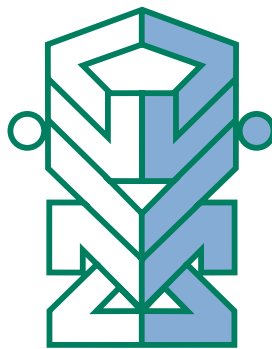


ANNUAL REPORT 2004 FINANCIAL YEAR



**NEW ZEALAND INSTITUTE
OF LANDSCAPE ARCHITECTS INC.**

PUBLISHED APRIL 2005

www.nzila.co.nz

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ANNUAL GENERAL MEETING

Notice is hereby given that the 33rd^d Annual General Meeting of the New Zealand Institute of Landscape Architects Inc

is to be held as follows:

Date & Time: 3.30pm on Thursday 28 April 2005

Location: The main common room
St Margarets College
University of Otago, Leith Street
Dunedin

AGENDA

- 1 Attendance and Apologies
- 2 Receipt of proxy votes
- 3 Confirmation of Minutes of the 2004 AGM
- 4 Matters arising from Minutes
- 5 Presentation of Annual Reports
 - 5.1 President's Report - Di Lucas
 - 5.2 Honorary Secretary, Associateship; Education – Melean Absolum
 - 5.3 Vice-President, Environment & Legislation - Simon Smale
 - 5.3.1 High Country Landscape Group
 - 5.4 NZILA Documentation – Grant Edge
 - 5.5 Marketing; Awards; Graduate Affairs - Renee Lambert
 - 5.5.1 Proposed Graduate Pack
 - 5.6 Student Affairs; Branch Liaison, CPD – Louise Bailey
 - 5.7 Long-Term Strategy; Website - Mike Barthelmeh
 - 5.8 Liaison with Other Professional Bodies - Tim Heath
- 6 Presentation of Annual Accounts – Grant Edge
- 7 Presentation of Budget for 2005
- 8 Appointment of Auditors
- 9 Strategic/Financial Plan Discussion (5.1.8)
 - 9.1 proposal to amend subscription payment timeframe from 3 to 2 periods
 - 9.2 proposed increase in 2006 subscriptions to fund special projects
- 10 Conference and AGM in 2006 and 2007
- 11 Awards:
 - 11.1 Life, Fellow and Honorary Fellow Membership Awards
 - 11.2 Student Awards
- 12 Associateship Presentations
- 13 Remit/s
- 14 Registration & Landscape Architects Legislation
- 15 Education Foundation
- 16 Welcome to incoming President and Executive members for 2005-2007 term
- 17 General Business

Proxy votes and apologies can be forwarded to Melanie Whittaker, Executive Officer, NZILA PO Box 10-022 Wellington, fax: (09) 3091892; email info@nzila.co.nz by **22 April 2005** or accepted at the AGM. The proxy voting form is to be used by corporate and graduate members only.

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9:00pm Honours Presentation and Celebratory Supper

(Upper Lounge, St David Street Lecture Theatre).

You are invited to the awarding of Life and Fellow Memberships (partners welcome).

NZILA Portfolio Directory 2003-2005

President	Di Lucas
Vice President; Environment & Legislation	Simon Smale
Honorary Secretary, Associateship, Education & Accreditation	Melean Absolum
Treasurer; NZILA Documentation	Grant Edge
Awards, Marketing, Graduate Affairs	Renee Lambert
Website; Marketing	Mike Barthelmeh
Construction Industry Council, Professional bodies liaison	Tim Heath
Student Affairs; Branch Liaison; CPD	Louise Bailey
IFLA Liaison	Dr Diane Menzies
Registrar	Rachel de Lambert
Ministry for the Environment Liaison	Clive Anstey
Webmanager	Melanie Whittaker
Administration	Anita Fulton/Melanie Whittaker

President's Report

Di Lucas

A year on from the very successful Ecopolis conference and the Landscape Awards function in Christchurch, it has been a very full and productive year, and thankfully not as alarming as I feared it might be. We bade farewell to our inaugural Executive Officer, Anita Fulton, after a decade of phenomenal work. We also farewelled editor Barbara Glennie, and Landscape New Zealand as we had known it for 52 issues. I was then nervous of what lay in store....

We most gratefully welcomed Melanie Whittaker who agreed to expand her involvement with NZILA from webmaster to include Executive Officer. Melanie is quickly demonstrating her immense skills and is coming to grips with our myriad tasks and procedures. She is now very much part of the NZILA team. With the enlarging membership, this role requires ever-increasing commitment and it is important we allow a realistic budget. Melanie's skill in the upgrading of our systems for greater efficiency is much appreciated.

I would like to very sincerely thank Anita and Melanie for their marvellous work, their co-operation and the ease with which the transition occurred for the institute and its members. We welcome Melanie to your first NZILA AGM, and I trust it is the first of many.

COMMUNICATIONS

New editor Barb Rogers and agm publishers have over the past year developed two new magazines. A revamped Landscape NZ became a quarterly, larger format LNZ which continues the former magazine's distribution. This is accompanied by the more substantial and popular-style urbis LANDscape, which is also widely available on news-stands.

The NZILA thanks Barb for the freshness and quality of the new magazines, and we welcome you here today to outline your vision for these major communication vehicles. A Memorandum of Understanding has been drafted to define the agreement between the NZILA and agm Publishers. I am grateful to Renee Lambert and our Editorial Advisory Panel members (Sarah Collins, Jan Woodhouse and Melean Absolum) for their assistance with the magazine development and ongoing policy.

One of my failures has been in not producing a regular newsletter. Very few issues of In-Site have emerged this last year. My intent was to convert it to a regular and brief electronic newsheet, perhaps fortnightly. However this would miss the handful of members who are not emailable – now only around 20 out of around 480 members. I leave it to the new Executive committee to decide on and address this task. I suggest an In-Site portfolio holder is needed. The newsheet could give a very brief summary or introduction to a topic, with a hotlink to greater detail on our website and hopefully to magazine highlights.

www.NZILA.co.nz is now our main communication tool within the Institute and beyond. I am thrilled the recent upgrade enables a quick search capacity for colleagues around the country – and members offshore. Please test both the public and 'members only' web directories, as different details are displayed, so make sure yours are correct – and perhaps win an overseas magazine for your effort! With it's recent upgrade our website is a great tool, so please maximise it's use – individually, as a branch, a working group, or as an office. Remember too that offices with Registered members can have their own WebPage within the NZILA site. We are grateful to webmaster Melanie for her efficient and creative management of the site.

The Institute received considerable media profile and recognition this year, making several releases which were picked up by Television News as well as in print. We also ran a series of articles such as in the regional Business Today publications. With palates whetted more were requested, but our resources were stretched. I thank the practices that supported media releases through funding, in particular D.J.Scott Associates.

The NZILA was a partner with EDS (Environmental Defence Society) for the

'The New Zealand Coastal Conference' which allowed for coastal and lakeshore management issues and potential solutions to be presented and debated with a range of professionals and stakeholders.

Unfortunately little progress has been made this year on formal documentation for members use.

EDUCATION FOUNDATION

We are very grateful to the NZILA Education Foundation for bringing their Foundation Scholar Professor Rob Thayer for a speaking tour of New Zealand. The profile and talks were widely appreciated and important for landscape and landscape architecture.

Thank you to Trustees Frank Boffa, Jan Woodhouse and Di Menzies for their efforts in making this tour so successful and for the Branch folk and families that assisted. The value of the Foundation has been very clearly demonstrated.

URBAN DESIGN PROTOCOLS

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

2005 YEAR OF THE BUILT ENVIRONMENT

NZILA is formally involved in this initiative and we need members' contributions to ensure that landscape architecture is recognised as a serious contributor to the built environment. Thank you to Tim Heath, and to Stuart Houghton and John Hudson for their roles in representing NZILA.

NZ LANDSCAPE STRATEGY & NZILA LANDSCAPE CHARTER

The Executive proposes we develop an NZILA Landscape Charter, this would in turn assist in development of a government-led Landscape Strategy. Simon Smale will explain this further – and welcome offers of assistance.

EDUCATION

We now have three accredited landscape architecture courses in New Zealand. The Education Policy ratified at the last AGM is now being implemented.

The NZILA is pleased to congratulate Victoria University on their accreditation - Roy Fleetwood, Robin Simpson, their university team and first graduates. We thank our Accreditation Panel, chaired by Frank Boffa, with Di Menzies and Glenn Thomas (Queensland).

The Panel, assisted by the Singapore Institute's President, will shortly undertake evaluation of the Lincoln University course in Singapore. Accreditation provides for recognition of graduates in New Zealand as well as overseas through our membership of IFLA.

MEMBERSHIP

I am very encouraged that our membership has grown to 477. When Registration began just 5 years ago we had only 280 members. This year we welcomed the return of a number of members. However I remain alarmed that we have over a hundred members who have been graduated for more than 4 years but are not yet professionally qualified.

HONOURS

This evening we will be pleased to award 8 Fellow Memberships - to the formidable, diverse and well-deserved - Clive Anstey, Garth Falconer, David Irwin, Michael Jones, Gavin Lister, Simon Smale, Robert Watson and Claire Findlay.

We thank the Fellow Assessment Panel, convenor Ross Jackson, Neil Aitken and Jan Woodhouse for their work. We would also thank Neil for preparation of the citation for the NZILA nomination for the inaugural IFLA Sir Geoffrey Jellicoe Gold Medal.

This evening we will present the well-deserved Life Membership to Di Menzies, the first woman Life Member in our 32 years.

Next month, the NZILA will be pleased to present George Macmillan with Honorary Fellow membership.

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

ASSOCIATE & REGISTERED MEMBERS

We welcome 10 new Associate members today, four of whom have already become Registered. Successful new associates are: Nancy Vance, Bridget Gilbert, Helen Mellsop, Kris MacPherson, Peter Whiting, Debbie Upton, John Potter, Nik Kneale, Bronwyn Bennetts and Sean Burke. We congratulate them later.

The Associate examination is currently the key test for achieving professional status in New Zealand, enabling people to then become Registered annually. Our thanks to the Associate Panel Convenor Nicola Henderson for her great work, and that of her team, Ralf Kruger, Jenny Moore, Clive Anstey and John Brenkley.

We encourage Branches to host and Graduate members to attend the Associate Workshops. And we encourage Graduate members to find mentors and liaise with associate members for guidance to applying for membership.

We expanded the associateship portfolio criteria two years ago. Today, thanks to Melean Absolum, we have a revised Associate Pack to provide greater clarity on the requirements and assist all those Graduates gearing up to apply. Please Grad 3, 4 and 5s, I plead with you to get your portfolios together over winter and swamp the system this year!

Reminder. Members need to note correct references to their membership status. I have seen a number of recent misuses of the NZILA letters by members. "Member NZILA" is not a valid status. Please refer to the Constitution Clause 2.1. FNZILA, ANZILA, Registered NZILA Landscape Architect, and GradNZILA are the only uses now allowed. Some people may have outdated stationery due for renewal. Take care to use the correct terminology.

REGISTRATION

The Executive has focussed attention on Registered membership as full professional status. This year half of our Associate members are Registered – 67 so far – which is double what it was at the beginning of our term. Associates can apply for registration at any time of the year. Our thanks to our Registrar, Rachel de Lambert, who along with Melanie processes the registration applications. Now with 5 years of operating, we welcome Rachel's advice on a review of the programme.

Registered members pay an annual levy, which is for advocacy/promotion. As you will have observed, the Executive committee is giving emphasis to Registered status in all communications.

There is concern at the lack of Registered membership in public sector offices, particularly in local government. In government positions, I suggest a problem may be perceived when people not professionally qualified are assessing the work of those who are. Some local council managers have assured me they are pursuing this through HR means. We are encouraged to see academics becoming Registered as it is very important they too show they are up to date. We hope to increasingly see applications from members within the local government sector.

With government initiatives and requirements for consumer assurance, the outgoing Executive is interested in considering aspects of compulsory registration, and allowing for a review of the necessity to have both Associate and Registered status.

LANDSCAPE LEGISLATION

To proactively address our own, the public and government expectations of professionalism, the confusion with non-qualified people in industry, and, to provide the consumer assurance now expected of professionals, we seek legislation to protect the terms "landscape architect", "landscape architecture" and "landscape architectural".

Following positive discussions with a parliamentary representative, the proposal is to secure these terms through a Landscape Architects Act. The professional recognition provided by NZILA, currently through the Associate and Registered status, is proposed be addressed through this legislation. From the working group convened by Robert Watson, Claire Findlay will lead discussion today to ascertain membership guidance on this task.

BRANCHES

The Auckland Branch hosted a farewell for Barbara Glennie and also a function in November when the Executive Committee met in that city. We welcomed receiving a list of questions from that branch. I would like to congratulate the Auckland Branch on their Spring Lecture series and have been pleased to contribute over the last two years. I suggest this lecture series project is perhaps a model for other Branches – to get discussion and raise the profile of the profession with other disciplines.

The Executive committee was warmly hosted by the Wellington Branch in February. We addressed a list of questions with them, and found this a worthwhile forum. It is unfortunate that, once again, we will have no Wellington members on our Executive Committee. Ensuring we have members with a government liaison role is however important. We thank Clive Anstey for his role with MFE. With all our initiatives I've just described, further liaison folk may be required.

Thank you to the coastal sector of the Southern Branch for hosting what promises to be a fantastic conference, Looking Forward to Heritage Landscapes amidst the marvellous heritage of my Alma Mater, the University of Otago.

WORKING GROUPS

Several working groups have been formed and their level of activity varies. We now have a WebPage for working groups in the "members only" area of our site. We hope this will become widely used, and somewhat interactive. In particular, Anne Steven is to be thanked for her work for the High Country Landscape Group.

RESEARCH NEEDED

I have suggested the NZILA might identify areas where research would be of assistance and make suggestions available to the landscape architecture schools and other research establishments. An assessment of the viability of the wholesale plant industry supplying landscape architecture projects would be a useful MBA study. Analysis and guidance of landscape architecture practice structures and systems would also be useful, particularly for those setting up office. Comparative studies between landscape architectural proposals and the reality achieved would be another.

EXECUTIVE COMMITTEE

I and the Institute generally have been most fortunate to have a great team in the outgoing Executive committee. Melean Absolum has been an outstanding Honorary Secretary, along with her Associate and Education Portfolios in which she has put through major policy and documentation in the two years. She has had formal and very demanding tasks, for which we thank her and we are sad she is standing down.

It has been great to have the presence, skills and experience of Simon Smale as Vice-President and holding the Environment and Legislation Portfolios for which he has provided substantial leadership and contribution. Simon will be missed, and we trust that work to advance our NZILA bi-cultural strategy will be continued.

Louise Bailey has contributed so much to the NZILA since graduation, both at Branch and Executive level and she is an amazing model for quietly helping to make the Institute work. Thank you Louise, your roles with branches, graduates and students have been much appreciated.

I am pleased that continuity will be provided with Mike Barthelmeh, Grant Edge and Tim Heath continuing on the Executive Committee. Mike's work with Melanie on the website has been valuable. Grant puts in a huge effort for the NZILA as Treasurer and this is very much appreciated. Tim is persistently wrestling with the challenges of the professional bodies liaison, Construction Industry Council and Urban Design, areas where more support from members around the country is needed. Thank you for your commitment.

Incoming President Renee Lambert has been a very valuable Executive member with her work as Awards Convenor, Editorial panel convenor, for the Marketing and Graduate Affairs portfolios. We wish her well for the coming term and look forward to an increasingly relevant and irresistible Institute.

We welcome the new Executive members Brad Coombs, Sue Dick, Mike Farrow and William Thresher. You bring considerable and diverse experience, and look forward to you having an enjoyable and productive term in contributing to leadership of our vibrant profession.

IFLA

I was pleased and fascinated to attend the 2004 IFLA World Council in Taiwan as the NZILA delegate. It was most exciting that NZILA members received 1st, 3rd and 4th in the inaugural IFLA Eastern Region Awards of Excellence. Entries have been submitted for this second year's awards.

IFLA is an amazing world body. The potential for learning and co-operation internationally is endless. Over the last year new member countries have included India and China. To sit around the table with an alphabetical list of nationalities is an experience members should try to experience some time.

An issue raised by delegates from many countries was of landscape architects working offshore without adequate understanding of the local landscape. Members are reminded of the IFLA protocol for any off-shore work e.g. for those working in China, Malaysia, India and elsewhere. These countries are members of IFLA.

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)

Thus 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.

Di Menzies deserves enormous thanks for her work as Secretary General of IFLA, and for her years as NZILA delegate. The workload is phenomenal, and I would like NZILA to seek that those international positions receive an Honorarium.

Remember your duties to the landscape.

I have enjoyed and been challenged by my term as President, and thank you for the opportunity.

Kia ora

Di Lucas

5.1.8 STRATEGIC DIRECTIONS – DRAFT for discussion

Submitted by Mike Barthelmeh

INTRODUCTION

At the last AGM, exec introduced a draft framework for NZILA to develop a longer term strategy plan, with some examples of the types of tangible outcome we could consider. This plan would be reviewed on an annual basis, with the range of possible tasks prioritised for each forthcoming year.

That draft has been updated for this AGM, and is shown below, with one key goal identified for each of the four major headings. Those tasks with a tick have either been completed in the last year, or (the majority!) are currently underway, so some progress can be reported. The incoming exec now seeks a broad input from the membership on other significant tasks or outcomes that could be prioritised within this framework; these specific tasks would need to be realistic, measurable, have an agreed timeline, and note the person or group responsible for achieving the task.

STRATEGIC DIRECTIONS FOR THE INSTITUTE:

THE LANDSCAPE:

GOAL 1 – Raise awareness about the values of our important landscapes.

1.1 *Develop a wider range of policy statements to assist the Institute, and members, to draw attention to potential landuse change.*

- A) work with branches to scope a range of policy statements about our landscapes.
- B) develop a policy statement about the importance of our high country landscapes. ✓
- C) build upon the visit of Professor Thayer to focus attention on the issue of bioregionalism, and develop a policy statement.
- D) develop a policy statement to confirm the value and significance of our urban Landscapes and the built environment.

1.2 *Develop an NZILA Landscape Charter.*

- A) form a working group to develop the Charter, modelled upon the ICOMOS charter.

1.3 *Work with MoE to develop a national landscape strategy.*

- A) form a working group to assist in develop the strategy, modelled upon the 'Biodiversity Strategy' produced by government.
- B) develop a set of agreed terms for describing landscapes and landscape elements.
- C) clarify the criteria for identifying 'outstanding' or 'significant' landscapes.
- D) develop a broad definition for 'cultural' and 'heritage' landscapes.

MEMBERSHIP:

GOAL 2 - Increase the number of members of NZILA, and the professional status of members.

2.1 *Ensure that all student members and graduates see a real advantage in becoming members of NZILA.*

- A) improve the information pack for new graduates. ✓
- B) review the benefits of developing a mentoring scheme for new graduates.

- 2.2 *Increase the proportion of graduate members seeking corporate membership.*
- A) review the associateship criteria, and the information pack for applicants. ✓
 - B) clarify the membership categories, and requirements for corporate membership.
- 2.3 *Increase the proportion of corporate members becoming registered.* ✓
- A) promote the advantages of registration to graduate and corporate members. ✓
 - B) develop and promote a range of CPD events at local and national levels. ✓

PROMOTION:

GOAL 3 - Raise the awareness of members of the public about the role that landscape architects perform.

- 3.1 *Enhance the value of our Institute awards.*
- A) review the awards categories and criteria for success. ✓
 - B) consider running regional awards leading to the national awards.
- 3.2 *Promote the profession through a range of media.* ✓
- A) prepare a brochure outlining the skills and attributes of landscape architects.
 - B) develop an 'advertorial' series for the popular press on recent projects.
- 3.3 *Promote specific areas of expertise that members possess.*
- A) highlight the value of including landscape architects when making urban design decisions, to local, district and regional statutory authorities.

MEMBER SERVICES:

GOAL 4 – Develop an integrated set of professional documents.

- 4.1 *Update our existing administrative and professional practice documents.*
- A) develop a schedule of existing documents, with timelines for review.
 - B) review and reissue at least two existing documents per year.
- 4.2 *Ensure that all relevant members have a full set of available documents.*
- A) issue a full set of existing documents to all new members. ✓
- 4.3 *Prepare further documents to fill any gaps in our existing documentation.*
- A) documentation working party to suggest the range of documents that are missing. ✓
 - B) working party to enlist the help of branch members to prepare appropriate documents, accessing external organisations where necessary.

Mike B.
April 2005

MEMBERSHIP

Summary of NZILA membership (as at 31 December):

Category	1998	1999	2000	2001	2002	2003	2004
Affiliates	8	8	6	5	6	5	6
Associates	114	112	120	89	85	80	88
Associates – retired	16	13	17	13	14	19	6
Fellows	17	18	18	13	13	12	12
Fellows – retired	2	2	1	1	0	1	1
Registered	0	0	0	34	36	40	52
Graduate year 1	24	17	26	32	25	38	44
Graduate year 2	19	17	15	22	28	29	37
Graduate year 3	24	18	13	11	16	26	27
Graduate year 4	15	23	7	11	9	15	27
Graduate year 5/5+	24	35	40	36	47	54	70
Honorary Fellows	7	7	8	8	7	7	7
Life Members	4	4	4	4	4	4	6
Students – Lincoln	17	26	32	20	29	39	42
Students – UNITEC	6	8	27	42	50	39	34
Students – Victoria						2	6
Total	297	308	334	341	369	409	465

OTHER PORTFOLIOS

ASSOCIATESHIP, EDUCATION & ACCREDITATION

Melean Absolum

Associateship

During 2004 I have undertaken a complete overhaul of the Associateship Application Pack. I am pleased to report that the revised document has been adopted by the Executive Committee and will be available shortly on the website. I would like to take this opportunity to thank all those who contributed comments on several iterations of the revised documents.

The overhaul has seen no changes to the number of categories from which applicants may choose to demonstrate their competence, nor has there been any change to the work included in each category. Rather, it has been an exercise in making the Pack more user friendly by explaining the process of applying for Associate membership, step by step. The revised document also includes an appeal process for unsuccessful applicants.

Thanks are also due to the five member Associate Membership Panel, ably led by Nicola Henderson, who gave up hours of their time to review all the applicants' portfolios this year and then to interview them all in Wellington. Your dedication to this often difficult task is commendable and I thank you.

In 2004 we had, what I believe to be a record number of applicants for Associate membership and I am pleased to report that we now have 10 new Associate members. Some of these new Associates also took the opportunity to become Registered immediately. I would like to take this opportunity to congratulate them all and welcome them as fully fledged members of the Institute.

Education & Accreditation

2004 saw the successful accreditation of the Bachelor of Design - Landscape Architecture course at Victoria University, Wellington. This exciting development brings the number of Education establishments providing courses in landscape architecture to the standards which the NZILA set to three, Lincoln, Unitec and now Victoria as well. Congratulations to the staff at Victoria, who worked extremely hard during the year to ensure that their first Graduates could leave with the knowledge that they had completed an accredited course.

The Accreditation Panel chaired by Frank Boffa and ably assisted by Dr Di Menzies have now turned their attention to the Singapore based Bachelor of Landscape Architecture course run by Lincoln University which will undergo its Accreditation Review in June. The Panel will then move onto Unitec's next scheduled review later this year. The amount of preparation and effort which the Panel put into these reviews is enormous. On behalf of the Institute as a whole, they are ensuring that the various courses provide the right breadth and depth of knowledge to all graduating students. I would like to take this opportunity to thank them both for their continued efforts and also include Glenn Thomas from Australia who has assisted them.

ENVIRONMENT AND LEGISLATION

Simon Smale

EDS Landscape Planning Guidelines

Following on from the joint EDS/NZILA 'Reclaiming Our Heritage: The New Zealand Landscape Conference' in 2003 and 'The New Zealand Coastal Conference' in 2004 Raewyn Peart, a Senior Policy Analyst with the Environmental Defence Society, has prepared a 'Landscape Planning Guide for Peri-Urban and Rural Areas'. Financial support was provided by Whangarei District Council and Environment Waikato. Along with other professional groups including NZPI, NZILA was invited to comment on the document, and a small group of practitioners contributed useful input. Particular thanks to Clive Anstey and Boffa Miskell for their contributions. The document acknowledges the contributors, while noting that responsibility for the contents rests with the author. It was going to print as this report was being prepared.

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.

Meeting with Minister for the Environment

Minister Marion Hobbs and two of her advisors met for over an hour with the Executive at its 14 February meeting. The Executive had agreed in earlier discussion that lobbying for a National Policy Statement on landscape as a means of raising the profile of landscape nationally was unlikely to be productive, given that the only NPS produced so far is the Coastal Policy that is the only NPS mandatory under the RMA. It agreed instead to suggest development of a 'New Zealand Landscape Strategy' modelled on the existing 'NZ Biodiversity Strategy', including using a similar Ministerial Advisory Committee as was effectively used in development of the Biodiversity Strategy. The Minister is clearly interested in landscape issues, and our proposal for a national strategy was well received by her. We also mentioned to her 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'.

MARKETING REPORT

Renee Lambert

LNZ (LANDSCAPE NEW ZEALAND) EDITORIAL COMMITTEE

2004 has seen the re-launch of the professional magazine for the Institute. The new look LNZ magazine has now run three issues, August 2004, November 2004 and February 2005. Comments received back from the membership have been favourable.

The Editorial Committee continues to have meetings with AGM to discuss any issues that may have been raised by the membership and to provide input into the theming and storylines.

We continue to work with AGM publishing, LIANZ and the new Editor, Barb Rogers to raise the bar with LNZ and to continue to improve the quality of the magazine.

Major achievements to date include:

- Successful re-launch of the magazine in August
- Significant increase in the buoyancy of advertising for LNZ subsequent to the re-launch (which means a better magazine)
- Forward planning for the NZILA page with topical issues highlighted
- Updating of the Register to make it more readable (due out in May)
- Draft MOU with AGM publishing is nearing completion
- Electronic database link of membership list from NZILA to AGM to improve magazine distribution

Urbis Landscapes

August 2004 also saw the launch of the new landscape based magazine produced by AGM publishing, another component of the highly successful Urbis range of magazines. Urbis Landscapes is designed to appeal to a broader audience and has a wider retail distribution than LNZ.

The three issues of Urbis Landscapes that have come out to date have included a range of topics on landscape issues and feedback from the readers, industry and advertisers has been extremely positive.

AGM want to continue to build and grow the magazine in size and scope and are excited about its potential given the feedback to date.

Any comments or suggestions on both these magazines that you wish considered by the Committee and/or AGM publishing can be forwarded to any of the current NZILA Editorial Committee members; myself, Jan Woodhouse, Sarah Collins, or Peter Kensington.

If anyone is interested in being on the Committee please feel free to contact me. Fresh ideas are always beneficial.

MOU with AGM Publishing

The NZILA is in the process of signing a Memorandum of Understanding with AGM Publishing. The MOU has been developed as a process to manage the interface between the NZILA and AGM Publishing with regard to the delivery of the LNZ magazine and other landscape based published material, such as Urbis Landscapes. The document is intended to clarify the roles and responsibilities of both parties in order to achieve the best possible outcome for both the NZILA and AGM publishing in their respective roles in promoting and understanding of the landscape and its associated issues. It provides the basis of an ongoing working relationship and provides a framework for continued co-operation in achieving shared objectives.

It is anticipated to have a signed copy of the MOU in May 2005.

press releases

Significant investment was made in 2004 to the issuing of press releases by the Institute on a variety of landscape based topics. This was initiated by the successful press release programme that was undertaken for the 2004 awards and the subsequent media interest in landscape issues.

The following press releases were undertaken over the 2004 year:

December 2003 – April 2005

2005 Pride of Place Landscape Awards

Four press releases spaced out over the year in the lead-up to the awards (used to initiate interest), then a frantic week of interviews and further information as a result of the final press release announcing the winners.

January 2004

Kiwi Landscape Designs for London

Press release on NZILA members being short-listed for the Savill Garden project in Great Windsor Park, London and the Hyde Park Corner Garden.

February 2004

Protection for High Country Landscapes More Promising Under Governments Latest Report
Press release relating to high country tenure review

27 August 2004

NZ Landscape Architect Honoured
Press release detailing the awarding of life membership to Neil Aitken.

29 July 2004

NZ 1st, 3rd and 4th in International Landscape Architects Awards
Press release detailing the NZ success at the IFLA Eastern Region awards.

This was followed up by a second press release with photos of the awards being given at Taipei on **10 September 2004.**

As a result of the above press releases we have secured a significant amount of media coverage specifically linked to the NZILA. This has ranged from 5 minute spots on primetime news (both channel 3 and 1) to front page newspaper coverage and an assortment of smaller articles. It is estimated that the value of the coverage gained to date is well in excess of \$100,000 which indicates an acceptable cost/benefit for the initial outlay of investment in the press releases (approximately \$500 each).

As a result of the significant increase in publicity, the Executive have started a hard copy file of all the newspaper articles so that we can retain a record of coverage over the years relating to the Institute.

We have budgeted for the 2005 year to undertake a minimum of four press releases throughout the year. It is believed that this is a minimum requirement to ensure that the media stay interested in reporting on landscape issues and to retain an ongoing relationship with and understanding of the la profession. It is intended to spread the releases out through the year and to highlight the profession of landscape architecture in its many forms.

AGM 2005 AWARDS REPORT

Renee Lambert

IFLA Eastern Region awards of excellence

The NZILA put forward three entries to the inaugural 2004 IFLA Eastern Region Awards of Excellence. All three entries won places, with Isthmus Group gaining a 1st placing for the New Plymouth foreshore project, Boffa Miskell gaining a 3rd placing for Project Manukau and SOUL gaining a 4th placing for the Auckland Regional Botanic Gardens native garden.

Presentations of the awards were held at Taipei at the IFLA Eastern Region Conference. David Irwin attended for Isthmus Group and Di Lucas represented the NZILA.

Entries for the 2005 IFLA awards closed on the 31 March and this year the NZILA put forward two entries. We look forward to the results in due course.

The process for putting forward entries for these awards has been confirmed and involves registrations of interest being sent out to all members and the Executive Committee then choosing three entries from those put forward, that best meet the brief, to represent the NZILA in the awards.

Landscape Awards 2004 Summary

The 2004 awards were very successful and came in under budget. The Executive have confirmed that a separate awards account will be retained so that we can start to incrementally improve the

awards event every year, through the use of any excess funds from the previous awards. The 2004 awards started this process by having an excess of \$1,768.12, which has increased the awards account budget for 2006 to \$4,768.12.

The investment in hiring a professional media company to undertake press releases and co-ordination of media interviews etc throughout the lead-up to and during the awards proved very successful. We gained more coverage of the 2004 awards than any previous awards and raised the profile of landscape projects within this country significantly.

As the most accessible marketing opportunity that the Institute has it is proposed to continue and expand on this opportunity for all future awards.

As a result of the work undertaken for the 2004 awards, a guideline document has been prepared for the NZILA Awards. This document provides a framework of expectations and requirements for the awards event that can be utilised by successive awards convenors to ensure that consistency and continued improvement is achieved for the awards.

Landscape Awards 2006

Feedback from the membership after the 2004 awards has confirmed that the NZILA believes it has enough members and projects occurring in NZ to sustain an awards event without the need to combine with LIANZ. As such, the 2006 "Pride of Place" awards will be held separately from LIANZ.

Sponsorship of the awards every two years is one of the major risk factors associated with the success of the awards. After the loss of Monier as a major sponsor of the awards, it has required the gathering of not less than ten sponsors for each awards event to ensure the income we need to run the awards. The fact that there are so many sponsors means that the sponsorship package is limited in terms of marketing and promotion of each of the sponsors.

Work has been undertaken to secure one or two major sponsors for the awards that are prepared to commit to sponsoring the awards on an ongoing basis. This will increase the promotional opportunities for the sponsors and alleviate the need to secure sponsors every year.

To date we have had significant success in confirming one major sponsor for the design section of the awards and are in negotiation with a second for the planning section. Once these and the student awards sponsor is confirmed the naming and promotional package for the 2006 awards will be confirmed as the prototype for the awards for the next few years.

Due to the NZILA conference being in Sydney in 2006 (in association with AILA and IFLA), the 2006 awards will be a stand-alone event and not linked to a conference. This presents some challenges, in ensuring that we get the number of people attending the awards to make it the vibrant and celebratory event that it was in 2004 and to ensure our sponsors see the benefits in continuing their relationship with the Institute. We will be looking for the membership to support this event to ensure that we do not lose any of the momentum gained in 2004.

A call for entries for the 2006 Awards will be advertised in June/July of 2005 and further details of the location and timing of the awards will be provided to the membership when the 2006 awards convenor has been confirmed.

Sir Geoffrey Jellicoe Gold Medal Nomination

The International Federation of Landscape Architects (IFLA) has announced an inaugural gold medal award to be presented every four years to a landscape architect whose lifetime achievements have had a lasting impact on the welfare of society and the environment. Calls for nominations from IFLA member Institutes have been asked for.

The Executive Committee feels that it is important to support the award and recognise the role of NZ landscape architects despite our short history, and is pleased to announce that Frank Boffa has been put forward as a nominee for the award by the NZILA.

Proposed new Student Awards

The Executive Committee is considering the establishment of two new NZILA student awards.

One is to recognise the new landscape architecture accredited degree course being provided by Victoria University and to provide an equivalent final year student award as those provided to Unitec and Lincoln University.

The second being investigated is to recognise the increasing number of Masters students work that is being undertaken.

Further details will be available after the Executive Committee meeting in April.

GRADUATE AFFAIRS PORTFOLIO

Renee Lambert

Draft graduate pack

Comments from the membership have highlighted the need to provide recent graduates with information specifically designed for them on the benefits of joining the Institute and what they can expect from us as a professional organisation.

A draft pack has been prepared which will be supplied to all the Tertiary Institutes (Victoria, Unitec and Lincoln) to send to their Landscape Architecture graduates.

The pack congratulates the students on gaining their professional qualifications and then outlines a range of issues pertinent to them as new graduates and how the Institute can assist in various ways.

This pack will be further developed to provide presentations for students, as outlined in the Student Portfolio report.

STUDENT AFFAIRS

Louise Bailey

The relationship between students at the three education providers continues to strengthen. Student membership is presently at 83 compared with 59 2004.

The executive annually supports the final year student exhibition with **sponsorship** and a member from the branch or executive attends the opening. Barb Rogers AGM Publishing is happy to advertise the student end of year exhibitions in Landscape New Zealand. The presence of NZILA at student functions shows support and inclusion for students especially as they venture out of academia into the professional work place.

The **Graduate Pack** currently in draft form can be adapted for general use in presenting to students of all years providing information about the NZILA. Once completed on CD this can be a useful tool when branch members address the students at the beginning of the tertiary year.

The **student mentor scheme** operates in Canty/West branch with some success. The Auckland mentor scheme is under new leadership and may pick up momentum particularly with the largest number of student members in New Zealand. Jacqueline Margetts is the contact person at Unitec with Paula Wilkinson as the branch contact. Victoria with substantially fewer student members has

not linked into this scheme. Although the local branch can act as liaison between student and mentor the onus is on the student to actively seek a mentor.

BRANCH LIAISON

Louise Bailey

Regular email contact with branch secretaries has helped maintain a good flow of contact with Executive.

A timeline was issued to all branches late 2004 that acts as a reminder of tasks to complete and upcoming events. It can be adapted to branch requirements and updated from information posted on the NZILA web page.

Branches in April/May each year hold associateship workshops with a current or recent Associateship panel member providing up to date information to applicants. A portfolio of a recent successful candidate is also of benefit to show those attending the workshops.

Comment has been noted that branch involvement is erratic and at times it is difficult to encourage members to be involved in both organisation and attendance at CPD events. Executive meetings held in Auckland and Wellington in the past year provided an opportunity to meet the branch members and committees and make personal connections strengthening future contact.

CPD REPORT

Louise Bailey

Although the Robert Thayer visit was funded by the Education Foundation, branch committees put considerable effort into organisation of presentations and hosting in their region.

Expert Witness Training workshops run by Di Menzies are being held in many regions as well as at the Heritage Landscapes Conference Dunedin.

Can/West branch have found that holding one major event each year and several smaller ones is manageable. Organisation is usually left to a few members and care needs to be taken not to drain these human resources. With an active NZILA web system, links are now being made to sessions held by other groups and institutes. There are many options for CPD that are not NZILA sourced. The funding provided to branches through membership subscriptions is largely used for CPD events.

CPD events are now posted on the web site and updated regularly. At any time a member can check to see what is on in their region or elsewhere around the country.

WEBSITE

Mike Barthelmeh

Our webmastermind Melanie reports an increasing use of the website by members to access information, and a huge jump in the number of job vacancies being advertised. A combination of email alerts and the website itself, have improved the ability of members to be kept up to date, and to communicate more easily with each other.

This year, we have undertaken a major exercise to transfer all of our existing membership information to a database system. This new database will not only enable Melanie to streamline a range of administrative processes that rely on accurate membership information, but also greatly improve the ability to find where our fellow members currently are. Melanie and her team have set up a new search facility on the website for members to find the contact details for a specific person, or for a range of consultants in a particular region for example. It is quick, easy, and accurate, an excellent and useful addition to our website and its functions.

We have previously circulated registered members with an invitation to have their own webpage, hosted in association with the NZILA website. There would be a single charge of around \$250 to prepare the page from images and text provided by members, but no ongoing hosting charges. If you do not have your own website, but would like to have your profile available to prospective clients, here is a great and affordable opportunity for you to consider. It is open to registered members only; please contact Melanie direct for more information, or to book your own webpage!

As we have asked in previous years, could you all please remember to advise Melanie of any changes in contact details, since increasingly the website will be used by prospective clients, and your colleagues, to find you.

LIAISON WITH OTHER PROFESSIONAL BODIES

Tim Heath

CONSTRUCTION INDUSTRY COUNCIL

Meetings attended 2004 (3)

Meetings attended 2005 (1) February Retreat

Activities of CIC:

- Submission on Building Act and Building Code Review
- Discussions with NZ and Australian Standards Associations re the production of joint standards.
- Discussions with Green Building Council of Australia
- Discussions with NZ Qualifications and Training Authorities
- Production of Draft 'Best Practice Procurement Document'
- Submission on MfE Draft Urban Design Protocol
- Contribution to 'Construction and Demolition Waste Reduction Project
- Design Documentation Guidelines
- Discussion of construction site and design for Health and Safety issues
- CIC Research Strategy / BRANZ Research
- General Business:
 - Report on Proportional Liability (Insurance / pending)
 - Report on LGA Local Government Act and consequential costs to the construction

sector

URBAN DESIGN

NZILA Members attended all 6 MfE throughout the country.

- NZILA submission on MfE Draft Urban Design Protocol
- NZILA signed to protocol – currently drafting proposals in line with the protocol
- Current 'LA' members of urban design panels;

Auckland

Matthew Bradbury
David Irwin
Gavin Lister
Will Thresher
Also Doug Leighton, Principal, BML

Wanaka

Anne Steven

Queenstown

Brett Thomson
Tim Heath

- MfE has just released a proposed workshop programme for all design disciplines. Workshops are proposed 10 centres but dependent on subscription levels.

YEAR OF THE BUILT ENVIRONMENT

Thanks to Stuart Houghton for attending numerous YBE meetings in Wellington 2004/2005.
Thanks also to John Hudson for his assistance.

Jointly organized by a steering group mainly MfE / NZIA the program has suffered from some late organization and a relative lack of funding. The program was modeled on an Australian equivalent in 2004

NZILA contributed funds to this program. The program includes;

- Major NZILA function is the conference '*Looking Forward to Heritage Landscapes*' 28 April 2005.
- Other events NZILA is contributing to are 'Open House' project and the Prime Minister's awards.

TREASURER'S REPORT

Grant Edge

NZILA TREASURER'S REPORT – 2004 PRESENTATION OF THE ANNUAL ACCOUNTS

The Executive Committee is pleased to present the Treasurers report for the 2004 calendar year.

The Annual Account and Audit prepared by Iles & Campbell are attached.

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	Start Year	\$76,697.00
		<u>End year</u>	<u>\$80,033.00</u>
		Income (Interest)	\$3,336.00
(b)	Ready Access	Start Year	10,048.00
		<u>End Year</u>	<u>10,186.00</u>
		Income (Interest)	\$138.00
(c)	Annual Account	Income (Interest)	900.00

Total Interest \$4,374.00

1.1 Comment

1.1.2 Investment Account

In keeping with Executive's financial Goal we continue to maintain our Reserves Term Investment at a level consistent with one years Annual Subscriptions. The Interest accrues on this account at 6.20%pa and revolves every 100 days.

1.1.3 Ready Access Account

The value of this account now stands at just over \$10,000.00. We earn an interest of 1% on this money.

This account is the first port-of call if we require additional funds for non-budget items. It is intended that surplus money from the Conference and Awards Accounts would be transferred to this account which will begin to build a base for funds for Special Projects.

It is not envisaged that funds in this account will ever become significant as the number of Special Projects requiring action by the Executive on behalf of members is growing. The allocation of funds would be driven by priorities identified as part of the Executive's Strategy proposals. (To be discussed later).

2. OPERATIONAL (ANNUAL ACCOUNT)

Cheque Account	Income (Less above Interest)	90,951.00
	Expenditure	87,334.00
	Surplus	3,617.00
	<u>Accounts payable</u>	<u>14,016.00</u>
	Net Deficit	-\$10,399.00

2.1 Comment

2.1.1 Income

Income Budget (Less Interest) 82,000.00

Income Actual (Less Interest) 90,951.00

Income Surplus \$8,951.00

As with last year, the following factors have contributed to this including:

- A good growth in membership
- A greater number of members becoming Registered
- Electronic distribution of information to members using email
- Sundry Income from Job advertisements through the Website and via email
- Increased number of Graduates applying for Associateship

2.1.2 Expenditure

Expenditure Budget (including Interest) 85,500.00

Expenditure Actual 87,334.00

Accounts Payable 14,016.00

Expenditure Total 101,350.00

Expenditure Budget Deficit-15,850.00

Add Income Surplus 8,951.00

Actual Operational Deficit-\$6,899.00

2.2 Explanation

2.2.1 General

The budget is an indicative guide for the Executive as to how it should allocate its money and what is anticipated to be spent on each item.

At each Executive meeting the Executive is given a report from the Cashmanger Programme that gives a Budget/Actual comparison. This allows us to reallocate funds into items where expenditure is low or visa versa . It also assists the Executive to make decisions about spending on unbudgeted items. From time to time opportunities or special issues arise that require us to reallocate expenditure.

At the 2003 AGM, membership gave the Executive the mandate spend up to \$5000 on unbudgeted items.

The main items requiring budget re-allocation or incurring overspend include:

2.2.2 Administration Officer

It was with much regret that our long time administrative assistant Anita Fulton resigned in mid 2004. She was not formerly an employee of the Institute and often did work voluntarily for us. The Executive agreed to employ its very first part-time Administrative Officer. It was acknowledged that the \$15000 budgeted for Secretarial services allocated in the budget may not have been sufficient. In July, Melanie Whitaker was engaged for an average of 20hours per week plus office expenses. We would monitor her work-load and expenditure until the end of the year and then revisit the budget allocation in 2005.

Expenditure over budget (\$8000) has been attributed to several factors:

- Transition costs and over lap/training between Anita and Melanie.
- Increased demand from members to provide information
- Increased demand from the Executive for support services.
- Election year administration
- Office set-up

2005 Budget

We have allowed for further funding of Administrative Services in the Budget

2.2.3 President/IFLA Delegate

The President has undertaken some non budgeted activities (\$5,400) including attendance at the 2004 IFLA Region Conference in Taiwan. Di attended this at the invitation of outgoing IFLA General Secretary Di Menzies. The Executive decided that it was important for the NZILA to have a presence at this meeting especially with respect to our members being awarded two International design awards.

It was agreed that we would pay for Travel (\$2,300) and Registration to the World Congress and the World Council (\$1,400) costs only.

The President's extraordinary expenditure of \$1600 included attendance at a farewell function for the NZ Landscape Editor Barbara Glennie and farewell gifts , meetings with EDS Executives and attendance at their conference as NZILA Partner, attendance at the Auckland Branch Spring Lecture Series. The Expenditure also included books (Raffles) for the Education Foundation Thayer visit.

2005 Budget

We have not provided any funding for the IFLA delegate in this year's budget
We have included an item of \$700 to cover extraordinary President's expenditure.

2.2.4 Marketing/Promotion

The Executive decided to reallocate funds (\$500) to assist with promoting the NZILA at as many opportunities as possible. This was in the form of Press releases that cost in the order of \$400 each.

2005 Budget

We have allowed for four (4) press releases in 2005

2.2.5 Landscape NZ

The Landscape NZ Magazine was remodeled during the year and members now have access to two magazines – Landscape NZ and Urbis Landscapes. The \$2500 overspend is due to the revised payment process for AGM and was an advance payment for the first 2005 issue.

2005 Budget

No additional expenditure is envisaged for this year.

2.2.6 Website Development

The Website underwent a significant revamp in late 2004 with a revision to the formatting and improvements to the layout of the site. The additional cost of this was in the order of \$1,000. The Website continues to be a huge success and is now being used regularly by many members.

We have established linkages with other organizations, market conferences, advertise jobs and provide space for Branch newsletters.

2005 Budget

Although the Budget has only allocated \$1000 for further minor refinements, the Executive agreed at its November meeting to allocate a further \$5000 for a significant revamp for Data Integration and the Website Search Engine.

This work has now been completed and was activated on April 19th.

The Executive have allocated Special funds for this to be drawn from the Conference Account.

2.2.7 Associateship

The Associateship team incurred more travel, accommodation and courier costs than expected \$900 over the budget. The large number of applicants required more time and assessment.

2005 Budget

We have allocated \$2500 in this year's budget. The Portfolio report will outline changes to the Associateship Pack and Interview process.

2.2.8 Urban Design Forum

The Executive agreed to support the BRANZ/YBE document in November.

2005 Budget

A sum of \$2500 has been set aside for this in the budget.

2.2.9 Branch Levies

The Executive returns a significant amount of money to the branches each year.

Telecom Yellow Pages

A subsidy of \$60 is paid to Branches for each of the Major telephone Directories in their area. These payments were made in July 2004.

Auckland	120
Central NI	180
HB Manawatu	240
Wellington	120
Nelson Marlborough	120
Canterbury Westland	120
Southern	120
Total	\$1020

Branch Levies		JulyMarch 2005(Late)		Total
Auckland	2075	350	2425	
Central NI	540	nil	540	
HB Manawatu	300	20	320	
Wellington	855	40	895	
Nelson Marlborough	120	nil	120	
Canterbury Westland	1345	225	1570	
Southern	460	85	545	
Total	\$5,695	\$720	\$6415	

2005 Budget

We have allocated \$8000 for branch levies and \$1000 for the telephone levies.

Branch levies are due to be paid in July and December.

The telephone Levy is due to be paid in July

SUMMARY OPERATIONAL ACCOUNT

Operational Deficit	6,899.00
Special Project (Website)	5,000.00
Transfer Funds required	\$12,000.00

Should it be necessary during the course of the year to correct any shortfall between the 2004 and 2005 operational budgets, then funds will be transferred from the Conference Account.

The Executive were advised by the Treasurer of the implications of the effect of its spending on the above items, and agreed to allocate funds in the knowledge that \$13,000 of operational funds had been previously been allocated as 'Floats' to set up the Conference Account and the Awards Account. The 2004 Budget was managed with this in mind.

Current Situation

Our operational Cheque Account continues to have a healthy balance (\$45,000.00) and there is no need to take any immediate action on transferring funds (Floats).

3. CONFERENCE ACCOUNT

Excluding Float	Income (Sundry)	10,175.00
\$10,000	Income Registrations/Exhibitors	
104,344.00		
	<u>Expenditure</u>	<u>108,189.00</u>
	Surplus	\$6,330.00

3.1 Comment

3.1.1 2003 EDS Conference

NZILA partnered this Conference in 2003 with a contribution of \$5000.

The money returned to us was linked to the level of sponsorship that NZILA could generate. We didn't quite meet the target and made a small loss of -\$620 on our investment in mid 2004.

3.1.2 2004 Ecopolis Christchurch

This conference was partnered with LIANZ and made a surplus of \$9481.00

40% (\$3793.00) was returned to LIANZ and the NZILA had a surplus of \$5689.00.

3.1.3 2004 Other Accountant Report \$640.

3.1.4 2005 Heritage Landscape Dunedin

The \$839 pre-payment to the Dunedin Conference has not been included in the 2004 report.

3.1.5 2004 EDS Conference

NZILA partnered this conference with a \$5000 sponsorship. We managed to generate sponsorship in excess of \$10000 thanks to Waitakere City Council and Harrison Grierson. We will be receiving \$5625. This is a small surplus of \$625.

3.2 Current Situation

As at the end of December 2004 we had \$19,954 in the Conference Account.

3.3 Distribution of Conference Funds 2004

As indicated in the Treasurers Report 2003

.....Conferences provide the greatest opportunity for the Institute to move forward with strategic issues in the future. The Executive has not yet decided on a capitation level for this account, but I suspect that retaining an operational balance of about \$15000 between conferences would be sufficient for any organizing committee to work with. Income generated in excess of this amount would return to the Ready Access account for the advancement of strategic projects.

The Executive has agreed on a discretionary policy of returning 15% of a conference surplus back to organising branches and determined that 10% of any surplus would also be donated to the NZILA Education Foundation Trust.

- NZILA Conference 2004 (Ecopolis) \$853.32 to Canterbury Westland Branch

- NZILA Conference 2004 (Ecopolis) \$568.88 to NZILA Education Foundation Trust

3.4 2005 Budget

The outgoing Executive had believed that NZILA needed to expand its sphere of influence and its association with other environmental organizations. The aim was to provide members with a CPD opportunity and market ourselves to a wider more diverse professional community. The association with EDS was a sound one but did involve considerable time and effort from Executive members to effectively generate what amounted to a financially balanced outcome.

The merits/risks of entering future partnering agreements needs to be considered further by the Incoming Executive.

No commitment has been made in this year's budget.

4. AWARDS ACCOUNT

Excluding Float	Income Sponsorship	14,667.00
\$3,000	Income Entry/Dinner	30,073.00
	<u>Expenditure</u>	<u>43,606.00</u>
	Surplus	\$1,146.00

4.1 Comment

The joint NZILA/LIANZ Awards were organized as part of the 2004 Conference in Christchurch.

Renee Lambert was convener. The Executive is keen to make this Portfolio as independent as possible in the future. It is intended that the initial Float of \$3000 will remain in the Account until the 2006 Awards.

Last year I mentioned that.....the Executive has not yet decided on a capitation level for this account, but I suspect that retaining an operational balance of about \$10,000 between awards events would be sufficient for any organizing committee to work with. Surpluses generated above this sum would return to the Ready Access account for strategic development.

A separate Report will be presented on this Portfolio.

SUMMARY

NZILA POSITION AT END DECEMBER 2004

Taking into account the performance of all the NZILA business activities, the Accountant advises that we have a **surplus of Income over Expenditure of \$15,468 as at 31 December 2004.**

Operational Surplus	7,991
Conference Surplus	6,330
<u>Awards Surplus</u>	<u>1,146</u>
Total Surplus	\$15,468

Current Assets	130,525
Less Liabilities (Accounts Payable	14,016
Net Current	116,509
Add Current Assets	1,845
<u>Intangible Assets</u>	<u>1,509</u>
<u>Net Assets</u>	<u>119,862</u>
Total Members Funds	\$119,862

STRATEGY FOR 2004 - update

Accounting Procedures Branch Accounting

No progress has been made on undertaking a review of branch accounting practices.

Review of Interest Earning Deposits

No progress has been made on reviewing the Term Investment opportunities.

Review of Chart of Accounts

The Chart of Accounts for all accounts has been reviewed to give a better breakdown of activities.

Cashmanager

The Executive have upgraded to a multi company Cashmanager programme to allow the Conference and Awards data to be processed and managed better in the future.

A budget programme now allows us to assess Budget/Actual comparisons following each GST period.

Subscriptions

Invoices were reformatted to improve information to members and make it easier for us to manage the various categories.

Education Foundation Donations

Rather than donations being paid to the Foundation through the NZILA we prepared a separate form allowing members to send this directly to the Trust. The Trust is organizing its own letterhead and the use of this will provide better definition in next year's mail out.

Co-Signatory

I'd like to thank David Mc Kenzie for continuing to assist me with co-signing cheques.

STRATEGY FOR 2005

Attend to uncompleted 2004 tasks

Review of Subscription Invoicing

Consider streamlining this process (see separate information)

Fees Increases for 2006

Consider adjusting fees in line with 1995 Policy (see separate Information)

Cashmanager

Prepare Chart of Accounts for the Awards and Conference Accounts and input transactions for the 2005 year.

PRESENTATION OF THE OPERATIONAL BUDGET FOR 2005

Income

In setting the budget for 2005 we have assumed an income based on a slight rise over the 2004 figures. This is predicted to come from an increase in membership numbers, more members registering, the CPI increase and sundry income.

Generally, as in previous year's expenditure and income run close together. Executive are continuing to improve communication with membership.

The Operational Budget **excludes** assessment of activities associated with the Conference and Awards Accounts. Income/Expenditure projections for these activities is generally unreliable as they can fluctuate depending on the success of the event.

The Annual Report prepared by the Accountant still has to incorporate these activities to provide our collective end of year position.

The Operational Budget this year **excludes** interest income generated from the Investment and Ready Access Accounts. This income is predictable, however as we intend to continue to roll-over income earned within each account, it is not prudent to place it within the Operational Budget.

The Annual Report prepared by the Accountant still has to incorporate these activities to provide our collective end of year position.

Please find attached the 2005 budget and the financial statements for the 2004 calendar year.

Expenditure Items

The budget is divided into Portfolio activities and administrative expenses in order to track the expenditure and to allow Executive Portfolio holders to manage their own budgets.

The main addition to the list of activities is for the Urban Design Forum. The Executive believe that in the Year of the Built Environment that we must try to improve our public profile with respect to Urban Design issues.

Although activity associated with the Construction Industry Council was not realized fully last year we wish to retain this item on the budget. It is likely that there will be a correlation between this groups activities and the Urban Design Forum. Membership are increasingly demanding more from the institute with respect to advice on Documentation, Building related issues and CPD programmes. Our involvement in the CIC places us in a good position to coordinate information from other professional bodies and government agencies.

As explained previously some decisions were made in the 2004 year that have impacts on the 2005 budget.

The main items in the budget to note for additional funding are:

- | | |
|-----------------------------|------|
| • Secretarial | 8000 |
| • President's Extraordinary | 700 |
| • Marketing | 400 |
| • Urban Design Forum | 2500 |
| • Associateship | 500 |

Special Project Funding

- | | |
|----------------------------|------|
| • Website Data Integration | 5000 |
|----------------------------|------|

No allowance has been made for the IFLA Delegate

RECOMMENDATION

- That the Budget be approved by the membership.**
- That Iles and Campbell be retained as the Institute's Accountants and Auditors for a further term.**

Treasurer
Grant Edge

PROPOSED NZILA OPERATIONAL BUDGET 2005

INCOME (ex GST)	Budget 2003	Actual 2003	Budget 2004	Actual 2004	Budget 2005
Income					
Subscriptions	66,000	72,282	78,000	85,487	85,000
Assoc. Application fees	500	1,387	1,500	1,733	2,500
Sponsorship					
Accreditation					
Awards					
Education Foundation				41	
Interest Received Investment Accounts Ready Access	3,000	3,477	3,500	4,374	Separate
Interest Current Account				216	250
Awards					Separate
Sundry	1,500	2,122	2,500	3,473	3500
Conference Income		1,620			Separate
Yellow Pages Reimburse					
Funds Introduced					Separate
Net GST					1,380
TOTAL	71,000	80,888	85,500	95,325	92,630

PROPOSED NZILA OPERATIONAL BUDGET 2005

EXPENSES (ex GST)	Actual 2003	Budget 2004	Actual 2004	Budget 2005
Secretarial	16517	15,000	20122	20,000
Secretarial Expenses			3144	3,500
Office Equipment Purchases			172	250
Photocopying (incl Insite)	1954	2000	656	350
Postage			72	350
General Admin & Expenses	40	200	268	250
Annual Report & Brochures		500		450
Exec travel & expenses	7684	9,500	10,224	10,500
President Honorarium	4583	5,000	4444	5,000
Presidents Extraordinary			1503	700
Ruru Group				250
Awards Fellow/Life				450
Awards Student x 3	300	300		450
Accounting Auditor Cashbk	4010	4,200	3,982	4,500
Legal expenses		1,600		450
Telecom (including 0800)	970	1,500	1,216	1,500
Associateship	2227	2,000	2,962	2,500
Accreditation			272	250
Education Portfolio		1000		
CPD National				500
Graduate/Student Portfolio		1000		900
Environment Portfolio		500		850
High Country Landscape	773	1,500	919	850
Urban Design Forum				2,500
Documentation Portfolio		1,000		1000
Printing				450
Stationery				760
Printing, Stationery & Post	3314	3,500	1,233	
Construction Industry Council	2,398	3,500	750	1,500
CIC Exec Expenses				1,500
Registration	1110	300		250
Marketing/Promotion	1,104	1,200	1,780	1,600
Landscape NZ	11,667	10,000	12,500	10,000
Website Hosting	4,412	600	805	850
Website Development		4,000	4,880	1,000
Web Master	364.44	2,500	737	3,000
Sponsorship Student MD	5527	600		600
Subscriptions & Seminars	195	300	156	200
IFLA International Fees		2,500	2193	2,500
IFLA regional fees & awards	1999	1,000	623	1,000
IFLA		500	3839	

Delegate/Travel/Accom				
Branch Levies	6806	7,500	5,215	8,000
Branch Telephone Levies	360	400	900	1000
NZILA Conference Account	7768.29			Separate
NZILA Awards Account				Separate
Bank Charges	70	100	197	120
Education Foundation			714	
Subscription Refunds	1,031.10			
Subscription Dishonor	427.56			
Ordinary Depreciation	286	200	851	
Interest Cheque			4	
TOTAL	78,306.00	85,500	87,334	92,630

Notes

1. The budget is balanced.
2. Budget allows for CPI increase in fees.

NZILA FINANCIAL STRATEGY FOR 2006

A separate report will be presented on the NZILA Strategic Directions.

SPECIAL PROJECTS - FINANCIAL IMPLICATIONS

Two issues high on the agenda for some action by the Executive are:

1. Documentation Portfolio

The working group has requested that the Executive provide funding for an Associate Landscape Architect to undertake a review of current Documentation provided by organizations such as the Australian Institute of Landscape Architects, the Landscape Institute, the NZIA, IPENZ, NZ Standards and the like. This would involve a web searching, letter writing, emailing and gathering information. The information would be presented to the Working Group to assess its appropriateness and see if our organisation could adapt information currently issued by other or if it is necessary for us to produce our own.

In tandem with this the working group would target specific high priority documents.

2. Graduate/Student Pack

This has been on the agenda for some time and would be aimed at providing such things as a marketing video about the Institute for students and Graduates, a CPD programme specifically to assist Graduates to become Associates.

Costs

The Executive has undertaken preliminary estimates of costs and believe that they would both require funding in the order of \$5000 each.

FUNDING FOR SPECIAL PROJECTS

Review of Subscription Invoicing

The Institute has a very complicated system of invoicing.

Subscriptions are based on Membership categories.

We have three payment options: Discount, Standard and Late

We have overseas rates and hardship rates.

BACKGROUND

NZILA Executive Policy Statements

1995 Fees Policy:

Students and First year Graduates 1/6 of Associates

Second, Third and Forth year 2/3 of Associates

Fifth year - same as Associates

1998 Fees Policy

The 1998 Budget provided for a decrease of fees for G2 to \$120 and Students to \$25

2002 Fees Policy

Overseas: Registered = Std Overseas \$144.00 (Std reduced rate 1/3 associate) + 55 surcharge +GST

Overseas: Associates and Graduates Year 3, 4 5/5+ \$144.00 (Std reduced rate 1/3 associate) +GST

THE CONSTITUTION:

Clause 2.10

Fees and Subscriptions

(a) The amount of fees and annual subscriptions for the various grades of members shall be such as are recommended by the committee and are approved from time-to-time by the members voting at a General Meeting.

(f) Members of the Institute who have been in the Graduate category who have been in practice for five years will have their annual subscription raised to be equal to the subscription paid by Associate members.

PROPOSAL FOR DISCUSSION ONLY

That membership consider the following ideas as a way of generating more funds for Special Projects

- 1 To **streamline** the subscription payment process by **removing** the Discounted rate.
2. To **adjust** fees (upwards) in 2006 for Students and Graduates 2, 3, 4 in line with 1995 Policy in order to:
 - (a) Generate income (\$5000) to recover costs associated with the Graduate/Student Pack.
 - (b) Simplify and correct subscription anomalies.
 - (c) Improve Regional and National CPD Programme
3. To **adjust** fees (upward) in 2006 for Registered members in line with 2000 Policy in order to:
 - (a) Correct a subscription anomaly
 - (a) Maintain the \$55.00 Premium over Associate Fees
 - (b) Improve Marketing of Registered Members
 - (c) Improve CPD programme for Registered members

**NZILA's 2005 subscription rates are as follows (GST inclusive):
Based on a CPI Index increase of 2.5% for 2004**

Category	Standard Rate 2004	Discount Rate if paid by 31 March 2004	Standard Rate if paid between 1 April - 30 June 2004	Late Rate if paid between 1 July – 31 December 2004	2004 Rate x CPI Index 2004 = 2.5%	Standard Rate 2005 Approx. <u>incl</u> gst	Standard Rate 2005 Approx <u>excl</u> gst (Adjusted)	Standard Rate 2005 if paid April 01 to June 30 Approx <u>incl</u> gst (Adjusted)	Discount Rate (std less 5%) if paid by 31 March 2005 <u>incl</u> gst	Late Rate (std plus 5%) if paid between 1 July – 31 December 2005 <u>Incl</u> gst
Registered	\$440	(6.15) \$416	(6.30) \$426	(6.60) \$447	(11.00) \$440	450.00	400.00	450.00	427.50	472.50
Registered Overseas	\$190	(2.70) \$183	(2.78) \$188	(2.85) \$193	(4.75) \$190	195.00	179.50	201.93	201.93	201.93
Fellows	\$405	(5.48) \$370	(5.78) \$391	(6.08) \$411	(10.12) \$405	415.00	368.00	414.00	393.30	434.70
Retired Fellow	\$137	(1.85) \$125	(1.95) \$132	(2.06) \$139	(3.42) \$137	140.00	124.50	140.06	133.05	147.06
Associates	\$405	(5.48) \$370	(5.78) \$391	(6.08) \$411	(10.12) \$405	415.00	368.00	414.00	393.30	434.70
Associates Overseas							124.50	140.06	140.06	140.06
Associates Retired	\$137	(1.85) \$125	(1.95) \$132	(2.06) \$139	(3.42) \$137	140.00	124.50	140.06	133.05	147.06
Affiliates	\$142	(1.92) \$130	(2.03) \$137	(2.13) \$144	(3.55) \$142	145.50	130.00	144.45	138.93	153.56
Graduate year 1	\$55	(0.83) \$56	(0.83) \$56	(0.83) \$56	(1.37) \$55	56.50	50.25	56.53	56.53	56.53
Graduate year 2	\$142	(1.92) \$130	(2.03) \$137	(2.13) \$144	(3.55) \$142	145.50	130.00	144.45	138.93	153.56
Graduate year 3	\$264	(3.54) \$240	(3.75) \$254	(3.96) \$270	(6.60) \$264	270.50	240.45	270.50	256.97	284.02
Graduate year 4	\$264	(3.54) \$240	(3.75) \$254	(3.96) \$270	(6.60) \$264	270.50	240.45	270.50	256.97	284.02
Grad 3 & 4 Overseas							124.50	140.06	140.06	140.06

Graduate year 5/5+	\$405	(5.48) \$370	(5.78) \$391	(6.08) \$411	(10.12) \$405	415.00	368.00	414.00	393.30	434.70
Grad 5/5+ Overseas							124.50	140.06	140.06	140.06
Graduates (reduced)	\$137	(1.85) \$125	(1.95) \$132	(2.06) \$139	(3.42) \$137	140.00	124.50	140.06	133.05	147.06
Students	\$28	(0.42) \$29	(0.42) \$29	(0.42) \$29	(0.70) \$29	30.00	27.00	30.37	30.37	30.37
Honorary Fellows	\$0	\$0	\$0	\$0	\$0					
Life Members	\$0	\$0	\$0	\$0	\$0					

NZILA Policy Statements

Overseas: Registered = Std Overseas \$124.50 (Std reduced rate 1/3 associate) + 55 surcharge +GST

Overseas: Associates and Graduates Year 3, 4 5/5+ \$124.50 (Std reduced rate 1/3 associate) +GST

1995:

Students and First year Graduates 1/6 of Associates

Second, Third and Forth year 2/3 of Associates

Fifth year - same as Associates

PROPOSAL FOR DISCUSSION ONLY

NZILA's 2006 subscription rates are as follows (GST inclusive):

Based on a CPI Index increase of 2.5% for 2005

Category	Standard 2005 Rate x CPI Index 2005 = 2.5% excl gst	Standard Rate 2006 if paid March 31 <u>incl</u> gst	Late Rate (std plus 5%) if paid between 1 March 31 to December 2006 Incl gst		Member Numbers Proposed Revised fee Adjustment	Proposed Revised Standard Rate 2006 if paid March 31 <u>incl</u> gst	Income Generated
Registered	(11.00) \$410	461.25	484.0 0		67 @\$19	480.25	1,273.00
Registered Overseas	(4.75) \$185	208.12	201.93				
Fellows	(10.12) \$378	425.25	446.50				
Retired Fellow	(3.42) \$128	144.00	151.00				
Associates	(10.12) \$378	425.25	446.50				
Associates Overseas	\$128	144.00	151.00				
Associates Retired	(3.42) \$128	144.00	151.00				
Affiliates	(3.55) \$133	150.00	153.56				
Graduate year 1	(1.37) \$52	58.50	61.50		13 @\$12.50	71.00	162.50
Graduate year 2	(3.55) \$133	150.00	157.50		44 @\$168	318.00	7,392.00
Graduate year 3	(6.60) \$247	278.00	292.00		31@\$40	318.00	1,240.00
Graduate year 4	(6.60) \$247	278.00	292.00		20 @\$40	318.00	800.00
Grad 3 & 4 Overseas	\$128	144.00	151.00				
Graduate year 5/5+	(10.12) \$378	425.25	446.50				
Grad 5/5+ Overseas	\$128	144.00	151.00				
Graduates (reduced)	(3.42) \$128	144.00	151.00				
Students	(0.70) \$28	31.50	31.50		78 @\$39.50	71.00	3,081.00
Honorary Fellows	\$0						
Life Members	\$0						
						Income Generated	\$13,948.50 incl GST

PRESENTATION OF THE 2004 ANNUAL ACCOUNTS

(appended at end)

**MINUTES OF NZILA'S 32ND ANNUAL GENERAL MEETING
HELD AT THE HOTEL GRAND CHANCELLOR, CASHEL STREET, CHRISTCHURCH ON
SUNDAY, 4 APRIL 2004 AT 2.30 PM**

WELCOME

Di Lucas, President, welcomed everyone to the 32nd Annual General Meeting and declared the meeting open at 2.45 pm. Di was pleased that the Executive Committee team was also in attendance, with an apology from Mike Barthelmeh.

1 ATTENDANCE AND APOLOGIES

1.1 Present

Di Lucas (President), Grant Edge, Tim Heath, Melean Absolum, Simon Smale, Renee Lambert, Louise Bailey, Graham Densen, Jeff Weston, Phil Millar, Sue Dick, Sarah Collins, John Goodwin, Dennis Scott, Peter Rough, Simon Swaffield, Allan Rackham, Anne Steven, Cheryl Robilliard, Steve Dunn, David McKenzie, Matthew Lester, Rob Watson, Jan Woodhouse, Diane Menzies, Yvonne Weeber, Rachel de Lambert, Nicola Henderson, John Hudson, Claire Findlay, Barry Knox, Natalie Watkinson, Stuart Houghton, Chet Wah, Heidi Monks, Tim Lander, Brad Coombs, Ines Stager, Paula Wilkinson, John Marsh and Anita Fulton (minute-taker).

1.2 Apologies

Lyn Bishop, Tim Porteous, Geoffrey Snedden, Andrew Gray, Peter Kensington, Sue Roff, John Powell, Ross Jackson, Wendy Leitch, Robin Gay, Nick Beveridge, Julia Williams, James Beard, Alan Petrie, Steve Drakeford, Ralf Kruger, Neil Aitken, Mike Barthelmeh, Jenny Moore, Frank Boffa, Don Miskell, Chris Bentley, Kris MacPherson, Philip Blakely and Wendy Davies.

2 RECEIPT OF PROXY VOTES

No proxy votes were received.

3 MINUTES OF THE 2003 ANNUAL GENERAL MEETING

Correction to minutes - Mary Buckland's attendance recorded twice under 1.1 Present.

*It was **MOVED** and **CARRIED** that the minutes of the 2003 Annual General Meeting held in Auckland be accepted as a true and accurate record.*

Grant Edge/Renee Lambert

4 MATTERS ARISING FROM MINUTES

There were no matters arising from the last minutes.

Di Menzies asked when "IFLA" would be addressed at the AGM. Di Lucas apologised that this item was not included on the agenda and suggested it be covered prior to the Education Foundation item.

Di Menzies also asked when the Draft Long-Term Strategy (Appendix 1) would be addressed. Di Lucas reported that it would be covered under her President's report.

5 PRESENTATION OF THE ANNUAL REPORT

NZILA's 2003 Annual Report was taken as read.

Di Lucas spoke to her President's Report.

The Executive Committee had developed a longer-term strategy to guide the efforts of the Institute. Comments were welcomed.

A number of working groups had been established to enable the Institute to work effectively and to also share the responsibility. Some of these included:

- the Documentation Working Group that had been addressing the need to upgrade official Institute documentation;
- the High Country Landscape Group that had been carefully monitoring the tenure review of pastoral leases;
- an Urban Design Group was being established by Tim Heath;
- there were plans to establish a Heritage Landscape Group, and Landscape Assessment Working Group.

A substantial revamp of the website had been undertaken. Formal documents, member contact lists, events and news were all now readily available on www.nzila.co.nz. Di was pleased that the full membership details were also available on the website, having sorted out the Privacy Act issues. She encourages members to access the site regularly.

The latest issue of Landscape New Zealand contained the Practitioners Lists, which included a separate list for Registered NZILA Landscape Architects. Registered members were also offered the opportunity to have their own web page on NZILA's website.

At the Exec meeting held earlier today, the Education and Accreditation Policies were formally adopted. Di extended her enormous gratitude to members of the new Accreditation panel (Frank Boffa as Chair, Di Menzies and Glenn Thomas). Yvonne Weeber requested that the Education and Accreditation Policies be put on the website, along with any other information on conferences.

Appreciation was also extended for the work undertaken by the Ecopolis organising committee, in particular, Claire Findlay in the earlier stages, Jeremy Cooke, Grant Edge, John Marsh and Matthew Lester, David McKenzie and Louise Bailey.

Thanks also to Renee Lambert for her huge and marvellous effort in organising and running our awards programme.

In June we look forward to the NZILA Education Foundation's first scholar, Professor Robert Thayer, visiting for a programme of public addresses throughout New Zealand. Our thanks to the Foundation Trustees (Frank Boffa, Jan Woodhouse and Di Menzies) for organising this.

Exec recently formalised the procedure for future funding by NZILA to the Education Foundation.

Di reported on the establishment of Ruru, an informal group of our Fellow, Life Members and past presidents, to provide a sounding board to better utilise the wisdom, experience and institutional corporate memory.

Appreciation was also extended to Diane Menzies for her sterling work as NZILA's IFLA representative.

A Fellow Assessment Panel had been established by Exec and convened by Ross Jackson, Neil Aitken and Jan Woodhouse. The panel had assessed a number of Fellow nominations and provided recommendations to Exec. As a result, Di was pleased to announce that there would be 11 Fellow awards and one Life Membership award presented after the AGM. Our thanks to the above panel members for the involvement.

Thank you also to the Institute's two contracted staff, Anita Fulton (executive officer) and Melanie Whittaker (webmaster) for their hard work and commitment. Di reported that, due to the increased workload, Anita was now finding the position too large, with working a full-time job as well, and had decided to stand down from the executive officer role. Exec was currently exploring options.

*It was **MOVED** and **CARRIED** that the Annual Report for 2003 be received.*

Melean Absolum / Simon Smale

6 PRESENTATION OF THE ANNUAL ACCOUNTS

Grant Edge, on behalf of the Executive Committee, presented the Treasurer's Report and Annual Accounts for 2003.

The Institute's finances continue to remain in a healthy position. A number of factors have contributed to this, including:

- a small growth in membership;
- a greater interest by Associates in Registration;
- electronic distribution of information to members using email;
- the distribution of job advertisements through the website and via email.

Position at end December 2003 – surplus of income over expenditure of \$2582 was substantially down on 2002, but this was due to unusually high income received from conferences. The surplus from the Café Ecology conference was received late and included in the 2002 financial accounts.

Investment Account – now has a single fund that meets the Institute's financial goal of having the equivalent of one year's operating income in Reserves.

Conference Account – the set up of this account was enabling better management and recording of conference funds and expenses.

Awards Account – again, the set up of this separate account was enabling better management and recording of awards' funds and expenses. It was suggested that the Institute look at establishing a major sponsor for the next awards programme well in advance to reduce the amount of work required to generate necessary sponsorship.

*It was **MOVED** and **CARRIED** that the audited accounts be accepted.*

Simon Swaffield / Jan Woodhouse

It was **MOVED** and **CARRIED** that a vote of thanks be passed to Grant Edge for his commitment and dedication to the Institute.

Di Lucas / Melean Absolum

7 PRESENTATION OF BUDGET FOR 2004

Grant Edge presented, on behalf of the Executive Committee, the proposed budget for 2004.

In setting the budget, it was anticipated that there would be a slight increase in income due mainly to an increase in membership numbers, more members registering, the CPI increase and sundry income.

It was noted that under Sponsorship, \$600 had been budgeted, yet \$5527 has been spent. Grant confirmed that the awards programme had incurred this expenditure. This would now be recorded separate from the main expenditure list.

Diane Menzies confirmed that \$500 for IFLA Travel is not required again this year, as her airfares would be covered by IFLA. Di M. recommended that, as NZILA's President was invited and often expected to attend a number of conferences throughout the year, the IFLA Travel fund be put towards the President's travel to conferences.

Steve Dunn asked if Exec had considered providing funds for Branch CPD events. Di Lucas replied that Exec had considered this but felt it would be more appropriate to fund national CPD events only, rather than locally organised CPD Branch events. Branches receive a levy from the Institute in the form of two payments per year that could assist with Branch events.

Yvonne Weeber asked if funding for Associateship workshops and travel costs for the workshop convenor had been included in the budget. Di Lucas and Grant Edge commented that Branches organised their own workshops and were able to meet the associated costs. Melean Absolum offered to meet with Robert Watson and Nicola Henderson to identify immediate past panel members who could best assist with Associateship workshops throughout the country and thus keep costs to a minimum.

EDS Conference 2004 – Exec had entered into a co-sponsorship role with the Environmental Defense Society (EDS) to help promote their August conference on Coastal Issues. Contractual arrangements were being finalised. It was agreed that a \$5000 float be made available to EDS.

*It was **MOVED** and **CARRIED** that:*

The Budget for 2004 be approved by the membership

Membership endorses the Executive's decision to provide a float of \$5000 towards the 2004 EDS Conference.

Simon Swaffield / Jan Woodhouse

8 APPOINTMENT OF AUDITORS

*It was **MOVED** and **CARRIED** that Iles & Campbell be retained as NZILA's Accountants and Auditors for a further term.*

Simon Swaffield / Jan Woodhouse

9 CONFERENCE / AGM IN 2005 AND 2006

9.1 2005 Conference

The Executive Committee had received a proposal from the Southern Branch (Dunedin members) to host the 2005 conference in Dunedin, with the suggested theme being Heritage Landscapes, and to be held in late April.

Di Lucas asked members present if they supported the proposal. Members present agreed that the 2005 conference proposal be accepted, with the full support of the Executive Committee.

Diane Menzies reported that there was a proposal to hold an Eastern Region conference (involving NZILA and AILA) at the end of 2005. Di Lucas commented that she saw this as being mutually complementary, and NZILA would still have its AGM and Conference in April 2005. Di asked members to support the concept of having both conferences in the same year. Paul Costigan (AILA) was keen to meet with Executive Committee members in April and the Eastern Region conference was an issue that could be progressed.

9.2 2006 Conference

No proposals had yet been received for hosting the 2006 Conference.

10 RECOGNITION OF AWARDS

Congratulations were extended to the following recipients:

10.1 NZILA-Tony Jackman Award

The recipient of this Award was Natalie Watkinson. The Award will be presented by Di Lucas to Natalie at a pre-graduate function being held at Lincoln University on 23 April.

10.2 NZILA-UNITEC Award for Excellence in Communication

The recipient of this Award was Susan Hunter from UNITEC. Melean Absolum will present this Award to Susan at a function being held at UNITEC on 7 April.

10.3 NZILA-Frank Boffa Award

The recipient of this Award was Penelope Fletcher from UNITEC. Melean will present this Award at the function on 7 April.

10.4 Associateship

Katherine Banks, Thomas Carter, Peter Kensington, Phillip Millar and Jessica Staples were elected to Associateship of NZILA.

11 REMIT

No remits were received.

12 EDUCATION FOUNDATION

Diane Menzies reported on the recent activities of the Education Foundation.

Professor Robert Thayer's visit to NZ had co-incided with the CELA conference at Lincoln University. He was due to be in Auckland from 14-17 June, Wellington from 20-23 June, and Christchurch from 24 June to 9 July. Diane asked that Branches assist with finalising the programme for their area. Accommodation assistance was welcomed around the country for Professor Thayer and his wife.

Diane reminded members about the role of the Education Foundation and asked them to consider making a commitment in their will for the Foundation.

13 IFLA REPORT

The IFLA Report from Dr Diane Menzies, as printed in the Annual Report, as received.

Eastern Region Design Competition – Diane reported that three entries had been received for this competition. NZILA's entry had fully met the criteria. There had been delays in judging the entries but results should be available soon.

IFLA Eastern Region Conference, 2005 - Diane asked members, through NZILA's President, to show NZILA's support for the proposed eastern region conference to be held in Queensland, Australia.

Yvonne Weeber reported that there were plans for an Urbanism Downunder conference to be held some time in 2005.

2005 IFLA World Congress will be held on 27-28 June 2005 in Edinburgh. Theme – Landscape architecture leading the way.

IFLA has focused attention on expanding membership to India and China, two areas of high population and significant cultural landscapes.

The call for nominations at a regional level for Vice-President of the Eastern Region and Regional Treasurer, as well as for President and Treasurer at the International level, had been made.

IFLA was proposing to introduce a new award, Sir Geoffrey Jellicoe Gold Medal for Landscape Architecture Gold, for a practising landscape architect of international merit who has made a remarkable positive contribution to the environment.

14 HIGH COUNTRY LANDSCAPE GROUP PRESENTATION

As mentioned in the President's report, the High Country Landscape Group was established out of concerns at the change of Crown ownership to private freehold of major iconic landscapes, through the Tenure Review of Pastoral Leases process. Anne Steven made a presentation to members that covered background information, the current situation, and outlined the reasons why these landscapes were not being protected as landscape values of the South Island high country. Anne concluded by welcoming any members who wanted to join the group to contact her.

Di Lucas reported that Ines Stager had been appointed to the Aoraki Conservation Board. Yvonne Weeber commented that we should always be trying to get elected onto Conservation Boards.

Diane Menzies thanked Anne for her excellent presentation and for outlining the issues of concern to members.

15 GENERAL BUSINESS

Draft Long-Term Strategy (Appendix 1 in the Annual Report)

Di Lucas asked members to consider the proposal, as prepared by Mike Barthelmeh, for developing a Draft Long-Term Strategy. The aim of the Strategy would be to provide NZILA with a clear direction for the next five years. A possible structure could include a general mission statement, key broad goals, a series of objectives, and some outcomes, or tasks to be achieved. Suggestions from individual members and Branches on priorities were welcomed and should be directed to Mike Barthelmeh.

Meeting closed at 5pm

Certified as a true and accurate record:

President

Date