these can be rectified.
- Kathryn Bennett from Rialto Cinemas hoping to have list of potential firms in the next week. Increasing regions where they are run.
- 2018 NZILA Firth Conference website pages set up and added to weekly.
- Conference promotion via e-communications to the membership and social media.
- IFLA, AILA, BCSLA, NZPI, Women in Urbanism and UDF have all been sent information about the conference.
- Conference has been listed on NZ Herald, Stuff, Yahoo, Eventfinder and ArchitectureNow.
- Regular communications to promote conference and encourage registration are being sent. Conference communication plan in place.
- Total conference sponsorship to date is \$96,250 + gst.
- Attended conference meetings with and been assisting Jan. Procured items from ASB, Rialto and Resene for the conference bags. Secured Rawdon Christie as MC.

5.9 REGISTRATION (Don Royds)

Report Received.

Registration Working Group

Don presented the Registration Working Group's recommendations regarding Established members. The Exec has requested a review of the recommendation and to also consider the networking and engagement of members at a branch level.

Action: Don

Increased Registration application fee

There was discussion around increasing the registration application fee from \$250 +gst to \$499 + gst and redirect funds back to the branches to assist with increases in facilitation costs.

It was moved (Don Royds/Julia Wick) and unanimously Carried: **THAT** the Registration application fee be increased to \$499 + gst effective from 2019 to account for increases in administration and facilitation costs.

5.10 GENERAL BUSINESS

TE TAU-A-NUKU (Damian Powley)

Damian will be in touch regarding items as discussed including providing a list of TTAN members.

Action: Damian

6 NEXT MEETING DATES

Auckland - 11 April (followed by AGM in the afternoon)

Tauranga - 29 June (drinks with branch to be held the evening prior)

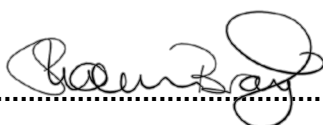
Queenstown - 02 November (drinks with branch to be held the evening prior)

Meeting closed at 3.40pm.

Thank you to Boffa Miskell in Auckland for providing the meeting room space.

Certified as a true and accurate record.

President



Date

16 April 2018