

NZILA EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, 29 June 2018
Beca, 32 Harington Street, Tauranga

Meeting opened at 8.50am with a welcome and Waiata.

1 PRESENT:

Brad Coombs, Brooke Mitchell, Don Royds, Julia Wick, Henry Crothers, Hugh Forsyth, Nikki Smetham, Rebecca Ryder, Damian Powley

Minute taker:
Vicki Clague

2 APOLOGIES:

3 MINUTES OF PREVIOUS MEETINGS:

3.1 Exec. 04 2018 Minutes

It was moved (Brad Coombs/Brooke Mitchell) and unanimously **Carried: THAT** the minutes of the 11 April 2018 meeting be accepted as a true and accurate record.

3.2 Electronic Motions issued since last meeting:
Nil

4.0 MATTERS ARISING FROM PREVIOUS MINUTES:

5 OFFICERS REPORTS – Presented

5.1 PRESIDENT (Brad Coombs)
Report Received.

Landscape Assessment Guidelines

Brad advised there had been a meeting with senior DoC staff and the Minister of Conservation, Honorable Eugenie Sage on 10 May. Shannon Bray also attended this meeting. This was intended as a stepping stone towards a meeting with the Minister for the Environment which is where mandate for this work lies. The Minister indicated that funding would be likely (after budget announcement on 17 May). NZILA were invited to update our briefing paper for the Department of Conservation so the Minister could facilitate a meeting with MfE. This has been done. Awaiting feedback from DoC.

A communication is to be sent to members outlining the timeframe and structure of the Landscape Assessment Guidelines project.

Action: Brad

Outstanding action item from the 11 April 2018 meeting was decided to be put on hold. *The brief needs to be formalised with the authors and put a memorandum of understanding in place between Boffa Miskell, Isthmus and NZILA.*

Action: On Hold

Accreditation

The matter of confidentiality around discussions with education providers was raised at the meeting.

Accreditation meetings were held with Victoria on 10 May (Julia Williams and Brad Coombs) and with Unitec on 28 May (Melean Absolum and Brad Coombs).

There was discussion around how education providers can work closer together and how NZILA can assist in this. No action was agreed on.

NZILA Volunteers

It was discussed that members of the Institute who are in key voluntary roles should be sent a letter confirming their role and responsibilities including confidentiality. Letter to be collated and a list made of who this may be applicable to.

Action: Vicki

5.2 Conference (Hugh Forsyth) Report Received

2018 Conference

A teleconference meeting was held between Rebecca Ryder, Henry Crothers, Julia Wick and Hugh Forsyth to discuss and review the experience of the conference committee, the events manager, budgeting and how the 2018 conference ran per se.

The Conference Manager, Jan Broadley sought feedback from the 2018 conference. Hugh to draft a feedback letter for Jan regarding her performance. This is to be circulated to Vicki and Brad for their feedback prior to being sent.

Action: Hugh

2019 AGM

It was agreed that the 2019 AGM will be held in Auckland on the 5th April 2019.

2019 Conference & Awards

The Executive Committee agreed to the 2019 Conference/Awards being held in Christchurch from Thursday 7th November to Saturday 9th November 2019 with the Awards Dinner being on the evening of Friday 8th November.

It was agreed that the Awards Convenor and Conference Manager for 2019 should be one person. A job brief which includes a reporting structure is to be written after the review with Jan Broadley. Jan will be asked to provide a quote for this contract.

Action: Julia/Hugh

The Awards Working Group is to be communicated with regarding the proposed change to the timeline. Julia to set up a meeting with the Awards Working Group.

Action: Julia

With the change in Conference logistics being managed by a Conference Event Manager the Branch input is moving to a more creative role with decision making around the Conference theme and speakers. This shift in roles will reduce the time required by the local branch in hosting a Conference and therefore the profit share has been changed accordingly.

It was moved (Hugh Forsyth/Rebecca Ryder) and unanimously Carried: **THAT** the 2019 Conference profit share paid to the Canterbury/Westland branch be reduced to 10% of the profit.

There was discussion around what the Executive Committee needs to sign off/report on with regards to future conferences. It was agreed that sign off was required on; the financials, appointment of the contractor, the theme/speakers and timeline.

5.3 **Marketing** (Brooke Mitchell) No Report Received.

In the absence of a response from TTAN regarding a usage guide it was agreed that Damian Powley and Brooke Mitchell are to write a design brief for the rebrand to incorporate the new Institute name. Three designers are to be approached. Consultation to be made with Richard Clague, Fusion Communications Ltd, with regard to writing the design brief.

Timeline:

Design brief to be prepared by the 20th July

Feedback process from the Executive Committee on the design brief by the 3rd August

Choose 3 companies to be approached for quotes by the 24th August

Action: Brooke/Damian

5.4 **Community** (Henry Crothers) Report Received.

Henry spoke to his report outlining the 2 draft documents;

- Strategic plan:
Outlining the wider community, scope and aspirations for the NZILA 'Community' Portfolio
- Action plan:
Outlining key actions to advance NZILA's 'Community' Portfolio.

The Executive Committee is to email Henry with feedback, including additions to the document and advising if they have any existing relationships that would help in developing relationships with key professional allies and partners as outlined in the document.

Action: All

It was agreed that Henry approach NZIA, NZPI and RMLA and meet to discuss.

Action: Henry

Advocacy Panel

It was agreed that the Institute form an Advocacy Panel which would include; Brad Coombs, Vicki Clague, Henry Crothers plus 3 additional NZILA members (TBC). Brad to include details in his next online monthly update.

It was moved (Brad Coombs/Julia Wick) and unanimously Carried: **THAT** the Executive Committee set up an Advocacy Panel and give the Panel autonomy to provide media comment on matters relating to the profession and landscape at a local/national level.

5.5 Professional Development (Don Royds)

Report Received.

CPD Roadshow

Speakers have been contacted, yet to be confirmed.

- Topic: BIM
- Auckland 4th September, Wellington 5th September & Christchurch 6th September
- Don to confirm speakers
- Henry to contact possible sponsor

Registration

Following on from the February 2018 meeting where Don presented the Registration Working Group's recommendations regarding G10+ members there was further discussion around these established graduate members.

It was agreed that Don is to revert back to the Working Group about the most considered options.

Action: Don

5.6 ADMINISTRATION/COO (Vicki Clague)

Report Received, taken as read.

Summary of report for activity 7 April - 21 June 2018

- Income is tracking slightly ahead of budget. Expenses are as expected, a couple of minor overruns.
- 2018 membership subscriptions budget is \$236k, actual received is \$251k (\$15k above budget and equal to what was received in 2017).
- Conference profit is \$24,304.36. \$3645.65 (15%) to be paid to the Auckland Branch. Final profit figure for NZILA is \$20,658.71. Budgeted profit was \$15k.
- Final emails sent to members with outstanding subs advising that last date for payment is 30 June 2018 after which time they will be removed from the database.
Future Recommendation: that the Constitution is changed to reflect that member sub payments is due 20th of the month following the invoice being issued.
- GST return filed in May for the March/April 2018 period. Payment of \$9,264.55 was made.

- The Institute currently has \$321,301.71 invested on Term Deposits.
- ASB offer our members special banking rates. These are updated quarterly and can be found on the website and are also included in the e-newsletters.
- 2017 AGM Minutes signed and added to Document Library.
- Draft minutes from the NZILA 46th AGM circulated and added to the Document Library.
- Official paperwork received from AON Insurance confirming the Institutes insurances until April 2019; liability, public liability and statutory liability insurance.
- Box of documents including the 2017 year end accounts and a collection of past conference material collected over the years (donated by Melean Absolum) has been couriered to Shona for archiving.
- The Administration Blueprint has been updated and a yearly timeline has been added.
- Branch Secretaries are emailed an up to date branch membership list monthly.
- The NZILA email provider, RegisterDirect migrated to 1st Domains at the end of February. Renewal of NZILA domain and email services has been actioned. Through the renewal process the number of email addresses and storage capacity has been upgraded. We now have unlimited email addresses (previously we had 10).
- Draft minutes were collated and circulated from the 11 April 2018 Executive Committee meeting. Finalised minutes from the February meeting were signed and put on the website.
- The new Fellows information has been updated on the website. A video featuring the new Fellow members has been pushed out via the websites and social media.
- 16 jobs were listed since the last meeting.
- Te Tau-a-Nuku: Neil Challenger will be representing TTAN at the 2nd November meeting. NZILA monthly e-communications have been featuring a regular monthly update. Neil is coordinating articles. Once we receive a list of TTAN members a page will be set up on the website.
- Registration certificates for those who didn't attend the AGM were couriered to them.
- Mentoring programme communication was sent to all graduate members outlining the Registration process and encouraging them to sign up to the mentoring programme. There are 30 members who are eligible to attend the Registration interview in November 2018. There are 14 members who have enrolled and are eligible to sit in 2019.
- CPD: Letters were emailed to all Registered members who had not completed 15 points of CPD and/or a CPD plan by 31 March encouraging them to complete. Registration certificates were then produced and posted to those who have successfully completed. Letters were sent to members who have not submitted for 4 years to advise they must submit prior to 31 March 2019 to avoid losing their Registration. Follow up phone calls made. A considerable amount of time spent chasing and assisting with members queries with regard to submitting CPD and CPD plans.
- Hannah Carson from Victoria University was chosen as the recipient of the NZILA Vectorworks Landmark Student Scholarship. A letter of congratulations was sent to Hannah. We are currently liaising with Marilyn Best from Megabits and Peter Connolly from VUW for when the presentation will be made to Hannah. Planned for mid July.
- The Lincoln Prizegiving was held on Friday 13th April. Chris Glasson presented the awards on behalf of NZILA. Framed certificates and letters were sent for the presentation.
- As at 21st June 2018 the total membership of NZILA was 965, 596 are full members.
- 31 E-communications were sent.
- NZILA website advertising sold - \$14,100. Budget \$13,200.
- LAA website advertising sold - \$6,750. Budget 5,000.
- E-news adverts sold and invoiced for \$4,200.
- CPD Roadshow: collated a draft budget. Awaiting the Working Group to confirm the speakers before any further progress can be made. Sponsors will be approached once speakers and format is confirmed.
- Assisted Mike Barthelmeh with content for his report to be submitted to the IFLA APR President who will be putting up an APR report for the upcoming IFLA World Congress. Draft MOU between NZILA and IFLA has been written and sent to Mike who has submitted through the appropriate channels.

- AILA: discussions were held with Tim from AILA re the proposed 2019 joint festival in Christchurch. This is not going ahead for reasons updated to the Executive Committee at the time. Currently in the process of writing a NZILA/AILA MOU which will include sharing of resources, collaboration and communication. Tim and I will start to have conference calls with Tara Culham from BCSLA and Dan Cook, Landscape Institute in the UK next month.
- LAA website: fortnightly meetings with Claire to discuss LAA. Editorial Committee meetings held, either face to face or via Zoom. Scoping advertorial opportunities.
- The Global Grid named NZILA jobs board in the Top 10 landscape architecture jobs search websites.
- Post the AGM the relevant pages were updated i.e. Presidents page, Fellows page, conference information.
- Pages set up on NZILA for Past Conferences (from 1985) and past Executive Committees (from the inaugural in 1973).
- We are adding new pages to the NZILA website all the time and updating information as received. News stories, events and job listings are added as received and the Members Dashboard updated regularly. Changes to the Branch Chair/Secretary/Treasurers updated when advised.
- Had a phone hook up with Karl Nesbitt – NZ Recreation Association Parks and Open Spaces Programme Manager. Discussion around how we could work together.
- Conference photos received from photographer and loaded up on Flickr. Photos have had in excess of 2000 views. Money well spent to have quality images.
- The 13 conference speaker videos were recorded, front tiles designed and added to the videos including the sponsors names. Videos can be located on YouTube and in the CPD video library on the website.
- Conference website information has been updated with link to photos and thanking sponsors. Conference pre-event information from the website has been archived.
- Post conference e-comm sent out including link to photos and featuring all sponsors logos.
- ArchitectureNow featured a review article from the NZILA conference on 11th May written by Haley Hooper.
- Conference accounts: creditors invoices processed and debtors followed up. Only action is to pay the Auckland branch the 15% profit share.
- Conference learnings document collated and circulated.
- All conference sponsors were sent a thank you letter. Suppliers were very happy with exposure and keen to be part of the 2019 event.
- Total conference sponsorship procured of \$96,250 equated to \$454 per conference delegate (not taking into account complimentary attendees, speakers and suppliers).
- Conference survey collated and circulated to conference delegates.
- Digital copies of the conference material have been put on file.
- Reviewed the draft 2019 Awards handbook (64 pages) and provided feedback. Julia and I met to discuss.
- Have met with Resene who will sponsor the 2019 awards. Resene also very keen to sponsor an Awards installation in the main centres (like 2012 in the Viaduct). I have been in contact with Branch Chairs regarding this. Once we have a confirmed date and location for the Awards event I will provide Resene with a formal proposal.
- Award entries will be submitted via the website. We have conducted some testing and there are some changes require to be actioned by the website developer. This will be actioned once the Awards Handbook has been signed off.

5.7 TREASURER (Rebecca Ryder)
Report Received, taken as read.

Report received outlining recommendations for financial processes for NZILA branches moving forward.

It was moved (Brooke Mitchell/Rebecca Ryder) and unanimously Carried: **THAT** the Auckland Branch is paid \$3645.65 (15% profit share) for the 2018 Conference.

5.8 GOVERNANCE (Brad Coombs)

Report Received.

The following list was covered during the afternoon workshop session on Governance:

- Committee, Executive, Board or Council
- Length of Term
- Election of President
- Branches
- Income Sources
- Better/more targeted CPD events
- Communication Platforms – community document
- Working group model – clear scope, timeline and measurables
- Paid Roles and Support – vision and strategy should come first: define strategic goals/objectives and member proposition and structure to meet these needs. Face of organisation?
- External Specialist Director on Board - legal
- Roles and Responsibilities and Code of Conduct
- Diversity Agenda
- Legal Compliance
- Vision/Strategy/Operational Plan
- Process

5.9 GENERAL BUSINESS

Conflicts of interest register:

Name	Company	Conflict
Brad Coombs	Isthmus	Project LAM
Damian Powley	Isthmus	Project LAM
Rebecca Ryder	Boffa Miskell	Project LAM
Don Royds	Lincoln University	Accreditation – Annual Reports.

Health & Safety

It was agreed that Rebecca Ryder and Brad Coombs will have a conversation around our requirements and put together a draft brief.


Action: Rebecca

6 NEXT MEETING DATES

Queenstown - 02 November 2018 (branch function to be held the evening prior)

Meeting closed at 4.52pm.

Certified as a true and accurate record.

President  Date 21-12-2018.