

NZILA EXECUTIVE COMMITTEE MEETING MINUTES
Friday, 02 November 2018
Lakes District Museum, 49 Buckingham Street, Arrowtown

Meeting opened at 8.45am with a welcome and mihi.

1 PRESENT:

Brad Coombs, Brooke Mitchell, Don Royds, Julia Wick, Henry Crothers, Hugh Forsyth, Nikki Smetham, Rebecca Ryder, Neil Challenger [TTAN]

Minute taker:

Vicki Clague

2 APOLOGIES:

3 MINUTES OF PREVIOUS MEETINGS:

3.1 Exec. 06 2018 Minutes

It was moved (Rebecca Ryder/Don Royds) and unanimously **Carried: THAT** the minutes of the 29 June 2018 meeting be accepted as a true and accurate record.

3.2 Electronic Motions issued since last meeting:

EM80 – Archives Project

4.0 MATTERS ARISING FROM PREVIOUS MINUTES:

5 OFFICERS REPORTS – Presented

5.1 PRESIDENT (Brad Coombs)

Report Received.

China

Brad updated the meeting on his recent trip to China where he was invited to present a paper at a Wetland and Waterfront City Academic Exchange in Hengshui, in the Hebei Province.

AILA Festival

Attended the 2018 International Festival of Landscape Architecture on the Gold Coast in October hosted by AILA. Brad spent some time with the IFLA President James Hayter, attended the 2018 AILA Awards Ceremony, met the new AILA President Shaun Walsh and signed the NZILA/AILA MOU with AILA, as well as attending some excellent presentations during the Festival.

The new MOU between NZILA and AILA will allow us to more easily join forces with AILA

in the future and paves the way for sharing ideas on both sides of the Tasman.

Governance

The Governance brainstorming notes from the June meeting to be circulated.

Action: Brad

It was agreed to break the Governance process into 3 phases; the first phase to focus on moving from a Committee structure to a Board model. The second phase to focus on operational/paid staff structure.

Neil re-iterated for TTAN to be involved in the process and requested distribution of Governance minutes/notes. It was agreed that the Exec Committee will have a conference call prior to Xmas and as part of this call will discuss how and when Governance notes are distributed.

Action: Brad

Landscape Foundation Proposal

The Landscape Foundation has approached NZILA with a proposal to host a research workshop on the same day as the NZILA 2019 AGM in Auckland. The proposal is to have the NZILA AGM in the morning followed by a half day workshop on Branch-led topics initiated by address from Dr Julian Bolleter who spoke at the 2018 conference.

There was discussion on the proposal regarding the content of the workshop and also the timing of the workshop. The proposed timing conflicts with the normally scheduled Exec Committee Meeting held prior to the AGM. Also, consider the change of the Exec Committee (in-coming/out-going).

It was agreed that the schedule of events would be as follows to allow for the introduction of a Presidents Dinner and for the Landscape Foundation workshop to take place.

The agreed schedule:

Thursday 4th April - Exec Committee meeting (afternoon)

Thursday 4th April - President's Dinner (acknowledge new Registered members and Fellows)

Friday 5th April - NZILA AGM to be held at The Cube (morning)

Friday 5th April – Landscape Foundation Workshop (afternoon)

The Exec Committee requests that the Landscape Foundation refine the proposal and consider the bigger picture opportunities of having Dr Bolleter in Auckland given his role as Assistant Professor at the Australian Urban Design Research Centre (AUDRC) at the University of Western Australia. There was also discussion regarding the possibility of Julian visiting other centres around the country.

Action: Brad

Health & Safety

A Health and Safety policy has been written for NZILA which comprises three parts:

- a. NZILA Health and Safety Procedure
- b. NZILA Social Event Procedure Form
- c. NZILA Anti-Harassment and Discrimination Policy

It was moved (Brad Coombs/Hugh Forsyth) and unanimously Carried: **THAT** the Draft NZILA Health and Safety Policy is adopted by the Executive Committee.

THAT the Policy is distributed to each of the Branches and any future Conference Committees, with instructions to use it for appropriate events hosted by the NZILA.

THAT the Health and Safety Policy is reviewed annually to ensure that it remains fit for purpose.

Implementation of the NZILA Health and Safety Policy to the branches to be actioned.

Action: Brad/Vicki

Landscape Guidelines

Brad advised that the project continues to make slow progress. There are two parts to the project:

1. The technical drafting of the Landscape Guidelines. This is being headed by Gavin Lister and Rachel de Lambert. This is the product.
2. The 'process' of engagement with:
 - The profession through workshops, feedback and peer review groups; and
 - Government department senior staff and Ministers.

The first part of the project is in hand. NZILA does not have an agreement with the authors to receive a copy of the draft guidelines.

The process of engagement with senior Government staff and Ministers seems to be a distraction as there isn't a clear process or outcome envisaged (other than seeking to reinstate funding).

The process of engagement with the profession has started well with the workshops late last year and the setting up of the review groups, but has effectively stalled, as there are no guidelines available to review (for now).

The authors of the guidelines have made a lot of progress and are getting close to having a draft document to start to share with the facilitators and peer reviewers on a confidential basis. They have spent around 300 hours so far and are keen to keep the document close to avoid mistakes of the past. They are not about to release the guidelines for any wider distribution and wish to continue on a controlled basis:

- To limit the scope of the guidelines (to assessments under the RMA).
- To start with a draft document to focus discussion.
- To carefully resolve the draft as much as possible to avoid unnecessary talking past each other – so that discussion is focused on substance rather than noise.

The authors are intending to:

- Initiate discussions with Gordon Whiting and Dave Sergeant.
- Proceed to one on one meetings with individuals and interest groups (ie TTAN).
- Meet with the review panel to discuss.
- Then finally to discuss the best process for engaging with the wider membership.

Out of respect for the authors considerable amount of time input and thinking it was agreed that we should follow their suggested process. The Institute is best placed and best able to assist at the final phase of engagement with the wider profession.

The government department conversations have become a distraction. There is no merit in further discussions with the government departments because:

- The authors are going through the process of drafting and review without being paid (so they aren't asking for money).
- The government departments have vested interests (which is why they removed the funding in the first place).
- Drafting the guidelines is something for our profession to do without external influence or interference.

In order to reduce the reputational risk to the Institute we need to take control of and shut down the conversations with the government departments (MfE and DoC). That will make the process above clearer and less likely to be interfered with.

The Institute will require some budget in 2019 to complete the process, but it will be likely to be limited to the co-ordination of review workshops and Branch consultation workshops.

It was moved (Brad Coombs/Nikki Smetham) and unanimously Carried: **THAT** the Institute formally thanks the project manager (Shannon Bray) for kick starting the idea and for the hard work in getting this far and let him know what we will re-engage with him when we are ready to start talking to the wider membership.

THAT we close down the discussions and requests to government departments.

THAT we allow for some budget (to discuss) for review workshops and Branch consultation workshops.

It was agreed that a MOU be put in place between NZILA and the Authors' of the Landscape Guidelines.

Action: Julia

Nga Aho

Brad updated the Exec Committee on the recent gathering held with Nga Aho on Wednesday 31 October. Discussion with Nga Aho regarding updating the MOU signed in Rotorua in 2015.

TTAN have asked if NZILA would consider the appointment of Alan Titchener to the Accreditation Panel. To be discussed with the Accreditation Chair.

Action: Brad

It was also discussed about increasing the TTAN content on the website. Neil to provide text/information and this can be actioned.

Action: Neil

5.2 Conference (Hugh Forsyth)
Report Received.

2018 Conference Review

Meeting was held between Julia Wicks, Rebecca Ryder, Henry Crothers and Hugh Forsyth to discuss the results of the 2018 conference survey.

2019 Conference and Awards

Creative Committee has been formed with Don Royds & Jess Rae as co-chairs and incorporating Lincoln staff and local practitioners. Members include: Keri Whaitiri, Fraser Miller, Nik Kneale, Louise Bailey, Tracey Ower, Meg Back, Dr Jacky Bowring.

Preliminary venue booking has been made at the Christchurch Town Hall. It was agreed to go ahead and confirm the venue once the Conference Committee agreed this would be suitable.

Action: Hugh

The process of appointing a TTAN rep for future conference committees was discussed. It was agreed that the request is to go via the TTAN Secretary.

5.3 Awards (Julia Wick)
Report Received.

Julia provided an update having met with the Awards Working Group to discuss outstanding matters and revised timetable for the awards. The Awards Handbook is 98% complete and with the Working Group for final approval. The handbook will require typesetting into a more usable format.

Discussion around the timeline in particular when the Call for Entries opens. Julia to review and revert back to the Exec Committee.

Action: Julia

Next step is the appointment of the Awards Convenor which is a joint role with the Conference Manager. Scope of works to be sent to Jan Broadley to quote followed by the approval of the Executive Committee and appointment.

Once Conference Convenor and Awards Convenor are appointed the details of the Awards evening can be worked through with the NZILA Executive, Working Group and sponsors.

Awards Budget will be completed once Awards Convenor is appointed.

Resene is confirmed as the naming rights sponsor.

5.4 Marketing (Brooke Mitchell)
Report Received.

NZILA Name Change

Brooke spoke to his report and advised that confirmation on the proposed name change; New Zealand Institute of Landscape Architects Tuia Pito Ora Incorporated and further development of the NZILA Institute branding had been put on hold until this Executive Committee meeting.

There was a discussion around the timing and cost of the branding exercise. It was agreed

to delay the rebranding until Phase II of the Governance process (2020 budget) to allow for the necessary budget.

A letter is to be sent to TTAN to advise on the timeline agreed at the meeting.

Action: Brad

Yearbook

Discussion around the Yearbook and the need for this to be self-funding.

5.5 Professional Development (Don Royds)

Report Received.

Archives Project

The digitised landscape magazine will be made publically available when the process is complete, an announcement will be made during the SOLA50.

Registration

14 candidates are expected to attend the 2018 interview.

The Registration working group met in July and October and discussed a range of items including looking to create explicit role responsibilities for those involved in Registration and are still progressing a review of the documentation and majors/minors requirement.

Registration via Reciprocity (AILA/HKLA)

Currently the Registered Membership Guide states that via Reciprocity members joining from AILA and HKLA do not need to attend the Registration Interview. The Working Group recommends that these members should be interviewed.

It was moved (Don Royds/Brooke Mitchell) and unanimously Carried: **THAT** due to our distinctive legislative and cultural context, that these members increase the level of risk that the Institute would be exposed to and that they should attend a Registration Interview.

Registered Membership - Established Member Proposal (G10+)

It is proposed that this process be created for those who have not entered the Registration membership process and who are a G10+ NZILA member.

The applicant will not need to enrol in the mentoring programme. They will need to submit a portfolio and attend the interview. The opportunity will be available to attend the 2019 and 2020 Registration Interviews only. This is a temporary process and can be rescinded at anytime if deemed necessary by the Executive Committee.

It was moved (Don Royds/Brooke Mitchell) and unanimously Carried: **THAT** the Established Member Proposal be accepted and introduced for the 2019 and 2020 Registration Interviews for G10+ NZILA members.

CPD

First CPD day was a good success with lots of positive feedback. Focus was on BIM (Building Information Modelling). NZILA have been invited to contribute to the next edition of the NZ BIM Handbook (endorsed by NZIA ACENZ, FMAZN and NZIOB).

CPD Working Group (Meg Back, Robin Rawson, Clive Anstey, Tim Scott and Tracey Ower)

will meet in November to look at developing a national CPD strategy for 2019.

Don left the meeting at 2.45pm.

5.6 Honorary Secretary (Nikki Smetham)
Report Received.

Accreditation:

VUW Annual report has been received and the Accreditation Panel are recommending that the professional accreditation be reinstated.

Fellows

Nominations received. Fellows Panel has been put in place and they are currently reviewing the three nominations.

Fellows Policy

A scope of work has been drafted for the Fellowship policy overhaul including consideration of Life Member and Honorary Fellow criteria.

5.7 ADMINISTRATION/COO (Vicki Clague)
Report Received.

Summary of report for activity 22 June – 25 October 2018

ADMIN

- 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 \$260k (\$24k above budget).
- Final emails sent to members with outstanding subs advising that last date for payment is 30 June 2018 after which time they were removed from the database and advised that they are no longer members.

Future Recommendation: that the Constitution is changed to reflect that member sub payments is due 20th of the month following the invoice being issued.

- Branch Levies - a total of \$15,316.00 was paid to the branches.
- GST return filed for the May/June 2018 period. Refund received of \$10,377.40.
- GST return filed for the July/August 2018 period. Refund received of \$4,353.00.
- AON Insurance – received incentive payment of \$295.31.
- The Institute currently has \$235k invested on Term Deposits.
- Accountant and Auditor have been advised of the 2019 AGM date for processing of the NZILA 2018 financial accounts.
- Accreditation - Unitec: In response to being advised they were 'put on notice' an addendum to the Annual Report was received which met the policy requirements. Daniel Irving thanked the Accreditation Panel and is appreciative of the due diligence taken.
- Accreditation - VUW: Email dialogue with Peter Connolly about the outstanding Annual Report. Further correspondence recently between the Accreditation Panel and VUW.
- Accreditation - Lincoln: No action required.
- AGM timeline produced in line with the Constitution for the 5 April 2019 AGM date.

- Archives Project: Shona advised to proceed with document disposal as per her request upon Electronic Motion EM80 being Carried. Shona has summarised work to date and requested further funding in 2019 to complete the project.
- The Administration Blueprint is being continuously updated.
- Branch Secretaries are emailed current branch membership lists at the end of each month.
- Electronic Motion EM80 was sent requesting approval for deletion of documents as per the archive project report. Motion Carried, although noted that two Exec Committee members did not respond.
- 11 April 2018 Executive Committee Meeting minutes were ratified at the 29th June meeting, final minutes signed by Shannon Bray and added to the Document Library.
- Draft minutes distributed for the 29 June 2018 Executive Meeting.
- Executive Committee Elections for 2019-2021 term: timeline now confirmed. Call for Nominations will go out 14 November 2018.
- 3 x Fellows nomination were received. These were checked for eligibility and sent with Statements of Contribution to Nikki Smetham for Panel review.
- Draft H&S and Environment Procedure document prepared and send to Brad for review.
- 32 jobs have been listed since the last meeting.
- Te Tau-a-Nuku: NZILA end of month e-communications now feature a monthly TTAN update. Neil is coordinating these articles. Still awaiting the list of TTAN members which will be put on the website once received.
- A list of people who work in a volunteer capacity for the Institute has been collated as per the action item at the last meeting.
- Registration: 14 x applications received for 2018. Checked and processed. Summary of information provided to the Registration Panel along with access to the workbooks in the back end of the website.
- Mentoring programme: applications received to be eligible to apply for Registration in 2019 were processed. There are currently 53 people in the mentoring programme who will be eligible to apply for Registration in 2019, including those who have deferred from previous years.
- CPD: Ongoing maintenance and correspondence around members with outstanding CPD.
- Hannah Carson from Victoria University was presented with the NZILA Vectorworks Landmark Student Scholarship at VUW on Friday 19th July. Michael Wright presented on behalf of NZILA. Monetary prize of \$1500 paid to Hannah. Article posted on LAA.
- At 25 October 2018 the total membership of NZILA is 979, 599 are full members.
- 48 E-communications have been sent since the last meeting.

COO

- 2018 yearend forecast is looking like break even.
- 2019 - difficult to collate a budget until Exec Committee has decided which projects it wishes to give priority to in 2019.
- NZILA website developer Harmen Dark has now completed the website enhancements, including the Registration online process and fixes to the Awards online entry form.
- LAA Website & Curator: fortnightly meetings held with Blame the Media to discuss LAA future content and to ensure articles are scheduled at the right time in the case of promoting speakers etc.
- Google analytics collated and circulated for the year to date for both NZILA and LAA websites.
- ACO Ltd: met with Matthew to discuss the next few months. ACO Ltd are keen to support CPD workshops around the topic of storm water.
- Resene: met with Karen to discuss the 2019 Awards. A formal proposal to be sent.
- NZ Recreation Association: phone meeting with Karl Nesbitt – Parks and Open Spaces Programme Manager. Agreed to support each other with communications, sharing of articles, event calendar items etc.

- AILA: in regular contact with Tim and have a monthly Zoom catch up. Recently discussed the opportunity of sharing the cost of bringing northern hemisphere speakers to NZ and Australia. The NZILA/AILA MOU has now been signed.
- NZILA/IFLA MOU discussed at IFLA regional meeting and seen as great initiative. Next step is to progress with the new IFLA President, James Hayter.
- BIM CPD Roadshow: 3 workshops were held in Auckland/Wellington/Christchurch. Wrote scope of work and negotiated the project management rate with Jan Broadley, Event Manager. Firth were secured to sponsor the Roadshow. Profit made of \$1,215.00.
- Martin Rein-Cano, TOPOTEK1: Martin visited Auckland 7-9 August. Sponsorship secured from Streetscape. Auckland branch funded the social activities and hosted Martin. Blame the Media interviewed Martin and did a Q&A on LAA.
- NZILA brochure/poster: Designed, produced and printed for promotional use. Used for both Architecture Week and the recent FESTA celebrations in Christchurch.

IFLA Delegate

Mike Barthelmeh has been in this role for two years and has the first right of refusal for a second two year term. The Exec Committee thanks Mike for his contribution to date and invites him to remain as the NZILA IFLA delegate until 2020.

Archives Project

Shona McCahon provided a written update on the progression of the archives project.

Background:

The Archives policy was approved in 2015 with Shona appointed the role of Archives Co-ordinator. Training for this process included how to set up archive management systems, appraise, cull and arrange the material and how to compile a database using the PastPerfect Museum software. Shona has worked her way through the 'big sort' of some 66 cartons, reducing it down to about 20.

Overall budgets for software, materials, transport, storage, document destruction and fees for Shona's time for the years 2016, 2017 & 2018 amount in total to \$29k.

Current Situation:

There are 20 cartons of permanent archive material (with potential to reduce further), 5 cartons of financial records to be disposed at the 7 year retention period, PastPerfect database records (all folders with descriptions of contents and some individual documents and images scanned and uploaded to approx 1992), plus some material yet to be appraised which include analogue tapes and photographic negatives.

Digitising the Archive:

Expectation was that the entire content would be digitised. This approach was abandoned as being far too time-consuming and not suited to the first big sort. Most of the material is not in digital form but is physically sorted into folders and each folder is recorded in the database.

So should we proceed with digitising everything? Advice received is not necessarily, or not necessarily all of it immediately. In recent discussions with the Digital Archivist at the National Library they recommended keeping the paper archive as well as the digitised, and that reliable digital preservation requires constant maintenance.

What are the costs and benefits of digitising? Broad guesstimate is around \$10k. There is no doubt that the archive is a valuable long-term record of the Institute's and the profession's history in NZ and digitising would be a way of backing up the paper records, but is not necessarily going to make it more accessible to the Institute's members.

Shona's suggestion, which the Library digital archivist endorses, is to digitise in OCR format all the AGM minutes and reports and all the Executive minutes. This would amount to no more than 2-3 cartons of material at an estimated cost of around \$300 / carton (subject to a trial of what is involved).

Making the Archive more accessible:

The archive content needs to be more accessible so that members can appreciate the archive's value and have their interest piqued about their own history. The material is largely correspondence, minutes and meeting file notes. It needs translation to pull out the themes and stories. Budget for 2019 could be allocated to one or all of the following: compiling profiles of the Institute's Fellows, Life Members, investigating the logistics and value of making the oral history interviews available online, and giving a talk or producing interactive online content.

2019 Budget & Recommendations:

It was agreed at the meeting to make available in the 2019 budget an amount of \$8670. The above budget is approved subject to:

- a. Shona sending a brief update on the outcomes of the digitising trial, and
- b. Further liaison and an interim report about the technical aspects and permission considerations of adding the oral history audio material to the website.

Annual Speaker Series

Streetscape have agreed in principle to sponsor an annual speaker series. The idea is to create a boutique speaker series that runs every year with an international speaker in Auckland, Tauranga, Wellington, Christchurch and Queenstown.

Next step is to identify a list of speakers.

Action: Henry/Vicki

5.8 Community (Henry Crothers)
No Report Received.

Tamaki Makaurau Design Alliance (TMDA)

The Tāmaki Makaurau Design Alliance (TMDA) is a representative committee of Auckland/New Zealand based design organisations and institutions including the Architectural Designers NZ (ADNZ), AUT, Designers Institute of NZ (DINZ), Nga Aho, NZ Institute of Architects (NZIA), NZ Institute of Landscape Architects (NZILA), NZ Planning Institute (NZPI), Property Council NZ (PCNZ), Urban Design Forum (UDF), UNITEC and Auckland University of Auckland.

TMDA are currently working on launching a website.

Key Relationships

Discussion around how to manage relationships with key organisations and institutes. It was agreed to collate a table/matrix on who/how we manage.

Action: Henry/Vicki

5.9 TREASURER (Rebecca Ryder)
No Report Received.

2019 Membership Subscriptions

It is recommended that the membership subscriptions are increased as per CPI, 1.5%.

It was moved (Rebecca Ryder/Brooke Mitchell): **THAT** the 2019 Membership Subscription fees are increased as per CPI of 1.5% and set as follows: Fellows, Registered, G5/5+ \$596, G3/4 \$456, G1/2 \$203, Overseas \$327, Retired \$203, Affiliates \$327, Concessionary \$195, Subscriber Individual \$125, Subscriber Company \$315.

Business Visa for NZILA

It was agreed to apply for a business visa for the COO and President to use for NZILA business.

It was moved (Rebecca Ryder/Brad Coombs): **THAT** the COO contacts ASB to arrange for a Business credit card for NZILA.

2019 Budget

The 2019 draft budget is to be collated and circulated for Exec Committee review.

6.0 GENERAL BUSINESS

Conflicts of interest register:

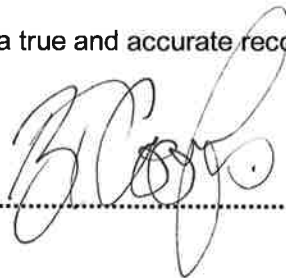
Name	Company	Conflict
Brad Coombs	Isthmus	Project LAM
Rebecca Ryder	Boffa Miskell	Project LAM
Don Royds	Lincoln University	Accreditation

6.1 NEXT MEETING DATES

- 1st March 2019 - Christchurch
- 4th April 2019 - Auckland (afternoon)
- 5th April 2019 - AGM – The Cube, Auckland (morning)

Meeting closed at 4.15pm.

Certified as a true and accurate record.



 President Date 5 MARCH 2019