

**MINUTES OF NZILA'S 35th ANNUAL GENERAL MEETING
HELD AT NGATARAWA WINERY, 305 NGATARAWA ROAD, BRIDGE PA, HASTINGS
SATURDAY 14 APRIL 2007**

WELCOME

Renee Davies (nee Lambert), President welcomed everyone to the meeting and thanked them for their attendance at the 35th NZILA AGM meeting. The meeting was declared open at 1.24pm.

It was **MOVED** (Renee Davies/Mike Barthelmeh) and Carried: THAT the Item numbered "12 Remits" on the agenda be moved to be the final item on the Agenda.

1 ATTENDANCE AND APOLOGIES

1.1 Present

Renee Davies (Chair), Mike Barthelmeh, Will Thresher, Sue Dick, Tim Heath, Grant Edge, Mike Farrow, Brad Coombs, Hugh Lusk, Tony Collin, Simon Cocker, Ross Jackson, Rory Langbridge, Nicola Henderson, Heidi Monks, Sam Bourne, Debra Stewart, Georgina Thow, Antony Rewcastle, Meg Gaddum, John Clemens, Lisa Rimmer, Matt Lester, Claire Findlay, Alan Titchener, John Brenkley, Amy Hobbs, Clynt Ringrose, Carol Drinnan, Penny Fletcher, Ben Frost, William Murphy, Fiona Nightingale, Melanie Cameron, John Hudson, Chris Williams, Steve Dunn, Louise Bailey, Jennifer Dray, Cheryl Robilliard, Sara Gerard, Barry Straight, Paul Wilkinson, Mary Monzingo, Bruce McKenzie, Dennis Scott, Simon Smale, Chris Bentley, Rachel de Lambert, Jan Woodhouse, David McKenzie, Melean Absolum, Melanie Whittaker (minute taker)

1.2 Apologies

Sarah Collins, Tom Carter, Peter Kensington, Neil Aitken, Frank Boffa, Tom Abraham, Jenny Moore, Boyden Evans, Janet McPherson, Di Lucas, Helen Ballinger, Neil Challenger, Jenny Moore

2 RECEIPT OF PROXY VOTES

Proxy votes were received from:

Jenny Moore appointing Jennifer Dray
Di Lucas appointing Alan Titchener
Helen Ballinger appointing John Hudson
Neil Aitken appointing Alan Titchener
Peter Kensington appointing Rachel de Lambert
Neil Challenger appointing Mike Barthelmeh

3 MINUTES OF THE 2006 ANNUAL GENERAL MEETING

It was **MOVED** (Mike Barthelmeh/Grant Edge) and Carried: THAT the minutes of the 2006 Annual General Meeting held in Wellington 13 March 2006 be accepted as a true and accurate record.

4 MATTERS ARISING FROM MINUTES

There were no matters arising from the last minutes.

Grant Edge confirmed the auditors report was received May/June 2006 without change to the Annual Plan.

5 PRESENTATION OF THE 2006 ANNUAL REPORT

The NZILA's 2006 Annual Report was tabled and noted as having been precirculated and available for download from the members only area of the website. The Annual Report included reports for each Executive Portfolio.

A powerpoint presentation and brief summary from each respective portfolio holder of their key points was presented to the meeting.

5.1 PRESIDENT'S REPORT Renee Davies report tabled and taken as read.

Landscape New Zealand Magazine

Sponsorship initiated to support directory issue. Need to address several factors with AGM Publishing which is progressing.

5.2 Vice-President, Long-Term Strategy; Website Liaison - Mike Barthelmeh report tabled and taken as read**5.3 Honorary Secretary, Marketing; Liaison with Professional Bodies; Student Affairs Report – Mike Farrow** report tabled and taken as read**5.4 Graduate Affairs; Documentation Practice Support - William Thresher** report tabled and taken as read.

Barry Straight has been engaged under Grant Edge's supervision and has completed Sections 2,3,4 and 5.

5.5 Associateship; Environment & Legislation, MfE - Brad Coombs report tabled and taken as read.

Associateship 5 successful candidates were welcomed as Associate members. (see also Recognition of Awards).

Sincere thanks from both the Executive and the membership go to the Associateship Panel for their continued assistance in 2006. John Brenkley (convenor), Jenny Moore, Ralf Kruger and Clive Anstey.

Brad thanked Di Lucas for help with NZ Coastal Policy Statement Review.

The Landscape Charter will be covered in more detail later this afternoon in the Conference Workshop session and all members provided feedback in due course.

5.6 Education and Accreditation; Branch Liaison; CPD – Sue Dick report tabled and taken as read.

Thanks to Accreditation Panel, Frank Boffa, Diane Menzies and Glenn Thomas (Australia)

Thanks to branch committees. A plea for members to support and attend at branch events. The branch is the mainstay of the Institute.

Thanks to Education Foundation for supporting a scholar.

PDLVA – if branch members want to pursue, Sue Dick has a digital copy available and resource if required.

Working with Lisa Rimmer as host contact person. Lisa presented her report to the Executive and congratulations were expressed to Lisa.

Lisa – thanked the Institute for their support and informative group. Members encouraged to consider hosting MLA students – its very worthwhile.

5.7 Conference Liaison; CIC/Urban Design - Tim Heath report tabled and taken as read.

Schedule of proposed future Conference/Workshops presented. Change of Name from minor/major conference to Conference and Workshop adopted.

6. PRESENTATION OF THE ANNUAL ACCOUNTS

Grant Edge, on behalf of the Executive Committee, presented the Treasurer's Report and Annual Accounts for 2006.

The Financial Report is divided into 3 parts.

1. The Treasurer, Grant Edge's report;
2. Accountant's report;
3. 2007 Budget.

The financial accounts are managed in a Cash Manager programme, there are 4 main entities:

1. Investment – 3 accounts giving interest.
 - (a) Term deposit
 - (b) Ready access -set aside for special projects
 - (c) Current Account
2. Operational account
3. Conference
4. Awards

Grant spoke to the tabled accounts. Discussion ensued on the Accountant's return with an analysis of 2006 compared to 2005 figures.

Healthy surplus

Equity: end December 2006 \$184,000 up from 2005 by approx \$20,000

Accountant describes current assets, term deposit, ready access and subscriptions from arrears how arrived at. Wrote off some fixed assets as listed. Continue to write down some assets related to the trademark.

Grant then summarised the Executive financial management of the accounts.

Investments term deposit \$91,000 earned income of \$9,000 in interest
Term investment – always tries to maintain a goal of one years income as reserve. Short by \$30,000 for this year . Term investment gap between that and the subs income is increasing.

Question posted to the meeting "is \$100,000 healthy to maintain our goal?"

Grant Edge considers reserve position is good

At the moment continue roll over interest – could look upon \$8,000 as income source to be used for special projects. Exec will monitor position and report back next year. Grant considers 100,000 very sound at current subs/income v investment level.

Operational account – as tabled

There were no queries regarding 2006 expenditure

IFLA delegate \$3200 paid towards the IFLA delegate's expenses

Branch levies returned 7,500 to branch and Yellow Pages paid

Operational Account \$16,000 and \$5,000 special project = \$21,000 could use for special projects – thought get people do to special work for the Institute.

Budget 2006 comparison with actual discussed.

Level of subscriptions in arrears as at 31 December 2006 \$26,000 owing in late fees is a concern.

Yes followup in process, 3 targeted letters. Involve branch in followup and collection.

Grant goal to reduce outstanding levies by 50%.

Awards account deficit \$20,000 information to accountant since then some of that loss should have been apportioned to operational account, therefore down to \$14,000 to Awards. Learnt lessons and that now staged in conjunction with big conference – sponsorship. Awards was successful marketing wise. Renee Davies working with Resene Paints to secure sponsorship for 2008 Awards.

It was moved (Grand Edge/Chris Bentley) and Carried:

THAT the Draft Annual Report be accepted subject to receipt of the Auditors Report.
(Once received the Auditors Report may be adopted by the Executive and reported next year under Matters Arising).

THAT the Treasurer's Comments be received.

7. PRESENTATION OF BUDGET FOR 2007

Grant Edge presented, on behalf of the Executive Committee, the proposed budget for 2007, noting:

Projected income increase by \$15,000 income \$126,000

Rise in increase in secretarial budget of \$3,000, increase in Executive budget , IFLA delegate funding, CPD event

Subscription income \$142,000 if all subs received

It was moved (Grant Edge/Jan Woodhouse) and Carried: That the 2007 budget be approved by the membership.

8 APPOINTMENT OF AUDITORS

It was moved (Grant Edge/Chris Bentley) and **CARRIED:** THAT Iles & Campbell be retained as NZILA's Accountants and Auditors for a further term.

9. CONFERENCE/AGM IN 2008 and WORKSHOP/AGM 2009

2008 Auckland Conference and Awards
Further information will be circulated to members shortly

Jan Woodhouse addressed the meeting about the 2008 Conference – theme Landscape Urbanism, all encompassing theme cover rural lifestyle, revegetation, tight urban spaces.

The meeting was advised that Queenstown members have been approached and shown an initial willingness to host the 2009 Workshop/AGM.

10. LEGISLATION**11. REGISTRATION** Rachel de Lambert (Registrar) report tabled and taken as read.

Two aspects arose from the report.

1. The Registrar will be doing a review of the current process and whether the current CPD 15 point allocation is adequate.
2. Over the next two years a larger strategy review which will also encompass the relationship between Associateship/Registration will be conducted.

12. RECOGNITION OF AWARDS

Congratulations were extended to the following recipients:

12.1 Fellow Membership Awards

The following member was awarded Fellowship of the NZILA. The Fellowship Award presentation took place last night at the Conference Dinner.

David McKenzie

12.2 Associateship

Georgina Thow, Melanie Cameron, Debra Stewart, Rachael Annan (apologies for absence) and Nicole Thompson (apologies for absence)

were elected to Associateship of NZILA and presented with their Associateship certificates. The meeting congratulated the new Associate members.

12.3 Student Tertiary Awards

The meeting was advised that the Student Tertiary Awards had been Consolidated and Restructured and that the NZILA sponsor 3 NZILA/Life member awards. The recipients for 2006 are:

12.3.1 NZILA/Robin Gay Award 2006

The recipient of this Award was Frazer Baggaley from Lincoln University, Canterbury.

12.2.2 NZILA/Frank Boffa Award 2006

The recipient of this Award was Jonathan Shao Xiong Wong from UNITEC, Auckland.

12.3.3 NZILA/Dr Diane Menzies Awards 2006

The recipient of this Award was Sean Leogreen from Victoria University Wellington.

13. REMITS

Renee Davies went over housekeeping to clarify the process with respect to voting on the tabled remits.

The quorum of 6 members has been exceeded.

The meeting was advised that voting on remits results in changes to the Constitution. Graduates may vote on Executive nominations but are excluded on voting on Constitutional changes. Therefore Graduate or student members cannot vote.

Proxy votes were counted.

REMIT 1:

Remit Number One was opened for discussion and discussion ensued.

Purpose of Remit 1

To clarify the definition of, and provide for an alternative mode of entry to, the Associate category. (Note that these two proposed changes are independent, and will be put to the meeting as two separate recommendations.)

Mike Barthelmeh explained that Remit One was in two Parts:

Part 1. To confirm academic requirement that is missing from the definition.

Part 2 To consider adding a new clause to consider an alternative pathway.

Part 1 Recommendation was tabled first.

1. THAT the proposed changes to (c)(1) and (c)(2) are approved, but that if recommendation two below is not approved, that the word "or" after (c)(2)(i) is highlighted and moved to the beginning of (c)(2)(ii).

Discussion Ensued:

Clarification of the 1 year practical experience. How is one year's work proved? Need employer verification that completed work.

Clarification of 90 weeks – does not change this

preferably 3 years experience needed – however onus is proving competency.

It was **moved** (Mike Barthelmeh/Diane Menzies) and Majority Carried: THAT
Remit 1 Part 1 Recommendation is accepted:

Remit 1, Part Two Recommendation was tabled and introduced:

First page of remit 1 – previously referred to "Grandfather" clause.

Not reinstituting Grandfather clause. Clause refers to someone who has a made singular contribution not less than 12 years, has met the 2.1 or 2.2. applicant has 5 corporate applicants support application + independent group. Apply to someone who doesn't have the initial tertiary qualification to be a member but would have the ability to proceed to the sit the Associateship professional exam. To allow a worthy person to proceed to the professional practice examination – they pass or fail on their merits, but pass the same as any other candidate.

Discussion ensued:

Reaffirm point not reinstating the grandfather clause – think the proposal rigorous and would provide a fair outcome for the applicant.

Pre 1998 who were admitted under grandfather clause - 2 or 3 was the response
How many "in the wings" Is it a real issue? Possibly 4 or 5 possibles
Some misgivings were expressed. NZILA a professional group. Flagging away academic requirements. If say professional requirements after 12 years. Misgivings expressed. NZ should have like standards to reach international standards. This would be a backward step – look to another way of doing it. But not as a professional member.

Discussion in 1990s re entry into tertiary education, thinks successful there for entry into Master Programmes.

Associateship/Registration review to be conducted– therefore think first 2 remits submitted too early and should be considered under that review.

Academic standard important. Other avenues can be recognised.
Worthy candidates can be welcomed into Institute through Citation process like Barry Chalmers.

Another category eg Honorary Fellow? Answer, not an appropriate membership category. Other idea honorary Associate – not appropriate to introduce another membership category.

Make distinction between an Honor or sitting the Associateship exam. Place too much emphasis on academic qualification and not enough on life skills.

If you can pass the Associate exam then that must provide competence.

Has any research been done on other professions in similar situations? Some, no other organisation seems to have an equivalent.

Clearly shown there are safety checks in place, still the professional practice exam that needs to be sat.

As there were no other comments from the floor Mike Barthelmeh summarised the discussion making these points:

1. The profession is broadening and changing reflecting the wider role LA take
2. Review of Associateship. We have large number hofferer in G4 and G5 member. Survey shows "stuck at the gateway". Associateship narrow, one review may well be becoming an Associateship
3. That the process is both clear and rigorous.

Re the in (ii)

It was **moved** (Rachel de Lambert/Rory Langbridge) and Carried: That the words "direct professional or personal project based" be added in after the word "in", so the sentence reads "has passed an examination in direct professional or personal project based practice after completing the period of practical experience required in (1) above"

It was **moved** (Mike Barthelmeh/Alan Titchener) and Defeated: THAT Remit 1 Part 2 Recommendation be accepted.
13 for/22 Against, **motion defeated**

REMIT 2

Purpose of Remit 2.

To remove the categories of Affiliate and Education Provider from the NZILA membership options.

Discussion ensued:

Affiliate Membership could come within a new subscriber category (not a membership category, just interest group) – be kept informed.

Education Provider – never used, call to have it deleted.

"Registered" in the Constitution is a separate category – will be reviewed during the whole review of the registration process.

Membership categories if remit passed, will be:

Honorary Fellow
Life
Fellow
Associate
Graduate
Student

Education Provider – brought in by Unitec never used – yes remove

Current Affiliate Members – who are they – could be good to retain. Does play useful role to express their support yes should remain.

Affiliate members are not corporate members

It was **moved** (John Hudson/Diane Menzies) and Carried: THAT Remit 2 be split into 2 parts.

Remit 2 Part A:

It was **moved** (John Hudson/Diane Menzies): and Carried: THAT: Clause 2.3(i) Education Providers (and any reference throughout the constitution) be removed as a membership category.

Remit 2 Part B:

It was **moved** (Mike Barthelmeh/Grant Edge) and Defeated: THAT Clause 2.3(e) Affiliate (and any reference throughout the constitution) be removed as a membership category.

Therefore the current Affiliate Category will remain as a membership category and in this respect the Constitution remains unchanged.

Subscribers Category:

It was **moved** (Mike Barthelmeh/Renee Davies) and Carried: THAT the Executive establish a 'Subscribers' facility with appropriate rules and conditions as part of the Executive Policy and protocol document. The value of the subscriptions for any one year shall be as determined by the committee.

14. EDUCATION FOUNDATION

Jan Woodhouse spoke to the meeting and advised that Mario Schejtnan will be visiting New Zealand in September 2007. Joan Nassauer was the visiting scholar in 2006.

15. IFLA REPORT

Di Lucas was thanked for her preceding term as IFLA delegate. Welcome Alan Titchener for the 2007-2009 term. Alan will be representing the Institute at the Beijing Summit in May.

16. HIGH COUNTRY LANDSCAPE GROUP

Report tabled to meeting

17. CULTURAL HERITAGE LANDSCAPE GROUP

Report tabled to meeting . The meeting was advised that they should contact Hugh Lusk if they wished to be added to the CHLG email tree.

18. GENERAL BUSINESS

Issue raised with Exec re business structure – more investigation and outcomes and advice to members forthcoming.

It was **moved** (Renee Davies/David McKenzies) and Carried: That the reports be accepted:

Renee Davies closed the meeting and thanked everyone for attending.

Meeting closed at 3.34pm

Certified as a true and accurate record:

President

Date