

NZILA EXECUTIVE COMMITTEE MEETING MINUTES

Friday, 28 June 2019

Meeting held at Studio Pacific Architecture, 74 Cuba Street, Wellington

Meeting opened at 9.04am with a H & S briefing from Mark Fletcher.

The President welcomed everyone followed by a welcome from Phil Wihongi.

1 PRESENT:

Brad Coombs, Julia Wick, Rebecca Ryder, Megan Ash, Mark Fletcher, John Brenkley, Don Royds, Phil Wihongi [TTAN].

Minute taker:

Vicki Clague

2 APOLOGIES:

Henry Crothers

3 MINUTES OF PREVIOUS MEETINGS:

3.1 Exec. 04 2019 Minutes

It was moved (Brad Coombs/Mark Fletcher) and unanimously Carried:
THAT the minutes of the 4 April 2019 meeting be accepted as a true and accurate record.

3.2 Electronic Motions issued since last meeting:

EM88 - 2019 Awards Budget - Not CARRIED

EM89 - 2019 Awards Budget - CARRIED

EM90 - Alan Titchener to the Accreditation Panel - CARRIED

4.0 MATTERS ARISING FROM PREVIOUS MINUTES:

5 OFFICERS REPORTS - Presented

5.1 PRESIDENT (Brad Coombs)

Report Received. Brad spoke to his report.

- Positive feedback on the Presidents Function held 4 April.
 - Judging and announcement of the Mount Erebus Memorial Competition winner on 5 April - exchange of letters with the Prime Minister.
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- Visit to James Hayter, IFLA President.
- HUDA discussions - 17 April. Henry attended the HUDA workshops in Wellington.
- Lincoln University Awards Presentation - 3 May.
- Victoria University Awards Presentation - 14 May.
- General liaison with the Universities on engagement with NZILA and student matters.
- ABC of Lighting workshops, 4 - 5 June. Engagement with MHL & WE-EF lighting.
- Asia Pacific Rim IFLA Awards Judging. 32 Entries. Desk top judging.
- Singapore Institute of Landscape Architects Awards Judge, judging day 20 July.
- Ongoing korero with Te Tau a Nuku on a range of subjects, including the awards dinner location, conference papers, Landscape Guidelines input and governance.

EDS Conference, 14 - 15 August, Rethinking Landscape in Aotearoa.

Discussion at the meeting regarding NZILA members who would be appropriate to speak at the Conference.

Action: Brad

Accreditation Panel - Te Tau a Nuku

Alan Titchener recently joined the Accreditation Panel as the Te Tau a Nuku member for the VUW school visit. It was discussed at the meeting that Alan becomes a member of the Panel rather than an advisor.

It was moved (Brad Coombs/Julia Wick) and unanimously Carried: **THAT** Alan Titchener is made a member of the Accreditation Panel as the Te Tau a Nuku Representative.

There was discussion around the succession planning of the Accreditation Panel. It was agreed that Brad would make contact with Melean Absolum and Julia Williams to discuss options and approach to ensure IP remains on the Panel.

Action: Brad

Landscape Assessment Guidelines

The authors have been in touch with Judge Newhook and provided a draft copy of the Landscape Guidelines. The response from the Judge was positive, although the Court is unable to 'endorse' an approach, as such. The passing of Retired Judge Gordon Whiting in late 2018 was a real setback for the project as he was able to provide wise feedback from outside of the bar. We still have access to Dave Sergeant who was involved in the workshops held in late 2017. Dave has indicated that he is prepared to continue to provide feedback on a voluntary basis.

The authors have also initiated discussions with Te Tau a Nuku and have had a couple of meetings to agree a process. A hui will be held to ensure meaningful input from Te Tau a Nuku.

Brad has been in touch with the Project Management Group (Shannon Bray, Peter Rough, Simon Swaffield and Clive Anstey) and the Peer Review Group (Dave Sergeant, Alan Titchener, Di Lucas, Stephen Brown and Bridget Gilbert) and provided them with an update on the process and timing as well as a copy of the MOU, which was previously reported to the membership.

Governance Review

The recent prioritization of the Interim Strategy that was reviewed by the Executive Committee set the priorities as follows:

- 1) Governance/Committee to Board
- 2) Constitution
- 3) Events/CPD
- 4) Future Operational Model
- 5) Strategic Relationships government/business

It is clear from the development of the Interim Strategy and also the prioritisation undertaken by the Executive Committee that transitioning from an Executive Committee to a Board model is the top priority.

The following was agreed to at the meeting:

Brad to re-engage with Graeme Nahkies, Director of Boardworks regarding the process on how to move forward. As part of the discussion Brad will ask Graeme about summarising the report issued March 2018 along with recommendations including what and when should be communicated to the membership. The Executive Committee requested that the recommendations take into account succession planning. It was agreed that Brad would report back to the Executive Committee at this stage of the process.

A brief will need to be written for the Working Group. It was agreed that Brad would lead the Working Group and Rebecca would also be a part of this representing the Executive Committee. Brad to discuss with Phil Wihongi regarding TTAN representation on the Working Group.

Brad to discuss with Graeme regarding a half day governance training at the next Executive Committee meeting in Auckland, 19-20 September.

Brad to acknowledge the Governance progress at the NZILA Conference.

Action: Brad

2019 - 2021 Executive Committee

The following positions were agreed:

Vice President - Julia Wick

Honorary Secretary - John Brenkley

It was moved (Brad Coombs/Julia Wick) and unanimously Carried:
THAT John Brenkley takes the role of Honorary Secretary and has authority on behalf of NZILA to approve payments via online banking.

It was moved (Brad Coombs/Mark Fletcher) and unanimously Carried:
THAT Julia Wick takes the role of Vice President.

Rebecca Ryder to continue in the role of Treasurer.

The following portfolios were agreed:

Awards - Julia Wick

Governance - Brad Coombs/Rebecca Ryder

Community - Henry Crothers

Student + Graduate Engagement - Megan Ash

Registration - Don Royds

Events - Mark Fletcher

Te Tau a Nuku

Phil thanked the Conference Committee and Keri Whaitiri for the work to date and suggested it would be good to formalise process around the Conference and how they work.

There was discussion around acknowledging local Iwi when awards are won.
Phil to discuss with Kara and George regarding checking the 2019 Awards.

Action: Phil

It was agreed to update the Awards Handbook accordingly for the 2021 awards.
Hard code changes will need to be made to the online form on the website.

Action: Julia

Te Tau a Nuku page on the website. Phil to follow up and arrange for some information to be sent through.

Action: Phil

Phil updated the meeting regarding Auckland Council including Maori design in procurement to ensure Maori competency with design suppliers.

5.2 AWARDS (Julia Wick)

Report Received.

Julia and Vicki provided an update on progress to date:

- Entrants of shortlisted projects have been advised outcome. All shortlisted entries are now listed on the website.
- Julia attended the Awards ratification meeting to meet the judges. Feedback

on the categories (in particular Landscape Planning) that will be incorporated into the 2021 review.

- Income to date is \$79,142; Entries \$26,417, Sponsorship \$40,000, Ticket sales - \$12,725. To reach breakeven we require sales of an additional 13 tickets, 9 student tickets & two tables.
- Judges are attending site visits in early July. This has been the most complex component to keep within budget and there is concern that the allocated budget of \$11k for the Judges travel will not be sufficient to visit all the projects. This will need to be reviewed for 2021. Vicki to monitor with Jan and if additional budget is required then an electronic motion will need to be circulated.

Action: Vicki

5.3 COMMUNITY (Henry Crothers)

Report Received. Brad spoke to Henry's report in his absence.

Urban Development Workshop

Henry attended the two Ministry of Housing and Urban Development (MHUD) workshops on behalf of NZILA on 8 April and 6 May at Parliament in Wellington. The workshops were attended by various Urban Designers and built environment professionals from across New Zealand.

The 1-5pm sessions were undertaken as collaborative workshops with teams of 4 providing collective feedback in response to pre-prepared questions (copies of the feedback attached).

The UDF (Gerald Blunt, Alistair Ray, Ben van Bruggen) appear to be the driving force behind these events and in the ongoing discussions with the Minister and his team.

The Minister attended the final hour of each session to hear feedback and respond to questions.

First workshop was confusing with purpose and structure unclear. Second workshop was much better and more focused.

Recommendations:

- 1) Follow up with UDF team (Gerald, Ben) and NZIA (Tim and Teena) to ascertain next steps.

Action: Henry/Brad

- 2) Continue to lobby the Minister re: the role of Landscape in the MUD discussion and more generally.

Action: Henry/Brad

- 3) Develop formal NZILA response/letter to workshop.

Action: Henry/Brad

- 4) Establish a NZILA 'design advocacy' working group to develop the formal response, continue this discussion and advocate for other design issues facing NZILA members. It was discussed at the meeting to ensure that regions outside of Auckland are represented.

Action: Henry/Brad/Mark

5.4 COO/Administration (Vicki Clague)

Report Received.

Guest: Shona McCahon - Archives Project.

Shona provided an update on the priorities for 2019; digitising and investigating oral history online publication.

Digitising

All the AGM and Executive meeting minutes that existed in paper-only form have now been digitised and uploaded to the Past Perfect archive records system, as planned.

With the big sort now complete, the question of where to hold the Past Perfect records needs to be considered. The licence allows for the software to be held on just one computer but ideally it would be better for the records to be centralised at NZILA. If Shona is to continue as the archive co-ordinator she would still need to have remote access. That is something Shona will investigate this year for the 2020 budget. Shona provided a brief demo of Past Perfect at the meeting.

Oral History Online

The short answer is that it is not feasible to publish the 18 oral history interviews of early/influential/representative practitioners online. The interviews are long and add up to a significant chunk of data (approx. 81 GB in compressed MP3 form). There are issues around copyright and the terms and conditions that some interviewees placed on their recordings and cannot be hosted online. Once the recordings are on internet, there is really no effective means of control. Specific permissions for online publication could be sought but first, I think it's important to consider the audience.

People most likely to be interested in the interviews are landscape architects in New Zealand who know the interviewees and recall the early days of the profession here. Some students and possibly academics might also be interested for research purposes. A wider audience, including more recent practitioners who don't recall the early days, might be interested in historical aspects of landscape architecture in New Zealand if presented in an easily accessible way. Few will be sufficiently interested or have the time to listen to the full interviews (2 to 8 hours). Oral history interviews are really a primary research resource, like someone's diary or memoirs, and not necessarily ideal for straight publication.

They do, however, contain some very interesting material. So, to make that accessible I propose instead of publishing curated stories of topical interest, using short audio excerpts from the interviews.

Two opportunities have met with immediate interest.

- Landscape Architecture Aotearoa: Blame the Media is enthusiastic about telling the back story of the profession's beginnings in New Zealand through LAA.
- SOLA50: Shona Mardle, who is organising the 50th anniversary celebration of the LA courses at Lincoln, is also enthusiastic about using audio excerpts from the oral histories to bring the early days of the courses to life. There is good material from those who set up and ran the first courses and from early graduates.

It was agreed at the meeting that Shona would:

- 1) Investigate what would be involved, and the cost, of centralising the digital Past Perfect archive records.
- 2) Work towards making material of interest from the NZILA archives and oral histories more widely accessible through curated stories; working with LAA and SOLA50, and other opportunities that present.

Action: Shona

Financial Update

Vicki provided an update on the financial status as follows:

Term Deposits

The Institute currently has \$385k invested in term deposits.

Operational Budget

Overall the budget is tracking well with the following comments:

- Membership subs target of \$258k has almost been reached, currently at \$257k.
- Presidents function delivered a profit of \$3306, not forecast in the budget.
- Executive travel & meeting expenses is looking like going over budget and I would suggest the next meeting be in Auckland to minimise travel costs.
- Job advert income is tracking slightly behind based on the listings to date.
- Mentoring income is well down and this maybe an effect of the 2018 remit.
- Online advertising income has been budgeted at \$25k, sold to date is \$20,600.
- Budget outcome largely depends on the use of the allocated \$25k for Governance and Landscape Guidelines projects.
- Provision of \$6k for IFLA delegate travel is anticipated at only costing \$2k.

EventsPresidents Cocktail Evening | Thursday 4 April 2019

MHL paid \$10k to sponsor this event and have requested the first right of refusal to sponsor in 2020. Feedback received was that it was a great evening, enjoyed by all. The evening was followed up online with photos and interviews of members on the night. Acknowledging our volunteers and encouraging member engagement is essential and this evening should become an annual event on the NZILA calendar.

MHL and WE-EF Lighting Workshops | June 2019

Lighting workshops were held in Auckland 4 June, Tauranga 5 June and Christchurch 6 June. These booked out quickly but disappointingly there was a high number of no-shows in Auckland and Christchurch. Feedback received from those who attended was that it was informative and beneficial. Wellington workshop is confirmed for 27 June. All logistics and costs were covered by MHL and WE-EF.

NZILA Streetscape Speaker Series 2019 | Catherine Mosbach

Meetings and phone conversations with Paul Salmon from Streetscape to secure \$18k of sponsorship. Streetscape has requested the first right of refusal for the 2020 Speaker Series.

There has been at least 2 months of email discussions with Catherine Mosbach to confirm dates and the speaker/travel fee. Branches have been great in booking venues and supporting this Speaker Series.

Registration numbers to date are:

Auckland - 136 | Hamilton - 74 | Wellington - 48 | Christchurch - 39

All domestic flights and accommodation has been booked. Runsheets have been collated for each lecture. Registration forms built for each lecture.

NZILA Firth Conference | 6-8 November 2019

It has been an intense 3 months of activity with the following being actioned:

- conference logo developed and approved by Firth.
- sponsorship document written and sent to suppliers; \$83,250 procured to date.
- website populated in the Conference section, Event calendar and News area.
- 30 abstracts received.
- early bird prize procured and marketed resulting in 123 registrations.
- speaker contract written and sent to International speakers.
- speaker Q & A's featured on LAA.
- venues confirmed and deposits paid.
- Eat Street sponsor secured and this event promoted to the membership.
- on-going promotion via e-communications to the database and social media.
- Conference Registrations to date by location; Christchurch 42%, Auckland 25%, Wellington 15%, Other various 18%.

At the close of the Early Bird there were 123 registered to attend the Conference. As of Monday, June 24, 2019 we require 12 full registrations to break even and 50 full registrations to reach the budgeted profit of \$12,904.

To reach the budgeted sponsorship target of \$88k one more speaker sponsor is required. There are no concerns with the management of the Conference budget at the moment however I would respectfully ask that the Conference Committee do not make any decisions around logistics and speaker entitlements that ultimately has a financial implication.

There is concern that the speakers and programme are not in place. It has been reiterated that this is a priority for the Conference Committee to focus on. The programme on the website is very skeleton and promotion of the conference with limited information was challenging.

A discussion about an Institute trade stand at the Conference where we could;

- promote NZILA.
- outline working group opportunities ie Design Advocacy, Governance.
- display archives.
- promote registration to graduates.
- promote NZILA to students.

Action: Vicki to investigate

Resene New Zealand Institute of Landscape Architecture Awards 2019

The venue for the Awards dinner has been changed to the Christchurch Art Gallery. As identified at the time this has added some pressure to the budget. Playground Centre has been secured as the dinner sponsor with the approval of Resene to assist with the funding of the Awards programme.

Venue contract has been signed and the catering company confirmed. We are currently looking into an MC.

The judges met last month and the shortlisted entries have been selected and companies notified. Site visits have been arranged.

2020 Speaker Opportunity

I have been approached by Debbie Hardy from the NZ Garden Design Society regarding a collaboration to bring American Landscape Architect Kathryn Gustafson to NZ in November 2020.

Future Events

There was discussion around what events the Institute should hold in 2020 and how best to manage these. Vicki also raised the option of the introduction of a Creative Panel effective 2020 who can advise on theming and speaker suggestions for conferences, workshops and speaker events.

It was agreed at the meeting that the Events portfolio holder would scope up the following for presentation at the next Executive Committee meeting;

- 1) the framework, number of Events and process around Events including the employment/contracting of a full time Events person;
- 2) the introduction of a Creative Panel who would be the key knowledge hub for the Events Manager in regards to speaker recommendations, themes and general creative ideas;
- 3) that the Institute moves away from having a branch conference committee but still ensuring that local knowledge is captured and also consideration around the current conference profit share delivered back to the local branch.

Action: Mark

2020 Conference – Tauranga

It was confirmed at the meeting that the 2020 event would be in Tauranga in April/May. Good Friday is 10 April and is also the first day of School Holidays which finish on Sunday 26 April. It was discussed about having the AGM, President's function a one day event and evening function. No further decisions were made at the meeting however it was noted that the date needs to be set urgently and the local branch communicated with.

Action: Mark

Websites

Landscape Architecture Aotearoa

Fortnightly meetings held with Blame the Media to discuss LAA future content and to ensure that articles are scheduled in conjunction with the Institute's calendar. 01April - 31May the website had 4082 unique visitors, 5292 visits and 10478 pageviews. 15% of this traffic came from social media with half of this from Facebook.

Two most viewed articles during this time were;

- NZILA's President's Cocktail Evening
- America's Cup 2021 – Getting Auckland ready

NZILA

01April - 31May the website had 8040 unique visitors, 13632 visits and 44919 pageviews. 42 news articles loaded up during this time.

Website Developer

Ahmed Abunadi has taken over from Harmen Dark via Creative Store.

ADMINISTRATION

Summary of report for activity 30 March – 21 June 2019

- 2019 Membership Subs: invoices unpaid as at 31 March had a 10% late payment penalty added and were resent. Final email reminders were sent at the beginning of June advising that unpaid memberships as at 01 July will result in members being removed from the database.
- GST return was filed in May for the March/April 2019 period. This was the first GST return to include Branches GST.
- 2018 financial accounts were sent to Shona for archiving.
- AON Insurance incentive payment was received on 16.5.19 of \$244.85.
- Accreditation Annual Reports: Feedback letter received from the Accreditation Panel to the Unitec Annual Report on 8.4.19. Feedback sent to Daniel Irving with a covering letter on 9.4.19. Victoria University Annual Report Received 8.5.19. Panel visit took place 20-21 June for the Victoria University 2019 Accreditation Review.
- NZILA and LAA website advertising and LAA advertorial content requested and loaded up as per the Advertising Schedule.

- 47th Annual General Meeting: held on Friday 5 April 19 at The Cube, ASB North Wharf in Auckland. Minutes from the 46th AGM were ratified, signed by Shannon Bray and added to the Document Library. Draft minutes from the 2019 AGM collated and distributed.
- 3 Electronic Motions processed and circulated.
- Final Minutes from the 1 March 2019 Executive Committee meeting were ratified, signed and added to the Document Library.
- Draft minutes distributed for the 4 April 2019 Executive Committee meeting.
- Monthly IFLA Asia Pacific newsletters are featured on the website and included in the end of month e-communications.
- 38 jobs board listings have been advertised this year.
- NZILA Executive Committee: website updated with the three new committee members.
- GT Walsheim Pro font purchased to be used as the official font for NZILA.
- Te Tau a Nuku: monthly updates coordinated by Neil Challenger are posted on the NZILA website and in the end of month e-communications.
- Call for Interest for the Deputy Chair of the Registration Panel for the 2019-2020 interviews sent on 5 April 2019. John Potter accepted the position and was sent a formal letter of confirmation.
- Mentoring Programme: currently 46 people in the mentoring programme who are eligible to apply for Registration in 2019. This number includes members who have carried over from previous years. This does not include 9 members who are eligible but have already indicated they will defer until 2020.
- Established Member Registration G10+: information page for the new Established Member process was created. E-communication was sent to 116, G10+ members advising of the new process. To date 13 members have expressed an interest in this process for Registration in 2019.
- CPD: audit of CPD entries and plans for the year ending 31 March 2019 began beginning of April. Emails sent to all members who had not met CDP requirements asking for submission by 5pm Friday 10 May after which time their status was changed to non-registered in the database. Letters sent to 5 members who have not submitted CPD for 4 years advising them of the implications. Certificates were printed and sent to members who met CPD requirements.
- NZILA Vectorworks Landmark Student Scholarship: One application received for 2019. It has been decided to not award the scholarship this year.
- University Prizegivings: Brad Coombs presented the NZILA awards at both the Lincoln University Prizegiving held on 3 May 2019 and the Victoria University Prizegiving held on 14 May 2019.
- As at 21 June 2019 the Institute has 868 members in total, 607 full members.
- 30 E-communications have been sent since the last meeting.

5.5 TREASURER (Rebecca Ryder)

Report Received.

Branches Financial Reporting

All Branches are set up under the NZILA account. The Central North Island Branch is the remaining branch yet to transfer its funds into their new account. Branches have begun recording their financial transactions and filing receipts/invoices into their financial folders shared within the NZILA google drive. The National Book Keeper collects these in the shared drive and loads these into Xero for financial reporting. The first GST return including branch GST claims has been undertaken. We plan to distribute GST refunds biannually to branches given the small amounts of money.

Event Insurance

Discussed and it was decided that our financial risk had lessened and that the main exposure is in sponsorship secured and if this needed to be refunded.

Financial Policy

A small sub-committee including the Treasurer, President, COO and John Brenkley discussed changes to the draft policy over the last few years. Rebecca presented the Policy to the meeting and requested feedback by COB Friday 12 July.

Action: All

The Financial Policy references the Operational Procedures and Protocols document (last updated in April 2007). It was agreed that the Honorary Secretary would review.

Action: John

5.6 PROFESSIONAL DEVELOPMENT (Don Royds)

Report Received.

Registration

Revised registration documentation still not complete and working party has struggled to meet. John Potter has been appointed the new deputy chair of the Registration Panel.

An e-communication has been sent to all G10+ NZILA members in mid-May advising them of the new Established Member avenue for Registration. The Established Member avenue has 13 applicants to date.

CPD

Discussion around CPD and the roadblock that the CPD Plan causes. It was agreed that Don would draft up a proposal regarding the awarding of CPD points activity and a recommendation around the CPD Plan. This is to be circulated to the Executive Committee for review.

Action: Don

NZILA Vectorworks Landmark Student Scholarship

The NZILA Vectorworks Landmark Student Scholarship received one application this year. The Selection Committee reviewed it, requested further information, and after receiving this were still not satisfied. The Committee have decided that the candidate should not be awarded the scholarship.

Suggested recommendations:

- 1) Application form to include supervisor's name or a faculty staff member's name, description of outputs/deliverables, non-educational email address, mobile phone number and date of completion of study;
- 2) Scholarship wording (under Eligibility) to be changed from "students undertaking an accredited degree" to "students enrolled at an accredited tertiary education provider". This means that a student who is enrolled in a non-accredited degree (Ph.D, Masters by Design etc) can still apply.

It was moved (Don Royds/Julia Wick) and unanimously Carried:
THAT the Executive Committee approve amendment of the NZILA Vectorworks Landmark scholarship to reflect the above two recommendations.

Student Membership

There was discussion around student membership and if the free membership should allow for access to the members only section of the website. It was agreed that under the current arrangement that access would not be granted.

5.7 GENERAL BUSINESS**Climate Change**

NZILA Climate Change Group consists of members; Matthew Bradbury, Rebecca Jerram, Rachel de Lambert, Georgia Dean & Julia Wick (Executive Committee rep at present). The Climate Change Group meets monthly prior to the NZILA Auckland Branch Committee Meeting. As per the NZILA AGM discussion new members from around the country are welcome to join and skype/phone in to meetings. At present the group hasn't expanded the invite widely as would like to keep numbers tight to enable efficient reporting.

The Climate Change Groups core purpose is to:

'Ensure the active participation of New Zealand Landscape Architects in National efforts to accommodate future climate challenges by:

- Providing design led solutions focused on natural processes and ecologies.
- Coordinating discourse and debate with NZILA Membership and allied disciplines.
- Professional collaboration in local, national and global adaptation projects.'

Signing of the IFLA Global Accord on Climate Change

Back in 2017 IFLA initiated the Global Accord, an agreement on practice supported by individuals and organizations, governments and industries to encourage members to build competence and to promote innovation in planning and design decisions that embrace the challenges and opportunities of the changing world. The Accord establishes three guiding principles for decision-making and encourages collaboration across disciplines and geographic and national boundaries.

The IFLA accord is currently not signed by the NZILA. It is therefore requested that the NZILA Executive Committee reconsider the signing of this IFLA accord. With agreement from the Executive Committee, Mike Barthelmeh is able to pursue this on our behalf.

It was moved (Julia Wick/Rebecca Ryder) and unanimously Carried: **THAT** the Executive Committee agree to sign the IFLA Global Accord on Climate Change.

Standard Documentation

Mark asked if NZILA would create a suite of Standard Documents eg client contracts, construction contracts. It was discussed and decided that the Institute did not have the resource to move this forward.

Industry Remuneration Data

It was discussed if NZILA could run another survey on industry remuneration. Due to budgetary constraints this will remain on the list but will not be immediately actioned.

Conflicts of interest register:

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

6.0 NEXT MEETING DATES

Auckland

Thursday 19th September - half day

Friday 20th September - full day

Meeting closed at 4.37pm.

Certified as a true and accurate record.



President

Date 13.11.19