

2016.01.47.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS, INC.

Minutes of the Executive Committee Meeting held at George Malcolm's home on 11 December 1974.

Present:

Tony Jackman	President
Charlie Challenger	Vice-President.
Frank Boffa	Treasurer
Earl Bennett	Secretary
Neil Aitken	Publicity Officer
George Malcolm	
Robin Gay	

The Meeting was called to order at 8.13 p.m. by the President.

Agenda:1. Acceptance of Previous Minutes:

Motion: To accept the minutes of the Executive Committee Meeting of 9 October 1974 as a true and correct record of that meeting.
Proposed : Neil Aitken. Seconded : Frank Boffa. Carried.

2. Subcommittee Reports:

(a) Professional Practice: Three responses have been received to the proposed Code of Ethics; these were a group reply from the staff of the Ministry of Works and Development Landscape Section, a reply from Esmae Sage, and one jointly from Bob Boocock and Mick Field. Alan Morgan has now become a member of this subcommittee. The Chairman, Frank Boffa, reports that the subcommittee plans to meet regularly just prior to Executive Committee meetings and would like to involve members from other centres of the Executive Committee is agreeable. The Chairman asked that terms of reference for this subcommittee be made an agenda item for the next Executive Committee meeting. The subcommittee was encouraged by the Executive to informally involve members from other centres.

(b) Publicity: The Chairman, Neil Aitken, reported on the quotes he had received for the publication of the Conference '74 papers. For typesetting, Addresograph/Multigraph was cheapest which was a quote of \$165. Panicprint gave a quote of \$434.50 for 200 copies on A-4, 75 gram paper, and wirebound. The quote drops to \$366.10 if the printing is backed up. The Executive Committee felt that the quote for typesetting was reasonable, but that the figure for printing was expensive.

Instruction: Because of expense, the subcommittee is to look into producing a type-written, multilith produced publication. The subcommittee is to contact Sally Mason to arrange to have the publication done through Lincoln College. The publication should be on 90 gram paper and printed on both sides. The Executive Committee was agreeable to having 200 copies made.

(c) Newsletter: The Editor, Charlie Challenger, reported a good response to his appeal for information on slopes for the next edition, but reported a possible delay in production since he has received several reports from which he must write the articles. The Editor has requested that the Secretary provide him with stamped, addressed envelopes for the next edition prior to Christmas.

Motion: That the Landscape Vacancies and Posts Wanted Column in the Newsletter be covered by a fee of \$5.00 for $\frac{1}{4}$ column per issue and that the Editor retain control of the manner of presentation of these advertisements.
Proposed : Neil Aitken. Seconded : Frank Boffa. Carried.

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Instruction: That the Secretary investigate the possibility of including advertisements for materials, etc. in the Newsletter.

3. Treasurer's Report:

Bank Balance (BNSW) 29 November 1974	\$1,943.60	
Cash on Hand 29 November 1974.	<u>65.00</u>	\$2,008.60
Accounts Payable:		
El-Bee Typing Service	\$27.27	
Printset Processes	55.60	
GBD Prints	3.00	
Addressograph/Multigraph	<u>5.69</u>	<u>91.56</u>
	Balance	\$1,917.04

The Treasurer reported that about one-half of the annual subscriptions have been received.

Motion: That the above report be accepted and that authorization be given for payment of the above-listed accounts.
Proposed : Robin Gay. Seconded : Neil Aitken. Carried.

4. Secretarial Correspondence:

New Zealand Post Office: Informing us that the Newsletter meets the requirements for registration as a magazine.

David Butcher: Stating that he could see no advantage in being a subscriber to the Institute. Secretary was instructed to take no action.

Mrs T.O.Robinson: Requesting list of landscape architects residing in Taranaki. Secretary replied with list of our members engaged in private practice.

Agriculture Training Council: Informing us of a meeting to discuss the training needs of the Horticulture Industry, which was to be held in Dunedin. Secretary requested Bob Boocock to attend and give the Executive a brief report.

IFLA: Acknowledging receipt of our membership list and delegate nomination.

Esmae Sage: Expressing interest in the NZIV and suggesting that we look into using Annotators of Statutes and that we may commit a portion of our subscriptions to a fidelity fund. Requesting information on IFLA President's proposed visit to New Zealand.

Instruction: Secretary to reply telling her of the state of affairs relative to IFLA President's visit and to advise her that the investigation of the use of Annotators of Statutes has been referred to the Professional Practice Subcommittee and that Tony Jackman and Frank Boffa are looking into the Professional Indemnity offered by the Architecture Advancement and Engineering Advancement Societies.

General Assembly Library: Advising us that they require copies of our newsletter - as they do for all items published in New Zealand - for their Library and for the Alexander Turnbull Library. Charlie Challenger has replied and provided copies of Newsletters, 1, 2, and 3, the Secretary is to send future editions.

Esmae Sage: Replying to our request for information regarding the possibility that she may now qualify for Associate membership.

Graham Densem: Replying to request as above.

Diane Menzies: Replying to request as above.

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Peter Rough: Replying to request as above.

5. Discussion on Continued Use of P.O.Box 13-229, Armagh, by the Institute and Boffa & Jackman.

This issue was raised because it was felt important that the Institute retain its autonomy.

Motion: That the Secretary arrange for a Post Office box, of low number if possible, at the General Post Office, Christchurch, and that a cheque be authorized to cover the cost of the new box. Further, that the Secretary replace stationery as needed.

Proposed : Neil Aitken. Seconded : Frank Boffa. Carried.

6. Emblem Competition: Charlie Challenger arranged with Don Peebles for a panel of three independent judges to evaluate the entries received at Conference '74. This panel chose the entry submitted by Terrence Emmitt as the best of those submitted.

Instruction: That Charlie Challenger report the outcome of this competition in the Newsletter and that he contact Morris Askew regarding professional design of our emblem. Charlie is to look into the cost of such a design and to report his findings at the next Executive Committee Meeting.

Motion: That authorization be given to pay Terence Emmitt \$20 as winner of the competition.

Proposed : Neil Aitken. Seconded : Earl Bennett. Carried.

7. Discussion of Membership Categories:

The issue under discussion was the possible need for a new category of membership for those affiliates who have the qualifications to eventually become associate members. The issue hinges on our education standards which should be finalized by the next conference.

8. New Members Applications:

Adams, John G. Approved for Affiliate Membership.

Proposed : Tony Jackman. Seconded : Charlie Challenger. Carried.

Capstick, Martin J. Although he does not have the ten years experience necessary under the grandfather clause, he has passed examinations which may qualify him for Affiliate Membership.

Instruction: Secretary to advise him that he qualifies for Affiliate Membership subject to completion of his application form with signatures of proposer and seconder.

Conway, Martin J. Approved for Student membership.

Proposed : Tony Jackman, Seconded : Charlie Challenger. Carried.

Morton, John.

Motion: That the Secretary advise him that the Executive Committee would like to see him at its next meeting to discuss his work and related aspects.

Proposed : Frank Boffa. Seconded : Charlie Challenger. Carried.

Philpott Gary F.

Approved as Associate member under the grandfather clause.

Proposed : Brian Halstead. Seconded : Paul Tritenbach. Carried.

Instruction: That the Secretary convey to him that the members of the Executive look forward to meeting him in person in the near future.

Soper, Brian C.

Approved for Subscriber Membership.

Proposed : Neil Aitken. Seconded : Frank Boffa. Carried.

Instruction:

That the Secretary advise him that he has been elected to Subscriber pending reviews of our membership categories.

9. Applications for Change of Status from Affiliate to Associate.

Esmae Sage : Does not feel at this time that she fulfills the requirements.

Instruction: That the Secretary thank Esmae for her reply.

Graham Densem.

Peter Rough.

Diane Menzies.

Instruction : That the Secretary advise them that each may Present a folio of work for evaluation in March 1975 or that they may wait until November 1975 for a change of status without having to reapply.

10. General:

- (a) Professional Indemnity: Frank Boffa reported that the Institute may be able to participate with the Architecture Advancement Society and the Engineering Advancement Society in a professional indemnity fund for private practitioners. He and Tony Jackman have looked into this fund and will continue to do so.

- (b) Bank of New South Wales Display: They will give us the opportunity of using their window for a display.

Instruction: That the Publicity Officer look into the matter.

- (c) IFLA: Charlie Challenger presented a letter in which the prospect of New Zealand hosting the 1976 Congress is raised. The cost to the government would be about \$20,000 and French and English simultaneous translations are required.

Instruction: That Charlie Challenger reply to the letter.

- (d) ILA Recognition of Educational Qualifications: Charlie Challenger presented a letter from Prof. Weddle in which he reports that the ILA has agreed to extend recognition to landscape architects in New Zealand who have academic qualifications which meet the requirements of the NZILA. He requests that successful completion of academic courses in the UK recognised by the ILA should be accepted as qualifying for professional membership in the NZILA subject to the NZILA's requirements for professional experience.

Instruction: That the Secretary reply that we accept academic courses from the UK subject to the NZILA requirements for professional experience.

- (e) The Landscape Architect and Central Government: Robin Gay pointed out that the landscape architect in the employ of the central government is at a disadvantage in dealing with members of related professions. This position poses a threat not only to the public servant but also to the Institute and the profession.

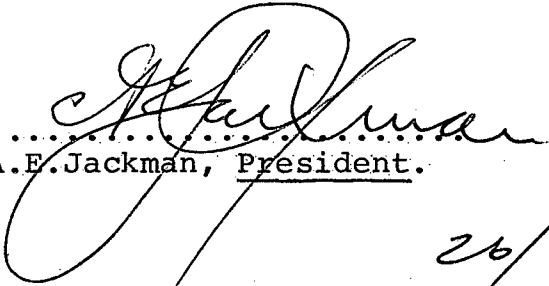
Instruction: That Earl Bennett, Robin Gay and Neil Aitken compose a letter in which the anomalies between landscape architects and members engaged in town planning and architecture are outlined. The letter is for the President's signature and is to be forwarded to the State Services Commission.

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- (f) Instruction: That the Secretary invite John Morton to the next Executive Committee meeting at 8.00 p.m.
- (g) Next Meeting: To be held at Frank Boffa's home, 20 Aylmer Street, Christchurch, at 7.30 p.m. on 26 February 1975.
- (h) Appreciation: Thanks were extended by the President on behalf of the committee to George and Ethel for their hospitality.

The meeting was closed 12.33 a.m. 12 December 1974.

Signed as a correct record.

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A.E. Jackman, President.

26/2/75.

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NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

MINUTES of the Executive Committee meeting held at Earl Bennett's home on 9 October 1974.

PRESENT:

Tony Jackman	President
Charlie Challenger	Vice-President
Earl Bennett	Secretary
Neil Aitken	Publicity Officer
George Malcolm	
Robin Gay	
Malcolm Barnett (representing Frank Boffa in accordance with Art. 34(g) of Constitution)	

APOLOGIES: Apologies were received from Frank Boffa, Treasurer.

The Meeting was called to order at 8.19 p.m. by Tony Jackman, President.

AGENDA:

1. Acceptance of Previous Minutes

Motion: To accept minutes of Executive Committee meeting of 14 August 1974 with the provision that the Treasurer clarify a \$15.00 discrepancy in his report and with the correction of typographical errors on pages 2, 6, and 7.

Proposed: Neil Aitken

Seconded: Tony Jackman

Carried

2. Subcommittee Reports

a) Education: Copy of the proposed Educational Standards has been sent to Prof. Weddle.

b) Professional Practice: Only two responses to the proposed Code of Ethics have been received to date.

Instruction That the professional practice subcommittee proceed to draw up the code as proposed and submit it to the Executive Committee for review.

c) Publicity: The Institute has received \$100 from the Institute of Agricultural Science to help finance the publication of the proceedings of Conference 74. An additional \$47 was received by the Institute for those members attending the conference (\$1 for each member attending).

Motion: That the surplus of about \$75.00 resulting from the Wassail held during Conference be used in the preparation of the proceedings of the Conference.

Proposed: Neil Aitken

Seconded: Robin Gay

Carried

Instruction: That the subcommittee proceed with all haste in investigating the cost of producing at least 350 copies of the conference proceedings. The subcommittee is to determine the cost difference in the preparation of an additional 150 copies.

Instruction: That the Secretary write to the Institute of Agricultural Science expressing thanks for the \$100 and for including us in a very successful conference.

3. Treasurer's Report (Read by Tony Jackman in Frank Boffa's absence)

Accounts as of 6 October 1974

Cash on Hand (BNSW)	\$1846.17	
Accounts Payable	569.57	
	<hr/>	
Balance		\$1276.60
Monies Received:		
Wassail surplus	\$ 75.02	
NZIAS	147.00	
	<hr/>	
Total	\$ 222.02	
Accounts Payable:		
Wassail		
Sign of the Takahe	\$ 326.00	
Burkes Caterers	86.02	
Hays Garage	1.00	
Entertainment	30.00	
Lincoln College	12.00	
	<hr/>	
Subtotal		\$ 455.02
General:		
El-Bee Typing	\$ 38.57	
S. Challenger (IFLA)	59.00	
GBD Prints	5.96	
Christchurch Press (photo)	1.50	
E. Bennett (postage)	9.52	
	<hr/>	
Subtotal	\$ 114.55	
Total:		\$ 569.57

Accounts for Annual Subscriptions for 1974-75 are currently being mailed.

Motion: That the above report be accepted and that authorization be given for payment of the above-listed accounts.

Proposed: George Malcolm

Seconded: Neil Aitken

Carried

Motion: That the Secretary be given an allowance of \$20 for postage; the amount to be renewed when spent and accounted for.

Proposed: George Malcolm

Seconded: Robin Gay

Carried

4. Secretarial Correspondence

Letters received:

- (1) Diane Menzies: To report progress on article for the Institute of Parks and Recreation. Topic is "Preserving Wellington's Open Space".
- (2) Australian Institute of Landscape Architects: Stating that they would be unable to assist in financing a visit by Hubert Owens to New Zealand and Australia.
- (3) Ministry of Works and Development: Forwarding a copy of the advertisement which has been placed in the press inviting submissions from planning groups for the preparation of broad conceptual plans for the Rolleston New Town.
- (4) IFLA: Letter received in July asking for member list and nomination of a delegate to IFLA.

The Secretary has delayed reply until the Executive Committee appoints a delegate; he was instructed to send the list of associate members and to submit his own name as delegate.

- (5) John Morton: Forwarded letter from John Rainbow, student at Massey University, regarding a proposed field trip to the South Island. Secretary to reply to Mr. Morton that the 5 or 6 students interested in landscape architecture would be welcome to visit the Landscape Architecture Department at Lincoln College, but that they would be unable to accommodate the entire group of 50 or 60.

Instruction: Secretary to make inquiries of industries such as Mobil Oil to see if they would be willing to assist in financing Mr. Owen's visit to New Zealand.

5. Newsletter Progress

Editor Charlie Challenger reported that the publication is now at the printers and that it consists of 8 sides and contains two major articles - a review of Conference 74 and an article on professionalism from the publication of the NZ Quantity Surveyors.

6. Emblem Competition

Instruction: Charlie Challenger to make contact with Don Peebles regarding the judging of the entries which were received.

7. ILFA Delegate

As a formality, the Secretary was instructed to submit his own name as delegate.

8. Membership

a) Discussion of standards for non-corporate

Charlie Challenger submitted this item because of a concern that we must take some positive action to ensure realistic standards for acceptance to our non-corporate membership since this membership will eventually reinforce the corporate membership. In order to achieve this progressive nature of membership, three alternatives were proposed:

1. Totally revamp the membership categories
2. Initiate an additional category to cover those with little or no background or experience
3. Use of present structure with greater purpose.

After some discussion, it was decided to use the present structure outlined in the Constitution of the Institute and the Education Policy adopted at the A.G.M. on 21 August 1974.

Motion: That we require for affiliate membership a formal landscape qualification of a sub-professional standard (Section 5(a) of Educational Standards Policy) or a qualification which would allow the applicant to continue to full Associate status.

Proposed: Charlie Challenger

Seconded: Earl Bennett

Carried

Instruction: That the Secretary investigate legality with Solicitor, Barry Hudson, of the requirement for Affiliate membership (as outlined in the Educational Standards Policy) and discuss the procedure for making a constitutional amendment at the next A.G.M.

b) Applications

1. Butcher, David J.A. Approved for Subscriber category of membership.

Proposed: Tony Jackman
 Seconded: Charlie Challenger
 Carried

2. Howell, Ian H. Approved through extraordinary meeting for Affiliate membership.

Proposed: Earl Bennett
 Seconded: Neil Aitken
 Carried

9. General

- a) Query from Diane Menzies to see if experience gained prior to taking course at Lincoln College can be credited toward Associate membership.

Instruction: Secretary to contact those members (Rough, Densem, Sage, and Menzies) who may be in this category. He is to advise them that under paragraph 2 (b) of the Educational Standards Policy they may be eligible for Associate membership and request that they supply the Executive Committee with details regarding the type of experience received prior to attending Lincoln College and, in particular, to distinguish between experience of a landscape and that of a horticultural nature.

- b) Minister of Tourism's Environmental Award Committee. Executive Committee supports member of that Award Committee, Robin Gay, in his objection to the use of the term "landscaping"... implying that the input is a purely comestic one.
- c) State Services Commission. George Malcolm reports that progress is very slow and that there is no finality.
- d) Review of a dispute between Morgan and Pollard, Landscape Contractors, and Mr. C. Hessey, Client, and Gilbert Brakey. Mr. Morgan submitted a written account of this dispute to the Executive Committee for comment only. Copies of this account were supplied to all members of the Executive.

Instruction: Secretary to seek opinion of Solicitor, Barry Hudson, on the Morgan and Pollard/Gilbert Brakey Dispute.

Instruction: Secretary to write to Alan Morgan^{del?} commending him on his approach and thanking him for bringing the matter to the attention of the Executive. If legally possible, the case will be covered in the newsletter to illustrate the importance of professional responsibility. Secretary to forward copy of Mr. Hudson's comments to Alan Morgan.

- e) Letter to Charlie Challenger from editors of "Anthos" inviting contributions from New Zealand. The Executive was agreeable and has asked that the invitation for contributions be publicised in our newsletter.
- f) New Zealand Institute of Engineers Environmental Award. Comment was made of the apparent lack of landscape architecture involvement in this panel.

Instruction: George Malcolm to find the composition of that panel for possible comment by the Institute.

- g) Neil Aitken submitted a draft of his article for the Royal New Zealand Institute of Horticulture for comment by members on the Executive; all members received copies of the draft. Comments are to be forwarded to Neil prior to 20 October.

10. Next Meeting

To be held at George Malcolm's home, 64 Garden Road, at 7.45 p.m. on 11 December 1974.

Thanks to Earl and Erica for their hospitality.

Meeting was closed by the President at 11.48 p.m.

Signed as a correct record

A.E. Jackman
President

2018.01.47.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

MINUTES of the Executive Committee Meeting held at Tony Jackman's home on 14 August, 1974

PRESENT: Tony Jackman (Chairman)
Charlie Challenger
George Malcolm
Neil Aitken
Earl Bennett
Malcolm Barnett (representing Robin Gay)
Frank Boffa (unavoidably late - minutes taken by Neil Aitken in his absence)

The meeting commenced at 7.55 p.m.

APOLOGIES: Were received from Robin Gay (Malcolm Barnett representing him at Robin's request in accordance with Article 34 (g) of the Constitution).

MINUTES OF PREVIOUS MEETING:

Motion: "That the minutes of the previous meeting (held at Charlie Challenger's home on 12 June 1974) be accepted and confirmed subject to the correction of 5 spelling errors".

Proposed: Earl Bennett

Seconded: Neil Aitken

CARRIED

CONSTITUTIONAL AMENDMENT:

Amendment to Article 13 (b) (fees and subscriptions) was discussed.

Motion: "THAT Article 13 (b) has been resolved by Executive Committee, but will have to be discussed at A.G.M. before formal approval of the amendment can be given".

Proposed: Tony Jackman

Seconded: George Malcolm

CARRIED

CONFERENCE 1974 (General):

General discussion only on satisfactory progress of arrangements. It was noted that there were 38 N.Z.I.L.A. enrolments to hand.

PUBLICATION OF 1974 CONFERENCE PAPERS:

Due to the anticipated heavy volume of paper, N.Z.I.A.S. will not now publish conference papers in composite form. This is now the responsibility of participating Institutes if they so choose.

Motion: "THAT in view of this, N.Z.I.L.A. is to prepare a publication of its conference papers. In pursuance of this, it is to be the responsibility of the Publicity Sub-committee to prepare a 'dummy' promptly after Conference for Executive Committee consideration".

Proposed: Earl Bennett

Seconded: Charlie Challenger

CARRIED

AUDITED ANNUAL ACCOUNTS AND BALANCE SHEET:

These were prepared by Clarke, Menzies and Co. and were presented by the Secretary/Treasurer. In a covering letter the Auditors included:
Schedule I: An analysis of total income from members to 31 July 1974.

Schedule II and III: A suggested layout for controlling and accounting for members' subscriptions from 1 August 1974.

Motion: (As suggested by Auditors): "THAT the Schedule I attached to the letter of 14 August 1974, from Clarke, Menzies and Co. be approved as a true record of the total membership as at 31 July 1974, and that the membership fees shown therein were the approved fees for the period then ended".

Proposed: Charlie Challenger

Seconded: George Malcolm

CARRIED

Motion: "THAT suggested layouts shown in Schedules II and III be adopted and Secretary authorised to purchase necessary stationery".

Proposed: Neil Aitken

Seconded: Frank Boffa

CARRIED

Motion: "THAT the Balance Sheet as prepared showing a net income of \$1,188.72 for the year ending 31 July 1974 be accepted and approved as a true and accurate record for presentation at A.G.M.".

Proposed: Frank Boffa

Seconded: Earl Bennett

CARRIED

SECOND ACCOUNT: General discussion on clarifying income and expenditure resulting from Canterbury social activities.

Motion: "THAT in future, all transactions resulting from Canterbury social activities to be kept in a separate (No.2) account".

Proposed: Earl Bennett

Seconded: Frank Boffa

CARRIED

EDUCATION SUB-COMMITTEE:

The preliminary report prepared by Charlie Challenger for the Education Sub-committee was presented and discussed as a basis for future action.

Motion: "THAT Charlie Challenger present this report in its entirety at 1974 A.G.M.".

Proposed: Tony Jackman

Seconded: Frank Boffa

CARRIED

PROFESSIONAL PRACTICE SUB-COMMITTEE:

Draft proposed Code of Ethics prepared for presentation at A.G.M.

Motion: "THAT the code is acceptable to Executive Committee and is to be presented at A.G.M. with copies to be sent to all members absent from A.G.M. for their comment".

Proposed: Charlie Challenger

Seconded: George Malcolm

CARRIED

PROPOSED ENVIRONMENTAL SUB-COMMITTEE:

General discussion on the excessively heavy load borne so far by Tony Jackman.

Motion: "THAT the formation of such a sub-committee, with 1 Executive Committee member be based in Wellington, and that the proposal be presented at A.G.M.".

Proposed: Neil Aitken

Seconded: Earl Bennett

CARRIED

PUBLICITY SUB-COMMITTEE:

Report on annual activities to be compiled.

Motion: "THAT this report should be presented at A.G.M.".

Proposed: Tony Jackman

Seconded: Frank Boffa

CARRIED

APPROACH TO STATE SERVICES COMMISSION:

George Malcolm reported that although professional recognition of landscape architecture was slow within the Public Service, there are now tangible signs of progress on the formulation of a professional occupational classification. He has also sent relevant information on the N.Z.I.L.A. to the Commission.

Motion: "THAT George Malcolm contact Messrs Massey or Wakelin of S.S.C. for up-to-date information on progress for verbal presentation at A.G.M.".

Proposed: Tony Jackman

Seconded: Frank Boffa

CARRIED

HONORARY FELLOW:

Further general discussion as to the precise form that the presentation to Lance McCaskill should take.

Motion: "THAT Charlie Challenger prepare a citation for presentation at A.G.M. by President. Mr. McCaskill to be contacted by George Malcolm on final arrangements".

Proposed: Frank Boffa

Seconded: Charlie Challenger

CARRIED

A.G.M. PUBLICITY:

Motion: "THAT Publicity Sub-Committee initiate approaches to media etc. before A.G.M."

Proposed: Neil Aitken

Seconded: George Malcolm

CARRIED

SECRETARIAL CORRESPONDENCE:

Letters received from:

- (1) Whangarei City Council: Asking for names of professional landscape architects to undertake design work on a particular project. Reply already sent by Secretary.
- (2) New Zealand Institute of Valuers: Outlining the information in their monthly statistics prepared and published by the Institute's Statistical Bureau. It was decided that no further action was necessary.
- (3) Quantity Surveyors' Institute of New Zealand: requesting an article for their publication. This is to be actioned by Charlie Challenger.
- (4) New Zealand Institute of Park and Recreation Administration: requesting an article for their publication. Diane Menzies (Wellington) to be approached by Secretary to write this article.
- (5) New Zealand Tourist and Publicity Department: asking that N.Z.I.L.A. nominate a representative to their recently formed committee to evaluate the design and environmental quality of various tourist complexes and present awards. Robin Gay has been nominated as N.Z.I.L.A. representative.
- (6) International Federation of Landscape Architects: advising N.Z.I.L.A. of our unanimous election to I.F.L.A. membership. Further information on N.Z.I.L.A. membership required - to be forwarded by Secretary. In due course I.F.L.A. will also be notified of our delegate if we are to be represented at the 1975 Grand Council meeting to be held in Mexico.

Previously Charlie Challenger has been the I.F.L.A. representative in N.Z., bearing the full cost of this pending admission of N.Z.I.L.A.

Motion: "THAT we reimburse Charlie Challenger for his 1973/74 Subscription as a private member of I.F.L.A."

Proposed: Frank Boffa

Seconded: George Malcolm

CARRIED

- (7) Emily Mulligan: enclosing extract from letter she received from English landscape architect on N.Z. Contributions to a rural construction and detail register currently being prepared by I.L.A. Emily is to be asked to elaborate on this request at A.G.M.

Motion:

- (8) I.L.A. Corresponding Member: A.L. Vasbenter on his resignation from I.L.A. was asked by that institute to become its N.Z. corresponding member. "THAT this is acceptable to N.Z.I.L.A. and Secretary to notify President of I.L.A. accordingly.

Proposed: Frank Boffa
Seconded: George Malcolm

CARRIED

- (9) Environment Centre: Newsletter received - no further action necessary.

- (10) Hubert Owens, President of I.F.L.A. (informal): replying to letter by Secretary asking him what his initial reaction is to visiting N.Z. on a lecture tour. Owens is enthusiastic, and therefore we are to investigate the likely costs of such a visit. This is to be introduced at A.G.M. by Secretary to get general opinion on this proposal.

NEW MEMBERS: (1) Applications for the Student category have been received from the following:
Barham, D.C. (\$5.00 examination fee received)

Proposed: Tony Jackman
Seconded: Charlie Challenger

CARRIED

Bussell, B.N. (\$5.00 examination fee received)

Proposed: Tony Jackman
Seconded: Charlie Challenger

CARRIED

Clayton, A.A.W. (\$5.00 examination fee received)

Proposed: Tony Jackman
Seconded: Charlie Challenger

CARRIED

Cusick, D.J. (\$5.00 examination fee received)

Proposed: Tony Jackman
Seconded: Charlie Challenger

CARRIED

Dunn, S.A. (\$5.00 examination fee received)

Proposed: Tony Jackman
Seconded: Charlie Challenger

CARRIED

Gunn, J. St. C. (\$5.00 examination fee received)

Proposed: Tony Jackman
Seconded: Charlie Challenger

CARRIED

Marchant, D.L. (\$5.00 examination fee received)

Proposed: Charlie Challenger
Seconded: Tony Jackman

CARRIED

Mossman, J.Y. (\$5.00 examination fee received)

Proposed: Tony Jackman
Seconded: Charlie Challenger

CARRIED

Steven, M.L. (\$5.00 examination fee received)

Proposed: Tony Jackman
Seconded: Charlie Challenger

CARRIED

(2) Applications for the Affiliate category have been received from the following:

Hawkins, J.R. (\$5.00 examination fee received)

Folio of work included but application was not proposed or seconded because applicant lives in Invercargill. Secretary to advise him that he must be sponsored by corporate members who know him and are familiar with his work. Mick Field and Bob Boocock (Dunedin) may be in a position to assess applicants suitability in due course - he should be advised accordingly.

Heard, T.I. (\$5.00 examination fee received)

Proposed: Tony Jackman
Seconded: Frank Boffa

NOT CARRIED

Motion rescinded: as it was unconstitutional because proposer and seconder did not know applicant personally. Therefore, Secretary to advise applicant that he must be sponsored by 2 corporate members. It was suggested that Wellington-based corporate members could assist in this instance - names to be forwarded to applicant.

Howell I.H. (\$5.00 examination fee received)

Proposed: Earl Bennett
Seconded: Neil Aitken

NOT CARRIED

because application was not available for examination - defined pending extraordinary executive committee meeting.

(3) The following application (made under Article 7(c) (iv) of the Constitution), has been received for the Associate category:

Einhorn, H. (\$5.00 examination fee received)

Proposed: Robin Gay
Seconded: Tony Jackman

CARRIED

1 abstention - Neil Aitken

GENERAL:

(1) Accounts to Pay:

Printset Processes Ltd	\$ 40.50
Accountants Fees	50.00
Lincoln College	14.56
Addressograph - Multigraph	9.69
El Bee Typing	10.12
Sally Mason	1.84
Earl Bennett	2.87
Total:	<u>\$129.58</u>

Motion: "THAT the Secretary be authorised to pay accounts totalling \$114.66".

Proposed: Earl Bennett
Seconded: George Malcolm

CARRIED

(2) Misc. Payments for Conference Display:

In response to this, Secretary has purchased a book to record incidental expenses - notice of this to be included in the next Newsletter.

(3) Envelopes For Newsletter: General discussion on difficulty in folding newsletter to 2 to fit into envelopes.

Motion: "THAT larger envelopes be purchased and letter-headed for future Newsletters".

Proposed: Tony Jackman
Seconded: Neil Aitken

CARRIED

(4) Robin Gay's lecture Tour in Australia: General discussion on possible contacts.

Motion: "THAT Robin contacts Gavin Walkley, Past President, A.A.I.L.A. if possible".

Proposed: Tony Jackman
Seconded: Earl Bennett

CARRIED

(5) Training and Future Employment for Landscape Architects and Technologists in N.Z.: General discussion - should N.Z.I.L.A. sponsor investigations and assessment of these questions?

Motion: "THAT Education Sub-committee investigate the feasibility and form of Institute's possible involvement".

Proposed: Tony Jackman
Seconded: Frank Boffa

CARRIED

(6) Letter From Prof. A.E. Weddle: Seeking clarification on equivalence or relativity of education and the various categories of membership between I.L.A. and N.Z.I.L.A. In response to this, a general instruction was given by Executive Committee that Charlie Challenger write to him outlining our feelings - assuming that Educations Sub-committee's interim report is accepted by A.G.M.

ELECTION OF FIRST EXECUTIVE COMMITTEE(Under Article 32(d) of the Constitution)

The foundation Executive Committee comprising the following, was returned by postal ballot from corporate members:

Charlie Challenger
George Malcolm
Tony Jackman
Frank Boffa
Robin Gay
Earl Bennett
Neil Aitken

The following Officers were elected by Executive Committee in accordance with Article 33(b) of the Constitution:

President: Tony Jackman
Proposed: Charlie Challenger
Seconded: George Malcolm

Elected Unopposed

Vice President: Charlie Challenger

Proposed: George Malcolm
Seconded: Frank Boffa

Elected Unopposed

Secretary: Earl Bennett
Proposed: Frank Boffa
Seconded: George Malcolm

Elected Unopposed

Treasurer: Frank Boffa
Proposed: Tony Jackman
Seconded: Earl Bennett

Elected Unopposed

Publicity Officer: Neil Aitken

Proposed: Tony Jackman
Seconded: George Malcolm

Elected UnopposedCHAIRMANSHIP OF SUB-COMMITTEES:

Executive Committee will suggest continuance at A.G.M with reasons for such a suggestion. However, the final decision will be that of the members present at A.G.M.

REGISTERED OFFICE:

The registered office (P.O. Box 13-229 Armagh, CHRISTCHURCH) is to remain the same for the coming year.

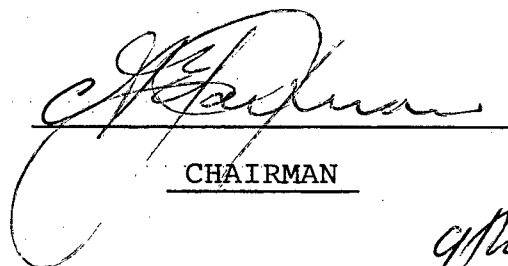
NEXT EXECUTIVE COMMITTEE MEETING:

To be held at Earl Bennett's home, 11 Otara Street,
October 9, at 7.45 p.m.

The meeting concluded at 11.40 p.m.

Our thanks to Helen and Tony Jackman for their
hospitality - our congratulations to Frank on
the birth of Abigail Boffa.

Signed as a correct record.


CHAIRMAN

9th Oct 74

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NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS, INC.

MINUTES of the Executive Committee Meeting held at Charlie Challenger's home on 12th June, 1974.

PRESENT: Tony Jackman (Chairman)
Charlie Challenger
Neil Aitken
Earl Bennett
George Malcolm (arrived late)
Frank Boffa

APOLOGIES: were received from Robin Gay.

The meeting was opened at 8.05 p.m.

The minutes of the previous meeting (April 24th 1974) were accepted.

MEMBERSHIP:

Bernard Brown accepted as Affiliate.
Chang Poon Chong accepted as Student.

Mike Field's application was held off for two or three weeks as all members of the Executive Committee had not had sufficient time to study his folio of work. Proposed by Earl Bennett and seconded by Neil Aitken, that Mike Field's application be held off so all could study it - a special meeting to be held to act on his application.
Motion carried.

The secretary was asked to contact Mr Field and advise what was happening.

The secretary was instructed to send an application to Alec Wilson, 24 Kauri Street, Timaru.

Mary Buckland wrote asking if her dues could be paid monthly over the next three months. Executive decided that this was in order and the secretary was asked to notify her of our discussion. The proposal was put forward by Neil Aitken and seconded by Earl Bennett.

The secretary was instructed to contact Mrs Ironsides, Mr Brakey, Mr Morgan and Mr Pollard regarding payment of their 1974 dues.

EDUCATION SUB COMMITTEE:

Charlie Challenger reported that the committee has had two meetings. The first was to see what the problem was and secondly to see what the landscape architect requires in the way of education. Charlie is planning on getting out an interim statement for Executive approval and the A.G.M.

The Chairman read a comment from a letter from Robin Gay regarding the Dunedin Polytech and a proposed course at Massey. No action was felt necessary at this time.

PROFESSIONAL PRACTICE SUB COMMITTEE:

Frank Boffa reported that his committee had met recently and had decided on preparing a Code of Ethics for consideration at the next Executive meeting and hopefully for the A.G.M. John Archer has joined the Sub-committee

- 2 -

which now comprises Emily Mulligan, John Archer, Hugh Baxter and Frank Boffa. As Pete Sergel has moved to Hamilton the secretary and chairman of this committee was instructed to contact Peter and let him know that he has been replaced on the Committee.

CONFERENCE:

The Chairman reported that all was progressing well. Titles for papers are required by Monday 17th June and abstracts by 15th July.

The Chairman reported that the Conference "Ball" was off, however a "do" was proposed at the same venue - the Takahe.

PUBLICITY:

A theme concept for future newsletters was discussed and general approval given. The question of articles from outsiders was raised and the Editor noted that with a theme articles from outsiders would be welcome and used.

After the June 24th meeting of the Conference Committee an outline of the Conference would be available for our Publicity Sub Committee.

Motion put forward by Neil Aitken seconded by George Malcolm, that we look into an address system. Motion carried. Earl Bennett reported that if we have over 50 members then the cost of the master is 16¢ per address. Each member after costs 22¢ each. Earl is to look into this and also the postage rate for the newsletter.

FINANCIAL:

Secretary reported that we had \$1151.95 in the bank. The following were passed for payment:

Panic Print	\$44.40
El-Bee Typing	15.87
G.B.D. Prints	<u>3.98</u>
	<u>\$64.25</u>

Assuming payment of those accounts, we are left with a balance of \$1087.70. Neil Aitken proposed that accounts and financial statement be accepted. Earl Bennett seconded the motion which was carried.

Secretary was instructed to look into short term savings accounts. If a satisfactory one is available he was instructed to deposit \$500.

If and when money up to \$10 is required for postage and stamps the secretary has authority to obtain this.

George Malcolm proposed that the Annual Audit be done before the A.G.M. Seconded by Earl Bennett and carried.

CONSTITUTIONAL AMENDMENTS:

Article 13b - add (5th line from bottom of paragraph) "that (other than a student member) if a person" etc.

Article 13 - add an (f) clause. The Chairman will finalise this clause and let secretary have it for the minutes.

- 3 -

All constitutional matters to be fixed at the next meeting and then Charlie Challenger will index the constitution and it will be sent out to the membership.

EXECUTIVE ELECTION 1974.

Executive felt that the number of 7 should remain on the Committee for the near future.

Next year the names of the Executive Committee will be deleted from the Constitution.

Article 32 (c). Delete "thereafter provided that the first Committee members" etc.

Article 32 (d). Delete "in 1974 and subsequent years".

In the June newsletter information on-the Executive Committee election is to be included.

Nominations close 14th July. Each must be proposed, seconded and agreed to by the person proposed. Only Corporate members can propose, second and be nominated and vote.

A ballot will be compiled and sent out and these must be returned to the secretary by the 25th July 1974.

Barry Hudson will be approached regarding being a scrutineer.

ENVIRONMENTAL SUB COMMITTEE:

Discussion was held on the pros and cons of such a sub-committee and the possibilities of doing this on a regional basis. Decided that this should be discussed further at the A.G.M. The secretary was instructed to reply to Robin Gay's letter regarding this matter.

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Earl Bennett proposed that the Institute reserve our comments to environmental and landscape matters only - seconded by George Malcolm and carried.

GENERAL:

George Malcolm reported that he had a lengthy meeting with Bill Massey and Mr Wakeland of the State Services Commission. The S.S.C. would not receive a delegation from the Institute as they operate through senior public servants who are members of professional institutes. In professional fields they look for educational qualifications and not Institute qualifications.

Decided that we send a letter to the S.S.C. and state frankly what we want and let them know our aims, academic standing and duration, starting levels and range of salaries.

Charlie Challenger and Tony Jackman were instructed to piece together something for the S.S.C.

George Malcolm will mail out the information he has gathered on Lance McCaskill.

All business for the A.G.M. must be in the secretary's hands by July 31st.

- 4 -

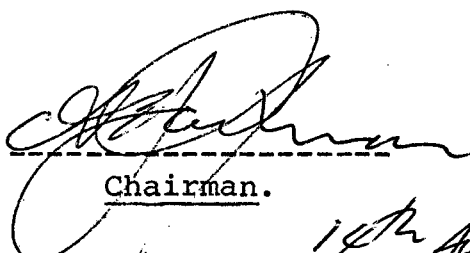
Regarding a policy on newsletter distribution and exchange lists the committee decided that only members receive it. Send copies to Institutes which replied to our letter and also to the Environment Commission. Charlie will prepare a distribution list. Overseas landscape groups would be eligible if we can work out a reciprocal arrangement.

Letter from Jim Dart, Editor of ~~Town~~ Planning Quarterly, requested an article. Secretary was instructed to reply stating that we could not produce until after the A.G.M.

Secretary was instructed to reply to a letter from Mr McArthur regarding unions, etc.

The meeting closed at 11.46 p.m. and the Chairman asked that thanks to Pat & Charlie be recorded.

Signed as a correct record.


Chairman. 14th Aug 74

Next- Meeting to be held at Frank Boff'a on Wednesday, August 14th at 7.45 p.m.

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NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS, INC.

MINUTES of the Executive Committee Meeting held at Neil Aitken's home on April 24th, 1974.

PRESENT: Tony Jackman (Chairman)
Charlie Challenger
Neil Aitken
Earl Bennet
Frank Boffa

APOLOGIES were received from:

Robin Gay
George Malcolm

The meeting was opened at 8.07 p.m. and the Chairman welcomed Earl to the Executive Committee.

There was some discussion on the need for more formality in the planning of meetings. Tony Jackman proposed "That the agenda for each meeting be circulated to Executive Committee members at least a week before each meeting." Seconded by Neil Aitken and carried unanimously.

It was decided that the next meeting would be held on the second Wednesday of June at Charlie Challenger's home. The second Wednesday of every second month was decided as being the date for regular Executive Committee meetings.

The Chairman outlined the evening's agenda as follows:

1. Discussion and acceptance of last minutes.
2. Correspondence.
3. Education sub-committee.
4. Education.
5. Conference 1974.
6. Applications for membership.
7. General.

1. First paragraph of page 1 should read Tony Jackman, and not Tony Jackson.

Page 2, Frank Spacil's name was mis-spelt.

Emily Mulligan is yet to be notified of her nomination to serve on the Professional Practices sub-committee.

George Malcolm is to pass on information regarding the Civil Service in Australia.

"The Minutes of the Executive Committee Meeting held on February 18, 1974 be accepted". The motion was put forward by Neil Aitken, seconded by Tony Jackman and carried.

2. Secretary reported that 11 letters had been sent out to other Professional Institutes advising them of our formation and willingness to co-operate with them. Replies had been received from 6 of the Institutes and each had requested an article for their respective journals. The writing of articles was given to the following -

N.Z. Institute of Surveyors - Charlie Challenger. (To aim for June issue).

Royal N.Z. Institute of Horticulture - Neil Aitken.

N.Z. Institute of Draftsmen - Earl Bennett.

contd..

- 2 -

N.Z. Planning Institute - we would wait until Jim Dart, the editor, contacts us.

The secretary reported that a reply had been received from the N.Z. Institute of Valuers, however the letter had been mislaid.

Tony Jackman had prepared an article for the Real Estate Institute as their deadline for an article was very soon. Tony read the article. Frank Boffa proposed that it be sent to the Real Estate Institute. Seconded by Earl Bennett and carried.

Secretary reported that several hundred letters had been sent to Local Authorities advising them of our formation and that 8 replies had been received. These were from -

Dunedin City Council
Borough of Mt. Eden
Ohakune Borough Council
Taupo County Council
Huntly Borough Council
City of Hastings
Borough of Omaru
Bay of Plenty Catchment Commission

Tony Jackman would reply to specific questions raised in the letters of the Ohakune Borough Council and the Bay of Plenty Catchment Commission.

Charlie Challenger would reply to the Taupo County Council and the secretary would send application data to Mr Peter Crawford of the Taupo County Council.

Frank Boffa would reply to Mr Butcher of the City of Hastings Reserves Department.

The other letters were simply replies to our initial letter and required no further action at this time.

Secretary reported that a form letter had been received from Mr Reynolds, District Commissioner of Works, Christchurch. The letter simply acknowledged our submission to the Official Committee re Rolleston New Town.

Secretary reported that Hedley Evans had formally sent in his letter of resignation from the Executive Committee, but still wished to retain his corporate membership.

Secretary read a letter from John Archer and one from a group of Affiliates. It was decided to discuss these later in the meeting.

A letter from the Landscape Association of N.Z. was read. The letter suggested that the N.Z.I.L.A. might consider producing a careers brochure. The secretary was to reply that this was already in the process of planning.

Secretary reported that he had received a letter from George Williams, Secretary of the Australian Institute. The letter contained much information on the new membership requirements of the Australian Institute. The letter was passed on to Neil Aitken for circulation.

The Chairman read a letter he had received from Prof. A.E. Weddle of the University of Sheffield.

Charlie Challenger read a copy of a letter from Weddle which was sent to all I.F.L.A. members. The education standards for landscape architecture was stressed in both letters.

It was decided that copies of our submission on Rolleston be sent out to members. Earl Bennett would take care of this.

The Chairman commended the publicity sub-committee for their effort in getting out letters to local authorities. Neil is to provide Charlie with information on this for the newsletter.

Chairman moved a motion "That Charlie Challenger be congratulated for a fine effort on our first newsletter." Seconded by Frank Boffa and carried with acclamation.

Earl was asked to include a reminder note on the symbol design to be included with the Rolleston submission he is to mail out to the membership.

It was decided that the date for the symbol design submissions would be extended to July 31, 1974 and it is hoped that entries can be displayed at the conference. The final judging will probably be done by Mr Askew of the Canterbury School of Fine Arts.

3. EDUCATION SUB-COMMITTEE.

It was proposed by Charlie Challenger that a Careers and Education brochure be produced through Lincoln College. Charlie was instructed by the Executive to look into costs and the possibility and extent of College participation. He is to report back to the June meeting of the Executive.

The Secretary is to reply to the Landscape Association regarding their comments on a careers brochure.

Malcolm Barnett is to be invited to join the Education sub-Committee replacing Joe Volpe who has returned to the States.

The Executive felt that the letter from the Affiliates and the letter from John Archer should be referred to the Education sub-committee for study.

Charlie Challenger is to prepare a reply to both letters. The draft of these letters is to be sent to the Executive members for comment before being sent out.

4. CONFERENCE 1974.

To be held between the dates of 19 - 22nd of August at Lincoln College. Tony Jackman was proposed as Chairman of the Conference Committee. Proposed Charlie Challenger, seconded Frank Boffa and carried. Those to be invited to assist and work on the committee are - Derek Fry, Sally Mason and Emily Mulligan. The Chairman is to notify these persons.

Derek Fry and Sally Mason are prepared to organise display work for the conference. Executive decided that display data should supplement case studies and talks to be presented.

The Executive felt that the concept of a "Medieval Ball" to be held in conjunction with the conference was worth pursuing.

5. MEMBERSHIP.

John Archer accepted as Affiliate
 Ray Wright " " "
 Malcolm Barnett accepted as Associate
 Bob Boocock " " "
 Brian Halstead " " "

Earl Bennett requested that his non-vote for Brian Halstead be recorded as he did not know of him or of his work.

Neil Aitken proposed "That in future when the Executive meet applicants for scrutiny purposes that it should occur in an office or other appropriate venue. All work presented by the applicant should be retained for all Executive members to study." Seconded by Earl Bennett and carried.

Charlie Challenger proposed "That in future all application forms must be complete before they are tabled at Executive Meetings". Seconded Neil Aitken and carried.

A general discussion to tighten up on outstanding entrance fees and annual dues was made.

6. GENERAL.

The Secretary/Treasurer presented the following accounts for payment:

Foodscape Ltd	\$150.00
El Bee Typing Service	18.52
Printset Processes Ltd	26.00
Lincoln College	3.60
G.B.D. Prints Ltd	3.98

All the above accounts were cleared for payment.

George Malcolm is to get a resume prepared on Lance McCaskill and to present this to the June Executive meeting. It is hoped that an Honorary membership can be made to Mr McCaskill at the August A.G.M.

Motion by Frank Boffa and seconded by Neil Aitken "That the N.Z.I.L.A. join the Environment Centre" was passed. A cheque for \$5 for our subscription was passed for payment.

The Chairman read a letter he had prepared on behalf of the N.Z.I.L.A. regarding the new houses on Withells Road. The Executive authorised the Chairman to send it to Mr A.J.W. Lamb, Waimairi County Council Engineer and a copy to Mr Frazer, Minister of Housing.

Frank Boffa mentioned the T.H.C. Environmental Impact Study in regard to their proposed extensions at Mt Cook. As the closing date for comments was Friday 26th, the Executive felt that it did not have adequate time to respond.

The meeting closed at 12.10 a.m. and the Chairman asked that our thanks to Maureen and Neil Aitken be recorded.

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

MINUTES of the Executive Committee Meeting held at Tony Jackson's home on February 18th 1974.

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

APOLOGIES: were received from -

Robin Gay
Hedley Evans.

The meeting was opened at 8.10 p.m. by the Chairman. The minutes of the Executive Committee Meeting held on December 12th 1973, were accepted.

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

1. New members
2. Search for potential members
3. Executive vacancy
4. Conference 1974.
5. Review of other committees
6. General
7. Next meeting.

1. Membership:

A.Vasbenter: Accepted as an Associate
H.Baxter: Accepted to Associate (was previously an Affiliate)
A.Morgan: Accepted as Affiliate.
R.Pollard: Accepted as Affiliate.
I.J.Lockwood: Invited to apply as an Affiliate.
B.Halstead &
R.Boocock: were to be asked for further information to support their applications for Associate membership.
I.Chisholm: Was accepted as a subscribing member.

2.

Ann and Malcolm Barnett had made contact with Charlie Challenger regarding the Institute and Charlie had written to them advising them of the Institute and its membership. The Institute was to wait until the Barnetts request application forms.

The Secretary was asked to write to Mr Schurmann of Hamilton, regarding his possible interest in joining the Institute.

3. Executive Vacancy:

Although formal notification had not been received from Hedley Evans the Executive decided to invite Earl Bennett to join the Executive Committee.

4. Conference 1974.

The Chairman reported that he had attended a meeting of the Institute

contd.....

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of Agriculture Science and that they wanted us to participate in their convention to be held at Lincoln College from August 19 -22 1974. The Executive felt that two days would be sufficient for our needs.

5. Review of Committees:

Neil Aitken reported on the progress of the Publicity Committee and suggested that a prize of \$20 be made available for the winning design for an Institute symbol. It was decided that this be accepted and that the closing date for entries be the 30th June 1974.

Charlie Challenger raised the point of "control" over the Editor of the newsletter. It was decided that the Editor must clear copy with the Chairman and other Executive Members. It was moved by Frank Boffa "That the Editor send out copy to Executive Members and that they notify the Editor within seven days if they wish to query anything". The motion was seconded by Neil Aitken and carried.

George Malcolm reported that not much had transpired regarding action with the State Services Commission. The Chairman suggested that we should not be too hasty until we get more publicity. Charlie Challenger felt that it wouldn't commit us if George Malcolm went and saw Mr Massey regarding the guide lines for action. George indicated that he would try and do this on his next trip to Wellington. Motion was put forward by Charlie Challenger "Find out how we go about getting to and seeing the State Services Commission". Seconded by Tony Jackman and carried.

Frank Boffa had little to report on the Professional Practice Committee. Gilbert Brakey is not a financial member and Peter Sergel has gone to Hamilton, therefore only Hugh Baxter remained with Frank Boffa on the Committee. George Malcolm nominated Emily Mulligan to serve on the Committee and this was seconded by Tony Jackman. The motion was carried.

6. General.

Charlie Challenger reported that he had not heard from George Williams regarding co-operation with the Australian Institute over exams.

Charlie also reported that no word had been received from IFLA. He had heard from John Oldham and read his letter.

Frank Spacial was going to the IFLA Conference in Vienna and the Executive decided he should represent us there.

Charlie Challenger reported that he would take further action on contacting IFLA and also the matter of his individual membership fees with IFLA.

George Malcolm reported that Gavin Walkley had sent him information on the Australian Civil Services and that he (George) would send a copy on to the Secretary.

The Secretary was authorised to draw \$25 for stamps (\$20) and to hold \$5 for petty cash purposes.

The typing of account of \$6.44 from El-Bee Typing Services was received and payment authorised.

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7. Next Meeting:

The next meeting will be held at Neil Aitken's home in mid-April.

The meeting closed at 10.35 p.m.

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Certified as a true and correct record.

Dated.....