

NZILA EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, 11 April 2018
ASB Waterfront Theatre, 138 Halsey St, Auckland

Meeting opened at 10.05am and Shannon welcomed everyone and summarised what the meeting would cover.

1 PRESENT:

Shannon Bray, Brooke Mitchell Don Royds, Julia Wick, Henry Crothers (arrived at 11am), Hugh Forsyth Nikki Smetham, Rebecca Ryder, Brad Coombs (Incoming President)

Guests:

Melean Absolum - Accreditation Panel
Graeme Nahkies - Governance

Minute taker:

Vicki Clague

2 APOLOGIES:

Damian Powley

3 MINUTES OF PREVIOUS MEETINGS:

3.1 Exec. 02 2018 Minutes

It was moved (Shannon Bray/Don Royds) and unanimously Carried: **THAT** the minutes of the 22 February 2018 meeting be accepted as a true and accurate record.

3.2 Electronic Motions issued since last meeting:

EM77 - President Replacement Process

EM78 - Archives Project

EM79 - 2018 Budget/2017 NZILA Finalised YE Accounts/Audit Report

4.0 MATTERS ARISING FROM PREVIOUS MINUTES:

5 OFFICERS REPORTS – Presented

5.1 PRESIDENT (Shannon Bray)

Project LAM

The NZILA has embarked on a project of facilitating the preparation of a set of Landscape Assessment Guidelines to provide more consistent application of assessment methods under the ambit of the RMA. The project has been initiated and is underway.

The Draft Landscape Guidelines are currently being authored, voluntarily by members of the profession based at Isthmus and Boffa Miskell, primarily Gavin Lister and Rachel de Lambert.

The timing of the handing over of the Draft Guidelines for review is yet to be negotiated with the authors.

The NZILA Executive will own the process of facilitating the review, finalisation and release of the guidelines to the membership of the Institute. The NZILA Executive member responsible for facilitating the review, finalisation and release of the guidelines will be Julia Wick. Julia will have overall responsibility for managing the process, reporting to the Executive and controlling the budget.

There was discussion around the Peer Review Panel who are yet to be approached.

Ben Frost will be TTAN representative involved in this project.

It was also discussed and agreed that Brad Coombs as President would attend all meetings with government. On the 10th May there is a confirmed meeting with Hon. Eugenie Sage in Wellington. Brad Coombs and Shannon Bray will attend this meeting. It was agreed that Shannon would prepare a draft document.

Action: Shannon

The brief needs to be formalised with the authors and put a memorandum of understanding in place between Boffa Miskell, Isthmus and NZILA.

Action: Julia

It was moved (Shannon Bray/Brooke Mitchell) and unanimously Carried:

THAT Julia Wick (Executive Committee Portfolio Holder) will project manage and facilitate supported by Shannon Bray as per the roles and responsibilities outlined on page 1 of the report dated 5 April 2018 prepared for this meeting.

Governance

Graeme Nahkies spoke to the Executive Committee about his report. After providing an overview there was discussion and Graeme answered questions that the Executive Committee members had.

Graeme outlined what would be in his presentation to the AGM, scheduled for later in the day.

It was agreed that the Executive Committee would review the document and provide feedback to Brad by Friday 27th April.

Action: All

5.2 Treasurers Update (Rebecca Ryder)

Report Received.

Two Auditors recommendations from Dixon & Co:

- Conflict of interests register
- Risk assessment policy

5.3 HON. SECRETARY (Nikki Smetham)

Report Received.

Melean Absolum (Accreditation Panel Chair) joined the meeting at 11.43am.

Melean briefly explained the role of the Accreditation Panel and confirmed that it was primarily about measurement and assessment.

Accreditation Annual Reports

The Annual reports have been received from Lincoln University and UNITEC. The Accreditation Panel have reviewed both reports and submitted feedback letters to NZILA that can now be sent with a covering letter.

Noting that the Accreditation Panel is putting UNITEC on notice.

It was agreed that the covering letter to UNITEC includes a request for a meeting.

Attending this meeting will be Melean Absolum and Brad Coombs.

Action: Nikki

The Annual report has not been received from VUW. It was agreed at the meeting that Melean would write a letter to the Executive Committee with the Panel's recommendation that they be put on notice. A covering letter to be written by Nikki and forwarded to VUW. The letter is to include a request for a meeting. Attending the meeting will be Julia Williams and Brad Coombs.

Action: Nikki

5.4 ADMINISTRATION/COO (Vicki Clague)**Summary of report for activity 16 February 2018 – 6 April 2018**

- 2017 year end accounts have been finalised by the Accountant and the Auditor.
- Income is tracking to come in as budgeted with the Conference profit almost being reached at the time of writing this report.
- 2018 membership subscriptions – reminders were sent as the last date for payment was 31 March 2018. A 10% late penalty fee has been added to all outstanding invoices and resent.
- Met with Rebecca to discuss the draft 2018 budget and how we introduce long term financial planning.
- GST return was filed in March for the January/February 2018 period.
- The Institute currently has \$341,301.71 invested on term deposits.
- Official letter sent to Andrew King confirming his appointment to the Accreditation Panel.
- Education policy reports received from Lincoln University and Unitec and sent to the Accreditation Panel for review. Victoria University report is still outstanding.
- Official notice of AGM was communicated on 7 March.
- 80 page Annual Report was collated along with the AGM Agenda and Treasurers Report and all documents were distributed on 27 March 2018 in accordance with the Constitution.
- Met with Lee Gornall from AON Insurance to discuss the Institute insurances for the next 12 months. Completed all paperwork and everything is now in order. Only major change is that we have increased the public liability limit to \$5m.
- Branch Secretaries have been emailed up to date branch membership lists.

- Draft minutes were collated and circulated from the 22 February 2018 Executive Committee meeting. Finalised minutes from the November meeting were signed and put on the website.
- Three Fellows will be presented with fellowships on Wednesday 11 April. A video has been made. Citations and framed certificates have been arranged.
- Governance survey was sent to 564 members. 18 responses received.
- 16 jobs listed since last meeting.
- Shannon Bray advised on 2 March 2018 his wish to resign as President. An election was held. One nomination was received and therefore no requirement to vote. Brad Coombs announced as President for 2018-2021.
- Registration certificates printed/framed for newly Registered members.
- Mentoring programme master list constantly being updated. 34 members are eligible to sit the interview in 2018.
- NZILA Vectorworks Landmark Student Scholarship applications closed on 1 April 2018. 9 x applications received.
- VUW prizegiving held Thursday 5th April. Nicole Thompson (Wellington Branch Chair) presented awards on behalf of NZILA.
- Lincoln prizegiving held Friday 13th April. Chris Glasson presented awards on behalf of NZILA.
- As at 5th April 2018 the total membership of NZILA was 957, 588 are full members.
- For the period 16 February 2018 – 04 April 2018, 34 E-communications were sent.
- NZILA website advertising sold and invoiced for \$14,100.
- LAA website advertising sold and invoiced for \$4,000.
- E-news adverts sold and invoiced for \$4,200.
- AILA – had phone meeting with Tim Arnold and Dimity May. Tim is attending conference.
- Tracey Ower attended the Nga Aho conference on behalf of the Executive Committee.
- LAA website – new articles added daily then pushed out via social media. Fortnightly e-comm's promoting recent features to the 1120 subscribers.
- New Developer fixed a bug with the CPD plan. List of minor bugs is being kept and will be addressed with developer.
- The PIET OUDOLF film will be included in this years Film Festival. Two members from each branch will attend the film and run a Q&A after each session.
- Met with Hayley Fitchett (HLC) to discuss the Student Charrette visit to Hobsonville Point.
- Have been actively supporting conference arrangements, liaising with Jan, suppliers and sponsors.
- Continuing to promote conference via e-communications.
- Final amount procured from sponsorship for conference \$96,250 + gst. Current conference profit sits at \$14,638.00
- 2019 Awards function to be held 5th April 2019. Quotes received from prospective venues. Compiled and sent to Julia for consideration.

5.5 GENERAL BUSINESS

Conflicts of Interest:

Name	Company	Conflict
Brad Coombs	Isthmus	Project LAM
Rebecca Ryder	Boffa Miskell	Project LAM
Don Royds	Lincoln University	Accreditation – Annual Reports.

6 NEXT MEETING DATES

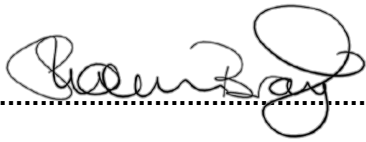
Tauranga - 29 June (drinks with branch to be held the evening prior)

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

Meeting closed at 12.15pm.

Certified as a true and accurate record.

President



Date

4th July 2018