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NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)MINUTES of the Executive Committee Meeting held at George Malcolms home on December 12th 1973.

PRESENT: Tony Jackman (Chairman)
 Charlie Challenger
 George Malcolm
 Neil Aitken
 Robin Gay
 Frank Boffa (Secretary)

The Meeting was opened at 8.35pm by the Chairman. The Minutes of the Executive Committee Meeting held on September 26th 1973, were accepted.

The Chairman outlined the agenda for the evening meeting as follows:-

1. Review of the General Meeting
2. Australian Institute relations
3. Review of invitations to new members
4. Special cases
5. Special Committees
6. Register of Members
7. Constitutional matters
8. Auditors
9. IFLA
10. Overseas qualifications
11. General.

1. Review of General Meeting:

The Chairman and the Executive felt that the first General Meeting was a most successful event. The importance of keeping the enthusiasm of the membership up was felt to be of special importance.

It was felt that the Secretary should send out copies of the minutes of the General Meeting as soon as possible.

George Malcolm suggested that next year we should have name tags.

Executive confirmed that the next General Meeting would be held in August of 1974.

Tony Jackman and Frank Boffa are to look into the suggested combined meeting with the Institute of Agricultural Science. Dave Ives is our contact man with them.

2. Australian Institute Relations:

In November of 1973 we held an informal meeting at Frank Boffa's home with Gavin Walkley of the Australian Institute of Landscape Architects. George Malcolm, Tony Jackman, Charlie Challenger and Frank Boffa attended this meeting and we all felt that it was very worthwhile.

Charlie Challenger is to draft a letter to George Williams in order to explore the possibility of a joint examination system.

The Secretary is to write to the Australian Institute advising them formally of our existence. We also seek their acceptance of our Associate membership as we accept theirs.

3 & 4. Invites to new Members and Special Cases were discussed together.

The following applications were considered and the

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Committee made the following decisions -

Emily Mulligan	- Associate
Paul Tritenbach	- Associate
Mary Buckland	- Associate
Michael Littlewood	- Associate
(transferred from Affiliate classification)	
Terry Meadows	- Affiliate
Ron Etherington	- Affiliate
John Morton	- further information required.

The Secretary was instructed to write to Mr Morton asking him to submit a folio of his own work covering the last five years. He would be asked to submit this as soon as possible and if he so desires may attend a segment of the next Executive Meeting to explain his folio of work and answer questions.

The Secretary was also instructed to write to Hugh Baxter and Mike Field on the basis that their names had been suggested as possible candidates for Associateship under the "grandfather clause". The letter would simply state something to the effect of "Your name has been suggested as a possible candidate for Associateship if you care to apply with supporting evidence of your work."

5. Special Committees:

Publicity - Neil Aitken and the Secretary to send out the minutes of the General Meeting. A review of progress of the Publicity Committee will be made at the next Executive Meeting.

Professional Practice - Had not met yet. Code of Ethics was considered by the Executive as being the number one priority.

Education - Wait till we hear from Australia re the exam system before we proceed any further at this stage.

State Services - We need the advice of Mr Massey. Find out from the P.S.A. how to go about getting to the State Services Commission. These initial investigations will be left to George Malcolm.

Three objectives we should be seeking are -

1. Acceptance of Landscape Architects.
2. Acceptance of qualifications in L.A.
3. Change in the occupational classification.

George Malcolm will report back at the next Executive Meeting.

6. Register of Members.

Patricia Shiel will make up a list of members names and addresses from the register of members the Secretary has.

It was stressed that members listed must be paid up members.

Secretary should drop a note to those members who have not paid up. Refer them to Article 11 of the constitution.

A letter should be sent to Ray Wright seeking his possible support as an Affiliate.

7. Constitutional Matters.

A common seal and a certificate for Associate Members was

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discussed. Caxton Press was mentioned as the body which specialises in this type of work. A design competition for these was suggested.

8. Auditors.

Article 45 of the Constitution calls for the appointment of Auditors. John Wilson of Clarke Menzies & Co was accepted on the suggestion of the Secretary.

9. IFLA.

Charlie Challenger has a letter in at the typist. The letter has been written by Charlie as an independent member of IFLA. Charlie was instructed to send the letter on with 3 of each of our application forms.

10. Overseas Qualifications.

IFLA has a list of accredited schools. At the present this list is out of date.

11. General.

Secretary/Treasurer reported that total expenses to date were \$56.70 (see Minutes of September 26, 1973 Meeting) plus \$7.62 making a total of \$64.32. To date the Secretary had carried these expenses on his business account. He requested a deduction of \$35 being made for his annual dues and the remaining \$29.32 being paid to his business account. This was accepted. Members indicated that from now on Institute accounts should be kept separate and paid direct y by the Institute.

Public Statement on Rolleston.

The "sounding out" letter written by the Chairman was discussed. It was felt that with a few modifications it would be in order to send this letter to Mr Watt, the Minister of Works and Development.

The Meeting closed at 11.48 pm and was followed by refreshments. Thanks to Mr and Mrs George Malcolm for their hospitality.

Signed this..... day of 1974.

as a true and correct record.

.....

Chairman.

2017.09.07

CHARLIENEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

MINUTES of Executive Committee Meeting held at Charlie Challengers home on September 26th 1973.

PRESENT: Tony Jackman (Chairman)
Charlie Challenger
Neil Aitken
George Malcolm
Frank Boffa (Secretary)

1. APOLOGIES were received from -

Robin Gay
Hedley Evans

2. The minutes of the Executive Committee meeting held on August 22nd 1973, were accepted.
Proposed - Charlie Challenger.
Seconded - Neil Aitken.
- Carried.

3. INSTITUTE FINANCES (as of 26/9/73)

Secretary-Treasurer reported that the bank account stood at \$125.00 which comprised application for membership fees. Debits, which have been carried by F.Boffa, totalled \$56.70, these being:

Typing	\$19.96
Printing	17.40
Incorporation Fee	10.00
Stamps	1.14
Tolls	1.64
Stationery	6.56
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	\$56.70

4. APPLICATIONS for membership were examined and the result was:

12 Corporate Members passed.
9 Affiliate Members passed.
10 Student Members passed.

One application from Mr.T.Meadows was deferred until after the General Meeting.

5. LETTER from N.Z.A.L.D. (dated 28th August 1973) was discussed. Secretary was instructed to reply indicating that we would examine potential members only under the terms as set out in our constitution.

Motion: We must adhere to our present constitution. We would be offending article 8 of the constitution.

Proposed - Neil Aitken
Seconded - Charlie Challenger.

- Carried.

Discussion on the Affiliate classification resulted in the following motion -

Motion: That a carefully worded amendment be written.

Proposed - Charlie Challenger
Seconded - George Malcolm.

- Carried.

contd...

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Motion: That Charlie Challenger write the amendment and also one for a subscribing member.

Proposed - Tony Jackman

Seconded - Neil Aitken.

- Carried.

6. AMENDMENTS to the constitution were discussed in some lengthy detail. The amendments are included under a separate sheet which has been circulated to the Committee and also all other members.
7. GENERAL MEETING: To be held at 9.30 am on November 3rd 1973, possibly at the M.O.W. Building, (since been confirmed).
8. AGENDA for General Meeting.
 1. Aims of Institute.
 2. Constitution.
 3. Organisation.
 4. Action.
 5. General.

MEETING CLOSED AT 11.50 p.m. and was followed by refreshments. Thanks to Pat and Charlie for their hospitality.

Signed this day of 1973.
as a true and correct record.

.....
Chairman.

REMINDER:

Draft reports to be circulated by the end of this week fellas !

017.04.01.00

NEW ZEALAND INSTITUTE OF LANDSCAPE
ARCHITECTS INC

MINUTES of meeting held at Tony Jackman's home on Wednesday August 22nd, 1973.

PRESENT: Tony Jackman (Chairman)
Charlie Challenger
George Malcome
Neil Aitken
Rob Gay
Frank Boffa (Secretary)

1. The meeting was called to order at 8.05 p.m. and Tony Jackman outlined the purpose of this meeting. The discussions were to be centered on forward planning and the necessity of a general meeting in the near future.
2. The constitutional requirements and pre-requisites of an A.G.M. were discussed. The general feeling was that a general meeting would be more appropriate than an A.G.M. at this point in time.

Motion "THAT a general meeting be held in late October - early November, 1973"

Proposed - Charlie Challenger
Seconded - Neil Aitken

Carried.

3. MEMBERSHIP.

It was decided after a general discussion that those persons seeking corporate membership in the Institute must have their applications in by the 22nd September 1973. These would have to be vetted and approved by the Executive Committee at a meeting to be held before the general meeting in late October.

Motion "THAT the next Executive Committee meeting to be held on Wednesday 26th September at a time and place to be decided."

Proposed - Rob Gay
Seconded - George Malcome

Carried.

Charlie Challenger suggested the meeting could be held at his home on the evening of September 26th at 7.30 p.m.

4. AIMS OF THE INSTITUTE:

General discussion was held on this topic. The following factors were outlined as the basis of an agenda for the general meeting.

- ~~(a) Constitution presentation~~ *Publicity + Publication*
- (b) Publication (develop a sub-committee) Newsletter *Neil*
p publication.
- (c) Central Government approaches. Local Government *6M*
approaches. (publicity sub-committee). *Head*
- (d) District level organisation. *RBG*
- (e) Education committee. *Seminars*
- (f) Foreign relations. *Sc*

Draft by Oct 20, in mail.

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5. STATIONERY & BANK ACCOUNT:

Motion "THAT the Secretary be authorised to purchase necessary stationery and open a bank account. The Chairman is to act as the second signatory."

Proposed - Charlie Challenger

Seconded - Neil Aitken

Carried

6. SECRETARY-TREASURER & REGISTRAR:

Motion "THAT the Secretary shall act as Secretary-Treasurer and Registrar for the Institute until such time as deemed otherwise."

Proposed - Charlie Challenger

Seconded - George Malcome

Carried

7. N.Z.L.D.A.:

A discussion was held on the scrutiny of their membership as proposed by the Design Association.

Motion "THAT with regard to establishing a basis for accepting members of N.Z.L.D.A., pending a formal application from them we leave it in abeyance."

Proposed - Neil Aitken

Seconded - Rob Gay

Carried

8. A discussion was held on the extension of our classification of affiliates. It was felt that we leave classification as it stands.

'Design and Build' operations were discussed. Those operating in this group could only be accepted as affiliates of the Institute.

9. LETTER OF THANKS:

Motion "THAT the Secretary write to Mr Barry Hudson and thank him on behalf of the Institute for his work done on our behalf.

Proposed - Tony Jackman

Seconded - Neil Aitken

Carried

10. Next Meeting - September 26th, 1973, 7.30 p.m. at Charlie Challenger's home. Please advise if you cannot make it.

Agenda for Next Meeting.

1. Vetting membership applications.
2. Constitution.
3. Agenda for General Meeting.
4. General.

Nov 3rd 9.30

Copies of Constitution and amendments to be circulated to Executive Committee Members before this meeting.

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Constitution copies arranged by Tony Jackman.

Amendments arranged by Neil Aitken.

11. Informal discussion on members and membership was held.

Meeting closed at 10.10 p.m. and was followed by refreshments. Thanks to Tony and Helen for their hospitality.

24th August 1973.