

**MINUTES OF NZILA'S 36th ANNUAL GENERAL MEETING  
HELD AT HYATT REGENCY HOTEL, WATERLOO QUADRANT, AUCKLAND  
THURSDAY 3 April 2008**

**Meeting opened 2.25 pm**

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**WELCOME**

Renee Davies, President welcomed everyone to the meeting mentioning that in accordance with the Constitution it would be her last term as President.

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**1. ATTENDANCE AND APOLOGIES**

**1.1 Present**

Renee Davies (Chair), Grant Edge, Mike Farrow, Jennifer Dray, Sue Dick, Brad Coombs, Will Thresher, Alan Titchener, Rachel de Lambert, Claire Walker, Philip Blakely, Carol Drinnan, Yvonne Weeber, Steve Dunn, Chris Punt, Blair Hiscoke, Michael Hawes, Mike Barthelmeh, Heidi Monks, Sally Peake, Melean Absolum, Jan Woodhouse, Peter Kensington, Wendy Davies, Sarah Collins (apologies for lateness), Diane Menzies (apologies for lateness), Melanie Whittaker (minute taker)

**1.2 Apologies**

Chris Bentley, Neil Aitken, John Powell, Megan Wraight, Mary Monzingo, Craig Pocock, Joanna Dey, Charlotte Jackson, Paul Roper-Gee, Claire Findlay, Chris Williams, Steve Drakeford, Julia Williams, Cheryl Robilliard, John Powell, Ines Stäger, Di Lucas, David McKenzie, Sue Roff, Frank Boffa, Robin Gay, Ralph Johns, Nick Beveridge, Simon Smale, Tim Lander, Helen Preston-Jones, Simon Swaffield

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**2. RECEIPT OF PROXY VOTES**

Proxy votes were received from:

John Powell appointing Steve Dunn  
Neil Aitken appointing Alan Titchener

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**3. MINUTES OF THE 2007 ANNUAL GENERAL MEETING**

**IT WAS MOVED** (Grant Edge/Heidi Monks) and Carried:

THAT the Minutes of the 2007 Annual General Meeting held in Hastings on 14 April 2007 be accepted as a true and accurate record.

**IT WAS MOVED** (Renee Davies/Grant Edge) and Carried:

THAT confirmation of the Auditors Report April 2007 was received without any change to the annual report.

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#### 4. MATTERS ARISING FROM MINUTES

**IT WAS MOVED** (Jan Woodhouse/Mike Barthelmeh) and Carried:

THAT the revised Constitution 2007 arising from the remits accepted at the 2007 Annual General Meeting be ratified and accepted. (The revised constitution was noted as having been precirculated to members via email with the Annual Report on 11 March 2008).

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#### 5. PRESENTATION OF THE 2007 ANNUAL REPORT

The NZILA's 2007 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.

2007 achievements were summarised as being:

- Graduate information book
- Secured ongoing increased sponsorship from Resene for Awards
- Secured Auckland as venue for the 2013 World Congress
- NZILA members only forum developed and 'go live'
- Increased income from web based advertising
- Successful workshop in Hawkes Bay
- The New Zealand Landscape Profession and Industry survey undertaken
- Associateship process and membership review work started
- 7 new Associate members
- Another fantastic Education Foundation visit
- 26 new members joined
- Additional member benefit from Urban Design Forum
- Promotional CD started
- Website hits have significantly increased
- 14 members per day log on to members only area

A question was answered from the floor that the NZILA is building links with affiliated Associations/Institutes particularly with NZPI through the UDF and also its ongoing relationship with the Landscape Industries Association.

##### 5.2 HONORARY SECRETARY, BRANCH LIAISON; LIAISON WITH PROFESSIONAL BODIES **Jennifer Dray** report tabled, taken as read and summarised:

- A collage was presented to George Malcolm, at an afternoon tea, representing projects that have been awarded the 'NZILA George Malcolm Supreme Award for Excellence in Design' (1988-2006) to honour his 90<sup>th</sup> birthday and contribution to the profession.
- **Sustainability Rating Tool**  
The CanWest branch committee put forward a resolution supporting an NZILA application to a suitable government fund (e.g. The Sustainable Management Fund)

to establish a rating tool for sustainable landscape and public place developments (e.g. Green Star, LEED or similar New Zealand equivalent).

**5.3 MARKETING & PROMOTION; STUDENT AFFAIRS Mike Farrow** report tabled, taken as read and summarised:

- New promotional publication (mini CD format).
- Reviewing media liaison relationships early in 2008.
- A change in title of portfolio from 'marketing' to 'communication'
- Sponsorship of EDS Auckland conference
- Record 116 student members, now over 1/5<sup>th</sup> of total membership.
- Student Support Pack being further refined – due for release by mid year.
- Student section of the forum on the NZILA website launched.
- More active facilitating through leaders of landscape architecture student associations.
- Excellent response to end of year displays and awards.

**5.4 ASSOCIATESHIP; ENVIRONMENT AND LEGISLATION Brad Coombs** report tabled, taken as read and summarised:

Associateship 7 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 2007. John Brenkley (convenor), Jenny Moore, Ralf Kruger and Clive Anstey.

**Associate Process and Membership Review**

Registrations of Interest have been called for to undertake a **Review of the Institute's Associateship, Membership, and Registration**. The review will be undertaken over the next year and a report presented to the 2009 AGM.

**NZILA Landscape Charter**

- A Draft NZILA Landscape Charter has been Drafted.
- A workshop is being held 6 April 2008
- A full membership submission process and presentation of the Charter will be undertaken with presentation to the 2009 AGM.

**5.5 EDUCATION; CPD; CONFERENCE/WORKSHOP LIAISON Sue Dick** report tabled, taken as read and summarised:

**Education**

- The Education Foundation continues to provide a welcome lead in the CPD area nationally with its visit last year of Mario Schjetnan as its Foundation scholar in 2007.
- Acknowledgement and thanks to branch committees for planning his itinerary, hospitality and events were expressed

**CPD**

- Some branches are disappointed with unrewarding response from members in terms of attendance at CPD events.
- An element of compulsory engagement with the Institute at Branch CPD events will be addressed as part of the Associateship and Registration review.
- It was agreed that a summary of branch CPD and conferences would be listed in *Insite* to assist attendance.

- The potential to record individual CPD points on the NZILA web-site with points being awarded at the time of attending a Conference or CPD event.
- The potential to join other Professional bodies to organize shared training events of mutual benefit.

### **Conference/Workshop Tentative Schedule**

2009 Queenstown  
2010 Wellington  
2011 Northland  
2012 Christchurch  
2013 IFLA/NZILA/AILA Auckland

### **NZILA SubCommittees**

Sue advised she is working on formalising the Sub-Committees/Working Groups to be documented as a formal policy. The meeting was advised that the NZPI have similar subgroups and advice could be sought from them on their structure/accountability.

## **5.6 ACCREDITATION; CIC/URBAN DESIGN Chris Bentley report tabled, taken as read and summarised:**

### **Urban Design**

- Represented the Institute at the NZ Urban Design Protocol 2<sup>nd</sup> birthday celebrations and seminar.
- Championed the NZILA & NZPI joint support and wider membership of the Urban Design Forum.
- MfE (Yvonne Weeber) will send the Ministry's Urban Design newsletter to the NZILA for onforwarding to branches.

### **Construction Industries Council (CIC)**

- Represented the Institute at CIC meetings.

### **Accreditation**

- Liaise with Unitec Maori Advisory Group re increasing Te Ao Maori content in landscape programmes.
- Landscape Programme Accreditation. Ensuring all courses meet the NZILA and IFLA accreditation criteria.

## **5.7 GRADUATE AFFAIRS; DOCUMENTATION PRACTICE SUPPORT Will Thresher report tabled, taken as read and summarised:**

### **Graduate Information Booklet:**

- Copies will be provided to all current Graduate members
- Copies will be provided to students graduating from Landscape Architecture programmes

### **Mentoring:**

- Approach under review in relation to Associateship and recent Graduates

### **Documentation Practice Support Portfolio**

- 6 categories of practice support documentation identified
- Drafting of documents moving slowly, limited by time and resources of Working Group members
- Resolution to seek assistance agreed

- Resolution to remunerate agreed
- Appointment agreed
- LA / client relationship section – draft short form under development

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## 6. PRESENTATION OF THE ANNUAL ACCOUNTS

Grant Edge, on behalf of the Executive Committee, presented the Treasurer's Report and Annual Accounts for 2007.

The Financial Report is divided into 3 parts.

1. The Treasurer, Grant Edge's report;
2. Accountant's report;
3. 2008 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 2007 accounts**.

- The Annual Plan shows a surplus of \$44,637.00 for 2007
- This includes a net profit of \$3655 from the 2007 Hawkes Bay conference. Congratulations were expressed to the Hawkes Bay conference committee for such an excellent result.
- A further \$30,000 was placed on deposit during the year
- A procedure has been put in place to encourage members to pay subs promptly

The meeting was asked how sub-committees are funded by the Institute and how they are accountable for their funding. It was advised that invoices are submitted and funding only available on a refundable basis so members are not out of pocket.

See also 5.5 NZILA Sub-Committees

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## 7. PRESENTATION OF BUDGET FOR 2008

The **Proposed NZILA Operational Budget for 2008** was tabled to the meeting. Discussion ensued.

### Promotion of Registered Members

- \$55 of the Registered Members subscription is tagged for marketing. Discussion that not necessary entirely for marketing but enable access to CPD, esp for those in remote branches.
- The meeting noted that it was important to promote the value of engaging Registered Members – this is the purpose of the levy.

- The promotional CD will promote the engagement of a Registered LA
- It was recognised that focus needs to be given on how to allocate the funds
- Use Forum for feedback
- Result - come up with package for expenditure

### **IFLA Delegate**

- The treasurer advised a correction to the proposed budget of \$3500 to \$4500 should be made but then the budget would not balance so not altered. The IFLA Delegate is appointed on a 2 year term and it is envisaged will attend a minimum of 2 meetings.
- At this point in time the budget is an arbitrary figure with more realistic costings to be a guide for the future.
- a more accurate budget figure will be able to be presented in 2009.

### **Funding of Special Projects**

Grant introduced to the meeting the Executive discussion and the requirement for additional funding to enable several special projects to be progressed during the forthcoming year. He tabled a motion prepared earlier at the Executive Meeting.

THAT the membership endorse the proposed special project programme including:

- Completion of the Development of the Landscape Charter
- Progress the Practice Support Documentation
- Associateship and Membership Review
- IFLA World Congress seed funding (each year put aside figure to accumulate)

To the value of \$50,000.

THAT: The executive draws the budget for these projects from the surplus funds.

THAT: The 2008 budget be approved by the Membership

Discussion ensued on the proposed motion and the requirement for funding and how it was to be allocated.

The motion was then amended and put as follows:

**IT WAS MOVED** (Grant Edge/Steve Dunn) and Carried:

THAT the membership endorse the proposed special project programme for the 2008 financial year of

- Completion of the Landscape Charter
- Completion of Stage 1 and progress the remaining Practice Support Documentation
- Completion of consultant report including proposed actions for Associateship and Membership Review

To the value of \$45,000.

THAT the membership endorse IFLA World Congress seed funding (each year put aside figure to accumulate) to the value of \$5,000 in 2008

THAT The executive draws the budget for these projects only from the surplus funds over and above the \$100,000 on term deposit.

THAT the 2008 budget be approved

**IT WAS MOVED** (Diane Menzies/Melean Absolum) and Carried:

THAT the Annual Report 2007 be accepted.

THAT the auditors report for 2006 and 2007 be accepted.

THAT the Treasurers comments be received and actioned.

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## **8. APPOINTMENT OF ACCOUNTANT AND AUDITORS**

**IT WAS MOVED** (Grant Edge/Mike Barthelmeh) and Carried:

THAT Iles and Campbell be retained as the Institute's Accountants and Steve Jacobs & Associates as Auditors for a further term.

Discussion ensued on the continuous reappointment of the accountant/auditor.

**IT WAS MOVED** (Diane Menzies/Alan Titchener) and Carried:

THAT the treasurer make enquiries about the costing and services of comparative auditors and accountants.

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## **9. WORKSHOP/AGM 2009 and CONFERENCE/AGM IN 2010**

The meeting advised that the Southern Branch had volunteered to host the 2009 Workshop in Queenstown. This was gratefully accepted by the membership. More information as it comes to hand.

The Wellington branch have been approached to host the Conference/Awards 2010 and it is hoped this will be confirmed shortly.

### **2008 Conference Committee**

Sincere thanks were expressed to the 2008 Conference Committee for the 2008 SHIFT Conference commencing with a cocktail function tonight.

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## **10. LEGISLATION**

Report tabled and taken as read. The meeting questioned would only Registered members have the right to use the protected terms referred to. It was advised that yes that was the intention: The Executive noted that they are awaiting a recommendation on the process, how long and the likely cost of such legislation from the authors of the report for further consideration by the membership.

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## **11. REGISTRATION** Rachel de Lambert (Registrar) report tabled, taken as read and summarised:

- 15 CPD points very easy to attain, 5 taken in reading
  - 74 registered members in 2007 down from 76 in 2006.
  - New Associates registering immediately is noticeable
  - Registration of all Associate members encouraged.
  - Registration Programme now in 7th year - a review of the
  - Registration procedures is being conducted.
  - The registration review will be part of Exec's wider review of membership.
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- Brad Coombs advised the meeting of the proposed **Associateship Membership Review** about to be undertaken. He encouraged all members to become involved when feedback and input sought.
  - Those Institutes who have conducted recent reviews would be consulted, eg AILA
  - Review will consider reciprocity, membership terminology etc

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## 12. RECOGNITION OF AWARDS

Congratulations were extended to the following recipients:

### 12.1 Fellow Membership Awards

There were no Fellow nominations for 2008

### 12.2 Associateship

- Charlotte Jackson
- Claire Walker
- Craig Pocock
- Joanna Dey
- Kirstie Porter
- Paul Roper-Gee
- Sarah Poff

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

### 12.3 Student Tertiary Awards

The **NZILA End of Year Student Awards** acknowledge excellence by awarding the top graduating student from each of the NZILA's accredited tertiary institutes an NZILA Annual Award which consists of a certificate, monetary prize and one year's graduate membership.

#### 2007 Recipients

1. NZILA/Robin Gay Award - Lincoln University final year student  
Kevin Dwyer (graduation 4 April 2008)
2. NZILA/Dr Diane Menzies Award - Victoria University final year student  
Jamie Roberts (graduation May 2008)
3. NZILA/Dr Frank Boffa Award - Unitec NZ final year student  
Haylea Muir (graduation December 2007)



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**13. REMITS**

There were no remits presented to the meeting

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**14. EDUCATION FOUNDATION**

Report tabled, taken as read and summarised by Jan Woodhouse (Trustee).

- The Education Foundation is nearing its 10 year anniversary
- Currently the Trust has a balance of \$75,955
- Mario Schjetnan from Mexico was the 2007 Foundation Scholar
- 2008 - considering hosting a workshop on landscape education.
- 2009 The Trust is planning to host a scholar
- Jan thanked members for their donations on behalf of the Foundation

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**15. IFLA REPORT**

Report tabled, taken as read and summarised by Alan Titchener who advised he has enjoyed being the NZILA/IFLA Delegate.

- The 44th IFLA World Congress held in Kuala Lumpur, August 2007 had the biggest number of NZILA member delegates to date, our representation was great to see
- five NZILA members presented papers which were well received and showed the depth of work being undertaken in NZ
- The Asia Pacific Region is the only IFLA region that has regional awards. NZILA's best 3 projects (and a student section) have been entered in these Awards and entrants continue to do well
- The NZILA decided not to submit a nomination for this Sir Geoffrey Jellicoe Gold Medal Award round
- Alan expanded on the work undertaken by IFLA in less developed parts of the world and global issues pertinent to the profession, eg global warming, sustainability, cultural and heritage landscapes

Renee thanked Alan for his valued representation of the NZILA as its IFLA Delegate.

Diane Menzies (IFLA President) advised that IFLA is currently working on signing Memorandum of Understandings with ICOMOS and the International Federation of Park and Recreation Administration.

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**16. HIGH COUNTRY LANDSCAPE GROUP**

Report tabled to meeting

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**17. CULTURAL HERITAGE LANDSCAPE GROUP**

Report tabled to meeting and briefly spoken to by Rachel de Lambert.

- ICOMOS are currently undertaking a review of their charter for heritage landscapes.

- Will be making connections with other international Cultural Heritage groups who together can offer support and mentoring for each other through diversified communication.
- Rod Cluff – archeological sites - will be making contact with him

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## **18. GENERAL BUSINESS**

### **18.1 Landscape New Zealand Magazine**

Renee advised that in the past the LNZ mag editor was shared with Urbis. Last editor left AGM who have now restructured the editorship. There have been a couple of editorial committee meetings to outline the new structure. The editorial committee meet 4 times a year. The Institute has expressed its desire to AGM to increase page numbers and the professional look of LNZ magazine. If still not satisfied will need to look at where to go from here. See what happens with this new structure and editor.

### **18.2 Executive Meetings**

The meeting asked if the Executive have taken into consideration the carbon cost of holding its meetings. Indeed it has and alternatives considered, eg teleconferencing. However efficiency would be compromised and to be effective a board room meeting is still considered desirable.

**IT WAS MOVED** (Renee Davies/Grant Edge) and Carried:

THAT the reports be accepted:

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## **19. CLOSING**

Diane Menzies spoke from the floor and congratulated and thanked Renee Davies and the Executive for their leadership.

Renee Davies on behalf of the Executive and Membership thanked Melanie Whittaker for her contribution and presented her with a pendant as a gift of appreciation which was accepted with sincere thanks.

Renee Davies closed the meeting and thanked everyone for attending mentioning the membership were looking forward to a stimulating SHIFT conference over the next couple of days and celebrating the NZILA Resene Pride of Place Awards 2008.

Meeting Closed 5.25pm