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NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.Minutes of the 1974 Annual General Meeting.

The meeting was held in the Senior Common Room of Hilgendorf Wing at Lincoln College, Canterbury, on 21 August 1974 and was opened by the Chairman Tony Jackman at 7:05 p.m.

1. Minutes of Previous General Meeting

Esmae Sage moved that the minutes of the Annual General Meeting of 3 November 1973 as circulated in December 1973 be accepted as a true and accurate record of that meeting. The motion was seconded by Neil Aitken and was carried by a vote of the members present.

2. Chairman's Review 1972-1974

In looking back at the Institute's progress, the Chairman noted that the Institute began in late 1972 with 15 signatories and today has a membership of 68. He pointed out that we can in the future expect further increases in membership and a broader cross section of ideas and ideals.

He gave thanks to the sub-committees for their efforts over the last year and a special commendation to Charlie Challenger for his work on the Newsletter.

He announced that the original Executive was returned to office in an election held in July 1974 and he remarked that the disadvantage of having a largely Christchurch-oriented Executive was offset by the ease of working together and of holding the frequent meetings necessary in these initial years.

A welcome was extended to our first Honorary Fellow, Lance McCaskill, whose service to land use and conservation is an inspiration to all of us.

During the last year, the Christchurch area has hosted several successful social evenings; the Chairman extended thanks to Trish Shiel for her organization of the informal evenings in the Bearskin Room. Similar meetings have been held in Wellington over the last year and the Chairman expressed the hope that the group there will soon form a chapter.

The Chairman extended thanks to the Conference '74 Sub-Committee and to those who assisted them.

In closing, the Chairman thanked the first caretaker Executive for its support and gave particular thanks to Frank Boffa for his work as secretary.

Tony Jackman proposed that the Chairman's Review be accepted as a true and correct record of the last year's proceedings. The motion was seconded by Charlie Challenger and was carried.

3. Installation of President-Elect

The Chairman, Tony Jackman, introduced the first elected officers of the Institute:

Publicity Officer	Neil Aitken
Treasurer	Frank Boffa
Secretary	Earl Bennett
Vice-President	Charlie Challenger
President	Tony Jackman

4. Audited Financial Accounts

Secretary/Treasurer Frank Boffa submitted an Income and Expenditure Account for the period ended 31 July 1974. Income totaled \$1824.00 and expenses were \$635.88; the account currently has a credit of \$1188.12. The Balance Sheet at 31 July 1974 consisted of assets of \$1317.70 and liabilities of \$129.58; members funds totaled \$1188.12.

The Balance Sheet and Income and Expenditure Account were examined and certified by Clarke, Menzies & Co., Chartered Accountants, on 19 August 1974. The report was accepted by the meeting as a true and correct record.

5. Election of Auditors

A motion to retain Clarke, Menzies & Co., Chartered Accountants, as auditors for the Institute was proposed and seconded within the Executive Committee. The motion carried.

6. Education Sub-Committee Review

Sub-Committee Chairman Charlie Challenger presented a basic policy on education and educational standards which had been accepted by the Executive and was recommended for adoption by the membership. He stressed that the Institute must establish a strong policy on these standards and on proposed minimum educational requirements for Associate membership. In addition, a

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Model Course structure was proposed which would meet New Zealand needs as well as fulfill needs of overseas institutes in determining equivalence. The sub-committee felt that entry to the profession should be primarily through full-time educational courses but that some provision should be made for those unable to attend a course offering full academic exemption. The task of establishing these standards and prerequisites is to be carried out by the Institute.

The discussion of this proposal centered primarily on the avenues, other than full-time academic training, leading to Associate membership which were outlined therein. The Institute was to approve experience gained either privately or in the employ of another, it was to determine if courses fulfilled its requirements, and would make a list of recommended or accredited courses. The Model Course would be developed by the Institute and would be used as a guideline against which to measure experience, private study, and other courses.

The President asked those Affiliate Members most affected if they were satisfied with this proposed program leading to Associate membership. They indicated that they found this proposal acceptable at this stage.

A motion to accept the Education Sub-Committee's policy on education as outlined in its interim report was proposed and seconded within the Executive. Motion carried.

The President proposed that this sub-committee stay as it is and that it continue in the same direction it has been following. The motion was seconded by Neil Aitken and was carried. The membership of this sub-committee is to remain:

Charlie Challenger - Chairman
Jan Woodhouse
John Boyd
Malcolm Barnett

7. Honorary Fellow: Lance McCaskill

The President read a citation awarding Lance McCaskill the first Honorary Fellowship of the Institute. The concluding paragraph of this citation reads:

"Over the years, Lance McCaskill has been involved widely and deeply with this organic whole which we call landscape. His teaching, inspiration and leadership have lead to a greater awareness and appreciation of its value and importance, and he has undoubtedly fulfilled the requirement of

Honorary Fellowship. There is no doubt that his attainments are eminent in themselves, and that his activities have promoted the aims and objects of the Institute. Therefore we should like to show our appreciation of this lifetime activity by asking you to become the first Honorary Fellow of the New Zealand Institute of Landscape Architects."

Mr. McCaskill replied that this had been an important day for him because he had long hoped that the various professions would hold a combined conference such as was held in Lincoln College during that week and because he had been given this membership. He added that although he was honored by this Fellowship, he wasn't going to say that he didn't deserve it.

He recalled that years ago, Charlie Challenger, newly-arrived from Britain, was able to point out features of the landscape at Porters Pass and Castle Hill which he, as a life-long New Zealander, had missed. He remarked that George Malcolm was instrumental in bringing the profession from gardening to landscape architecture and that, in doing so, he had made a great contribution toward getting the profession recognized in New Zealand.

8. Publicity Sub- Committee Review

Chairman Neil Aitken thanked his sub-committee and recounted their efforts over the past year; this work included the mailing of notices and letters regarding our formation to local authorities and other professional organizations throughout New Zealand. He announced the nomination of Robin Gay as representative to a panel selected by the Tourist and Publicity Department for the evaluation of tourist facilities in terms of design and environmental considerations.

President Jackman reminded members that several organizations had requested articles for their publications and that such articles would be happily accepted from the membership. Robin Gay stated that the Tourist and Publicity Department requires that he have a deputy on that panel and that he would take the matter up with the Executive later.

The President asked if those members now sitting on this sub-committee were willing to stay; all indicated that they were. Robin Gay pointed out that it may be desirable to have members of this sub-committee located in other centres; further discussion on this point was deferred until discussions regarding chapter formation were held.

Frank Boffa proposed that the Publicity Sub-Committee remain as constituted. The motion was seconded by Emily

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Mulligan and was carried.

President Jackman gave an instruction to the Chairman, Neil Aitken, to assemble the papers presented by institute members at Conference '74 into a publication for all members.

The following comprise the Publicity Sub-Committee:

Neil Aitken - Chairman
Derek Fry
Sally Mason
Paula Parsonson
Earl Bennett

9. Professional Practice Sub-Committee Review

The Chairman, Frank Boffa, presented a suggested Code of Ethics which this sub-committee had formulated based on codes in use by other institutes and societies of landscape architecture. Copies of this proposed code were circulated to all members present to be returned to Frank Boffa by 27 September 1974 with their comments and criticisms. The President commented that it will be the task of the Publicity Sub-Committee to prepare the finished code in a formal manner.

The Chairman requested that Alan Morgan be added to the sub-committee and that the sitting members remain. The general consensus of the meeting was that the sub-committee should stay as is with the addition of Alan Morgan and that the sub-committee have the power to co-opt other members when necessary. Members of this sub-committee:

Frank Boffa - Chairman
Emily Mulligan
John Archer
Hugh Baxter
Alan Morgan

10. Proposal: Sub-Committee for Environmental Comment

The establishment of such a sub-committee was brought forward by the Executive for discussion by the membership. Discussion revealed that any environmental aspect would be of interest to this sub-committee, but that Environmental Impact Reports were the area of immediate concern. Any comment would have to be done through the Executive if it were intended to represent the views of the Institute. The President pointed out that we must be selective in the type of projects upon which we comment and the Vice-President warned that the main emphasis should be on major reports and that we should avoid being bogged down by many small ones.

It was felt that we could not establish a formally-constituted sub-committee for environmental comment until we have established chapters in the various centres. In the meantime, individuals were reminded that they have the right and responsibility to comment on any environmental concerns in their areas but that such comment must come through the Executive if it is made as representing the view of the Institute.

11. Constitutional Amendments

Amendments to Article 32 of the Consitution were proposed by the Executive Committee. The purpose of this proposal was to tidy up some sections which were no longer needed or applicable. Changes to Sections (a), (c), and (d) of Article 32 were proposed and seconded by the Executive Committee. The motion was carried without discussion.

A motion was made to instruct Charlie Challenger to prepare a reorganized version of the Constitution which incorporated all amendments. The motion was proposed by Emily Mulligan and seconded by Esmae Sage. The motion carried.

12. General

(a) State Services Approach

Following instructions given at the A. G. M. in November 1973, George Malcolm reported that he had made contact with senior officers of the State Services Commission and had found the time spent with them helpful. He reported that the Commission will not usually receive a delegation from an institute but that it prefers to deal with any senior civil servant who may be a member of that organization. George Malcolm followed his visit to the Commission with a written submission in which he advised them that the Institute was accepted by IFLA and told them of Professor Spooner's evaluation of the Landscape Architecture course offered at Lincoln College. The Commission has stated that they want to look at the Institute's examination standards when they are formulated. George reported that things are looking better for the profession and that the Commission is now seriously considering an occupational class which links landscape architecture and town planning; such a link would, he reports, be important in terms of pay and status.

Diane Menzies asked that a vote of thanks be given to George Malcolm for his work on this issue since the central Government sets the example for local bodies.

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The President instructed George Malcolm to continue with his contact as he had done in the past.

(b) IFLA President

Frank Boffa reported that he had made contact with Hubert Owens regarding the possibility of his making a visit here. Mr. Owens has expressed an interest in coming and his visit could be of value to our profession, but it appears that IFLA is unable to meet his expenses.

Frank has contacted the Australian Institute of Landscape Architects to see if they would be interested in sharing the cost of such a visit, but as yet has received no reply. The general consensus of the meeting was that, although such a trip may cost the Institute some money, we should proceed with the idea while looking for additional sources of funds.

(c) Destruction of Ballot Papers

The destruction of the ballot papers used in the July 1974 election for Executive Committee was proposed by Frank Boffa. The motion was seconded by Emily Mulligan and was carried.

(d) Emblem Competition

The President commented on the range of entries received and stated that outside assessors would be asked to determine which, if any, would be used for the Institute. The general body of members present appeared to be agreeable to the use of outside judges for this competition.

(e) Clarification of Student Membership

The President pointed out that under Article 13(f) of the Constitution, holders of a Diploma in Landscape Architecture will cease to be student members when they cease to be students. These members will automatically be re-classified as Affiliate members when their studies cease and will be liable for Affiliate fees. This procedure will be implemented with the next billing for fees which is scheduled to be sent after 1 September 1974.

(f) ILA Research Register

Emily Mulligan read a letter requesting that the Institute submit contributions for the Construction Information Sheets prepared by the ILA Research Register. The President suggested any members may contribute and referred the matter to the Publicity Sub-Committee.

(g) Chapter Formation

The President issued a general instruction that members in each area should hold informal gatherings until they are able to form a chapter. The goal of such gatherings should be chapter formation and these groups may, when they feel able, petition the Institute for a chapter.

In discussing the possibility of having Executive Committee members from each chapter, the President instructed the members that by the next general meeting, if extensions to the Executive are desired, such a movement must come from within the general membership.

Frank Boffa proposed that a formal nomination be made for a delegate from each of the four main centres to initiate the movement toward chapter formation. The motion was seconded by George Malcolm and was carried.

Bob Boocock was proposed as the Dunedin delegate by Mick Field and was seconded by Frank Boffa. His nomination was carried. Trish Shiel was proposed as the Christchurch delegate by Ray Wright. Her nomination was seconded by George Malcolm and was carried. Robin Gay declined his nomination by Graham Densem to be the delegate from Wellington. Esmae Sage was proposed as the Wellington delegate by Diane Menzies. Her nomination was seconded by Charlie Challenger and was carried. Bart Hopperus-Buma was proposed by Michael Littlewood as the Auckland delegate. His nomination was seconded by Tony Jackman and was carried. Chang Poon Chong was nominated by Tony Jackman as the student representative in the Canterbury area. His nomination was seconded by Frank Boffa and was carried.

(h) Other Matters

Michael Littlewood asked why five Associate members' signatures were required for remits to be considered. The President replied that this procedure is a device to insure that the Institute receives only well-considered remits. It was pointed out that a good remit should not suffer from the time factor involved in gaining the necessary five supporters.

13. Members PresentExecutive Committee:

Tony Jackman	President
Charlie Challenger	Vice-President
Frank Boffa	Treasurer

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Neil Aitken
Earl Bennett
George Malcolm
Robin Gay

Publicity Officer
Secretary

Honorary Fellow:

Lance McCaskill

Associates:

Michael Littlewood
Malcolm Barnett
Hugh Baxter

Emily Mulligan
Bob Boocock
Mick Field

Affiliates:

Janet Moss
Bart Hopperus-Buma
Sally Mason
Trish Shiel
Peter Rough
Diane Menzies
Graham Densem
Mary Calver
Bernard Brown
Derek Fry
Michael Barthelmeh

John Marsh
Esmae Sage
Ray Wright
John Archer
Terry Meadows
Terry Emmitt
Alan Morgan
Jan Woodhouse
Diane Lucas
Paula Parsonson
Kenneth McKenzie

Students:

Donald Barham
Dennis Scott
John Henry

Alan Titchener
Chang Poon Chong
John Boyd


Visitors:

Ann Barnett
Rod Calver

14. Apologies

Apologies were received from the floor on behalf of Roger Pollard, Peter Sergel, and Brian Halstead.

The meeting was closed by the President at 9:55 p.m.


Earl. H. Bennett,
Secretary.