

**MINUTES OF NZILA'S 33rd ANNUAL GENERAL MEETING
HELD AT THE MAIN COMMON ROOM, ST MARGARETS COLLEGE, UNIVERSITY OF
OTAGO, LEITH STREET, DUNEDIN**

Thursday 28 April 2005

WELCOME

Di Lucas, President, welcomed everyone to the 33rd Annual General Meeting and declared the meeting open at 3.45pm.

1. ATTENDANCE AND APOLOGIES

1.1 Present

Di Lucas (President), Grant Edge, Mike Barthelmeh, Tim Heath, Melean Absolum, Simon Smale, Renee Lambert, Louise Bailey, Will Thresher, Yvonne Weeber, Anne Steven, Mandy McMullin, Rebecca Ryder, Brad Coombs, Ross Jackson, Allan Rackham, Rachel de Lambert, Barb Rogers, Heidi Monks, Heidi Wilton, Leona de Ridder, Robin Duncan, Nikki Gray, Alan Petrie, Diane Menzies, Barry Knox, Claire Findlay (arrived 5pm)
Melanie Whittaker (minute taker)

Welcome Barb Rogers editor LNZ

1.2 Apologies

John Hudson, Peter Kensington, Neil Aitken, Steve Dunn, Helen Ballinger, Helen Preston Jones, Sean Burke, Bridget Gilbert, Jeff Weston, Jan Woodhouse, Tim Porteous, Rob Pryor, Sue Dick, Wayne Rimmer, Mike Farrow, Sarah Collins, John Goodwin, Peter King, Chris Bentley, Kris MacPherson, Claire Findlay, David McKenzie, Ines Stager, Alan Titchener, Frank Boffa, Don Miskell, Boyden Evans, Cheryl Robilliard, Stuart Houghton, Shona McCahon, Simon Swaffield, Jacqui Bowring, Stephanie Morriss

2. RECEIPT OF PROXY VOTES

Proxy votes were received from
Stephanie Morriss appointing Grant Edge
Helen Ballinger appointing Melean Absolum
Alan Titchener appointing Simon Smale
Ines Stager appointing Leona deRidder

3. MINUTES OF THE 2004 ANNUAL GENERAL MEETING

*It was **MOVED** (Grant Edge/Simon Smale) and Carried: That the minutes of the 2004 Annual General Meeting held in Christchurch 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 ANNUAL REPORT

The NZILA's 2004 Annual Report was tabled.

5.1 PRESIDENT'S REPORT Di Lucas read her President's Report to the meeting.

Particular points of interest:

Anita Fulton 3/8/04 9:10 PM

Deleted: Page - 1

In-Site

Apologies *In-site* was not produced in the latter half of the year. Foresee *In-site* potentially being produced as fortnightly email with hotlinks to website for full article, including links to job section. Will leave with incoming Executive to perhaps appoint a portfolio holder.

Urban Design Protocols

The Minister of the Environment and HRH Prince Charles recently launched the Urban Design Protocols to which NZILA is a signatory. The NZILA is now required to develop, monitor and report on a set of actions undertaken to implement the protocol.

Honours

Congratulations to the 8 new Fellow Memberships - Clive Anstey, Garth Falconer, David Irwin, Michael Jones, Gavin Lister, Simon Smale, Robert Watson and Claire Findlay. Many thanks to the Fellow Assessment Panel, convenor Ross Jackson, Neil Aitken and Jan Woodhouse.

Congratulations also to Di Menzies awarded the Institute's first woman Life Membership in our 32 years. Congratulations also to George Macmillan, Honorary Fellow membership.

The names and citations for all the honours will be posted on the web's Awards page.

IFLA

Many thanks to Di Menzies for her work as Secretary General of IFLA, and for her years as NZILA delegate. A request to the incoming NZILA Executive that they make a recommendation to IFLA that the President and Secretary General of IFLA be paid an honorarium.

IFLA Code of Ethics. A reminder to members that as an NZILA member and thus a member of IFLA, if you undertake a project in any country that has IFLA membership, you are required to collaborate with local landscape architects.

- 2.2 *To ensure local culture, place and regulation are recognized by working in conjunction with a local colleague when undertaking work in a foreign country*
IFLA Code of Ethics (http://www.nzila.co.nz/IFLA_Code_of_Ethics.htm)

5.1.8 STRATEGIC DIRECTIONS – Mike Barthelmeh spoke to the tabled Discussion Document.

7 of the 10 goals have been achieved, which is good progress to date. There is the necessity to also look long term, for example formalising a national and regional CPD programme, the protection of the term Landscape Architect, set up an urban design action plan to enable protocols to be established and implemented. Mike encouraged members present to discuss the Strategic Document at branch level and submit feedback to Executive.

Correction to *Goal 1, point 1.3* MoE should be amended to MfE.

Thanks to Mike.

5.2 ASSOCIATESHIP, EDUCATION & ACCREDITATION (Melean Absolum)

Written report tabled and spoken to. Melean advised the meeting that the revised Associateship Application Pack was adopted at today's Executive meeting and will be available on the website. Thanks to the five member Associate Membership Panel, led by Nicola Henderson.

Thanks to the Accreditation Panel chaired by Frank Boffa and assisted by Dr Diane Menzies. 2004 saw the successful accreditation of the Bachelor of Design - Landscape Architecture course at Victoria University, Wellington. The Singapore based Bachelor of Landscape Architecture course run by Lincoln University will undergo its Accreditation Review in June with Unitec's next scheduled review later in 2005.

Thanks to Melean.

5.3 ENVIRONMENT AND LEGISLATION (Simon Smale)

Submission on the 'RMA and Electricity Amendment Bill'

Comments from several members on this bill were crafted into a substantive formal written submission to the Local Government and Environment Select Committee. Particular thanks to Peter Kensington of Boffa Miskell and Yvonne Weeber. Benson-Pope decision due Friday 29 April.

Meeting with Minister for the Environment

Simon advised that Members of the Executive met with Marion Hobbs in Wellington in February where it put to her the notion of the Government leading a NZ Landscape Strategy. This comes out of the 2 partnered EDS conferences. The Minister is clearly interested in landscape issues, and our proposal for a national strategy was well received by her. Also mentioned to her was the Institute's interest in developing its own 'Landscape Charter' modelled on the well-known and much-used ICOMOS charter, and that such a charter if developed would likely be helpful in framing and informing a 'NZ Landscape Strategy'.

Yvonne Weeber suggested there is a need to formalise and followup this initiative to form a NZ Landscape Strategy with the Minister as NPS (RMA National Policy Statement regarding outstanding natural landscapes) is where MfE is focused at the moment.

Diane Menzies contributed that there is a push for a global landscape convention. UNESCO giving support that it be done on a regional basis first, following this strategy/format each time is easier than a global approach. There is a proposal being put to European parliament in 6 weeks time which provides an opportunity for the NZILA to be "first in". Diane Menzies received verbal confirmation from the meeting that "yes NZILA wanted to provide support". Thanks to Simon.

5.4 DOCUMENTATION (Grant Edge)

Taken as read. New Folders Membership Documentation Folder Volume I have been sent to new members and as requested by those who had not received one. Thanks to Grant.

5.5 MARKETING (Renee Lambert)

Written report tabled and spoken to. The launch of Urbis Landscapes, increases the opportunity for membership exposure to the public. It is positive that there are now 2 magazines. Peter Kensington taking over Melean's role on the editorial panel and will be responsible to ensure content for the ILA page in the Landscape NZ magazine. Thank you Peter.

Welcome to Barb Rogers who spoke to the meeting. Barb presented to the meeting the content pages for the latest issues of LNZ and Urbis Landscapes. She advised the meeting that photos bring words to life so consider the possibilities of how to illustrate a submitted story. Barb was asked what theme ideas are AGM exactly looking for in future editions? She responded that this was difficult to set out too rigidly with the magazines only being published quarterly, but guides are used as a basis. Members were encouraged to talk to Barb during the conference weekend and to submit anything at any time of interest.

2004 Awards report

Written report tabled and spoken to, an extremely successful event. Recommendation to members that the awards programme not be combined with LIANZ next time, the NZILA Awards programme can be self sustaining. Conference in Sydney 2006 therefore 2006 Awards

will need to be a standalone event, encourage members to start thinking about entering now.

The commissioned Awards and related press releases in 2004 were extremely worthwhile and it is estimated they brought in nearly \$100,000 in exposure for a \$2,000 budget. The 2005 press release budget is \$1,500. It is Important to keep momentum going in leadup to 2006 awards.

Sir Geoffrey Jellicoe Gold Medal (an IFLA award given every 4 years). The NZILA has nominated Frank Boffa, the citation is on the website.

The NZILA will be presenting a student award for a Victoria University student (similar to the Lincoln and Unitec student awards). The full proposal will be announced to members when finalised at a later date.

A Post Graduate category is in the guideline document for the 2006 Awards to ensure there is an opportunity for students to enter their research into the Awards Programme, that is the NZILA Awards rather than a University award.

5.6 GRADUATE AFFAIRS PORTFOLIO (Renee Lambert)

Written report tabled and spoken to. A Graduate Pack will be sent out via the Universities then sent to all graduates of Lincoln, Unitec and Victoria. It is a promotional document to encourage membership of the Institute.

Thanks to Renee

5.7 STUDENT AFFAIRS, BRANCH LIAISON, CPD AFFAIRS (Louise Bailey)

Written report tabled and taken as read.

Thanks to Louise

5.8 WEBSITE (Mike Barthelmeh)

Written report tabled and spoken to. The Data Integration Project is complete with the resulting search engine facility on the website functioning. Thanks to Melanie Whittaker turning ideas into reality.

Thanks to Mike

5.9 LIAISON WITH OTHER PROFESSIONAL BODIES (CIC, Urban Design, YBE)(Tim Heath)

Written report tabled and taken as read

Thanks to Tim

*It was **MOVED** (Di Lucas/Renee Lambert) and Carried that the Annual Report for 2004 be received.*

On behalf of the Executive and Members Melean thanked Di Lucas for her leadership as President, she has been inspiring, energetic and encouraging. The Membership are enormously indebted to her.

6. PRESENTATION OF THE ANNUAL ACCOUNTS

Grant Edge, on behalf of the Executive Committee, presented the Treasurer's Report and Annual Accounts for 2004.

The Institute's finances continue to remain in a healthy position.

The Institute's finances have now effectively been split into four main activity areas.

1. Investment

- a. Term Deposit
 - b. Ready Access
- 2. Operational
- 3. Conference
- 4. Awards

Points of interest:

- Advertising/promotion to take place 4 times a year, worth while doing as noted in Marketing Report.
- The overlapped payment of Landscape New Zealand magazine in 2004 resulted in the recording of \$12,000 annual payment (actual annual cost \$10,000).
- Website advertising bringing in income and will be noted as a separate income item in future.
- 2.2.9 branch levies were noted as being paid back to branches.
- Awards Programme returned a small profit, this will be used as a continuing float now up to \$4,000 for 2006 Awards.
- Surplus \$15,000 for the year. Assets end of 2004 \$119,000

*It was **MOVED** (Grant Edge/Di Lucas and Carried: That the audited accounts be accepted.*

7. PRESENTATION OF BUDGET FOR 2005

Grant Edge presented, on behalf of the Executive Committee, the proposed budget for 2005.

Budget is an indicative guide how the Institute should allocate its money, updates are provided at each Executive meeting.

Expenditure:

Major items were identified:

\$8,000 additional for secretarial

\$2,500 for YBE

nothing for IFLA delegate at the moment.

Need to look at assistance to give to member if they are overseas and wish to attend IFLA conference on the NZILA's behalf.

Budget tabled covers operational "day to day" budget. The Executive have identified special projects that will require funding, one major priority is membership practice documentation.

The proposed streamlining of the subscription system was introduced which would mean reducing the current 3 payment basis system with a standard rate and a penalty rate. The proposed penalty date being 31 March, subscriptions paid after this date incurring an additional 10% penalty.

Grant proceeded to explain the 1995 strategy which was changed in 1997/98. Reverting back to the 1995 policy would impact most on G2s. The Executive decision was that this wouldn't be well received by members. There is supposed to be a \$55 levy on Registered members, therefore the 2006 registered fees will increase by \$19 to correct this \$55 imbalance. The review will be finalised in time for the 2006 subs year.

Diane Menzies commented that having a financial strategy was very good and congratulations to Grant. This met with approval from the members.

*It was **MOVED** Grant Edge/Diane Menzies and Carried: That The Budget for 2005 be approved by the membership.*

8. APPOINTMENT OF AUDITORS

*It was **MOVED** (Grant Edge/Rachel de Lambert) and Carried: That the auditors Iles & Campbell continue in their role as the Institute's auditors for 2005.*

9. CONFERENCE/AGM IN 2006 AND 2007

1. Renee Lambert advised the meeting that the 2006 Conference was joint with the Australian Institute of Landscape Architects (AILA) in Darling Harbour, Sydney in May 2006.
2. Renee called for suggestions/volunteer from branches as to location for the 2007 Conference.

10. LEGISLATION

Claire Findlay was welcomed and gave brief verbal synopsis on Legislation process. Robert Watson was currently reviewing the situation and has written a report for tabling, covering issues such as whether to seek legislation on our own, or to join with another organisation for example. The members were advised that there is currently no legislation that protects the term "Landscape Architect", in the past the Institute has used the Trade Mark Act to register the term "Registered Landscape Architect". Therefore "Landscape Architect" is not protected. Architects have had their legislation recently passed, as have civil engineers.

There are 3 options:

1. go for legislation
2. even look at Umbrella Act that satisfies certain criteria.
3. not to pursue any legislation at all.

Diane Menzies advised that the USA, HongKong & Philippines have legislation.

Looking for guidance from members – do they want to proceed with Legislation? An additional committee member is required.

Rachel de Lambert (Registrar) then spoke as **REGISTRATION** ties in with Legislation.

11. REGISTRATION Rachel de Lambert (Registrar)

There are currently 67 Registered Members. Executive asked Rachel if, as Registrar, she considers it timely that the Institute have a review of Registration. It was decided that a directive is needed from the members if they wish to seek a review and also, should Registration be linked to Legislation? Rachel responded that she doesn't necessarily think being Registered necessarily means competency. Registration is easy to get, the current 15 CPD points is easy to obtain with many members far exceeding this requirement.

*It was **MOVED** (Rachel de Lambert/Mike Barthelmeh) and Carried: That we have a review of the Registration process and this should include engagement with the members.*

Members feedback is sought re Legislation and the 3 aspects raised.

- It mainly concerns those who have the right to call themselves a Landscape Architect.

- How to identify a Landscape Architect, is that person up to date?
- The term Landscape Architect would need to be defined.
- Urban Design and Resource Management is done by a Landscape Architect, need linkage through, how we manage Associateship, CPD etc, would need to define clearly.
- What are our core competencies that are pertinent to Landscape Architect. It was noted that the NZILA Education Policy sets out the NZILA core competencies.

12. RECOGNITION OF AWARDS

Congratulations were extended to the following recipients:

12.1 NZILA-Tony Jackman Award

The recipient of this Award was Mark Teesdale. The Award was presented by Di Lucas at Lincoln University Graduation Day 8 April 2005.

12.2 NZILA-UNITEC Award for Excellence in Communication

The recipient of this Award was Joanna Martin from UNITEC. Melean Absolum presented this Award to Joanna at the UNITEC Graduation Day on 6 April.

12.3 NZILA-Frank Boffa Award

The recipient of this Award was Larissa Hendy from UNITEC. Melean presented this Award at the function on 6 April.

12.4 Associateship

Nancy Vance, Bridget Gilbert, Helen Mellsop, Kris MacPherson, Peter Whiting, Debbie Upton, John Potter, Nik Kneale, Bronwyn Bennetts, Sean Burke, were elected to Associateship of NZILA.

13.1 REMIT

No remits were received.

14. EDUCATION FOUNDATION

Diane Menzies negotiating with Institute of Horticulture to have someone here for 2 weeks, members will be advised. As soon as have confirmation will be advised.

15. IFLA REPORT

Reported within item **5.1 Presentation of Annual Report, President's report.**

16. HIGH COUNTRY LANDSCAPE GROUP PRESENTATION

Anne Steven reported to meeting

The Group has been active over the past year, focused on tenure review. Waiting for results from officials. Government paper in July 04 recognised. The HCLG of the NZILA is considered a major stakeholder. Attendance at joint stakeholders meeting in Christchurch in May 2004. There were 5 concerns:

Report noted that it will be circulated to members. Latest Lobby Pete Hodgson Tenure review

main focus

Thanks to Anne Steven, it's a huge issue in process of massive change

17. GENERAL BUSINESS

There was no general business.

Di Lucas welcomed the incoming executive for the 2005/2007 term.

Meeting closed at 5.55pm

Certified as a true and accurate record:

President

Date