NZILA EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, 04 April 2019
Meeting held at Boffa Miskell Ltd, 82 Wyndham St, Auckland

Meeting opened at 1.00pm with a waiata.

1 PRESENT:
Brad Coombs, Brooke Mitchell, Julia Wick, Henry Crothers, Hugh Forsyth, Nikki Smetham, Rebecca Ryder, Damian Powley [TTAN], Megan Ash, Mark Fletcher, John Brenkley.

Minute taker:
Vicki Clague

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2 APOLOGIES:
Don Royds

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3 MINUTES OF PREVIOUS MEETINGS:

3.1 Exec. 03 2019 Minutes

It was moved (Brad Coombs/Brooke Mitchell) and unanimously Carried: **THAT** the minutes of the 1 March 2019 meeting be accepted as a true and accurate record subject to the changes made at the meeting.

3.2 Electronic Motions issued since last meeting:
EM87 – Appointment of the Awards Jury for 2019

4.0 MATTERS ARISING FROM PREVIOUS MINUTES:

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5 OFFICERS REPORTS – Presented

5.1 PRESIDENT (Brad Coombs)
No Report Received.

Erebus Judging

Brad has spent two days in meetings as a member of the judging panel for concept designs for a new national Erebus memorial. The winning design will be unveiled on Friday 5th April.

Landscape Assessment Guidelines

A Memorandum of Understanding has been signed between NZILA and 'The Authors; (Rachel de Lambert and Gavin Lister). An e-communication was sent to the NZILA membership on Wednesday 3rd April.

Governance Review

Brad to circulate the Governance Review Document to the new Executive Committee members.

Action: Brad

5.2 Conference (Hugh Forsyth)

Report Received.

2019 Conference Update

Hugh advised that recent events have had an impact on the progress of the activities of the Christchurch Creative Committee.

The 2019 NZILA Firth Conference logo has been signed off.

A range of decisions and timelines including the speaker list and clarifying how the speaker strings and cultural overlays fit together have yet to be finalised. This has had an effect on the ability to promote the conference and attract sponsorship. Early bird ticket sales were scheduled for the beginning of April, this has now been delayed to May at the earliest.

Future Conferences

The suggestion for future conferences having a large centre conference every two years and a regional event in intervening years would provide for both a professional delivery of the higher end events, such as the 2018 Auckland Conference, and events that could be similar to the large centre events but had the freedom to be more thematic in areas that interested the local committee.

There was discussion around the effectiveness of the local Creative Committee model for larger events. The general consensus was that a nationwide Creative Panel of approximately 5 members would be more effective.

2020 Conference – Tauranga

The Central North Island branch have met and submitted meeting minutes around hosting the 2020 Conference in Tauranga.

There was discussion around when the 2020 Conference would be held given the 2019 Conference is in November. Would an April 2020 Conference be too soon? This lead to another conversation about whether we skipped a year and had no Conference in 2020

and held a smaller event ie a workshop. No decisions were made. It was agreed to update the Central North Island branch accordingly on what was discussed at the meeting.

Action: Vicki

5.3 Awards (Julia Wick)
Report Received.

Julia spoke to her report and gave an update on the confirmed Awards Judging Panel which is: Paddy Baxter, Frank Boffa, Jacky Bowring, Stuart Dun, Peter Kensington, Kate Males, Megan McBain, Helen Preston Jones, Paul Roper-Gee, Kara Scott and George Woolford.

The Head Judge will be Jacky Bowring and Frank Boffa in a joint role.

Te Tau a Nuku has advised that the Cardboard Cathedral in Christchurch would not be an appropriate venue from a mana whenua point of view. Alternative venues have been researched including Chateau on the Park, Isaac Royal Theatre, Art Gallery, Sixty6, Rydges Latimer and the Limes Room. Based on availability, venue suitability and cost it was agreed to hold the Awards/Conference dinner at the Art Gallery.

The Awards budget is to be collated and circulated to the Executive Committee for approval.

Action: Vicki

5.4 TREASURER (Rebecca Ryder)
Report Received.

2019 Budget
Current financial tracking of the 2019 income and expenses is as per the budget.

Branch Accounts
We are currently in the process of moving all branches to ASB as sub accounts off the national account, which will retain autonomy for the branches but bring these branches into GST reporting.

Financial Approvals
Financial approval of the following budgets are pending: Awards budget, upcoming CPD events budget.

Event Insurance
Rebecca to circulate the Event Insurance policies which the Executive Committee will make a decision on at the next meeting.

Action: Rebecca

Branch Book Keeper

Quotation has been received and was tabled at the meeting from Iles & Campbell Ltd (NZILA National Accountant) for the position of Branch Book Keeper for NZILA.

It was moved (Rebecca Ryder/Julia Wick) and unanimously Carried: **THAT** the Iles & Campbell proposal be accepted based on a cost of no more than $15k per annum and that a review will be scheduled for 3 months after the commencement of the contract.

Financial Policy

A review of the Draft Financial Policy needs to be developed and finalised. The policy is to include a directive around event insurance.

Action: Rebecca

5.5 Honorary Secretary (Nikki Smetham)

No Report Received.

Accreditation:

Feedback was received from the Accreditation Panel on the Lincoln University Annual Report. Of concern to the Panel and specifically brought to the Executive Committee's attention is the declining student numbers and changes to majors and minors across programmes.

SoLA's comments noted:

- Student retention remains a focus for the School of Landscape Architecture;
- MLA enrolments remain low 'due to high employability rates and lack of financial assistance at a Masters level';
- Student numbers joining the BLA Graduate Entry programme were lower in 2018, which affects the overall numbers in second year studio; and
- A number of students are shifting from full time to part time study.

5.6 ADMINISTRATION/COO (Vicki Clague)

Report Received.

Summary of report for activity 26 February - 29 March 2019

ADMINISTRATION

- 2019 Membership Subscriptions: reminders were sent to those who are yet to pay advising that after 31 March 2019 a 10% penalty will be added. As at 29 March $205,658.87 has been received.
- GST return was filed in March for the January/February 2019 period. Payment of $19,489.98 was made on 22 March 2019. This did not include any branch GST.
- 2018 Finalised Accounts: received from the Accountant. Auditor signed off on the 2018 accounts and provided the Auditor letter.

- Accreditation Annual Reports: Annual Reports received from Lincoln University and Unitec were sent to the Accreditation Panel for review. Feedback from the Accreditation Panel on the Lincoln University Annual Report was sent to Gillian Lawson on 28 March advising that Accreditation remains in place. Awaiting Accreditation Panel feedback on the Unitec Annual Report.
- Annual General Meeting: 5 April 2019, Official notice of the Annual General Meeting was sent to all members on 1 March 2019 as per the AGM timeline. No remits were received.
- 2018 Annual Report & the Treasurers Report were collated and circulated.
- 1 Electronic Motion processed and circulated.
- Minutes from the 2 November 2018 Executive Committee Meeting were ratified at the 1 March meeting, Final minutes signed and added to the Document Library.
- Draft minutes distributed for the 1 March 2019 Executive Meeting.
- IFLA: monthly updates received from Mike Barthelmeh are entered on the website and included in the end of month e-communications.
- 8 jobs have been listed since the last meeting.
- Mentoring programme: e-communication sent to 152 graduate members outlining the benefits of entering the Mentoring programme. Applications received to be eligible to apply for Registration in 2019 were processed. There are currently 47 people in the Mentoring programme who will be eligible to apply for Registration in 2019, 17 have already indicated they will not sit in 2019 and will defer.
- CPD: Ongoing maintenance and correspondence around members with outstanding CPD. Reminders included in the end of month e-communications.
- NZILA Vectorworks Landmark Student Scholarship: Education Providers requested to do a final push to students with entries closing 1 April 2019.
- Student Lists: 2019 lists received from Lincoln University, Victoria University and UNITEC.
- At 29 March 2019 the total membership of NZILA is 862, 601 are full members.
- 25 E-communications have been sent since the last meeting.

COO

- Finalised 2018 yearend accounts and auditors report received, processed and signed ready for presentation at the NZILA AGM.
- The Institute currently has $360k invested on Term Deposits.
- $21,000k of online advertising sold to date. Budgeted target is $25k. Noticeable trend away from NZILA and towards LAA website advertising. Some suppliers are holding off committing until the Conference sponsorship options are available.
- 2019 Budget: tracking as expected.
- LAA Website & Curator: fortnightly meetings held with Blame the Media to discuss LAA future content and to ensure articles are scheduled in conjunction with the Institute's calendar. Blame the Media have produced a video of the two new Fellows. Claire kindly gave up her Sunday to write a message that was sent to the membership following the Christchurch attacks.
- NZILA Interim Strategy: Document was written and circulated to the Executive Committee. This document will be tabled at the AGM.
- NZILA Website Developer: Current developer Harmen Dark is going overseas so we are looking for a new developer.

- AON Insurance: Meeting held with Lee Gornall from AON regarding Institute insurances for the next 12 months. Event insurance also discussed, awaiting quotes.

Presidents Cocktail Evening | Thursday 4th April 2019
54 people have rsvp to attend the evening being held at Tommy's Champagne Parlour in the Seafarers building in Britomart sponsored by MHL. Photographer confirmed to attend. Blame the Media will film interviews on the night. Article scheduled for the LAA website the morning following the event with a video of the newly elected Fellows. Further article showcasing photos from the evening will follow.

AGM | 5th April 2019
All arrangements made for the AGM. Low attendance indicated for the 2019 AGM being held at The Cube in Auckland.

MHL & WE-EF Lighting Workshops | 4-7 June 2019
Workshops in Auckland, Tauranga and Christchurch booked out quickly. Logistics and costs managed by MHL & WE-EF. NZILA involvement was primarily liaison with MHL, branches and promotion of the workshops. This model worked well and should be followed for future workshops.

Streetscape Speaker Series | Date TBA
Catherine Mosbach from Mosbach Payagistes has been approached to speak at the July workshops – awaiting response.

Conference | 6-9 November 2019
Christchurch Town Hall & Tūranga confirmed venues. Call for Abstracts deadline has been extended to 5pm, 12 April 2019.

Conference | Tauranga 2020
Central North Island branch has put together a Conference Committee. No decision as yet on timing.

NZILA Digital Archives Project Update from Shona McCahon
Following the successful digitising trial in January, digitising of the remaining AGM and Executive Committee meeting minutes have been approved.

2019 Awards
Te Tau a Nuku advised that the Cardboard Cathedral in Christchurch might not be an appropriate venue for the awards ceremony from a mana whenua point of view. Other options have been investigated and tabled at the meeting.
Last date for entry submissions was Monday 1st April. Analysis of entries provided at the meeting.
Proposal for Award installations received from Auckland branch. Awaiting submission from other branches.

5.7 Community (Henry Crothers)
No Report Received.

Urban Development Workshop
Henry to attend a Housing and Urban Development workshop on Monday 8th April hosted by the Hon Phil Twyford, Minister of Housing and Urban Development.
The Institute needs to define what our 'message (objective)' is. Henry to compile and circulate notes.

Action: Henry

5.8 Marketing (Brooke Mitchell)
No Report Received.
Brooke gave an update and summarised his role.

5.9 GENERAL BUSINESS

Conflicts of interest register:

Name	Company	Conflict
Brad Coombs	Isthmus	Landscape Guidelines
Rebecca Ryder	Boffa Miskell	Landscape Guidelines
Don Royds	Lincoln University	Accreditation
Henry Crothers	LandLAB	External Monitor at Unitec

Te Tau a Nuku (TTAN)
Damian advised that the NZILA Executive Committee is invited to the annual Hui being held on the 4th May. Damian to send out invite.

Action: Damian

Outgoing Executive Committee members
Brad thanked Nikki, Brooke and Hugh. Outgoing Executive Committee members to upload documents to the Google Drive.

Action: Nikki, Brooke, Hugh

Interim Strategy Document
It was agreed that each Executive Committee member is to read the document and list the top 8 items of action in order of importance and email to Vicki.

Action: All

6.0 NEXT MEETING DATES

Friday, 28th June 2019 - Wellington venue TBC
Branch function to be held on the evening of Thursday 27th June.

Meeting closed at 3.50pm.

Certified as a true and accurate record.

President .....**Date** 25 JULY 2019