

**MINUTES OF NZILA'S 34th ANNUAL GENERAL MEETING
HELD AT RANGIMARIE ROOM 1, TELSTRACLEAR CENTRE, TE PAPA TONGAREWA MUSEUM
OF NEW ZEALAND, WELLINGTON**

MONDAY 13 MARCH 2006

WELCOME

Renee Lambert, President welcomed everyone to the meeting and thanked them for their attendance at the 34th NZILA AGM meeting. The meeting was declared open at 1.46pm.

1 ATTENDANCE AND APOLOGIES

1.1 Present

Renee Lambert (Chair), Mike Barthelmeh, Will Thresher, Sue Dick, Tim Heath, Grant Edge, Mike Farrow, Nicola Henderson, Jan Woodhouse, Frank Boffa, John Clemens, Heidi Monks, Paul Murphy, Steve Dunn, Cheryl Robilliard, John Hudson, Jenny Roy, Sally Peake, Ross Jackson, Neil Aitken, Mike Steven, Di Lucas, Richard Reid, Sarah Collins, Boyden Evans, Clive Anstey, Sara Gerard, Kay Bannatyne, Brad Coombs (apologies for lateness), Melanie Whittaker (minute taker)

1.2 Apologies

Wayne Rimmer, Robin Gay, Bron Bennetts, Alan Titchener, Charlie Challenger, George Malcolm, Neil Challenger, Simon Swaffield, Steve Drakeford, Julia Williams, John Goodwin, Chris Bentley, Mary Monzingo, Wendy Leitch, Tracey Ower, Tim Porteous, Stuart Houghton, Rachel de Lambert, Phil Millar, Peter Rough, Peter Kensington, Mandy McMullin, Joby Barham, Diane Menzies, David McKenzie, Sue Roff, Alan Rackham, Shannon Bray, Tim Lander, Tom Abraham, Ines Stager,

2 RECEIPT OF PROXY VOTES

Proxy votes were received from:

Mary Monzingo appointing Neil Aitken
Alan Rackham appointing Boyden Evans
Simon Swaffield appointing Mike Barthelmeh

3 MINUTES OF THE 2005 ANNUAL GENERAL MEETING

It was **MOVED** (Mike Barthelmeh/Heidi Monks) and Carried: THAT the minutes of the 2005 Annual General Meeting held in Dunedin on 28 April 2005 be accepted as a true and accurate record.

4 MATTERS ARISING FROM MINUTES

There were no matters arising from the last minutes.

5 PRESENTATION OF THE 2005 ANNUAL REPORT

The NZILA's 2005 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.

Anita Fulton 3/8/04 9:10 PM

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Presentation of Executive Members reports to the AGM

Renee Lambert advised the meeting that this year would see the introduction of each respective Executive Member's report being summarised and presented to the meeting as a brief powerpoint presentation.

5.1 PRESIDENT'S REPORT Renee Lambert presented her powerpoint presentation to the meeting.

Summarised as follows:

- In-site No 11 – electronic distribution version
- Various Media releases
- Education Foundation Visiting Scholar
- 2005 YBE Awards Success/Judging
- Landscape Charter – initial development phase initiated
- Fellow Honours; Chris Glasson, Grant Edge, Colleen Priest, Chris Bentley and Glenn Thomas (Honorary Fellow)
- New Associates
- IFLA Eastern Region Awards Success
- Heritage Working Group Initiated
- High Country Working Group Continues
- Research Innovation
- IFLA Representation
- Student Success in Ellerslie Awards
- Successful Branch Activities/Events
- AILA and NZILA Stronger Affiliations Initiated
- NZILA/AILA TIME Conference
- 2006 Pride of Place Landscape Awards – bigger and better than ever
- LNZ MOU signed and prospects for the future
- Attendance representing NZILA at the ISOLA Conference

5.2 Vice-President, Long-Term Strategy; Website Liaison - Mike BarthelmehLong Term Strategy

A number of issues continue to be ongoing, but other elements of the plan will be extracted from year to year, to act as a particular focus for the Institute. The four key goals that we have in place:

1. Raise awareness about the value of our important landscapes
2. Increase the number of members of NZILA, and the professional status of members
3. Raise the awareness of members of the public about the role that landscape architects perform.
4. Develop an integrated set of professional documents.

Income and Practice Survey

Progress is being made. Aware of confidentiality issues. Hope to have complete and to members by end of the year.

Website

Members are increasingly accessing the site to keep up to date with information. Job advertising on the web site is becoming one of the most useful aspects, with many members reviewing opportunities just hours after posting. Members are reminded that their consultancy listing links to their website and all registered members can have their own web page, hosted by the NZILA site, developed for them at nominal cost if required.

5.3 Honorary Secretary, Marketing; Liaison with Professional Bodies; Student Affairs Report

– Mike Farrow presented his powerpoint presentation to the meeting.

Summarised as follows:

Honorary Secretary

- Ron Flook's passing away acknowledged
- An increasing amount of applications are being received from overseas
- Formal complaints – members are reminded that it is vital that all complaints are handled in accordance with the protocols of item 3 of the NZILA Members Documentation (Articles of Constitution).
- Affiliate membership currently under review by a subcommittee of executive. A moratorium is in place for new affiliate memberships.

Marketing

- Urbis Landscapes and Landscape New Zealand continue to serve NZILA well.
- The relationship between AGM and NZILA is strong, thanks to the Editorial Committee of Renee Lambert, Jan Woodhouse, Sarah Collins and Peter Kensington.
- NZILA benefits from a full page advertisement – thanks to Jeremy Head for ongoing design input.
- An MOU between AGM and NZILA is in advanced stages of preparation and due to be ratified shortly.
- Insite has been relaunched and is now being circulated electronically under the production of Melanie Whittaker. The superb effort of Catherine Alington in voluntarily co-ordinating Insite in the past.
- Media releases. We have renewed our relationship with Word of Mouth Media (Kip Brooks).

Student Affairs

- Informal discussions and presentation to students at the 3 institutions approaching ways in which we can better support our student colleagues.
- Continue promotion and growth of student mentor programme.
- New mentor volunteers welcome.

5.4 Graduate Affairs; Documentation Practice Support - William Thresher presented his powerpoint presentation to the meeting.

Summarised as follows:

Graduate information

- Draft graduate info pack prepared
- Pack will be made available to schools for use at the end of the academic year

Graduate mentor scheme

- Graduate mentoring database established
- Ad hoc monitoring of mentoring enquiries by initial step of record keeping
- Approaches are still on a person-to-person basis, per the mentoring guidelines

Graduate Support Documentation

6 categories of practice support documentation identified for 52 documents being:

- LA/client relationship

- Contract documentation
- Contract administration – tender phase
- Contract administration – construction phase
- Office administration
- Supporting documents

20 members supplied excellent feedback on the framework and priorities for development, a further 5 documents or sub-categories being suggested. 20 draft documents have been circulated to Exec for initial feedback.

5.5 Associateship; Environment & Legislation, MfE - Brad Coombs

Associateship 9 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 2005. Nicola Henderson (convenor), Jenny Moore, Ralf Kruger, Clive Anstey, John Brenkley. Chris Bentley stood aside in 2004 due to the high proportion of applicants coming from Boffa Miskell and agreed to retain a standby role, should he be required.

Environment & Legislation

Brad presented the draft New Zealand Landscape Charter to the meeting via powerpoint presentation.

The aims of the Global Landscape Charter are to promote the protection, planning and sustainable management of the world's landscapes through the adoption of national charters which recognize the diversity and values of the myriad of the world's landscapes, as well as principles and processes relevant to safeguarding landscape resources.

The Key Principles summarised were:

- Development of a clear purpose to allow adoption by associations and government
- Flexibility
- Succinct, and pragmatic
- Links international charters and conventions to apply to landscapes
- Calling for interested members to form an expert panel
- Confirmation of the process for development of the Charter

After discussion **it was moved** (Renee Lambert/Mike Barthelmeh) and Carried: THAT the process outlined be agreed and that Brad Coombs continue with Diane Menzies on progressing the Landscape Charter

5.6 Education and Accreditation; Branch Liaison; CPD – Sue Dick presented her powerpoint presentation to the meeting.

Summarised as follows:

Branch Liaison

- Sue thanked the generous commitment from Branch Executives and Committees
- A draft Branch Job Descriptions & Protocols will be finalised and distributed to branches shortly

Sue was thanked for improving Executive communication with and between the branches. An excellent idea to acknowledge Branches input and achievement by publishing the branch reports in NZILA Annual Report.

Education and Accreditation

- June 2005 – Successful Accreditation of Lincoln/Singapore BLA Programme –
- March 2006 – Recommendation that Unitec BLA course be accredited for next 5 years
- Grateful thanks to Frank Boffa and Diane Menzies assisted by Glen Thomas for their hard work

CPD

- Successful circulation of 'Expert Witness' seminar around many Branches - led by Diane Menzies
- Education Foundation Fellowship = cornerstone of our national CPD. Grateful thanks to Frank Boffa, Jan Woodhouse and Diane Menzies for their enthusiasm and organisation of itineraries
- Currently liaising over potential national CPD in area of Landscape Assessment

5.7 Conference Liaison; CIC/Urban Design - Tim Heath addressed the meeting verbally speaking to his tabled reports

Conference Liaison has not required much input for 2006 considering a joint conference in Sydney. NZILA acknowledges the AILA major organisational input.

2007 venue/theme etc to be decided shortly.

Construction Industry Council

Tim advised this is his 2nd term as representative and will be making the recommendation to Executive that the NZILA/CIC representative comes from Wellington or Auckland so meeting attendance is more economical. Tim considers it is important for the NZILA to continue its presence as CIC are producing good information and dialogue. It is important that we as professionals can talk to other professionals from other organisations.

Urban Design

MfE Protocol signatories

NZILA is a signatory to the MfE UD Protocol and did make a submission on the Draft protocol. NZILA suggested that the protocol was not written to be universally usable.

Urban Design Champions

NZILA has agreed that the exec. member responsible for the UD portfolio is nominally the 'Champion' and will focus information from MfE to members. NZILA has agreed to send local representatives to UD Champions meetings.

YBE and Open House

Both programs were run by MfE and were based on the Australian model of the previous year. Both were also heavily resourced and initiated by NZIA. NZILA contributed some funding to YBE and Renee committed significant time. Sincere thanks to Stuart Houghton who represented the Institute and provided information for dissemination to members.

Recommendation:

- 1 That NZILA, through membership and representatives, continues to be associated with all other UD groups throughout the country.

- 2 That NZILA urgently identifies what members skills are required to contribute to urban design and reviews teaching curricula and professional registration requirements to meet those needs.

6. PRESENTATION OF THE ANNUAL ACCOUNTS

Grant Edge, on behalf of the Executive Committee, presented the Treasurer's Report and Annual Accounts for 2005.

The Financial Report is divided into 3 parts.

1. The Treasurer, Grant Edge's report;
2. Accountant's report – (draft subject to auditors review);
3. 2006 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 - \$85,000
It has been the Accountant's advice to retain the equivalent of one year's income on term deposit. Grant commented that \$85,000 on deposit, + interest is a healthy sum and that the reserve/income ratio be monitored
 - (b) Ready access - \$10,000 set aside for special projects
 - (c) Current Account
2. Operational account
3. Conference
4. Awards

Grant spoke to the tabled accounts, noting points of interest:

- increase in subscription & website advertising resulted in increased income
- website development written down as non-capital asset.
- IFLA delegate allowance \$1200
- \$5,000 increase executive budget, travel to Auckland from a diverse area
- no special projects earmarked
- \$55 Registered levy to go back in marketing to them
- branch money reallocated back to them.
- Special projects allocated \$5,000 effectively \$14,000 could be spent on special project this year
- Conference account Dunedin 2005. \$19,000 surplus \$16,000 from conference then additional from honorary function and Expert witness workshop.
- Executive to attend conference in Sydney as there is a commitment as a joint NZILA/AILA/IFLA conference to have Executive representation. All Executive paying their own conference registration fees. Executive travel to be paid and an allowance for accommodation. Not too dissimilar to normal costs. Draw down from conference account.
- Membership funds \$167,485 in 2005 as opposed to \$119,000 in 2004.
- Concern at the number of members who are paying their subscriptions late. Hope new system of paying before 31 March should help stop late payers.

It was moved (Grand Edge/Jan Woodhouse) 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 2006

Grant Edge presented, on behalf of the Executive Committee, the proposed budget for 2006, noting:

- The Institute growing at quite a fast rate.
- Income increased by \$25,000 for the 2005 year
- Awards and Conference treated as separate accounting areas and can fluctuate.
- Proposed 2006 income \$111,000
- Registered Members marketing allowance to be spent. Executive will seek recommendation from the Registrar.

Questions were answered from the floor.

Telephone budget reduced? Yes, spending less money on telephone due to increase in email.

Could an allocation to the Education Foundation from surplus funds be considered, especially if a good financial year? There was a concern expressed that the NZILA doesn't contribute to Education Foundation. Grant advised that 10% from the annual conference profit goes to the Education Foundation. It was queried whether there should be another allocation to Education Foundation. The meeting was advised that the Institute was subsidising the Joan Nassauer workshop being held today. It was considered that funding be reviewed on a year by year basis as opposed to setting up an automatic contribution from the NZILA.

Look at branch levies be linked to CPI? Grant may prefer for national on a CPD focus on branch events. Branches to make their CPD self funding. Concentrate on spending money on national CPD events.

The meeting was queried if prospective members aren't joining due to the level of the Institute fees? Perception by some that subscription fees are very high. Grant advised that if the Institute were to reduce fees it would only be able to do half as much.

It was moved (Grant Edge/Neil Aitken) and Carried: That the 2006 budget be approved by the membership.

That Isles be retained GE/John Hudson, unanimous

8 APPOINTMENT OF AUDITORS

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

9. CONFERENCE/AGM IN 2007 AND 2008

The meeting noted that it is traditional that alternative years are smaller then bigger sized conferences.

Auckland members present advised they don't think they could do a "big" conference in 2007.

A 2008 Auckland branch conference which would link with the next Awards.

It was discussed whether Landscape Assessment would be a suitable theme for next conference. Attach a good CPD to it? Even avoid conference theme but call it a landscape assessment seminar.

10. LEGISLATION

11. REGISTRATION Rachel de Lambert (Registrar)

The Registrar's Rachel de Lambert apologies were tabled to the meeting. Her report was noted as tabled in the Annual Report.

12. RECOGNITION OF AWARDS

Congratulations were extended to the following recipients:

12.1 Fellow Membership Awards

The following members were awarded Fellowship of the NZILA. The Fellowship Award presentation will take place tomorrow night at the 2006 Pride of Place Awards.

Chris Bentley
Grant Edge
Chris Glasson
Colleen Priest

Honorary Fellow

Glenn Thomas was awarded Honorary Fellow of the NZILA and will be presented with his certificate at the joint AILA/NZILA/IFLA Conference dinner in Sydney.

The meeting acknowledged and thanked the Fellowship Panel, Ross Jackson, Neil Aitken and Jan Woodhouse.

12.2 Associateship

Ralph Johns, Jennifer Dray, Mandy McMullin, Fraser Miller, Paul Murphy, Sue Dick, Richard Jones, Kara Maresca, Chet Wah

were elected to Associateship of NZILA and presented with their Associateship certificates.

12.3 Student Tertiary Awards

12.3.1 NZILA Award

The recipient of this Award was Christopher Punt from Lincoln University, Canterbury.

12.3.2 NZILA-UNITEC Award for Excellence in Communication

The recipient of this Award was Wendy Smith from UNITEC, Auckland.

12.3.3 NZILA-Frank Boffa Award

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

12.3.4NZILA-Dr Diane Menzies Awards 2005

The recipient of this Award was Lynette Wilson from Victoria University Wellington.

13. REMIT

No remits were received.

14. EDUCATION FOUNDATION

Education Foundation – Frank Boffa spoke to the meeting and presented a slide presentation.

Professor Joan Nassauer is currently touring the country, and the feedback to date has been fantastic. This is another vitally important way for the profession to be recognised in a more public forum and for members to access some top quality CPD events.

The Education Foundation Trustees Frank Boffa, Jan Woodhouse and Diane Menzies were thanked for the huge amount of work and energy they put into organising such a tour. Branches were also sincerely thanked for their assistance and willingness to host a visiting scholar.

15. IFLA REPORT

The NZILA IFLA Delegate, Di Lucas spoke to her tabled report

The NZILA Executive has developed a process for the selection of entries for future IFLA awards and entries have recently been submitted for the 3rd Eastern Region Awards of Excellence, which are expected to be presented in Sydney in May.

The Eastern Region will host the World Congress, in Malaysia in 2007.

Main communication is through the Eastern Region website, for <http://www.iflaonline.org/er/>. They have added an employment section, which members can make use.

The meeting was advised to delete top paragraph from her report on page 27 as it was out of date from last year.

The meeting was advised that at the NZILA 2005 AGM a request was put to IFLA to try and get an honorarium for the IFLA President and Secretary General in recognition of the work involved within these portfolios. However when the issue was raised with IFLA it was deemed inappropriate and they didn't want to entertain it.

Di Lucas on behalf of the membership thanked Diane Menzies who finished as IFLA Secretary General at the June World Council meeting in Edinburgh. We are very indebted to her extensive and magnificent work on the world stage.

Radmilla Fingerova has succeeded Diane Menzies as Secretary General. Diane remains editor of IFLA NEWS and Chair of the IFLA Congresses committee.

It was moved (Di Lucas/Frank Boffa) and **Carried: THAT** Diane Menzies be put forward as a candidate for the role of IFLA World President with the full endorsement and support of the NZILA.

Last year China was accepted as a member of IFLA with 13,000 members. . NZILA members need to remember the IFLA Code of Ethics requires that landscape architects working in another country collaborate with local members.

A global survey of the state of the profession is currently being undertaken by James Hayter, IFLA Vice-President, Eastern Region, which will be reported to the World Council in October, and should prove very interesting.

Electronic dist for IFLA news. We have been requested by IFLA to distribute IFLA news to allied colleagues, politicians at various levels, and, to libraries and universities. Di advised she would welcome a volunteer to assist in assembling a database of contacts and information to all the libraries, decision makers etc.

The meeting thanked Di for her valued contribution as IFLA delegate.

16. HIGH COUNTRY LANDSCAPE GROUP PRESENTATION

High Country Landscape Group – convened by Anne Steven

Di Lucas reported verbally to the meeting demonstrating her report with maps showing the area of land coming under the tenure review. The group is very active and passionate about their concerns. Di formally thanked Anne Steven as convenor.

15 GENERAL BUSINESS

There was no general business.

Renee Lambert closed the meeting and thanked everyone for attending.

Meeting closed at 4.30pm

Certified as a true and accurate record:

President

Date