

2017.04.16.00

## PRESIDENT'S REVIEW - A.G.M.

AUGUST 21st 1976

In this rather brief review, it is not my intention to dwell on points previously discussed in my opening address or points likely to be discussed within the content of the A.G.M. itself, rather I simply look back on the year just gone.

1975-1976 has been a year which I personally consider as one that has been "a little less than easy". Yet within its passage there have been some notable and pleasurable compensations which I can now look back on and smile about.

So, as we entered our fourth established year difficulties within the membership categories became apparent; particularly following an all too short Wellington A.G.M. of August last. Most of these problems relate directly to changed courses at Lincoln College and an essential desire to see a welded rather than ruptured landscape fraternity at a time when we are essentially so young as a profession. Yet different points of view as to the role, or more so the extent of that role in relation to a cover-all -category- capacity, were at the base of most differences of opinion. Differences, such as these are not unsolveable and I trust this A.G.M. and Conference will go some way to solving most, if not all - and hence why I originally mooted this introspective conference in September last.

Despite current membership frustrations membership steadily builds up and stands at

Honorary Fellow	1
Associates	34
Affiliates	42
Students	21
Total:	98 (as at July 28)

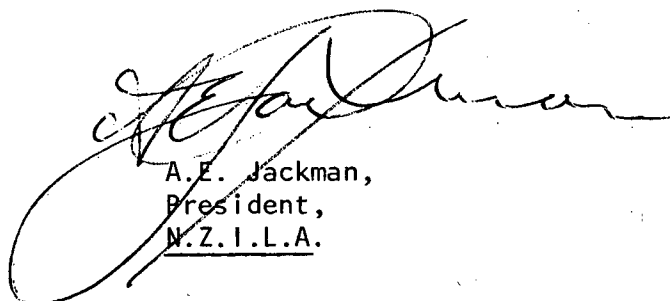
In terms of achievement and a developing recognition of the Institute I also cite the marked movement forward, and acceptance at national and regional level. For examples, representation has been gained on the Urban Tree Committee, and delegations to the Urban Committee of the Environmental Council and to Central Government with the Open Space Resolution from Conference 1975, have been received. In all cases with some measure of success.

More specifically, in my presidential capacity addresses and papers were given at two major conferences and forums, notably the Urban Landscape Conference of the Auckland Civic Trust and the Pole Frame Conference of the Forestry Department, University of Canterbury.

With this on going trend of acceptance there continues to be a lot of room for people of personality and push at Executive level within the executive and so it remains for me to thank the current executive of Neil Aitken; Earl Bennett; Frank Boffa; Charlie Challenger; Robin Gay and George Malcolm for their collective endeavour and immeasurable support over two years past. A particular thanks must be given to Earl Bennett for Secretarial and Treasury work which has now assumed massive proportions; regrettably Earl did not seek re-election this term. A special thanks also to George Malcolm ; recognisably one of the pioneers of Landscape New Zealand, who missed election to executive this coming term.

To the Conference 76 committee of Anna Clayton, Mary Chapman, Alison Dunn, Sally Mason, John Boyd, Poon Chong Chang, Gordon Griffin, George Malcolm and Michael Steven I again say thank you.

To new members of the incoming executive namely Emily Mulligan and Peter Rough who take office from the closing of this A.G.M. I say on behalf of those incumbents, welcome.



A.E. Jackman,  
President,  
N.Z.I.L.A.

2017.04.184.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)BALANCE SHEETAs at 31st July, 1976

	<u>1976</u>	<u>1975</u>
<u>ACCUMULATED FUNDS</u>		
<u>General Account</u>		
Balance 31/7/75	1,412-35	1,188-12
Add 1976 excess of income over expenditure	<u>729-18</u>	<u>224-23</u>
<u>Accumulated Funds 31/7/76</u>	2,141-53	1,412-35
<u>Conference Account</u>		
Balance 31/7/75	-	-
Add 1976 excess of income over expenditure	<u>1,270-55</u>	<u>-</u>
<u>Accumulated Funds 31/7/76</u>	<u>1,270-55</u>	<u>-</u>
<u>TOTAL ACCUMULATED FUNDS</u>	\$3,412-08	\$1,412-35
	=====	=====

## Represented by:

General Bank Account	1,632-98	1,194-60
Conference Bank Account	1,551-77	
Accounts Receivable	143-75	
Less Subscriptions in Advance	<u>13-00</u>	
	130-75	148-75
Advance to 1975 Conference	250-00	250-00
Accrued Interest	<u>2-86</u>	<u>-</u>
	3,568-36	1,593-35
Less Accounts Payable	<u>156-28</u>	<u>181-00</u>
	\$3,412-08	\$1,412-35
	=====	=====

ACCOUNTING POLICIESGeneral Accounting Principles

The general principles recommended by the New Zealand Society of Accountants for the measurement and reporting of profits and financial position on a historical cost basis have been followed.

AUDITORS' REPORT TO THE MEMBERS OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.).

We have examined the above balance sheet and income and expenditure accounts. As most of the Institute's income cannot be verified prior to entry in the records our examination of these has been confined to testing recorded receipts to the bank account. In our opinion, but subject to this limitation, the balance sheet and income and expenditure accounts give respectively a true and fair view of the state of the Institute's affairs as at 31st July, 1976 and of its income and expenditure for the year then ended.

*Clarke, Menzies & Co.*

Clarke, Menzies & Co., Chartered Accountants

CHRISTCHURCH, N.Z.  
16th August, 1976



NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)INCOME & EXPENDITURE ACCOUNTFor Year Ended 31st July, 1976

	<u>1976</u>	<u>1975</u>
<u>INCOME</u>		
Subscriptions	1,526-25	1,560-75
Application & Entry Fees	50-00	-
Conference Proceedings, Sales & Contributions	59-00	98-00
Donations	25-00	10-00
Interest	46-07	46-34
Grant from Government	500-00	-
Newsletter Subs	75-75	-
Newsletter Advertising	27-00	-
Sundry	43-84	-
Annual Meeting & Social	-	500-00
N.Z.I.A.S. Conference Proceedings Grant	-	100-00
	<u>2,352-91</u>	<u>2,315-09</u>
<u>Less EXPENDITURE</u>		
Printing & Stationery	617-25	423-37
Postage, Typing & Secretarial	196-58	307-40
Travel Expenses	243-78	124-20
Membership Dues - I.F.L.A.	228-10	154-64
Auditing & Accountancy Fees	100-00	85-00
Emblem Design	75-00	-
General Expenses	163-02	64-23
Annual Meeting & Social	-	413-02
Contribution to Visit	-	519-00
	<u>1,623-73</u>	<u>2,090-86</u>
<u>EXCESS OF INCOME OVER EXPENDITURE</u>		
transferred to Accumulated Funds	\$ 729-18	\$ 224-23
	=====	=====

*C. M. 16*  
16/8/76

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

Proposed Constitutional Amendments for Consideration at the Annual General Meeting to be Held at 10 a.m. on 21st August 1976.

Article 7 (e)Change the Whole Article to read:

"Student: A person who satisfies any of the following criteria:

(i) is currently enrolled in a landscape course which is recognised as satisfying the academic requirements for Corporate membership of the Institute.

(ii) is currently enrolled in a landscape course which is awaiting recognition as satisfying the academic requirements for Corporate membership of the Institute so long as membership accepted under this proviso shall lapse if the course is not recognised.

(iii) is awaiting the completion of a recognised course even though not currently enrolled as a full-time student.

Membership of this class of membership shall be of limited duration and shall not normally exceed five years."

Purpose: To correlate the entry requirements with training courses which can lead to corporate membership, to retain the term 'Student' for a standard of knowledge, rather than presence in an academic institution, and to encourage progression from this category of membership to Graduate membership.

Article 7 (d)New Article to read:

"Graduate: A person who has completed the academic requirements for corporate membership but who is still completing the Professional-practice requirements.

Membership of this class of membership shall be of limited duration and shall not normally exceed five years.

Purpose: To recognise the increased ability possessed by this class of member, and to encourage progression to corporate membership of the Institute.

Article 7 (f)Replace Article 7 (d) with the following article:

"Affiliate: A person who at the 1976 Annual General Meeting, was already a member of this class of membership. No further admissions to this class of membership shall be made subsequent to this date.

This class of membership shall lapse after the 198<sup>2</sup> Annual General Meeting."

Purpose: To replace entry through this category of membership by the mechanisms available under articles 7 (d) and 7 (e) and to encourage those members who presently belong to the Affiliate category to meet their obligations, as defined in the present Constitution - "A person who..... has, as an ultimate objective, the intention of progressing towards corporate membership".

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Article 7 (c)

Delete "Either" in first line, and the whole of sub para (iv).

Purpose: To remove an out of date article (effective from 3/11/73 to 3/11/74 only).

Article 4(a)

Change "five" to "six" in sentence 1; insert the word "Graduate" after "associate".

Purpose: To incorporate changes made under new article 7 (d), above.

Article 4 (c)

Amend Article to read "Only Fellow, Associates and Graduate members of the New Zealand Institute of Landscape Architects shall have the right to use the title "Landscape Architect"".

Purpose: To recognise the possession by Graduate members of the academic requirements for Corporate membership.

Article 13

Delete Existing sub. para (a) and replace with:

"(i) Fee for examining applications for student membership \$5.00

(ii) Fee for examining applications for graduate membership:

- (a) New Zealand course \$10.00
- (b) Overseas course \$20.00
- (c) N.Z.I.L.A. examination \$30.00

(\$5.00 at time of preliminary application and \$25.00 at time of application for Academic Examination).

(iii) Fee for examining applications for Associate Membership (which includes fee for Professional Practice examination) \$20.00

(iv) The annual subscriptions for the various classes of membership of the Institute shall be as follows:

Fellow	\$40.00
Associate	\$25.00
Graduate	\$15.00
Affiliate	\$15.00
Student (in employ)	\$15.00
Student (enrolled in landscape course)	\$5.00 "

Purpose: To correlate with the proposals for membership classes made under articles 7 (d) and 7 (e), and with the proposals for the N.Z.I.L.A. examination system.

Article 13 (b)

Delete existing sub. para (b) and replace with:

"The first annual subscription shall become due and payable on admission to membership and thereafter the annual subscription shall become due and payable on the 30th September in each year. If a person is elected to membership after the expiry of the first quarter of the financial year the

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first annual subscription shall be computed in quarterly installments and the person shall be liable only for those quarters of the annual subscription which remain in the year".

Purpose: To clarify the phraseology, and to delete an area of ambiguity regarding the voting status of a person who has been accepted as a member but is not obliged to pay his subscription until subsequent to the Annual General Meeting.

Article 13 (c)

Delete existing sub.paras (c) and (d) and replace with:

"Where any member is transferred to a higher grade of membership after the expiry of the first quarter of the financial year the additional subscription due shall be computed in quarterly installments, and the member shall be liable for subscription due on those quarters which remain in the year".

Purpose: To obtain consistency in accounting procedures relating to membership.

Article 13 (d)

"The preferential rate for "Students enrolled in landscape courses" shall cease at the end of the calendar year in which the student ceases full-time studies. Fees for the remainder of the year shall be computed on the rates for "Students in Employ"."

Purpose: To clarify a potential ambiguity; and to correlate with the changes in membership structure initiated by changes under articles 7 (d) and 7 (f).

Article 14

- Arrears
- (a) Change "expiration of eight months" to read "expiration of six months".
  - (b) Change "expiration of fifteen months" to read "expiration of nine months".

Purpose: To encourage more prompt payment of subscriptions and to avoid carrying outstanding subscriptions into the following financial year.



NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

This is to serve as notification of the 1976 Annual General Meeting of the New Zealand Institute of Landscape Architects to be held at 10 a.m. on Saturday 21st August 1976, at State Trinity Theatre, Worcester and Manchester Streets, Christchurch.

Those submitting written reports for circulation to all members are reminded that at least 100 copies are required so that the reports may be distributed to absent members by mail as well as to those present at the meeting.

AGENDA

- ✓ 1. Acceptance of Minutes of 1975 Annual General Meeting.
- ✓ 2. Presidents Review, August 1975 - August 1976, Tony Jackman.
- ✓ 3. Emblem Presentation, Michael Cole.
- ✓ 4. Introduction of the 1976 - 1978 Executive Committee.
- ✓ 5. Authorization for Destruction of Ballot Papers.
- ✓ 6. Treasurer's Report, 1st August 1975 - 31st July 1976, Earl Bennett.
- ✓ 7. Election of Auditors for the year 1st August 1976 - 31st July 1977.
- ✓ 8. IFLA Report, Earl Bennett.
- ✓ 9. Professional Practice Subcommittee Review, Chairman Frank Boffa.
- ✓ 10. Newsletter Subcommittee Review, Editor Charlie Challenger.
- ✓ 11. Report on Sponsorship and Need for Change in the Newsletter, Michael Cole.
- ✓ 12. Publicity Subcommittee Review, Chairman Neil Aitken.
- ✓ 13. Tourist Design Awards Scheme Report, Robin Gay.
- ✓ 14. Auckland Area Report, Brian Halstead.
- ✓ 15. Christchurch Area Report, Trish Shiel.
- ✓ 16. Dunedin Area Report, Bob Boocock.
- ✓ 17. Report on Pilot Group Organization, Wellington Landscape Group.
- ✓ 18. Presentation of Education Policy, Education Subcommittee Chairman, Charlie Challenger.
- ✓ 19. Constitutional Amendments as detailed on the attached.
- ✓ 20. Amended Constitution Distribution.
21. General Discussion:

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- a) Biennial Conference.
- b) Institute Policy for Environmental Impact Reporting.
- c) Structure and Membership Organization.
- d) Tree Protection Measures.
- e) Areas of Employment for Landscape Technicians.
- f) Employment Opportunities for Landscape Architects.
- g) A National Policy for the Institute in Respect to Landscape and its Use:
  - Ministry for the Environment
  - Commission for the Environment
  - Regional Authorities
  - Tourism
- h) Landscape in District Schemes.
- i) Landscape Research.
- j) Use of N.Z.I.L.A. Directory.



E. H. Bennett,

SECRETARY

A. Wilson

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.  
ANNUAL REPORT - PROFESSIONAL PRACTICE SUB-COMMITTEE

Over the past year the committee has not performed as effectively as it did the year before. During the course of the past year two of our five Christchurch resident members were transferred to Wellington. It is the intention to base the committee in Wellington with corresponding co-opted members in the main centres in order to provide some regional inputs to the committee.

Rather than discuss what was achieved and what was not accomplished in the 1975-76 year I prefer to look ahead and inform you of what we envisage and see as our role in the 76-77 year.

1. The committee will not be concerning itself with scales of fees, conditions of engagement, practice notes, contracts and standard forms etc.
2. The committees role will not be as watchdogs on the profession and its members, although matters of conduct or concern can be channeled thru the committee to the Executive who must ultimately act on these matters.
3. It is the intention of the committee to look into aspects of professionalism and current trends in this area. Much is happening at home and overseas in the professions. There is a real concern for professional competence which is typified by the American Institute of Architects who are presently reviewing their code of ethics. They have said of their new draft code - "the intent is to establish a performance ethic instead of a prescriptive code and in so doing to create a new definition of professionalism."

4. We propose to look at our code of ethics item by item particularly in light of recent trends. Our code is a reasonable one - however, it was rushed and we did tend to "mix & match" from other existing professional codes.
5. The committee welcomes comment and assistance from any member who would like to participate.

Frank Boffa

Chairman Professional Practice Sub-Committee

August 1976

2017.04.17.00

## N.Z.I.L.A. ANNUAL GENERAL MEETING

AUGUST 1976

## NEWSLETTER REVIEW 1975-76

Four issues of the Newsletter have been produced during the year, with a total content of 60 pages. This compares with four issues and a page content of 39 pages in 1974-75. Besides the distribution normally carried out in previous years - membership, statutory deposit libraries, allied professional institutes and educational training centres - we have now added a number of subscribers to our list - libraries and private individuals who purchase the Newsletter. Total distribution now stands at 132.

The costs of Newsletter production have continued to rise at a considerable rate. This matter was referred to in last year's report but is worse this year. Costs involved in the Newsletter production are:

	<u>1975-6</u>	<u>1974-5</u>
Typesetting	\$ 422	\$ 264
Metal Plates	-	10
Printing	134 <del>89</del>	48
Postage and Envelopes	34	25
	<u>545</u>	<u>347</u>
	===	===

However, when credits due to Newsletter subscriptions and Newsletter advertising (\$125) are taken into account, then the year's costs fall to \$420. When costs for 1974-75 and 1975-76 are compared on a per page basis, then the costs are actually less in 1975-76:  $420 \div 60 = \$7$ ;  $347 \div 39 = \$8.90$ .

The relatively low cost of printing, below commercial rates, is due to the use of Lincoln College Printing Department. However, its use has lead to a number of problems, particularly regarding the quality of printing and meeting deadlines. The most recent Newsletter took five weeks to be processed. Neither of these situations can be tolerated, particularly in view of the increasing financial significance of subscribers and advertisers, and the use being made of the Newsletter by publishers for review of books on landscape topics. Regularity and quality are therefore important, and serious consideration is being given to the use of outside printers coupled with modified typesetting processes.

In view of these pending changes, changes initiated by the Institute's Emblem and the resultant creation of an Institute 'image' through its stationery and printed matter, and the wider call upon assistance by the use of a Newsletter Sub-Committee, as mentioned in Newsletter No. 10, it is probable that the next Newsletter issue will enter a more permanent format.

I would like to propose for the Newsletter Sub-Committee:

S. Challenger  
M. Cole  
J. Boyd  
S. Mason  
A. Titchener

S. Challenger  
Editor

distrib 1976 AGM

2017.04.18.00

PROPOSED RULES FOR THE FORMATION OF THE  
WELLINGTON LANDSCAPE GROUP

OBJECTIVES OF GROUP

To participate on matters of local and regional landscape concern.

To bring all financial members of the Institute together at a local level and on an organised basis.

RULES

1 Name

To be known as the Wellington Landscape Group.

2 Membership

All members shall be financial members of the NZILA residing within the Wellington region. A register shall be kept recording the residential and business addresses of members.

3 Committee

The committee shall be comprised of a Chairperson, Secretary/Treasurer and four members. Three members including the Chairperson must be corporate members of the NZILA.

All financial members of the pilot Wellington Group shall have the right to vote with the Chairperson having the right of a casting vote when necessary.

4 Elections

a The election of Group Officers shall take place within one month following the Annual General Meeting of the Institute.

b The office holders and committee shall be elected by all members present at the inaugural meeting for a term of one year.

c The Group Secretary shall notify the Institute Executive Secretary of the results following elections. He shall advise the Executive Secretary promptly when vacancies occur and when they are filled.

5 Subscriptions

a Following the election, a \$5 fee shall be payable by all members.

b During the year it may be necessary for members by general agreement to pay a surcharge to the initial subscription to cover running costs.

c Funds so collected and held shall be used solely for Group activities as determined by the Committee.

d Financial records are to be kept and made available for audit when required.



## 6 Social Activities

The Group may conduct social activities as and when it chooses. All expenses incurred shall be paid by the members participating.

## 7 Disbandment

In the event of the disbandment of the Group, all property and funds of the Group shall become the property and funds of the NZILA Inc as the parent body.

## 8 Publicity

a The Group shall decide upon a procedure and provisional programme and shall notify the Executive Committee of this. However, the programme should be sufficiently flexible to allow for local involvement on environmental issues which may arise during the year.

b All Group publicity and comment shall be released in the name of the Group and under the signature of the Chairman.

c The Group shall not issue any public statement purporting to have the approval of the National Body of the Institute without first obtaining the written consent of the President, of the Institute except in the case of a direct quotation from an officially adopted and published statement of policy or other official document of the Institute.

## 9 Recording of Correspondence, Reports and Minutes

Copies of all correspondence and reports shall be kept, and minutes of all meetings shall be recorded.

At the end of the year or upon request, all such records shall be submitted to the Executive Committee.

## 10 Special Report

The 1976-77 trial year of the Pilot Group is to be the subject of a special report at the 1977 Annual General Meeting of the Institute.