

FINAL MINUTES 2017 AGM

FINAL Minutes of NZILA's 45th Annual General Meeting

Embassy Theatre, 10 Kent Terrace, Mount Victoria, Wellington

Wednesday 5th April 2017

Meeting opened at 1.10pm.

Welcome

Neil Challenger welcomed everyone to the AGM.

Shannon Bray, President welcomed everyone to the AGM and opened the meeting. Shannon thanked the following:

- Tracey Ower, Megan McBain, Amy Hobbs and Neil Challenger for their contribution to the Executive Committee
- Peter Kensington for stepping into the Executive Committee this year with such enthusiasm, and Craig Pocock who has continued to contribute opinions throughout the year
- Brooke Mitchell and Julia Wick who are continuing their contribution to the Executive Committee
- Robin Rawson for keeping our CPD programme running and keeping everyone honest
- Brad Coombs, Mike Thomas and the Registration panel for their time interviewing candidates
- Renee Davies for her contribution to IFLA, and Mike Barthelmeh who's picking up the reins
- Andrew Gray for always being available to help out with banking and other daily management requirements
- The Wellington Conference Committee for what is promising to be a significant event, and the Dunedin Conference Committee who delivered us a conference to remember last year
- Shona McCahon for her significant contribution to archiving over 40 years of boxed records in an un-windowed storage facility
- Te Tau a Nuku for all of their volunteered time to help us move our bicultural commitments forward, and Desna Whaanga-Schollum and Nga Aho for staying with us on our journey
- Diane Menzies and Phil Wihongi for advancing the Waiaata creation
- Peter Rough, Clive Anstey, Simon Swaffield, and Alan Titchener for their help in advancing the landscape Methodology COP project, and Judge Newhook for his dedication to and support of this project
- Hugh Forsyth, Hedley Evans, Chris Glasson, Grant Edge, Boyden Evans, John Hudson, Di Lucas and Julia Williams for their contribution to the Fellows panel
- All Branch committees who regularly deliver local events and networking opportunities
- The Awards judges
- The awards review working group for all their recommendations and encouragement, and Gavin Lister who kicked the process off with a well considered think-piece
- The future publications working group for their recommendations and commitment to find the best way forward
- The registration working group and all those involved in mentoring for ensuring we maintain high standards and encourage the development of our graduates
- All of our corporate partners, particularly Firth and Resene as named sponsors of our conference and awards.
- Melean Absolum and the Accreditation Panel for continuing monitoring of the tertiary institutions, and the education providers themselves for unwavering support of our profession
- Kathleen Kinney, our editor for the three e-magazines
- The Ruru Group who continue to share their advice and wisdom
- And all the NZILA members who continue to believe in the institute and what we are trying to achieve, and for also supporting him in continuing to lead the profession over the coming term.



Shannon also made special thank you to Andrew Gray for his work with organizing the conference and assisting the Executive Committee.

Gifts were given out to the outgoing Executive Committee members: Tracey Ower, Megan McBain, Neil Challenger & Peter Kensington. Shannon Bray also thanked Amy Hobbs for her time on the Executive Committee.

1. Attendance & Apologies

1.1 Present (Executive Committee):

Shannon Bray, Brooke Mitchell, Megan McBain, Tracey Ower, Peter Kensington, Neil Challenger, Julia Wick.

Others:

Lyn Cadenhead, Diane Menzies, Melean Absolum, Jan Woodhouse, Steve Dunn, Rhys Girvan, Boyden Evans, Shona McCahon, Yvonne Weeber, Lisa Jack, Rose Goodwin, Cheryl Robilliard, Hugh Lusk, Don Barham, Jenny Moore, Yan Gao, Erica Gilchrist, Mapihi Martin-Paul, Alfred Chan, Daniel Chapman, Heather Wilkins, Di Lucas, Adrian Taylor, Helen Preston Jones, David McKenzie, Don Royds, Henry Crothers, Nikki Smetham, Rebecca Ryder, Hugh Forsyth.

Minute Taker:

Vicki Clague.

1.2 Apologies

Mike Barthelmeh, Tom Carter, Wayne Rimmer, Peter Rough, Mike Farrow, Sally Peake, Paddy Baxter, Chris Davidson, Wendy Hoddinott, Martha Dravitzki, Louise Bailey, Earl Bennett, Helen Ballinger, Sam Bourne, Sue Dick, Grant Edge, Tim Lander, Frazer Baggaley, Brad Dobson, Brian Faulkner, Helen Baggaley, Megan Tongue, Joby Barham, Amy Hobbs.

2. Receipt of proxy votes

Proxy votes were received from:
Sam Bourne

For:
Shannon Bray

3. Confirmation of Minutes - 2016 AGM

It was moved (Shannon Bray/Shona McCahon) and unanimously **carried**:

THAT the Minutes of the 44th Annual General Meeting held at Dunedin Art Gallery, 30 The Octagon, Dunedin on Thursday 14th April 2016 be accepted as a true and accurate record.

4. Matters arising from Minutes

None

5. Presentation of Annual Reports

The 2016 Annual Report was pre-circulated prior to the meeting and was largely taken as read.

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5.1 President – Shannon Bray

Report as tabled: –

Shannon Bray spoke to his report and provided an update on the following:

- The Landscape Assessment Methodology Code of Practice project
- The bi-cultural strategy
- The awards working group

Di Lucas said she was pleased to see the NZILA Maori name and Waiata development, and that she is looking forward to cultural aspects being addressed in the Landscape Methodology.

Shannon responded that DOC is doing some natural character work.

Jan Woodhouse congratulated Shannon Bray regarding his efforts with Mfe.

Jan Woodhouse asked if there is an opportunity for practitioners to comment before NZILA revert back to Mfe? Shannon has suggested to Mfe to set aside a budget to hold workshops.

Cheryl Robilliard asked about bringing conference organising in-house. Shannon responded that he is keen to continue with having a central organiser to work alongside the branch hosting the conference.

5.2 Vice-President – Brooke Mitchell

Report as tabled: –

Brooke Mitchell spoke to his report about the Website re-development over the past year.

Jan Woodhouse congratulated NZILA on the website and encouraged members to engage and use it. Shona McCahon also offered her congratulations on the website.

5.3 Honorary Secretary; Administration, Documentation Records; – Amy Hobbs

Report as tabled: –

In Amy's absence Shannon Bray spoke to Amy Hobb's report and gave an update on the following:

- Elections preparation
- Honorary Fellow and Life membership
- Fellow application – Jenny Moore elected as a Fellow of the New Zealand Institute of Architects
- NZILA Short Form Contract and Confidentiality Agreement

Shona McCahon updated the meeting on progress to date regarding the Archives project.

5.4 Registered Membership – Neil Challenger

Report as tabled: –

Neil Challenger spoke to his report, and gave an update on Registration, including the Mentoring Programme, the Registration Interview Panel Chair and the Registration Working Party.

Neil thanked the following:

- Shona McCahon for her work on the Archives project.
- The Registration Mentors, the people who organise the Registration Programme in the Branches (Orson Waldoock, Cheryl Robillard and Neil Challenger), the people who provide tutoring on the core competencies, the firms who let us use their meeting rooms for workshops and interviews, the panelists, the people working on the Registration Working Party, the people who keep the wheels of administering the process oiled.
- List of people who have contributed to the Registration Programme over the last year: Emily Alleway, Clive Anstey, Hannah Ayres, Phillip Blakely, Mark Brown, Martin Bryant, Sean Burke, Sarah Collins, Melanie Cameron, Simon Cocker, Brad Coombs, Patrick Corfe, Renee Davies, Steve Dunn, Grant Edge, Garth Falconer, Mike Farrow, Paul Roper-Gee, Bridget Gilbert, Chris Glasson, John Goodwin, Jeremy Head, John Hudson, Linda Kerkmeester, Leo Jew, Ralph Johns, Rory Langbridge, Dave Mansergh, Gary Marshall, Fraser Miller, Phillip Millar, Adrian Morton, Dave Compton-Moen, Jenny Moore, Mike Moore, Kris MacPherson, Haylea Muir, Paul Murphy, Sally Peake, Wayne Rimmer, Cheryl Robillard, Wade Robertson, Pete Rough, Rebecca Ryder, Mike Thomas, Megan Tongue, Richard Tyler, Orson Waldoock, Robert Watson, Peter Whiting, Travis Wooller
- Brad Coombs who has been Chair of the Registration Interview Panel. Brad's tenure has now finished and he has stepped down from this position. On behalf of the Institute Neil thanked Brad for his significant and much appreciated contribution. The new Chair is Mike Thomas (previously Deputy Chair) and Neil thanked Mike for his willingness to step up to this role.
- The Registration Working party, the Branches, the Interview Panel, the Mentors and all the other contributors.

Congratulations to the 13 new 2016 Registered members:

Alfred Chan	Daniel Chapman
Benjamin Clarke	Chris Davidson
Heather Docherty	Ensiyeh Ghavampour
Rosalie Goodwin	Lisa Jack (nee Blair)
Kylie McLaughlin-Brown	Julia Moore
Mark Newdick	Don Royds
Adrian Taylor	

Neil also gave a supplementary comment on Archives, saying it is very pleasing to see this Archive Project progressing so successfully.

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5.5 CPD & Conference – Tracey Ower

Report as tabled: –

Tracey Ower spoke to her report and thanked the following for their contribution to another very successful conference:

- Dunedin Conference Committee for a successful 2016 conference.
- Wellington Branch Conference Organizing Committee and Conference Convenor Sara Bell.
- Vicki Clague (COO) who is instrumental in the very successful procurement of sponsorship, without which none of this could be achieved.
- Firth our Naming Rights sponsor.
- Amy Hobbs for her involvement and dedication last year with the committee on behalf of the Executive Committee.

NZILA Waiata

- Our thanks go to Phil Wihongi (TTaN) who set this in motion and more recently Diane Menzies who has been liaising with Lynette Tamarapa (Te Atiawa) who has written and composed our waiata following consultation with our members.
- Thank you to the 18 members who provided ideas after a call went out in December last year. As reported by Diane: “Submissions came from students, graduates, as well as long-time members, from those here and working overseas and from a diversity of cultures and backgrounds. Some provided extensive ideas and inspirational material, while others succinct comments. They have given Lynette a broad understanding of our values and she is now confident to proceed with composing a waiata tautoko: that is, a waiata which is used to support one of our speakers at a powhiri or similar event.
- Tracey on behalf of the Executive gave her heartfelt thanks to Lynette for interpreting our vision and incorporating it into a waiata which we can call our own and hopefully do it justice with some great singing voices!

Di Menzies thanked Tracey & Vicki for the Waiata organization.

CPD

- Tracey made mention of how fantastic it is with the new website providing personal, easily accessible and user-friendly facilities to keep up to date with CPD.
- Special thank you to Robin Rawson the CPD registrar - the Executive Committee are indebted to Robin, who has now been in this role since 2012. Thank you Robin for your on-going commitment to this role.



5.6 Student Membership and NZILA Awards – Julia Wick

Report as tabled: -

Julia Wick spoke to her report and gave updates on the following:

Free Student membership

- Following the 2016 AGM it was decided NZILA membership should be free to eligible students. Since then the NZILA has worked in conjunction with the education providers (Victoria, Lincoln, UNITEC) to encourage as many students as possible to become members of the NZILA.

Annual Branch Levies

- In 2016 it was agreed that an additional \$500 go to each of the branches with an active student membership (Consisting of Auckland, Wellington, Christchurch). This money has been used to organize events specifically focused on student members.

Awards

- Key project has been the review of the NZILA awards and coordination of the NZILA awards evening. An awards review working group was set up and has worked very hard to introduce a new structure and categories for the 2017 NZILA awards.
- Julia gave thanks to the Awards Review Working Group which consists of: Mike Thomas, Shannon Bray, Rebecca Jerram, David McKenzie, Jan Woodhouse, Lee Brazier, Emma Taylor, Megan Wraight, Damian Powley and Tony Milne.

5.7 Future Publications/Accreditation – Peter Kensington

Report as tabled: -

Peter Kensington spoke to his report and provided updates on the following:

Future Publications

- The final copy of the quarterly printed Landscape Architecture New Zealand magazine was produced in March 2016. It is envisaged that the new website will play a big part in producing future publications. The NZILA Future Publications Working Group (FPWG) was set up to manage publications moving forward.

Two recommendations were made:

- i. Publishing individual stories via our website (electronic)
- ii. Publishing an annual yearbook (printed)

Peter outlined that there would a cost to the Institute for a content editor/curator.

It was moved (Peter Kensington/Shannon Bray) and unanimously carried

THAT the membership endorse the two NZILA publications initiatives above, with the associated budgeting requirements, at the NZILA's Annual General Meeting in April 2017 and the FPWG and Executive Committee implement the initiatives immediately.

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Accreditation

- Peter Kensington on behalf of the membership thanked the Institute's Accreditation Panel (Melean Absolum – chair, Julia Williams and William Field).
- It was noted that in September the NZILA Accreditation panel visited Lincoln University in Christchurch to undertake its five yearly review. The teaching and facilities provided at Lincoln, and work produced by the students, were of a high standard and it was recommended to continue accreditation of the programmes offered. The Lincoln University accreditation has now been extended to 2021.

6. Presentation of 2016 Annual Accounts and Budget for 2017 – Megan McBain

Report as tabled: –

Megan spoke to the report and gave an update on the financial situation of the Institute.

- The Annual Financial Report (refer Appendix 1) shows that despite the 2016 AGM budget predicting a 2016 operational budget loss of -\$14,735.78 this was turned around by aspirational targets and produced a surplus of \$8,669.00 for 2016.
- Thanks to COO Vicki Clague who has put in place excellent financial management systems and processes and worked effectively with our sponsors for the website, awards and the conference. She has also provided invaluable support and advice throughout the website development project.
- The proposed Draft 2017 Operational Budget is based on expenditure from 2016. The profits from last year are proposed to be invested in the Landscape Assessment Project, the implementation of some of our Bi-cultural strategies and the continuation of the Archives Project. The Executive Committee has decided to increase the annual Institute subscriptions for 2017 following 4 years of frozen subscription rates.
- A decision was made to switch the Institute's banking partner to ASB. NZILA now has the following accounts:

ASB cheque account

ASB business saver account

ASB term deposits

Westpac conference account (will be closed after 30 June GST processed)

Westpac awards account (will be closed after 30 June GST processed)

From 01 July all NZILA transactions will go via the ASB cheque account and payments for invoices will also be able to be made on the payment gateway on the website.

Di Menzies thanked Megan for her work on a well considered document and the Institute for sticking to the budget.

Di Menzies raised that the \$30k remain in the budget (42 Landscape Assessment Project) but not be used until the cultural aspect was addressed.

Shannon Bray advised the meeting that the budget is required to facilitate. Jan Woodhouse asked about private funds. Shannon commented that Mfe have funds and that widespread engagement with the membership is key along with following a process.

The following motion was proposed by (Di Menzies/Di Lucas) **THAT** the \$30k for the Landscape Methodology Project be held in the budget and not be used until the bi-cultural aspect is resolved and agreed on.

The membership asked for more information before voting.



Di Menzies explained her position and views.
Shannon responded and refuted some of Di Menzie's claims.

Following further discussion there was a revised motion which was voted on.

It was moved (Shona McCahon/Shannon Bray) and unanimously carried (with the exception of Jan Woodhouse) **THAT** the \$30k for the Landscape Methodology Project be used to move the project forward using a process of genuine bicultural engagement.

Steve Dunn asked some questions regarding the expense budget.
Jan Woodhouse asks questions regarding the awards budget.
Melean Absolum asked a question re item 18.
Cheryl Robilliard asked questions re 20, 52.

It was moved (Megan McBain/Neil Challenger) and unanimously carried
THAT the Treasurer's Report be received and accepted

It was moved (Megan McBain/Peter Kensington) and unanimously carried
THAT the final audited 2016 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 (Megan McBain/Neil Challenger) and unanimously carried
THAT the Proposed Draft 2017 NZILA Operational Budget be approved.

Other reports:

7. Accreditation Panel Chair – Melean Absolum

Report as tabled, taken as read.

- In September 2016 the NZILA Accreditation Panel, comprising Julia Williams, William Field and Melean Absolum visited Lincoln University in Christchurch to undertake its five yearly review. The teaching and facilities provided at Lincoln, and work produced by the students, were of a high standard and we recommended continued accreditation of the programmes offered.

8. Registration Panel Chair – Brad Coombs

Report as tabled, taken as read.

9. Branch Reports

Branch reports as tabled and taken as read.

10. Remits / Proposal 1: Registration

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Remit to the NZILA AGM

Proposing that the duration of Landscape Architectural Professional Practice required prior to applying for Registered Membership is changed from two to three years.

This remit arises from a concern by the *Registration Working Party* that the duration of professional practice currently required by the Institute is insufficient to adequately prepare a candidate to attend the Registration Interview and sends candidates the wrong signal about the preparation that is required. The Institute's current requirement (clause 2.3, B, 1-i of the constitution) is that an applicant must have "...at least two but preferably three years practical experience in landscape architecture...". Most candidates have considerably more experience than this when they apply for Registered Membership, but a number start the Mentor Registration Programme with the bare minimum the vast majority of whom fall by the wayside, stop attending Branch Registration events, delay their application for one or more years, become dispirited, and, if they do apply for Registered Membership, they are frequently far closer to the bar than desirable and sometimes dip below it. All of which is disappointing, perhaps demoralising and certainly something of a time waster for everyone concerned.

Predictably Registration candidates with seven or eight years practice are nearly always successful with their application. However, requiring this would be onerous and out of step with the other design and land based professions, which variously require two years minimum for Surveyors, three years minimum for Planners, three years minimum for Architects, and between four and six years for Engineers.

While Registered Status is about professional standards and competence, to some extent it is also about public safety and for this reason I do not believe we can equate ourselves to Engineers for whom failure can have life and death implications. By the same token, the experience of the *Registration Working Party* is that candidates with two years practice are unlikely to successfully apply for Registered Membership. Which pitches us in somewhere in between. It is therefore proposed that the minimum requirement is changed from two to three years to better reflect the amount of practice experience that is required and so send candidates, mentors and employers the right message about expectations.

It was moved (Neil Challenger/Shannon Bray) and unanimously carried
THAT the NZILA Constitution Clause 2.3, B, 1-i is changed as follows:

2.3. (b) Registered Landscape Architect

(1) A person who:

- (i) has at least ~~two~~ *three* but preferably ~~three~~ *four* years practical experience in landscape architecture of a nature acceptable to the Committee of which at least one year must have been completed in New Zealand after graduating with an accredited qualification;

11. Remits / Proposal 2: Te Reo Māori Name for NZILA



Remit to the NZILA AGM

Proposing that the name of the New Zealand Institute of Landscape Architects is changed to the New Zealand Institute of Landscape Architects Inc, Tuia Pito Ora.

This remit arises from the annual meeting between Nga Aho/Te Tau-a-Nuku and the NZILA Executive last July at which Te Tau-a-Nuku suggested the NZILA should adopt a te reo Māori name as part of the upgrade of its web page. The NZILA then asked Te Tau-a-Nuku to advise it on a suitable name, and over the following seven months Te Tau-a-Nuku undertook a wide-reaching round of emails and hui with its members, with the te reo experts its members work with, and more recently and quite extensively with respected kaumatua Haare Williams, whose help was instrumental to the development of the name.

Early on it was agreed that the name should capture Māori meaning not just Māori words, so it would be rooted in Māori concepts of design and Landscape Architecture, rather than merely a direct translation of the English. There followed several rounds of draft names, sourced from both within Te Tau-a-Nuku and from language experts, each building on the other and discussed and refined over time. The end point of this came earlier this year, when Te Tau-a-Nuku agreed on a final name, sought endorsement from Nga Aho - which it gave, and then recommended the name's acceptance by the NZILA Executive - which it gave at its February meeting. The final step in this process is for this remit to be passed at the AGM accepting the proposed name.

The proposed te reo Māori name for the Institute is **Tuia Pito Ora**.

The name is richly nuanced, but it can be thought of as 'a line that binds', referring to the pivotal link between land, people and well being; and it can also be taken as 'the umbilical chord, that honours the past, redefines the present and protects the future'. Taking a less holistic view, tuia refers to binding or sewing together; pito means the centre and also a line on the ground connecting people and land, and ora is the day-to-day practicalities of living.

Whichever way you look at it though, this is a complex and meaningful name that will add depth, richness and cultural resonance to the Institute's existing moniker, while at the same time helping to meet the NZILA's obligations under its Bi-cultural strategy and under its MOU with Nga Aho. Like all names Tuia Pito Ora signals intent, values and aspirations, in this case both as a step towards acknowledging Māori values in the landscape and the creation of a culturally shared Aotearoa/New Zealand, and as a statement about the way the Institute sees Landscape Architecture practice in the 21st Century.

There was discussion and questions around the remit.

It was moved (Di Lucas /Shannon Bray) and unanimously carried

THAT the NZILA Constitution, clause 1.1 is changed by the addition of Tuia Pito Ora as follows:

1 Introduction

1.1 Name

The name of the Institute is the New Zealand Institute of Landscape Architects Incorporated, *Tuia Pito Ora*, hereinafter called 'the Institute'. [italics only to highlight the proposed new text]

It was moved (Di Lucas/Shannon Bray) and unanimously carried

THAT the NZILA branding can reflect both versions i.e. NZILA first or Tuia Pito Ora first.

12. Membership Presentations



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Registration Certificates presented at the end of the AGM by Shannon Bray & Neil Challenger.

13. Presentation of Fellow Certificate

Shannon Bray presented Jenny Moore with her Fellowship Certificate.

14. General Business

No general business to report.

The 45th Annual General Meeting closed at 3.36pm.

President:

A handwritten signature in black ink, appearing to read 'Shannon Bray', written over a horizontal line.

Date:

Shannon Bray
16 April 2018