

2016.01.52.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

Minutes of the Executive Committee Meeting held at Earl Bennett's home on 17 December 1975.

PRESENT: Tony Jackman (President), Charlie Challenger (Vice-President), Frank Boffa (Treasurer), George Malcolm, Earl Bennett (Secretary).

APOLOGIES: Neil Aitken (Publicity Officer) and Robin Gay.

The Meeting was opened by the President at 7.38 p.m.

1. Acceptance of Previous Minutes

Motion: To accept the Minutes of the Executive Committee meeting of 22 October 1975 as a true and correct record of that meeting.

Proposed: Frank Boffa

Seconded: Charlie Challenger

Carried

2. Subcommittee Reports:

- a) Professional Practice: Chairman Frank Boffa reported little response from the circular regarding the superannuation and sickness benefits offered by the Architects and Engineers Co-operative Society which was sent to members with their subscription notices. The consensus of the meeting was that this matter should be left at this time in view of possible new government policies. The question was raised whether the Code of Ethics should now be printed in a formal manner. It was decided that this formal printing should await the development of an emblem for the Institute. The consensus of the meeting was that we must get something done toward this emblem in the first quarter of 1976. Charlie Challenger will contact Michael Cole at Lincoln College regarding the emblem with the goal being the finalization of this matter by the A.G.M. in August.
- b) Publicity: Chairman Neil Aitken advised by letter that he had nothing to report.
- c) Newsletter: Editor Charlie Challenger reported that he plans to produce the next issue of 6 to 8 pages in mid-January 1976 and that he has been awaiting the finalization of the Institute's Educational Policy. He reported that he is beginning to receive a small trickle of books for review in the Newsletter.

It was decided that overseas subscribers should, due to postage charges, be supplied their newsletters by surface rather than airmail.

3. Treasurer's Report

Balance - Bank of New South Wales (28 Nov. 1975)	\$1,057.80
Receipts to 17 December 1975	<u>1,011.00</u>
Balance:	\$2,068.80
Accounts Payable:	
El-Bee Typing	16.30
Typing Services	.50
Lincoln College	32.40
Printset	88.00
Addressograph/Multigraph	<u>1.92</u>
Total Accounts Payable	<u>139.12</u>
Balance 17 December 1975	\$1,929.68

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

Proposed: George Malcolm
 Seconded: Charlie Challenger

Carried

Treasurer, Frank Boffa, reported that the Wellington members can now repay the \$250 which was loaned to them by the Institute for Conference 1975 and that they showed a profit of \$50.48 which will be given to the Institute but tagged for the use of the Wellington members.

The President commented that Michael Cole should be reminded of the Instruction given him at Conference 1975 to look into advertising and production methods for newsletters.

4. Conference 1975:

a) Progress Report on Publication: It was reported that the members in Wellington have formed a working group with Esmae Sage as convenor to develop an outline of contents for presentation to the Executive Committee as soon as possible.

b) Open Space Resolution: (Commission for the Environment letter of 2 December 1975).

Instruction: The Secretary is to reply stating the Executive will be pleased to send representatives for discussion early in the new year and to thank them for their prompt action and reply.

George Malcolm expressed concern that such an overall plan may be produced with little landscape input. The consensus was that it is our job to ensure that landscape architecture is involved.

Instruction: The President is to write to the Urban Environment Conference of the Environment Council reinforcing what they have done and showing willingness to help.

5. Conference 1976 Progress Report:

Tony Jackman had no progress to report but commented that the idea of an introspective conference seems to have been well accepted by the membership. The consensus of the meeting was that Christchurch should be the venue and that Conference sub-committee should be set up as soon as possible. Tony Jackman stated that he was willing to act as chairman with the power to co-opt other members for help. Frank Boffa suggested that the conference be at least two days long in order to be worthwhile. The editor was told to make an announcement in the next newsletter that Conference 1976 would be held in Christchurch in mid-August and would be introspective in character.

There was some discussion regarding the accomplishment of business relating to such items as education and structuring of membership at one A.G.M. It was decided that we will have to look into the rules for clarification of the legalities for proposing and voting on constitutional amendments at one A.G.M.

Instruction: The Conference Sub-Committee is to come up with an outline of Conference 76 for presentation at the February Executive Committee Meeting.

Consensus of the meeting was to have Tony Jackman head the sub-committee with power to co-opt help. George Malcolm expressed his willingness to help.

6. Australian Institute of Landscape Architects Letter Regarding Educational Qualifications.
(AILA Letter of 26 November 1975)

Instruction: The Secretary is to reply stating that we agree with the policy as outlined in the second letter and that we were questioning the 2- or 3-year part-time qualifications mentioned in their first letter.

7. Presentation of Proposed Education Policy:

Education Sub-committee Chairman Charlie Challenger presented a detailed proposal which consisted of four parts:
1-Structure of Reorganized Membership Categories, 2-Professional Practice Examination for Associateship, 3-Temporary Examination System, and 4-Standards of Academic Training. Copies of this complete proposal were circulated to all members of the Executive. Frank Boffa commented favourably on the proposal and asked for confirmation that the exams were a temporary measure and that entry should be through the existing education system. It was decided that equivalency to the Certificate of Landscape Design and the deposition of those without educational qualification be determined when the situations arise.

Earl Bennett presented some comments from the students regarding a possible re-organization of the membership structure; none of the comments were unexpected.

Motion: That the Education Policy as outlined in this proposal be accepted.

Proposed: Frank Boffa

Seconded: George Malcolm

Carried

The consensus of the meeting was that this proposal should be circulated with the next issue of the newsletter.

~~7.~~ Further discussion revealed that the Temporary Examination system should be set up for members only and that this provision should be added to the policy.

The Executive extended a vote of commendation to Charlie Challenger for his untiring work on this proposal.

8. P.I.C.C.

~~8.~~

The President commented that this is not an urgent matter and instructed the Secretary to place it on the agenda for the next meeting. The President commented that the concept is definitely desirable but at this time such an organization is perhaps low on the Institute's list of priorities; we should keep it in mind for the future.

9. Membership:

- a) Status while Overseas: A policy was formulated that, while overseas, members receive no concession for subscriptions and that they either maintain full membership or resign.

Instruction: The Editor is to notify the members of this policy in the next newsletter.

b) Affiliate to Associate:

Terence Emmitt

Proposed: George Malcolm

Seconded: Frank Boffa

Carried

Diane Menzies

Proposed: Albert Vasbenter

Seconded: Robin Gay

Carried

Peter Rough

Proposed: Charlie Challenger

Seconded: Tony Jackman

Carried

Instruction: The Secretary is to commend him on the quality of his report documentation.

Esmae Sage

Proposed: Robin Gay

Seconded: Albert Vasbenter

Carried

Graham Densem

Carried pro forma but is to be asked to complete a new application form for housekeeping purposes.

Grant Reid accepted to Associate having been in New Zealand for one year.

Proposed: Frank Boffa

Seconded: Charlie Challenger

Carried

10. General:

a) "Landscape Architects Ltd": The President instructed Frank Boffa to keep a watchful eye on this matter.

b) Lands and Survey Letter of 20 November 1975:

Instruction: The Secretary is to provide a list made up of members only in response to this request.

c) Prof. Veale's visit to Christchurch: Appears to have been an inconclusive perusal of the Institute's view of the restructuring of any courses at Massey University.

* Instruction: The Secretary is to send a copy of the proposed Education Policy to Prof. Veale when it goes out to members. /

d) Albert Vasbenter as ILA Corresponding Member:

Instruction: The Secretary is to write to Mr. Vasbenter to ask how his role of ILA corresponding member is operating.

e) Tree Society Letter of 3 December 1975: Asking for a representative on the committee of enquiry into the tree protection law. Consensus was that Tony Jackman accept the place offered on the Committee.

f) Tony Jackman reported that he had personally commented on two Environmental Impact Reports. Charlie Challenger stated that the Institute requires a policy on various environmental considerations and that this should be a topic of discussion at Conference 1976.
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g) Because of the difficulty of mustering the entire Executive every two months, it was decided that Executive meetings after February will be held quarterly.
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h) Next Meeting: To be held at Frank Boffa's home, 20 Aylmer Street, Christchurch, at 7.30 p.m. on 11 February 1976.

The Meeting was closed at 11.15 p.m.

Signed as a correct record

A large, stylized handwritten signature in dark ink, appearing to read 'A.E. Jackman', written over a horizontal line.

A.E. Jackman, President

DATE:....., *1st Feb. 1976*

2016.01.52.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

MINUTES of the Executive Committee Meeting held at George Malcolm's home, on 22nd October 1975.

PRESENT: Tony Jackman (President)
Charlie Challenger (Vice-President)
Frank Boffa (Treasurer)
George Malcolm,
Earl Bennett (Secretary)

APOLOGIES: Neil Aitken (Publicity Officer) and Robin Gay.

The Meeting was opened by the President at 7.50 p.m.

1. Acceptance of Previous Minutes:

Motion: To accept the Minutes of the Executive Committee Meeting of 23 July 1975 as a true and correct record of that meeting.

Proposed: George Malcolm

Seconded: Frank Boffa Carried:

Motion: To accept the Minutes of the Extraordinary Executive Committee Meeting of 10 September 1975 as a true and correct record of that meeting.

Proposed: Frank Boffa

Seconded: Charlie Challenger Carried:

2. Subcommittee Reports:

a) Professional Practice: Chairman, Frank Boffa, reported on our joining the Architects Co-operative Society. He stated that the question is still under consideration and that the Society requests to know the number of our members who would be interested in joining. A circular regarding this matter has been sent to members.

b) Newsletter: Editor, Charlie Challenger, reported that the next issue is at the typesetter and that the upcoming issue will include a copy of the tree evaluation pamphlet from the British Tree Council. The next issue is the third for this year.

c) Education: Discussion was deferred to later in the agenda.

3. Treasurer's Report:

Balance - Bank of New South Wales (29 Aug 1975)	\$962.48
Receipts to 22 October, 1975	107.00

Balance	\$1,069.48
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Accounts Payable:

Lincoln College	\$28.00
Addressograph/Multigraph	7.34
Panicpring	8.00
Neil Aitken (postage)	4.53

Total Accounts Payable	47.87
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Balance 22 October 1975	\$1,021.59
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Motion: That the above report be accepted and that authorization be given for payment of the above-listed accounts.

Proposed: George Malcolm.

Seconded: Charlie Challenger Carried:

The account presented by Tony Jackman for the Auckland Civic Trust engagement

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was considered in conjunction with this report. The air fare to Auckland and expense for paper preparation have been met by the Civic Trust. The claimant was seeking a policy statement regarding other travel expenses and reimbursement for time away from business.

* Motion: It is a policy of the Institute that persons on authorized business for the Institute be reimbursed for actual and reasonable expenses incurred while on that business upon presentation of an account to the Executive.

Proposed: Frank Boffa.

Seconded: George Malcolm.

Carried:

Policy Statement: Where time demands are excessive, the Executive Committee is willing to consider reimbursement for time spent on Institute business.

Motion: That Boffa/Jackman & Associates be reimbursed for Tony Jackman's travel expenses to the Auckland Civic Trust in the amount of \$82.65.

Proposed: Earl Bennett

Seconded: Charlie Challenger

Carried.

Frank Boffa reported that he has asked Earl Bennett to take over the Treasurer's duties at some time in the near future. The proposal met with general agreement.

4. Secretarial Correspondence:

- a) Brian Halstead: (15/10/75) To the Auckland Civic Trust seeking reimbursement for \$15.30 in tolls and forwarded by Robin Gay.

Instruction: The Secretary is to send a copy of Robin Gay's reply to the Civic Trust to Brian and to assure him that the Institute will support him but feels that the payment should come from the Civic Trust.

- b) Canterbury Horticultural Society: Regarding proposed extensions to the Art Gallery in Christchurch. Tony Jackman will handle the reply.

- c) Prime Minister, W.E. Rowling (13/10/75) Advising us of action taken on our resolution for a national open space plan.

- d) Minister of Recreation and Sport, J.A. Walding. (21/10/75) Advising that the Institute has been granted \$500 for printing an open space publication. The Secretary is to provide a copy for Robin Gay.

- e) Minister for the Environment, Mrs Tirikatene-Sullivan. (15/10/75) Acknowledging receipt of our letter regarding a national open space plan.

- f) Michael Littlewood (21/10/75) Offering an explanation regarding Derek Lovejoy's visit to New Zealand. The Secretary is to take no action.

- g) Alexander Sokolik: Forwarding a paper to the Institute. Charlie Challenger will acknowledge.

- h) John Boyd (20/10/75) Regarding high country roading.

Instruction: The Secretary is to write to Mr M. Douglas stating that the N.Z.I.L.A. would be interested in the concept of visual evaluation of high country roading and would like to be kept informed.

5. Conference 1976 Progress Report:

Tony Jackman reported that at the last meeting Christchurch was chosen as the venue for the 1976 conference. He has pencilled in bookings for August

1976 at the city campus of the University of Canterbury. Charlie Challenger is to determine when the August break is so that Conference may be co-ordinated with the school holidays.

6. State Service Commission:

Letter of 18 July regarding the recognition of Landscape Architecture in the Public Service.

General agreement that we should not pursue this matter further until next year.

7. Australian Institute of Landscape Architects:

Letter of 11 June regarding recognition of educational qualifications.

Charlie Challenger presented a draft of a letter to be sent in reply. The draft was accepted by those present and an instruction given to send the letter.

8. Appointment of Solicitor:

In discussion it was decided that there appears to be no need to retain a solicitor permanently but to seek one when necessary.

Instruction: The Secretary is to send a letter of thanks to Barry Hudson. Frank Boffa will supply Mr Hudson's address.

9. Subscription Rates for Newsletter:

There was general agreement to an annual rate of \$5.00 for both domestic and overseas subscriptions.

10. Existing Subscribers:

Instruction: The Secretary is to advise them of the situation regarding the Subscriber category of membership and to assure them that they will retain contact with the Institute.

11. Horizontal Membership Structure:

Comments forwarded by Neil Aitken and Robin Gay were read. Discussion centred on the structure and implementation of the proposal. It was decided that the first step should be the presentation of a general consensus to the existing LANZ regarding this proposal.

Instruction: Frank Boffa is to contact Bruce Duder to arrange a meeting while LANZ is holding its conference in Akaroa on November 7, 8, and 9.

Instruction: Earl Bennett is to get some feedback through the students at Lincoln College regarding this matter and is to present it in written form at the next Executive Meeting.

12. Education Policy:

A Preliminary Development of the Education Policy was presented by Charlie Challenger. He stated that he would like to see the establishment of an alternate system as a temporary measure rather than the erection of a permanent system.

Instruction: The Preliminary developed by Charlie Challenger is to be circulated to members of the Executive who are to provide him with a written statement on the Preliminary within 7 to 10 days. Charlie is to then take the proposal to the members of the Education Subcommittee and to represent it at the next Executive Meeting.

13. Prof. Veale:

Letter of 16 October 1975 re accreditation of proposed course at Massey University. Frank Boffa has acknowledged receipt. A date of 28 October

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has been chosen for a visit to Lincoln College. Frank Boffa will advise Prof. Veale regarding this date.

14. Landscape Contracting:

Frank Boffa commented that the Institute should be involved in discussions with Lincoln College when such items as this are considered.

15. General:

a) Policy regarding Environmental Impact Reports:

Instruction: The Secretary is to reply to Diane Lucas to thank her for her interest and to advise her that we have met this problem and have decided that individuals should take action on their own, either directly or indirectly, and through such media as newsletters to try to encourage private action. The Secretary is to explain the Executive's reasons for suggesting individual action.

b) Canterbury Education Board:

An advertisement of September 13, 1975, for "Landscape Designing" was brought before the Executive by Trish Shiel.

Instruction: The Secretary is to write to the Board outlining that there are educational qualifications for landscape work which could be specified in job advertisements relating to landscape architecture.

c) Frank Boffa reported that he attended the Tourist Design Award presentations in Wellington.

d) Frank Boffa reported that John Morton has formed a company entitled "Landscape Architects Ltd." and has tried to have this registered by the Post Office so that all others will be listed in the yellow pages under "Landscape Designers" instead of "Landscape Architects". Frank has contacted the Post Office and the Justice Department, regarding this matter, and will make representations to Justice regarding our objection to this change in listing.

e) IFLA Request for Speaker at 1976 Conference:

Secretary is to forward a negative reply.

f) Membership Application:

Alan J. Fielding, applying for Affiliate Membership. No proposer or seconder.

Instruction: The Secretary is to advise him that he does not meet the requirements for Affiliate membership, but that he could subscribe to the Newsletter.

g) Appreciation:


Thanks were extended by the President on behalf of the Committee to George and Ethel for their hospitality.

h) Next Meeting:

To be held at Earl Bennett's home, 11 Otara St. Christchurch, on 17 December at 7.30 p.m.

The meeting was closed at 12.47 a.m. 23 October, 1975.

Signed as a correct record:


A.E. Jackman. President.

17/12/75
Date:

2016.01.52.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

Minutes of the Extraordinary Executive Committee Meeting held at Tony Jackman's home on 10 September 1975.

Present: Tony Jackman, Charlie Challenger, Frank Boffa, Neil Aitken, George Malcolm, Robin Gay and Earl Bennett.

The meeting was opened by the President at 7.53 p.m.

1. Presentation and discussion of petition entitled, "Affiliate Membership Re Education Policy"

The President, Tony Jackman, suggested that this petition be considered point by point.

Point 1: "We wish to make representation regarding the lack of progress on a realistic education policy".

It was stated that the Institute does have an education policy which was accepted at the Annual General Meeting in August 1974, but that a system of courses and examinations for progression to Associate membership has not been established. The president read a letter from John Archer regarding his views on the need for a progression system.

Instruction: The Secretary is to advise John Archer by letter that the education policy as stated will allow entry by other avenues and that entry will be by examination.

Instruction: The Editor of the Newsletter is to restate the education policy of the Institute in the next issue.

Charlie Challenger observed that our existing educational policy is realistic in that it is in line with the requirements found world-wide, as shown by I.F.L.A.'s education policy.

Motion: That the Education Subcommittee develop guidelines for an examination system by December 1975.

Proposed: Frank Boffa

Seconded: George Malcolm

Carried

Instruction: The Editor is to give notice of the motion to erect guidelines for an examination system by December 1975 in the next issue of the Newsletter.

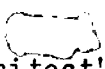
Point 2: "We feel that comment on this subject at the Annual General Meeting of 15 August 1975 makes it imperative that a policy be forthcoming from executive".

It was observed that such a policy is forthcoming.

Point 3: "We feel that if it be found advantageous to this end that a Special General Meeting be called by Executive as soon as possible (e.g. 30 days)".

It was not felt that a Special General Meeting is necessary or advantageous at this time, but that the Executive will consider calling a general meeting when the guidelines for progression are established.

Instruction: The Editor is to notify the members in the next issue of the Newsletter that the Executive feels that a Special General Meeting is not necessary until the guidelines for progression are developed.

Point 4: "We feel that the amendment  passed in respect of the use of the term "Landscape Architect" be further clarified in its immediate effect on members involved."

The consensus of the meeting was that the point raised is accepted and that this amendment needs more clarification.


Instruction: The Editor is to advise the members in the Newsletter that this point will be brought before the membership at the next general meeting of the Institute.

2. Discussion regarding a proposal submitted to the Executive by Frank Boffa regarding the membership structure of the Institute. Copies of this memo have been circulated to all Executive members.

Frank Boffa, in presenting his memo, remarked that our present problems will never be solved under our present system. The system he proposes could be regarded as horizontal or vertical and would remove sources of friction since it would provide for all facets of the profession. There was general agreement to the structure proposed in Frank Boffa's memo.

Instruction: Members of the executive are to examine this proposal individually and be prepared to make comment on it at the Executive Meeting to be held in October. The importance of treating this proposal as confidential was stressed.

3. Discussion of the notice received from the N.Z. Institute of Agricultural Science regarding their conference in 1975.

 Instruction: The Secretary is to thank them for the invitation and to advise them that our conference in 1976 will be concerned primarily with internal matters but that we would like to be included in their conference again in the future.

4. N.Z.I.L.A. Conference 1976

The President suggested that the 1976 conference be an introspective one in which our primary concern be Institute business and could include case studies, workshops, and seminars.

Instruction: The Editor is to advise the members in the Newsletter that the 1976 conference will be concerned with internal matters and that Christchurch is the suggested venue for that conference.

5. N.Z.I.L.A. Conference 1975

Conference Organizer, Robin Gay, reported on a meeting of the Conference 1975 Subcommittee on 9 September 1975 in which it was determined that the 1975 Conference ended with a credit of \$428.25 which includes a

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\$250 advance received from the Institute. It was agreed by the Executive that the Conference Subcommittee can retain the \$250 as a loan for the publication of conference proceedings until they receive word from the Ministry of Recreation and Sport regarding their request for a grant to finance such a publication.

Instruction: The Conference 1975 Subcommittee is to proceed with publication of conference proceedings.

Instruction: The Secretary is to extend commendation on behalf of the Executive to all the members of the Conference '75 Subcommittee.

Robin Gay suggested that the Institute request an audit of the expenses for Derek Lovejoy's visit from the Civic Trust Auckland.

Motion: That the Institute reimburse Tony Jackman for his travel expenses to speak at the Open Space Conference held by the Civic Trust Auckland if they fail to provide for his expenses.

Proposed: George Malcolm

Seconded: Neil Aitken

Carried

Tony Jackman reported that he put forward the remit from the N.Z.I.L.A. Conference regarding a national open space plan at the conference held by the Civic Trust Auckland. Discussion followed regarding what action the Institute should take on this remit.

Instruction: The Secretary is to advise the Prime Minister, and the Ministers of Lands, Works, and Environment regarding this remit. He is to thank the Minister of Lands for speaking at the Institute's Conference.

6. Discussion regarding an invitation to be represented at a Conference on pole-frame construction.

The Secretary reported on the invitation from John Walker, University of Canterbury, to the Institute to give the "landscape architect's view" on such building. The conference is tentatively scheduled for 16 and 17 February 1976.

Instruction: The Secretary is to advise Mr. Walker that the Institute is willing to contribute to this conference.

7. B. Hopperus-Buma's resignation as Auckland area representative.

The resignation was accepted by the Executive.

Instruction: The Secretary is to ask Brian Halstead to act as Auckland area representative and suggest that he approach Peter Rough for assistance.

Instruction: The Secretary is to advise Bart Hopperus-Buma of the acceptance of his resignation and suggest that there be more concerted effort in the Auckland area.

8. Membership

a. Boon Eam Tan, applying for Affiliate membership.

No proposer or seconder.

Instruction: The Secretary is to provide him with a copy of the Institute's education policy and to advise him that he is not accepted as an Affiliate member.

b. Janet Walker, applying for Student membership.

Proposed: Earl Bennett

Seconded: Charlie Challenger

Carried

c. Gilbert Brakey, applying for Subscriber membership.

Proposed: Michael Littlewood

No seconder

Instruction: The Secretary is to advise him that the Institute no longer has a Subscriber category of membership and that he has been given a year's subscription to the newsletter which does not confer membership.

d. Alexander Sokolik, existing Affiliate member.

A discussion regarding Mr Sokolik's membership was brought forward because of correspondence received by the Chairman of the Education Subcommittee from the University which Mr Sokolik attended in the United States.

Instruction: The Secretary is to advise him that the Institute has had correspondence from the school he attended which indicates that he does not meet the Institute's requirements for Associate membership.

9. General.

- a. Tony Jackman reported that he has requested Bill McLeary to write a letter for the Newsletter regarding the state in Hamilton but that he has not heard from him.
- b. Michael Littlewood's apology to the Annual General Meeting in August 1975 was tabled.

Instruction: The Secretary is to acknowledge his apology and gently rebuke him for not working with the Executive in arranging conference speakers.

- c. Tony Jackman reported that our present lawyer is leaving Christchurch. The general consensus of the meeting was that the Institute should retain the same firm of lawyers for the time being. The matter is to be brought before the Executive at its next meeting.
- d. Tony Jackman reported on his correspondence with the management of TV2 regarding their reporting on Derek Lovejoy's visit.
- e. A letter from Gary Philpott relating his impressions of Conference '75 was tabled. It was given to the Newsletter Editor by the Secretary for possible inclusion in an upcoming issue.

Instruction: The Editor is to write Mr Philpott to see if he is willing to have his letter printed with some editorial comment.

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- f. Treasurer, Frank Boffa, presented the following accounts for payment:

GBD	\$27.04
Auditor	78.02
Prinset	81.00
Addressograph/Multigraph	14.96
Doug Chapman	75.00
Elbee Typing	42.07
Panic Print	39.02
Boffa/Jackman	14.69

\$371.80

Motion: That authorization be given for payment of the above-listed accounts.

Proposed: Neil Aitken


Seconded: Charlie Challenger Carried

g. Appreciation: Thanks were extended to Tony and Helen for their hospitality.

h. Next Meeting: The next regularly scheduled meeting is to be held at George Malcolm's home on 22 October 1975, at 7.30 p.m.

The meeting was closed at 11.15 p.m.

Signed as a correct record


A.E. Jackman, President.

Date

22nd Oct. 75

2016.01.52.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS, INC.

MINUTES of the Executive Committee Meeting held at
Frank Boffa's home on 23 July 1975.

PRESENT: Charlie Challenger (Vice-President), Frank Boffa (Treasurer),
Earl Bennett (Secretary), Neil Aitken (Publicity Officer),
George Malcolm, and Robin Gay. The Vice-President conducted the
meeting in the absence of the President, Tony Jackman.

The meeting was opened by the Vice-President at 8.03 p.m.

1. Acceptance of Previous Minutes

Motion: To accept the Minutes of the Executive Committee Meeting of 11 June
1975 as a true and correct record of that meeting with a correction on page 1
of "Research Register" to read "Library" and a correction on page 5 of
"Moreen" to read "Maureen".

Proposed: Frank Boffa

Seconded: Neil Aitken

Carried

2. Subcommittee Reports:

a) Professional Practice: The Chairman, Frank Boffa, had circulated copies
of preliminaries for Code of Ethics, Scale of Fees, and Conditions of
Engagement to members of the Executive. Remarks regarding the Code of
Ethics proposal were that the item concerning commercial advertising should
be further explained and that the last item concerning competitions should
be placed earlier in the text. A request for clarification on the profit and
overhead factors used in the Scale of Fees proposal was put forward; the
Chairman explained the factors used were the normal ones. It was explained
that under Section 1.22 of the Conditions of Engagement, a client is free to
consult his lawyer at any time, but that this section is provided so that a
client has a course of action if he feels that the landscape architect has
been unprofessional in any way.

Instruction: Copies of these preliminaries should be sent to all Corporate
Members for discussion, approval, and/or amendment at Conference.

Motion: That the Executive accept these proposals in principle and that the
amendments discussed above be incorporated so that the proposals may be
placed before the membership for a vote of Conference.

Proposed: Neil Aitken

Seconded: Frank Boffa

Carried

The Chairman reported that he had received a letter from the N.Z. Architect's
Cooperative Society regarding our joining their professional protection and
indemnity scheme. The letter requests information regarding the requirements
for membership in the NZILA and the training required to be a landscape
architect. Frank Boffa and Tony Jackman will supply the requested information.

b) Publicity: The Chairman, Neil Aitken, reported that his subcommittee will
be meeting early next week to develop the display for the Bank of New South
Wales in August and he reported that he has sold another 13 copies of the
Proceedings from Conference 1974. He asked about the procedures for co-opting
new members to the sub-committee since it will be losing Derek Fry.
He was advised that the Chairman has the power to co-opt, but that he should
clear proposed members with the Executive.

c) Newsletter: Editor Charlie Challenger reported that he has a fair amount of material left over from the last issue that is already type-set and so could produce another issue in the near future if required. Robin Gay asked that the State Services Commission be added to the mailing list for the Newsletter.

d) Education: The Chairman, Charlie Challenger, reported on a letter received from the Australian Institute of Landscape Architects regarding recognition of educational courses. Discussion on this matter was deferred to the Correspondence section of the agenda. Concern was voiced by Robin Gay with the central government's practice of employing those who have not yet received their diplomas at the same level as those who have; this practice offers no incentive to complete diplomas.

e) Chapter Organization: This matter is to be discussed at the A.G.M. in August.

3. Treasurer's Report (As of 23 July 1975)

Balance-Bank of New South Wales (30/6/75)	\$1,657.06
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Receipts to 23/7/75	67.00
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Accounts Receivable:

Outstanding Subscriptions:

Chalmers	2.50	
Heering	11.25	
Buckland	25.00	
Griffin	18.75	
Reid	22.50	
Kim	15.00	
Beard	<u>32.50</u>	127.50

Conference Proceedings:	<u>8.00</u>	
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135.50

<u>Total Assets</u>	\$1,859.56 ^a
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Accounts Payable:

Panic Print	9.30	
El Bee Typing	28.08	
Addressograph/Multigraph	7.98	
Boffa/Jackman	<u>14.07</u>	<u>59.43</u>

59.43

<u>Total Liabilities</u>	\$ 59.43
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Balance (23/7/75).....	\$1,800.19 ^a
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^a Includes \$406.00 in cheques issued by the NZILA which had not cleared the bank by 23/7/75.

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. Correspondence

Incoming:

- a) Royal Melbourne Institute of Technology (5/6/75): Thanking us for sending copies of the Newsletter and commending the production.
- b) Geddes/Dunn, Landscape Designers (10/6/75): Asking for information regarding membership. The Secretary has provided that information and Affiliate application forms.
- c) Australian Institute of Landscape Architects (11/6/75) : Regarding the recognition of educational qualifications and seeking a reciprocal agreement with this Institute.

Instruction: The Secretary is to ask for clarification regarding study--how many hours, etc.-- and is to include copies of Prof. Weddle's IFLA Educational Commission report. Charlie Challenger will provide a draft copy of the reply required.

- d) Public Service Association (12/6/75): Acknowledging our previous letter and asking us to recommend two persons to act in an advisory capacity to the Pay Research Unit which is looking into the question of relativity. Robin Gay was nominated by the Executive to fill this post and was requested to approach A. Vasbenter in Wellington to see if he would be willing to serve. Robin is to advise the Secretary regarding Vasbenter's acceptance before the Secretary notifies the PSA of the Institute's recommendations for the subcommittee.
- e) Ministry of Works and Development (8/7/75): From K. Switzer and forwarding a copy of some notes from a recent speech by the Minister of Works and Development regarding the new town at Rolleston.

- * f) Lincoln College Library (23/6/75): Stating that they will provide space for the Institute's library subject to terms laid down in the letter.

Motion: That the terms laid down by the Lincoln College Library for the deposit of our books be accepted and that we contact them when we have materials to deposit.

Proposed: Frank Boffa

Seconded: George Malcolm

Carried

- g) State Services Commission (18/7/75) : Acknowledging the President's previous letter regarding the status of landscape architects in the government. Neil Aitken will start work on a draft of a submission to be made to the SSC regarding this matter.

Outgoing:

- a) Auckland Civic Trust (12/6/75) : Advising that we have selected Tony Jackman to speak at their conference in August 1975.
- b) Esmée Sage (20/6/75): Asking her to express the thanks of the Executive to the Conference Organizing Subcommittee for their efforts.

c) Public Service Association (9/7/75) : Forwarding copies of correspondence between the Institute and the State Services Commission.

5. Conference 1975 Report

Robin Gay reported that students could go on the bus trip in Wellington with the reduced fee of \$8 for the entire conference.

After some discussion, it was decided that the AGM should be for members only and that the problem is to be handled by placing a sign on the door during the meeting stating "Business Meeting - For Members Only".

Robin reported that Esmae Sage could accomodate 8 to 10 students at her home; Charlie Challenger is to determine the number of students requiring accommodation.

Robin reported that requests for display materials at Conference had been printed on the backs of the initial information cards. He reported that materials are still needed and that student representation is desired. The deadline for materials is 1 August. Derek Lovejoy has offered a set of panels for display at cost; Robin has advised him that we are unable to accept.

Robin reported that the Ministry of Recreation and Sport has been approached for a grant to help with conference or to aid in the publication of conference papers.

Robin reported that air transportation for Derek Lovejoy is \$519 each way; we have sent a cheque for \$400 to the Civic Trust Auckland to help defray this cost.

Motion: That the Institute provide the additional \$119 for Derek Lovejoy's transportation.

Proposed: Charlie Challenger

Seconded: George Malcolm

Carried

Charlie Challenger will look into transportation for the other Conference speakers.

Concern was voiced that having a programme in Christchurch on the Tuesday following Conference may reduce the numbers willing to go to Wellington to see Derek Lovejoy. It was felt that this would not be the case since the Tuesday programme is intended primarily for architects and engineers. It was agreed that the present arrangements for the Christchurch portion of Derek Lovejoy's visit should not be changed; these include an evening at Riccarton House on the Tuesday following Conference. A tentative programme for Lovejoy's visit to the South Island was developed by Tony Jackman.

The following were recommended by the Executive as constitutional amendments to be placed before the membership at the AGM to be held in conjunction with Conference:

That a constitutional amendment be formulated to change the Institute's registered office from the Norwich Union Building to the office of the Institute's accountants (Article 3).

That the Subscriber category of membership be deleted since it is little used and in order to provide for paid subscriptions to the Newsletter (Articles 4, 7 and 13).

The Secretary is to include these proposed amendments with the other business on the agenda for the A.G.M.

The proposal for a five-tier membership structure put forward by Frank Boffa and Tony Jackman was presented; it was decided that this proposal should be held for discussion later.

Proposed: Charlie Challenger

Seconded: Neil Aitken

Carried

6. Discussion on the Status in the Institute of the holders of the Diploma in Landscape Technology.

Charlie Challenger tabled a report dated 21 July 1975 in which the courses in Landscape Architecture, Landscape Technology, and the Certificate in Landscape Design given at Lincoln College are studied. Some discussion regarding the disposition of this report followed.

Instruction: Charlie Challenger is to produce copies of this report to be circulated to all members prior to the A.G.M.

7. Membership Applications:

a) Affiliate:

Michael Cole, accepted pro forma pending completion of his application and payment of the examination fee.

b) Student: The following were proposed by Earl Bennett, seconded by Charlie Challenger, and carried.

Peter A. Coubrough
 Stephen J. Shannahan
 Anthony Sweetapple
 Gary D. Quinn
 Lynne M. Prebensen
 Boyden H. Evans
 Neil T. Bromley
 Sara R. Innes
 Alison M. Dunn
 Graham A. Mulvay
 David F. Clutterbuck

c) Subscriber:

Gilbert Brakey

Proposed: Michael Littlewood

Seconded:

Instruction: The Secretary is to advise him that his application has been deferred pending clarification of the Subscriber category of membership.

8. Emblem

The proposals by Doug Chapman were presented for review; none appeared to meet the Committee's requirements.

Instruction: The Secretary is to thank him for making these and the previous proposals and to ask him to present his bill for payment.

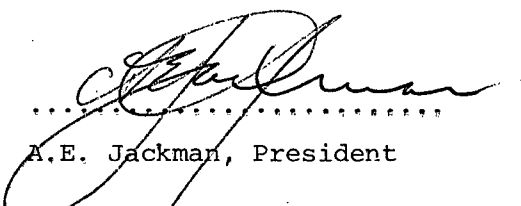
9. General

a) Appreciation: Thanks were extended by the Vice-President on behalf of the Committee to Frank and Vicky for their hospitality.

b) Next Meeting: To be held at George Malcolm's home, 64 Garden Road, Christchurch, on 22 October 1975, at 7.30 p.m.

The Meeting was closed at 12.56 p.m., 24 July 1975.

Signed as a correct record,


.....
A.E. Jackman, President

Date:..... 22nd Oct. '75

2016.01.52.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.Minutes of the Executive Committee Meeting held at
Neil Aitken's Home on 11 June 1975

Present: Tony Jackman (President), Charlie Challenger (Vice-President), Frank Boffa (Treasurer), Earl Bennett (Secretary), Neil Aitken (Publicity Officer), Robin Gay and George Malcolm.

The Meeting was opened by the President at 7.43 p.m.

1. Acceptance of Previous Minutes

Motion: To accept the Minutes of the Executive Committee Meeting of 16 April 1975 as a true and correct record of that meeting.

Proposed: Neil Aitken

Seconded: Robin Gay

Carried.

2. Subcommittee Reports

a) Professional Practice: The Chairman, Frank Boffa, reported on a meeting of this subcommittee which was held on 21 May 1975. The subcommittee intends to have Scale of Fees, Conditions of Engagement, and Code of Ethics in draft form for the A.G.M. in August. The Chairman reported that they are a week ahead of the programme the subcommittee had set for itself. Other points raised at this meeting included further investigation of insurance which will be carried out by Frank Boffa, metrication in the landscape industry, and the requirement for an Institute Librarian for the Research Register to be lodged at Lincoln College library.

Instruction: That the subcommittee continue on its present programme with the intention of having proposals for Scale of Fees, Conditions of Engagement, and Code of Ethics for review at the next Executive Committee Meeting and for presentation at the A.G.M. in August.

b) Publicity: The Chairman, Neil Aitken, reported on a meeting of his subcommittee which was held on 5 May 1975 regarding the display at the Bank of New South Wales. The subcommittee has decided to concentrate on the "built" environment using plans and details which are further explained by photographs of the completed project. Members are to contact the general membership for material. The possibility was raised that the same display may be used for Conference in Wellington in August. Another possibility raised was that the display be held in Christchurch during the Conference. A reminder regarding the proposed pamphlet about Landscape Architecture was made; if feasible it would be valuable to have at Conference.

Charlie Challenger reported on his development of a form reply for enquiries regarding the profession here in New Zealand. This reply contains a survey of the profession completed for IFLA and a list of likely employment possibilities.

Charlie's proposal was presented to the Executive for comment and reaction; there was general agreement to the use of this form reply.

c) Newsletter: Editor, Charlie Challenger, reported that the next edition was not near print yet, but that it could be put into shape in about a week. The core of this issue would be reprints of articles by members for other journals.

The editor asked if the correspondence with the State Services Commission regarding the state of the profession in central government should be reproduced in the newsletter; there was general agreement that it should be.

Other items to be in the next issue include details of the Conference in August, summaries of Executive Meetings, and book reviews.

Instruction: The treasurer will investigate the current costs of newsletter production with an eye to a possible need to reduce those costs.

d) Education: The Chairman, Charlie Challenger, stated he had nothing new to report.

Tony Jackman expressed concern for the status of the holders of the Diploma in Landscape Technology in the Institute and the profession.

Instruction: The Secretary is to place an item on the agenda for the next Executive meeting in which the status of the Diploma in Landscape Technology should be discussed.

Discussion regarding examination of the course at Lincoln College by members of the Australian Institute of Landscape Architects followed. The general concensus was that such external examination was not necessary.

e) Chapter Organization: The Chairman, Tony Jackman, reported that he had developed a preliminary draft of proposals for chapter organisation based on ASLA and that this has been circulated to members of his subcommittee for comment. The intention is to raise this issue at the A.G.M. in August, but Tony reported that there was no hurry to implement chapter organisation. He expressed the opinion that by 1976, Wellington and Christchurch should be strong enough to be independent chapters.

3. Treasurer's Report (as of 11/6/75)

Balance - Bank of New South Wales 30 May 1975	\$2,006.41
Receipts to 6/11/75	32.00
Total Assets:	\$2,038.41
Accounts Payable:	
Prinset Processes	70.00
Lincoln College Printer	34.10
Panic Print	1.60
Addressograph/Multigraph	4.00
Conference Committee	250.00
Boffa/Jackman tolls	10.92
El-Bee Typing	5.23
Mary Thorn Typing	15.00
Total Liabilities:	390.85
Balance - 11/6/75	\$1,647.56

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

Proposed: Neil Aitken

Seconded: George Malcolm

Carried.

The Treasurer reported that he still has five out-standing subscriptions from last year.

Instruction: That the Treasurer remind these members of their financial obligation under the constitution to the Institute.

The Treasurer reported that we will be contributing \$500.00 toward Derek Lovejoy's visit.

4. Conference 1975 Progress Report

The Chairman, Robin Gay, reported that he made a telephone call to Derek Lovejoy in order to straighten out the dates of his visit to New Zealand. Robin reports that Lovejoy seems agreeable to the dates proposed for our conference (15 and 16 August) and that he will make confirmation by letter.

Frank Boffa suggested that while Lovejoy was in Christchurch the NZILA could join with the NZIA, NZIE and NZITP to stage an informal evening at some place like Riccarton House in order to help finance the South Island portion of Lovejoy's visit. There was general agreement to this proposal.

Robin Gay reported that the Auckland Civic Trust may be able to get a concession airfare for Lovejoy which is about \$800.00 return from U.K. The question raised was should we give the Civic Trust one-half of this amount instead of the previously discussed \$500.00. There was general agreement on the amount of \$400.00.

Motion: That we supply Robin Gay with \$400.00 to forward to the Auckland Civic Trust for one-half the airfare for Lovejoy from the United Kingdom.

Proposed: George Malcolm

Seconded: Charlie Challgner

Carried.

Motion: That the Australian Institute of Landscape Architects be asked to furnish an equivalent share for Lovejoy's airfare from the United Kingdom.

Proposed: Frank Boffa

Seconded: Neil Aitken

Carried.

Motion: That the Auckland Civic Trust be requested to provide copies of accounts for Lovejoy's expenses to the NZILA for audit purposes.

Proposed: Frank Boffa

Seconded: Earl Bennett

Carried.

Robin Gay reported that some firms in the Wellington area have pledged money to help sponsor the Conference. These firms will receive some recognition for their support in the forms of ads on programs and leaflets and possibly on the air.

Robin reported that the Auckland Civic Trust wants to know if we intend to send a speaker to their Conference.

Instruction: That Tony Jackman is selected as our representative to speak at the Auckland Civic Trust Conference in August.

Robin further reported that a card notice should be sent to the mailing list in about 10 days and that a complete agenda, etc. should be out in three weeks or so. He reported that we may be able to obtain accommodation at the University Hostel.

Motion: That a vote of thanks be extended to the Wellington members for their very fine work to date on Conference preparation.

Proposed: Frank Boffa

Seconded: Neil Aitken

Carried.

5. Secretarial Correspondence

Incoming:

a) Bob Boocock (12/4/75): Forwarding copies of the minutes of the Otago Horticulturists meeting regarding their cadet scheme.

b) Civic Trust Auckland (26/4/75): Forwarding information regarding a speaker from the Institute at their conference.

- c) Christchurch City (29/4/75): Asking for our participation in a review of the District Planning Scheme.
- d) John Oldham (28/5/75): Stating that the 1976 IFLA Conference will not be held in Japan but somewhere in Europe.
- e) State Services Commission (21/5/75): Replying to Tony Jackman's letter of 28/4/75.
- f) Minutes of the Wellington area members regarding conference preparation. Copies circulated to Executive members.

Outgoing:

- a) Derek Lovejoy (5/5/75): Stating our appreciation of his acceptance of our invitation to Conference.
- b) IFLA (5/5/75): Forwarding survey of profession in New Zealand.
- c) Auckland Civic Trust (9/5/75): From Tony Jackman, regarding dates for conference and our participation in their conference.
- d) Public Service Association (15/5/75): Forwarding copies of our correspondence with the State Services Commission regarding the status of landscape architecture in central government.
- e) Bruce Duder (15/5/75): Informing him that he would be welcome as an affiliate member of this Institute.

Instruction: That the Secretary write to the Environment Centre explaining our position regarding subscriptions to local organisations.

Instruction: The President will advise the City of Christchurch that we are in the process of chapter organisation, but will unofficially review the district planning scheme until a local chapter is established.

6. Constitutional Amendments

A reminder was made that remits must be signed by 5 corporate members and be received by the Secretary at least twenty-one days prior to the date for the A.G.M.

Concern was voiced by Tony Jackman on the question of what date is used for student members. The date of graduation is the end of the school year, usually during November.

7. State Service Commission

It was decided that the correspondence regarding this matter be reproduced in the next issue of the newsletter.

Instruction: Neil Aitken is to draft a letter for circulation which requests the SSC to identify the corporate members of this Institute with whom they are working.

8. Emblem

The three proposals developed by Doug Chapman were presented to the Executive.

Instruction: That the Secretary contact him personally to inform him that none of the proposals really meet our needs and ask that he produce a range of ideas in rough form for an emblem which can be used for many situations in addition to a letterhead.

9. General

a) Membership:

1 - Gordon Griffin, for Affiliate membership

Proposed: Emily Mulligan

Seconded: Neil Aitken

Carried.

2 - Alexander P. Sokolik, for Affiliate membership.

Proposed: Robin Gay

Seconded: Frank Boffa

Carried.

Instruction: That the Secretary inform him that he is accepted as an Affiliate member and that progress beyond this point will be based on more details of the course at Pennsylvania State University and examples of his work.

b) Youngs - The Gardening Firm: Charlie presented a copy of his letter in reaction to a newspaper advert. by this Invercargill firm regarding its landscape service. Charlie's letter was felt to outline the position sufficiently and therefore the Institute would not register its reaction.

c) Questionnaire: Charlie Challenger presented a draft of a questionnaire developed by Sally Mason and Jan Woodhouse to survey the members of the Institute.

Instruction: That the questionnaire be finalised and circulated by the staff at Lincoln College Landscape Section.

d) Library, Lincoln College: Charlie Challenger reported that the library at Lincoln College will house our material and our membership can use the facilities there with the provision that we give a six-month notice for withdrawal of our collection.

e) Television appearance by Neil Aitken: Members commented favourably on Neil's appearance regarding the subdivision of a property in Linwood.

f) Next Meeting: To be held at Frank Boffa's home, 20 Aylmer Street, Christchurch on 23 July 1975, at 7.30 p.m.

g) Appreciation: Thanks were extended by the President on behalf of the committee to Neil and ~~Moreen~~ for their hospitality.

MAUREEN *EBB*

The Meeting was closed at 11.45.

Signed as a correct record

S. Challenger

P.P. A.E. Jackman, President

Date: 23/7/75

2016.01.52.00

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD AT CHARLIE CHALLENGER'S
HOME ON 16 APRIL, 1975.

Present:

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

Business: 1. Acceptance of Previous Minutes

Motion: To accept the Minutes of the Executive Committee meeting of 26 February 1975 as a true and correct record of that meeting.

Proposed: Neil Aitken
Seconded: Robin Gay
Carried.

Motion: To accept the Minutes of the Extraordinary Executive Committee meeting of 13 March 1975 as a true and correct record of that meeting.

Proposed: Frank Boffa
Seconded: Neil Aitken
Carried.

2. Subcommittee Reports

a. Professional Practice: The Chairman, Frank Boffa, reported on his meeting of 10 April with Brian Halstead of Auckland and Bob Boocock of Dunedin which was held under instruction from the last Executive Committee meeting. He reported that they felt more concerned with conditions of engagement than establishing a scale of fees and that they wished to concentrate on that using the conditions of engagement of the Australian Institute of Landscape Architects and New Zealand Institute of Architects regulations as models. The scale of fees, he reported, is difficult to set but that the subcommittee should develop a percentage scale which is based on the Australian system) for the client's information. The goal of this subcommittee is to produce the conditions of engagement which includes a scale setting out guidelines for charging and a note explaining what landscape architects are currently charging.

Instruction: That Frank Boffa refer to the main Professional Practice subcommittee with the findings of his meeting with Brian Halstead and Bob Boocock.

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b. Publicity: The Chairman, Neil Aitken, has circulated 10 review copies of the Conference 74 Proceedings to an abbreviated list from that supplied by Charlie Challenger. Discussion followed regarding the display at the Bank of New South Wales. It was brought up that the New Zealand Institute of Architects plans its conference in Christchurch about 20 May and that the Lands and Survey model of Mount Cook development may be available for the display.

c. Newsletter: The Editor, Charlie Challenger, reported that the next issue had gone to press and that it consisted of about 12 pages and should be out in about one week.

d. Education: No action taken recently. Reference to accreditation which was discussed at Extraordinary Executive meeting of 13 March.

Instruction: That a letter be prepared for the Australian Institute of Landscape Architects regarding their examination of the landscape course at Lincoln College and presenting the possibility of using Frank Boffa as an outside examiner.

Instruction: That the future position of the holders of the Diploma in Landscape Technology in the Institute be clarified.

e. Chapter Organization: Subcommittee chairman, Tony Jackman, reported very little progress by this recently formed group.

Instruction: The Secretary is to inform all local area representatives by letter of the intentions of the Executive Committee regarding Chapter organization procedures which should be developed by the Annual General Meeting in August.

3. Treasurer's Report (As of 16/4/75)

Bank Balance		\$2252.07
Accounts Receivable:		
Lincoln College	5.00	
National Library Service	7.00	12.00
		<hr/>
Total assets		\$2264.07
Accounts Payable: *		
El-Bee Typing	3.33	
Mary Thorn Typing	30.00	
Neil Aitken (Postage)	4.74	
		<hr/>
Total Liabilities		\$38.07

* Other accounts payable include air fares for Brian Halstead and Bob Boocock which are not to hand yet.

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

Proposed: George Malcolm
 Seconded: Earl Bennett
 Carried.

4. Secretarial Correspondence:

Incoming:

- a. Esmae Sage (4 March 1975): Covering the meeting of 9 of the 13 members in the Wellington area for purposes of discussing Chapter organization, Conference 75, and professional practice subcommittee. Precipitated Extraordinary Executive meeting of 13 March.
- b. Civic Trust Auckland (8 March 1975): Welcoming our support of their Urban landscape Conference in August and extending an invitation for us to be represented by a speaker at that conference. Secretary has replied asking for more information regarding the invitation to speak.
- c. Derek Lovejoy (19 March 1975): Stating that he would be pleased to accept the invitation extended in our letter of 12 March to attend our conference as well as the Auckland Civic Trust conference.
- d. Civic Trust Auckland (24 March 1975): Informing us that they cannot make Derek Lovejoy available for our conference on 30 August as we had requested.
- e. John Oldham, I.F.L.A. (26 March 1975): Stating that Australia has declined to hold a congress there in 1976 and that a possible venue is Japan.
- f. Esmae Sage (26 March 1975): Reply to the Executive's suggestions for Conference 1975 which were developed at the Extraordinary Executive meeting of 13 March.
- g. State Services Commission (1 April 1975): Regarding recognition of landscape architecture in the public service. In reply to Tony Jackman's letter of 11 March.
- h. City of Christchurch (8 April 1975): Asking for comment on proposed car park at Rolleston House property.

Outgoing:

- a. 1975 N.Z.I.A.S. Convention (5 March 1975): Stating we are unable to accept their invitation to participate in their conference in 1975.
- b. Doug Chapman, Commercial Artist (5 March 1975): Stating that we would like him to undertake a series of sketches for the Institute's emblem.
- c. John Oldham (10 March 1975): Offering financial assistance for an I.F.L.A. Congress in Australia in 1976.

d. Derek Lovejoy (12 March 1975): Inviting him to participate in our conference since it will coincide with that of the Civic Trust Auckland.

e. President, Civic Trust Auckland (19 March 1975): Stating we are willing to assist with the financing of Derek Lovejoy's visit on the condition that we can have him as guest at our conference on 30 August, 1975.

f. Esmae Sage (19 March 1975): Forwarding suggestions regarding conference 1975.

g. Secretary, I.F.L.A. (21 March 1975): Replying to request for a list of experts in various categories of landscape architecture.

5. Conference 1975

The conflict in dates with the Civic Trust Auckland, the availability of speakers, the suggested theme and format, and the proposal to join with L.A.N.Z. were discussed. It was noted that the letters from the Civic Trust Auckland and our Institute were left until this meeting for discussion.

Motion: That Wellington be retained as the conference site.

Proposed: Neil Aitken
Seconded: Earl Bennett
Carried.

Instruction: That Charlie Challenger contact the Civic Trust Auckland, Australian Institute of Landscape Architects, and Derek Lovejoy regarding dates for Lovejoy's visit to New Zealand and Australia. Suggested dates are the week-days prior to the Auckland Civic Trust Conference.

Instruction: The guidelines sent to the Wellington group from the Extraordinary Executive meeting are intended as suggestions; the rest of the organization is to be left to Robin Gay and his conference subcommittee.

Instruction: Members of L.A.N.Z. would be welcome to register and attend our conference as guests but that we are not willing to hold a joint conference.

6. I.F.L.A.

a. John Oldham replied that Australia is unwilling to host a Congress in 1976.

Instruction: Frank Boffa is to write to Hubert Owens to confirm that we will work toward a visit by him in 1976 to coincide with a possible I.F.L.A. Congress in Japan.

b. Secretary submitted a draft of a status report for publication at the I.F.L.A. Congress in Texas in July. He has asked for comments by other members of the Executive to be forwarded to him within a week.

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c. Bill for annual subscriptions to I.F.L.A. presented to Treasurer.

7. State Services Commission

Because the response of the State Services Commission to our letter of 11 March was not definitive, another letter to them was drafted for the President's signature. This draft requires an insert asking the State Services Commission to receive a delegation from the Executive Committee or of senior members in Government for a meeting at which is set forth the criteria for establishing a separate occupational class for landscape architecture and at which the anomalies between landscape architecture and related professions are discussed.

Instruction: The Secretary is to forward copies of correspondence in this regard to the Public Service Association.

8. Membership Applications

a. Associate:

Grant W. Reid: Proposed: Frank Boffa
Seconded: Charlie Challenger

Instruction: The Secretary to notify him that he will be made an affiliate member until he has one-year experience in New Zealand; the Secretary is to request that he supply information clarifying his starting date at Auckland Regional Authority.

James A. Beard: Proposed: Robin Gay
Seconded: Charlie Challenger
Carried.

b. Student: All proposed by Earl Bennett, seconded by Charlie Challenger, and carried.

Stephen T.A. Drakeford
Mary Chapman
Philippa Cocks
Barry L. Chalmers
Alexander Wilson.

c. Bruce Duder.

Instruction: The Secretary is to inform him that the only avenue presently open to him for progression to landscape architect is the Diploma in Landscape Architecture course at Lincoln College.

9. Rolleston House

In response to a request from the City of Christchurch for comment on their proposed car park at this site.

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Instruction: The Secretary is to reply that their request will be referred to two corporate members of the Institute for comment on behalf of the Institute and that because we are a national body we are unable to comment on local matters.

10. Emblem for the Institute

Doug Chapman reported to the Secretary on 16 April that he had begun work on the sketches requested and estimated the cost to be \$85.00. He should have some proposals for consideration at the Executive Committee meeting in June.

11. General

- a. Publicity: Conference Organizer, Robin Gay, reported that he felt this item should be referred back to the Executive because the conference will be covered nationally.
- b. National Roads Board: George Malcolm will contact them to insure that landscape architecture is considered in future conferences on roads.
- c. Pamphlet for profession: Education and Publicity subcommittee to continue consideration of this matter.
- d. Review Books: Charlie Challenger reported that several review books for our library have been received as a result of his offering to do reviews.
- e. Local Authorities: Mention was made of the advertisement by the city of Lower Hutt for a holder of a landscape certificate for which they would pay in the vicinity of \$7000 per year.
- f. Local Chapter: The informal group in the Christchurch area has been given the name the Canterbury Landscape Group and has a bank balance of \$20.
- g. Constitutional Amendments: A reminder that proposals for these must be reviewed at the Executive meeting in June.
- h. Next Meeting: To be held at Neil Aitken's home, 67A Bay View Road, Christchurch, at 7.30 on 11 June, 1975.
- i. Appreciation: The President extended the thanks of the Executive to Charlie and Pat for their hospitality.

The meeting was closed at 11.45p.m.

Signed as a correct record

A.E. Jackman, President.

Date *A.E. Jackman*

11th June 75

2016.01.52.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTSMinutes of Extraordinary Executive Committee Meeting held on 13
March, 1975 at A.E. Jackman's home.

Present: Tony Jackman, Charlie Challenger, Frank Boffa,
George Malcolm, Earl Bennett

Apology: Neil Aitken

The meeting was opened at 7.43p.m. by the President, Tony Jackman. He remarked that this meeting was called for purposes of discussing items raised by the members in the Wellington area regarding Conference 1975 and Chapter formation.

Business: 1. Conference 1975:

At the request of the members in the Wellington area who are involved in the planning of this Conference, the Executive discussed the matter and arrived at the following:

- a. That three days would be too long a time and that the maximum should be two days.
- b. That negotiations will be continued with central Government, Lincoln College, and the Auckland Civic Trust regarding the financing of Derek Lovejoy's visit.
- c. That the Conference be tentatively scheduled for 29 and 30 August 1975 with the following general format:

29 August	Morning	-	N.Z.I.L.A. Annual General Meeting
	Afternoon	-	Tour of Wellington Sites
	Evening	-	Social
30 August	All Day	-	Outside speakers, such as Lovejoy, with all sessions open to the public.

- d. A suggested theme and format for the public day are:

"Landscape Architecture and the National Scene"

30 August 1975 Morning

Speakers: Derek Lovejoy

Dr. Bungart (Commissioner of the Environment)

A relevant Cabinet Minister or Senior Official

Charlie Challenger

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"Landscape Architecture and the Local Scene"

30 August 1975 Afternoon

Speakers: Mr Fowler (Mayor of Wellington)

Derek Lovejoy

Helmut Einhorn

Local Representative of the N.Z.I.L.A.

- e. It was felt imperative that we approach Dr. Bumgard^A to speak at the Conference and it was suggested that others who would be desirable include the Minister of the Environment and the Minister of Lands. The general feeling was that since the Conference was being held in Wellington we would be remiss if we did not invite the senior Government officials to speak.
- f. The Executive aims to invite John Oldham of Australia to speak if we are unable to get Derek Lovejoy and has suggested that if the Wellington members are unable to secure Dr Bumgard as a speaker they should approach Mr Bob Norman.
- g. The importance of inviting these speakers in the very near future was stressed.
- h. The Executive appointed Robin Gay as Conference Chairman and has extended him the authority to organize his own committee as he sees fit.
- i. That the Wellington members be asked to report developments regarding conference preparation to the Executive Committee at its regular meetings and that they confirm the suggested dates by the end of March 1975.

2. Chapter Organization

This item was placed on the agenda in response to a request by the Wellington members for guidelines for Chapter formation.

As a result of discussion of the matter it was decided that a Chapter Organization Subcommittee be established. Tony Jackman indicated he would be willing to chair that subcommittee and would invite George Malcolm, Neil Aitken, Emily Mulligan, and Terry Emmitt to join.

The secretary was instructed to reply to the letter from Esmae Sage, Wellington delegate, that we have set up such a subcommittee and that they will refer recommendations to the Wellington members for their comment prior to the Annual General Meeting. The secretary is to advise her that the goal is to have such organization developed by the Annual General Meetings and to thank the Wellington members for their interest and enthusiasm.

- 3 -

3. Professional Practice Subcommittee

Instruction: Frank Boffa is to write to Esmae Sage to outline the position of their subcommittee and to encourage the Wellington members to direct their energies to Conference preparation.

4. General

- a. Instruction: The Secretary is to notify the Auckland Civic Trust by mail that we are willing to aid in the financing of Derek Lovejoy's visit only on the condition that we have him for our Conference on 30 August 1975.
- b. Accreditation: This item arose as a result of Australian Institute of Landscape Architects correspondence to Lincoln College regarding accreditation of the Diploma in L.A. course given there. The statement was that we will have to accept their examination for accreditation because of the existing circumstances regarding recognition of the N.Z.I.L.A., but that qualifications are supposed to be reciprocal with A.I.L.A., N.Z.I.L.A., and I.L.A.
- c. Instruction: The secretary is to place an item on the agenda for the ECM of 16 April 1975 regarding the possibility of a delegation from the N.Z.I.L.A. seeing the State Services Commission regarding the state of the profession in New Zealand.

The meeting was closed at 9.20p.m.

Signed as a correct copy ...

A.E. Jackman.

Date..... 16TH APRIL 1975

2016.01.52.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

Minutes of the Executive Committee Meeting held at Frank Boffa's home on 26 February, 1975.

Present

Tony Jackman	President
Charlie Challenger	Vice-president
Frank Boffa	Treasurer
Earl Bennett	Secretary
Neil Aitken	Publicity Officer
George Malcolm	
Malcolm Barnett	Representing Robin Gay under Art. 34 (g) of the Constitution.

The meeting was called to order at 7.42 by the President.

Apology

Robin Gay

Business:1. Acceptance of Previous Minutes:

Motion: To accept the Minutes of the Executive Committee Meeting of 11 December 1974 as a true and correct record of that meeting.

Proposed: Neil Aitken

Seconded: Charlie Challenger

Carried.

2. Treasurer's Report

Bank Balance 31 Jan. 1975	\$2163.79
Deposit since 31 Jan. 1975	50.00
Cash on Hand	80.00
Accounts Receivable (Subs)	223.25
	<hr/>
Total Assets	\$2517.04
Accounts Payable:	
GBD Prints	18.46
El-Bee Typing	22.06
Printset	56.65
Cartwrights	56.70
Panic Prints	40.52
A/M Ltd.	3.62
	<hr/>
Total Liabilities	\$198.01

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

Proposed: Charlie Challenger

Seconded: George Malcolm

Carried.

3. Report of Progress on Proposed Lecture Tour by Dean Hubert B. Owens

Frank Boffa submitted a letter from Dean Owens (IFLA 29 January 1975) in which he suggests that we plan his visit for 1976 instead of 1975 because Australia may host a mini-IFLA Congress in September 1976. The suggestion is that a trip to New Zealand could be combined with that congress. (The possibility of Australia hosting this event is to be considered confidential at this time).

Instruction: The Secretary is to write to John Oldham advising him that the NZILA would be willing to help in a limited way with the financing of this IFLA congress.

4. Membership

a. John Morton, Applicant under the Grandfather Clause

At the invitation of the Executive Committee, Mr Morton attended a portion of this meeting to discuss his application and his work. Mr Morton arrived at about 8.00p.m. and left about 9.00p.m. at the conclusion of the interview.

The proposition that he be granted Associate membership in the NZILA was defeated by a vote of 4 (four) negatives and 3 (three) abstentions.

Instruction: The Secretary is to write to Mr Morton advising him that he has not been accepted for Associate membership under the grandfather clause, but that we would be pleased to accept him as an Affiliate member.

5. Subcommittee Reports:

- a. Professional Practice: The chairman, Frank Boffa, stated that he would like to co-opt Esmae Sage, Bob Boocock, and Brian Halstead to help with the work of this subcommittee. The terms of reference for this subcommittee were discussed and the decision was that the subcommittee should limit its scope to the completion of two items. The Code of Ethics has been completed; the two items chosen for concentration are:

1. Conditions of Engagement
2. Scale of Fees

The chairman was authorised to start on items 1 and 2 above and to invite Bob Boocock and Brian Halstead to join the subcommittee.

- b. Publicity: The chairman, Neil Aitken, has contacted the manager of the BNSW regarding the proposed display there and has measured the space and determined the facilities available.

Instruction: The subcommittee is given the go-ahead on this display with the reminder that timing and theme are all-important (the NZILA is planning a display in the Square in May). NZIA *ekb*

The chairman further reported on the Proceedings of the Conference 1974. He stated that all costs are not in hand yet and so the selling price of this publication has not been determined. He reports few requests for additional copies of this publication. Charlie Challenger suggested sending copies of the publication to other institutes for review; he will discuss the matter further with Neil.

- c. Newsletter: The editor, Charlie Challenger, reported that 86 copies of newsletter No. 4 have been sent to members, other institutes, and libraries. In response to some discussion regarding the continued sending of a relatively large number of free copies, the editor submitted a short list of about 8 addresses to receive such copies.

He reported that he had received an article from Graham Densem for publication in "Quantity Surveying".

Instruction: Charlie is to check into the possibility of temporarily depositing NZILA books in the Lincoln College Library and will look into the free mailing list further. He is to look into sending the newsletter to the editors of landscape journals overseas and is to make an offer to publishers of landscape books that the NZILA review their new publications.

6. Secretarial Correspondence:

Civic Trust Auckland (Dec. 1974) Form letter inviting participation in 1975 "Urban Landscape Conference".

Esmae Sage (19 Dec. 1974) Forwarding information from the Wellington Regional Environmental Association and asking for surplus copies of the Newsletter. Secretary has informed her that we normally do not have a surplus and was instructed to advise her that we are looking into the matter of the NZILA membership in other organisations. In the meantime we encourage such membership in bodies such as the Wellington Regional Environmental Association by local chapters when they are formed.

Robin Gay, Department of Lands and Survey (14 Jan. 1975) Forwarding copies of the Tourist Design Award Scheme and press release regarding this scheme.

Winstone Ltd. (14 Jan. 1975) Advising us that they are unable to assist with the proposed visit by Dean H.B. Owens. Secretary has thanked them for considering our request.

A.E. Weddle, ILA (16 Jan. 1975) Acknowledging our letter confirming that we accept academic courses completed in U.K. and accepted by ILA for fulfilling educational requirements of NZILA.

Landscape Association of New Zealand (20 Jan. 1975) Requesting the addresses of ILA and Australian ILA. Secretary has provided the addresses.

Paul Tritenbach, MWD (27 Jan. 1975) Regarding mailing copies of his booklet "Roadscapes" to members of the NZILA and LA students at Lincoln. Secretary has replied.

N.Z. Forest Products Ltd. (29 Jan. 1975) Advising that they are unable to assist with the proposed visit by Dean H.B. Owens because they have "considerable expertise in this discipline". Secretary instructed to reply with thanks and to extend an invitation to the landscape architects to join NZILA.

Air New Zealand (30 Jan. 1975) Advising that regulations prevent them from assisting with the proposed visit by Dean Owens in the provision of air travel.

Wellington Regional Environment Association Newsletter 24, Feb. 1975.

D.C. Brown, Agriculture Training Officer, Dunedin (7 February 1975) Agenda for Horticulture Training Meeting to be held 21 Feb. 1975. Secretary has forwarded copy to Bob Boocock and asked him to attend on behalf of the Institute.

N.Z. Institute of Agricultural Science (17 Feb. 1975) Information regarding 1975 convention and request that we advise them regarding our participation. Secretary instructed to thank them for the invitation and to advise them that we are unable to accept.

Bob Boocock (14 Feb. 1975) Stating he did not consider his attendance at the Hort. Training Meeting necessary.

Robin Gay (21 Feb. 1975) Conveying apologies and asking about letter to State Services Commission which was discussed at the previous Ex Committee meeting. Neil Aitken to discuss with Robin on the telephone on 27 Feb. 1975.

Commission for the Environment (20 Feb. 1975) Asking to be placed on mailing list for the newsletter. Secretary is to advise them that we have no provision for selling copies at this time and to place them on mailing list.

General Assembly Library (24 Feb. 1975) Stating they need two copies of each newsletter. Secretary will provide.

7. Report of New Postal Address

The Secretary has rented P.O. Box 573 at Christchurch for use by the NZILA and has ordered 500 envelopes and letter-heads imprinted with that address.

8. Membership

a. Clarification of financial obligation of Honorary Members

The Constitution states that they do not pay for membership; discussion resulted in decision that they should pay for social events, but that it be made clear that a cost is involved when the member is invited.

b. Possibility of reducing fees for Subscribers

Delay further discussion until the AGM in August.

Instruction: The Education Subcommittee will determine the general attitude regarding new Subscriber categories and will report to the Ex Committee at two meetings prior to the AGM.

9. Conference 1975 Preparation

Instruction: Secretary to advise NZIAS that we are unable to accept their invitation and to delay answering the invitation from the Civic Trust Auckland until the following instruction is carried out.

Instruction: Neil Aitken is to contact Robin Gay to see if the Wellington group will host the 1975 Conference during the August School holidays. Robin is to reply through the Secretary by next week.

10. Landscape Architectural Involvement

a. In Rolleston New Town Consortium

Charlie Challenger, as editor of the Newsletter, wrote Mr Reynolds of the consortium regarding their landscape input and the degree of landscape consideration in their planning. Mr Reynolds replied by telephone on 26 Feb. 1975 stating that Michael Littlewood is their landscape architect.

b. National Roads Board Conference 'Roads of the Future'

Instruction: George Malcolm to look into the matter further and to make it plain that the NZILA would desire and seek to provide landscape architectural input in such a conference.

11. Publishing Executive Committee Minutes (or condensations in the Newsletter)

Instruction: The Secretary to provide the Editor with a precis of the Executive Committee Minutes for publication in the Newsletter. Control of condensation to be left in the hands of the Editor and Secretary.

12. Request for series of article for "Town and Countryside"

Charlie Challenger presented a letter from Barry Brown requesting a series of articles in which he suggests the following direction -- "The Development of Landscape Architecture in New Zealand", "Its Increasing Importance", "Future Prospects". Charlie has been left to sort out an author.

13. Emblem

Charlie Challenger reported that Max Hailstone of the School of Fine Arts directed him to Mr. Doug Chapman, 134 Riccarton Road, for the design of an emblem. Mr Chapman has advised Charlie that he would be willing to produce preliminary sketches for submission to the Ex Committee and that he would charge on a time basis and expects the cost to be about \$100.00

Instruction: The Secretary to advise Mr Chapman that he is welcome to call on the MWD, Lands and Survey, Boffa-Jackman, and Lincoln College to get information for the preparation of preliminary sketches for review by the Executive Committee. Mr Chapman is to give the Secretary an estimate for the development of these preliminary sketches prior to starting the work.

14. General

- a. School of Architecture, Wellington Proposal for landscape design course to be included in their Bachelor of Building Science degree. Charlie Challenger will ask Prof. Morrison if the proposal has been to the Professorial Board.
- b. Letter to State Services Commission Draft was submitted for discussion by the Executive Committee. The draft was acceptable with some changes and will be smoothed up and submitted informally to members before sending.
- c. Press Clipping re W.C.C. comment on tree planting at Burwood subdivision. Given to Charlie Challenger for publication in the newsletter with editorial comment.
- d. Next Meeting: To be held at Charlie Challenger's home, Lincoln College, at 8.00p.m. on 16 April, 1975.
- e. Appreciation: The President extended the thanks of the Executive Committee to Vicki and Frank for their hospitality.

The Meeting was closed at 11.50p.m.

Signed as a correct record



A.E. Jackman, President.

Date

16th APRIL 75