

2016.1.53

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD AT
BOFFA JACKMAN OFFICE, 81 GHUZNEE STREET, WELLINGTON
ON 10 DECEMBER 1976

PRESENT: The Executive Committee comprising:

Frank Boffa	(President)
Robin Gay	(Vice President)
Tony Jackman	(Immediate Past President)
Neil Aitken	(Secretary)
Emily Mulligan	(Treasurer)
Peter Rough	(Membership Officer)
Charlie Challenger	(Journal Editor)

The Meeting was opened by the Chairman, Robin Gay, at 12.20 pm.

1. PREVIOUS MINUTES

There were no matters arising from the previous Minutes.

Motion: That the Minutes of the Executive Committee Meeting of 17 September 1976, are a true and correct record of that meeting, subject to the correction of a typographical error on page 4, item 17 (the year 1976 - not the year 1967).

Proposed: Tony Jackman

Seconded: Emily Mulligan

Carried.

2. SECRETARIAL CORRESPONDENCE

The Secretary, read all general correspondence and there were no specific matters arising.

There was a general consensus on the question of trade publications, general notices, brochures, etc. - these are to be circulated at the discretion of the Secretary.

3. LETTER OF APOLOGY FROM JOHN ARCHER

John apologised for his listing as a Landscape Architect in the 'Yellow Pages' of the Christchurch Telephone Directory.

Instruction: Secretary to write expressing appreciation for apology.

(i) Confusion over Corporate Membership Requirements

Robin Gay is to let Lois Binnie know of this ambiguity.

Accepted unanimously - Membership Officer to notify.

Tony Jackman and Frank Boffa are to compile a 'release' for the next issue of 'The Landscape'.

(v) Resignations

Phillipa Cocks - her resignation as a Student Member has been accepted.

Membership Officer to notify her in writing.

Mary Chapman - her resignation as a Student Member has been accepted.

Tony Jackman wished to record his appreciation for her efforts - particularly Conference '76 and the local (Canterbury) group.

Membership Officer to notify her in writing.

(vi) Application for Corporate Membership

Tom Stille, Massey University - Secretary to write and forward application form.

(vii) Letter from Labour Department (Immigration)

Frank Boffa wrote outlining membership requirements and Institute structure, etc., in support of Chang Poon Chong remaining in New Zealand for a given period.

5. SUB-COMMITTEE REPORTS(i) Delegation to Commission for the Environment

Frank Boffa has paid an unofficial visit to the Commission seeking background information, etc. However, the Commission is in the process of re-evaluation in terms of its future role and a possible change in the Environmental Impact reporting procedure.

Instruction: Frank Boffa is to write to the Commission emphasising the relevant 1976 AGM remits and requesting an appointment for himself and Robin Gay to visit the Commission.

(ii) Parliamentary Bills Select Committee

Frank Boffa (Chairman) has contacted members of the Committee regarding, in particular, the future amendments to the Town and Country Planning Act.

General feeling at the moment is to record deficiencies in the existing legislation and, therefore, prepare positively for the draft of the amendment act when making comment.

Instruction: Secretary is to write to the Director of Town and Country Planning MWD expressing the Institute's interest in the revised Act, and indicating our willingness to make an approach or prepare a submission at the appropriate time.

(iii) Reserves Bill

In response to a notice from the Secretary of the Lands and Agriculture Select Committee, Secretary instructed to write, stating that a Sub-Committee of the Institute will be preparing a submission. The Institute is to also point out that the notice was only received on 8 December 1976, and this makes it impossible to meet the Select Committee's deadline for submissions of 17 December 1976.

The submission will, however, be presented as early as possible in 1977.

Frank Boffa is to let members of the Institute's Parliamentary Bills Committee know of this invitation to make comment and to forward them copies of the Draft Bill.

Robin Gay is to see if he can obtain copies.

(iv) Policy Sub-Committee

Copies of some of A.S.L.A.'s policy statements have been received. This will establish the guidelines for the preparation of an Institute policy statement for presentation to the Commission for the Environment.

(v) Structure and Membership Re-organisation Sub-Committee

This is to now have primarily a watch dog role following the 1976 AGM. However, note is to be taken of any restructuring in allied institutes with a view to maintaining flexibility within the N.Z.I.L.A.

The Chairman (Frank Boffa) reported that there is no apparent progress in the formation of a Landscape Technologists Institute and little progress in the formation of a Landscape Contractors Institute.

(vi) Re-establishment of Publicity Sub-Committee

As requested at the last Executive Committee Meeting, Mike Cole has prepared a very comprehensive and well-thought-out submission.

Instruction: Secretary to get submission typed and circulate to Executive Committee members.

A Special Executive Sub-Committee to look into the broader aspects of publicity and promotion has now been formed.

The Committee members are:

Emily Mulligan
Charlie Challenger
Peter Rough

The Committee's prime objectives are to review Michael Cole's submission, and in the light of this, to look at the functions of other sub-committees in relation to publicity and promotion in the broadest sense.

Instruction: Secretary to write and thank Michael Cole for his efforts and to inform him that the special Committee will keep him briefed on progress, findings and recommendations.

(vii) Education Sub-Committee

Since the last meeting, there has been no further work done by this Sub-Committee due to the emphasis currently being placed on the Temporary Examination system and the work of the Examination Committee.

(viii) Temporary Examination Committee

The Chairman (Charlie Challenger) reported that this Committee is to have a meeting next February to assess the whole question and scope of its management of the temporary examination system.

(ix) Professional Practice Sub-Committee

Because of Presidential duties, Frank Boffa has stepped down from the Chairmanship of this Sub-Committee. It is also considered that this subject is now closely related to the forthcoming Professional Practice examination requirements for Corporate Membership.

Tony Jackman has agreed to replace Frank Boffa as Chairman in an informal role, to bring matters to the notice of the Sub-Committee when and as necessary.

6. FINANCIAL(i) Treasurer's Report (as at 7 December 1976)Assets:

Bank Balance		\$1,221.59
Accounts Receivable:		
Outstanding Subs	\$948.75	
Conference Account refund	<u>67.80</u>	<u>1,016.55</u>
		2,238.14

Liabilities:

Grant -			
Ministry of Recreation and Sport	\$500.00		
Accounts Payable:			
Clarke Menzies and Co.	\$100.00		
Lincoln College (printing)	26.45		
Whitcoulls	17.35		
Barrons Typing	10.49		
Addressograph	21.88		
E. H. Bennett	<u>10.31</u>	<u>186.48</u>	<u>686.48</u>
		Balance:	<u>\$1,551.66</u>

Accounts paid since last Executive Meeting of
17 September 1976 from Wellington Bank of NSW Account:

Transfer to Newsletter Account	\$500.00
Bank Draft for library book	\$38.10

The following additional claims for payment were
presented:

Treasurer's out-of-pocket expenses	\$7.84
Secretary's " " " "	\$17.65
Typing costs (M. C. Heffernan)	\$21.00

Motion: That this report be accepted subject to
amendments in layout and all accounts approved
for payment.

Proposed: Tony Jackman

Seconded: Charlie Challenger

Carried.

(ii) Secretarial Petty Cash

To cover incidental expenses, the Secretary was
allocated \$25.00.

7.

(iii) Budget

The following provisional budget was presented by the Treasurer (Emily Mulligan):

Annual Working BudgetIncome

Subscriptions	\$1,650
Applications	50
Interest	<u>50</u>
Total:	<u>\$1,750</u>

Expenditure

Newsletter	\$500 (2,12,304)
Postage, etc.	50
Printing	150 —
Typist & Sect.	200
Travel	250
IFLA	250
Auditing	120
Library	50
General Expenses	<u>100</u>
Total:	<u>\$1,670</u>

Notes

Possible loss of technologists is balanced by increase in fees to graduates and allowed for in subscriptions. Nothing has been allowed for conference expenses. In this financial year a copy of the newsletter has already been paid for but it is assumed that by the end of the financial year \$125 will remain in Newsletter account. Library funds of \$38.10 have already been spent. (donations)

The Executive Committee accepted this statement as budgetary guidelines for projected annual expenditure.

The Executive Committee recorded its thanks to Emily Mulligan.

7. LANDSCAPE TECHNOLOGISTS

There was a general discussion on the apparent lack of initiative on the part of landscape technologists in the formation of their own organisation. It was noted that Mary Chapman has been an exception to this somewhat apathetic reaction.

To demonstrate this Institute's concern and interest, it was proposed that a session be allocated to landscape technologists at the 1977 AGM and Conference.

Motion: That the Membership Officer (Peter Rough) is to write to all holders of the Lincoln College Dip. L. Tech. to outline this proposal, and, hopefully, gauge a general reaction.

Proposed: Tony Jackman

Seconded: Frank Boffa

Carried.

Charlie Challenger is to provide Peter with the names and addresses of the students and ex-students concerned.

The Secretary is to xerox previous correspondence with Mary Chapman and pass this on to Peter Rough.

8. LANDSCAPE CONTRACTORS

Frank Boffa wrote to Alan Morgan concerning a landscape contractors organisation - Tony Jackman also spoke to Alan - as yet, there has been no positive move.

9. INFORMATION SHEET - INSTITUTE MANUAL

This was raised by Robin Gay, and after general discussion it was decided that this is related to the whole question of publicity and promotion, and with the formation of the Special Committee, no further action is necessary.

10. N.Z.I.L.A. JOURNAL 'THE LANDSCAPE'

The Journal Editor (Charlie Challenger) explained that the 'new look' format consciously reduces the role of the Institute in graphic terms.

Peter Rough suggested that the Institute could have a recognisable section within the journal - this would be of special interest to members and still be quite compatible with the rest of the journal.

This suggestion was accepted by Charlie Challenger.

In the event of unforeseen expenses in the production of 'The Landscape' Charlie Challenger requested an advance of \$150.00 (in addition to the \$500.00 already allocated) which will be repaid when the journal becomes self-sufficient through advertising and increased subscriptions.

Motion: That this advance be approved.

Proposed: Tony Jackman

Seconded: Frank Boffa

Carried.

The Executive Committee recorded its thanks to Charlie Challenger and his Committee for their obvious efforts in the production of this high-quality publication.

11. VOCATIONAL GUIDANCE

The preparation of a one or two page brochure on landscape architecture was discussed.

Instruction: Secretary to write to the Vocational Guidance Service of the Department of Education explaining the scope of landscape architecture (in broad terms) and outlining the courses that are available in New Zealand, for inclusion in careers publications. A copy of 'The Landscape' is also to be sent.

12. REGISTRATION

Frank Boffa is to have a general and informal look at what is involved in becoming registered in New Zealand.

13. ENVIRONMENTAL COUNCIL

The most encouraging Environmental Council letter of 12 October 1976 was discussed - the full text is to be included in the next issue of 'The Landscape'.

Frank Boffa and Robin Gay are to introduce the topic of the 'Rural Sub-Committee' when they meet officers from the Commission for the Environment.

14. WELLINGTON REGIONAL ENVIRONMENT ASSOCIATION

Robin Gay read excerpts from their Newsletter No. 2, and certain articles clearly indicated a lack of appreciation of the principles and practice of landscape architecture.

To remedy this in a constructive way the question of an approach to the Association is to be referred to the Wellington Landscape Group. A copy of 'The Landscape' will also be given to the Association to help clarify obvious areas of grey.

15. EXHIBITS(i) N.Z.I.L.A. Display at Canterbury A and P Show - 1976

In a letter to the Secretary, the Chairman of the Display Sub-Committee (Earl Bennett) pointed out that the exhibit had been very successful, but its preparation involved a great deal of time and effort by his committee members.

Instruction: The Secretary is to write to Earl Bennett expressing the Executive Committee's thanks for a job well done and asking him to pass this on to his Committee.

(ii) Teachers' Refresher Course - Christchurch 1977

Charlie Challenger is to discuss the question of an exhibit with Earl Bennett. However, in a letter to the Secretary, Earl expressed doubts because of the lack of enthusiasm shown by the local organiser of this course.

(iii) Environment Centre (Canterbury) Inc. 'Environment 1977'

The brochure for this conference was noted and discussed in general terms. The Canterbury Landscape Group are to be encouraged to participate.

16. COMMENT ON LOCAL AUTHORITY DISTRICT SCHEMES(i) Paparua County Council

In response to a letter from the Council seeking comment on proposed changes, Tony Jackman has prepared a draft submission for the Secretary's signature.

(ii) Christchurch City Council

In response to a letter from the Council on Residential Policies Tony Jackman has prepared a draft submission for the Secretary's signature.

Tony also prepared a draft submission on Land Subdivision Policies for the Secretary's signature.

The Secretary is to forward copies of these submissions to the President.

17. SEMINAR 'THE FUTURE OF TREES IN N.Z.'

Brian Halstead represented the Institute in Peter Rough's absence, and the Executive Committee has requested that Peter convey our personal thanks to Brian.

18. WELLINGTON CITY CORPORATION - CONSULTING LANDSCAPE WORK

The general situation and the matters which lead up to it were explained to the Executive Committee by Frank Boffa. Frank now considers that the point has been made and there is no need for further action.

19. TRANSFER TO WELLINGTON OF THE INSTITUTE INCORPORATION PAPERS

Following a letter from the Department of Justice, the Secretary is to write and request that the Institute records be transferred to Wellington.

20. I.F.L.A. GRAND COUNCIL MEETING - ISTANBUL 1976

The Institute's representative (Peter Rough) explained that he did not attend the formal Grand Council Meeting because of some confusion on the location of the venue.

Copies of the papers presented are to be held in the Institute library, and the list of titles is to be published in the next issue of 'The Landscape'.

Instruction: Secretary to write to I.F.L.A. and seek permission for the Institute to publish the papers in New Zealand.

Peter Rough also had a discussion with Mr John Oldham, the Eastern Regional Vice President of I.F.L.A. who is arranging a Technical Conference in Canberra - he is also asking for suitable topics.

21. POSSIBLE VISIT TO N.Z. OF PROFESSOR HUBERT OWENS

Professor Owens has written to Frank Boffa offering his lecturing services in February/March 1977. Frank has replied stating that March is preferable because of the beginning of the academic year, and to see N.Z. adequately, he would need 10 days at least, rather than the four or five days he suggested.

Motion: That Frank Boffa write to Professor Owens stating that the Institute is happy to arrange an itinerary and accommodation in lieu of lecture costs of \$125.00 U.S. per lecture.

Proposed: Tony Jackman
Seconded: Peter Rough

Carried.

With a view to sponsorship, the Secretary is to draft a letter to the Housing Corporation, for the President's signature.

22. INSTITUTE PUBLICATION: 'TOWARDS A NATIONAL OPEN SPACE POLICY'

A draft has now been completed by Neil Aitken. Robin Gay is to xerox three copies for circulation to the Executive Committee members. There is to be some expansion on the open space articles by members, i.e., Frank Boffa's open space study for the Kaikoura County Council.

Frank Boffa has offered to approach Print Marketing Consultants Limited to discuss likely production costs of the publication.

23. PROGRESS ON 1977 CONFERENCE AND A.G.M.

The local comment has been made that the location should relate to the theme, e.g., landscape perception, evaluation, etc.

Frank Boffa suggested a Regional Park theme, and with this topic in mind, Upper Hutt would be a good conference location.

It was also suggested that the conference should be limited to two days, embracing a Friday, Friday evening and Saturday.

Motion: That a local Conference Committee be set up to organise the conference for August 1977.

Proposed: Neil Aitken

Seconded: Robin Gay

Carried.

24. THOUGHTS ON 1978 CONFERENCE AND A.G.M.

Frank Boffa introduced the idea of a joint conference with the New Zealand Planning Institute which is holding its 1978 conference in Dunedin in May.

Frank Boffa has already had informal discussions with an N.Z.P.I. Council member, and Frank will now formally write expressing our interest in combining with them in 1978.

25. GENERAL

(i) Wellington Landscape Group

The Group's Chairperson, Diane Menzies has submitted a general report to Frank Boffa covering local meetings, etc., and outlining the first Group project on the 'Wellington Townscape'.

Instruction: Secretary to formally acknowledge.

(ii) Procedure for Election of Office Bearers in Allied Institutes

Tony Jackman has had some general discussion, and there appears to be an accepted procedure in which the President-elect is elected in alternate years (that is, alternate from AGM) by all the Corporate members - not just the Executive members.

Secretary is to see the Secretary of the N.Z. Planning Institute to establish what their electoral procedure is.

(iii) Status of Student Members

Some student members are now graduates and, therefore, have to pay increased annual subscriptions.

Instruction: Secretary and Treasurer to organise this, and notify those members concerned.

(iv) 1975 Open Space Conference Account

Robin Gay explained that there is a balance of \$240 in this account. It was agreed that this money should be used in the production of the publication 'Towards a National Open Space Policy'.

(v) Australian Institute of Landscape Architects

The Executive Committee noted that Charlie Challenger and his students, through the A.I.L.A. are arranging a visit to Australia in November 1977.

(vi) Letter of Acknowledgment from Bob Boocock's Wife

Frank Boffa, as President, wrote a letter of sympathy on behalf of the Institute, to Bob and Mrs Boocock, following the recent tragic death of their son in a motor accident - this was acknowledged by Mrs Boocock.

26. NEXT EXECUTIVE COMMITTEE MEETING

To be held at Boffa Jackman Office, 81 Ghuznee Street, Wellington, at 12 noon on 11 March 1977. Items for inclusion in the agenda should reach the Secretary no later than 28 February 1977.

Robin Gay, as Chairman, closed the meeting at 5.40 pm, and the Executive Committee records its thanks to Boffa Jackman and Associates for the use of their office and facilities.

Signed as a correct record:

.....
F. D. Boffa, President

Date:

2016.01.04.10

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD AT
BOFFA JACKMAN OFFICE, 81 GHUZZEE STREET, WELLINGTON
ON 17 SEPTEMBER 1976

PRESENT: The newly elected Executive comprising:

Emily Mulligan
Charlie Challenger
Robin Gay
Tony Jackman
Frank Boffa
Graham Densem (representing Peter Rough in
accordance with Article 36 (c) of the
Constitution)
Neil Aitken

APOLOGIES: Peter Rough

The Meeting was opened by Tony Jackman, as interim Chairman
at 12.10 p.m.

1. PREVIOUS MINUTES

There were no matters arising from the previous Minutes.

Motion: That the Minutes of the Executive Meeting of
13 July 1976, are a true and accurate record of that
meeting.

Proposed: Frank Boffa

Seconded: Robin Gay

Carried.

2. ELECTION OF OFFICE BEARERS FOR 1976/78 TERM

Preceding the election of officers, there was general discus-
sion on the former Secretary/Treasurer's suggestions for
spreading the Executive workload more evenly along the
following lines:

President
Vice President
Secretary
Treasurer
Membership Officer

There was general acceptance of this suggested restructuring,
and the following office bearers were elected:

President: Frank Boffa - elected unanimously
- accepted.

Vice President: Robin Gay - elected unanimously
- accepted.

Secretary: Neil Aitken - elected unanimously
- accepted.

Treasurer: Emily Mulligan - elected unanimously
- accepted.

2.

Membership Officer: Peter Rough - elected unanimously in absentia, subject to his approval.

Immediate Past President: There was discussion on the need for continuity, and the worth of this new position was accepted unanimously.

The previous President, Tony Jackman is, therefore, Immediate Past President.

3. TREASURER'S REPORT (As at 8 September 1976)

Submitted by former Treasurer (Earl Bennett)

Assets:

Bank Balance (BNSW) 31 August 1976		\$1,544.72
Accounts Receivable:		
Outstanding Subs	\$103.75	
Conference 76 Loan	350.00	
Ian Chisholm (Newsletter)	5.00	
John Dorrington (Newsletter)	<u>5.00</u>	<u>463.75</u>
	Total:	\$2,008.47

Liabilities:

Grant:		
Ministry of Recreation and Sport		<u>500.00</u>
	Balance:	<u>\$1,508.47</u>

Accounts paid since Executive Committee Meeting of 13 July 1976:

Printset Processes	\$36.00
Lincoln College (Printing)	5.80
Addressograph	8.56
E. M. Chapman (Logo Display)	25.33
Panic Print	<u>9.76</u>
Total:	<u>\$85.45</u>

Donation of \$10 received for Library Fund from Jan Woodhouse deposited on 24 August 1976.

4. TRANSFER OF NATIONAL ACCOUNT

With the Executive Committee now being based in Wellington, it is necessary that the national account is transferred there.

Instruction: That this be arranged by Tony Jackman and Earl Bennett, with the account being transferred from BNSW Armagh Street, Christchurch to BNSW Woodward Street, Wellington. ✓

5. EXECUTIVE THANKS TO EARL BENNETT, FORMER SECRETARY/TREASURER

Earl Bennett dealt systematically and efficiently with a dual role that imposed an excessively heavy workload.

Instruction: In recognition of his contribution to the running of the Institute, Secretary is to write letter of thanks to Earl Bennett.

3.

6. 1976 AGM AND CONFERENCE

There is a current deficit of \$75.18 based on refunding the grant of \$350 from the national account.

Motion: That the national account underwrites the loss of \$75.18 sustained by the 1976 Conference Sub-committee.

Proposed: Frank Boffa

Seconded: Emily Mulligan

Carried.

7. 1975 AGM AND CONFERENCE PROCEEDINGS

Neil Aitken will produce draft, incorporating additional articles in one month. Great difficulty has been experienced in using taperecorded material.

8. BASIS FOR ARRIVING AT A NEWSLETTER BUDGET FOR 1976/77 FINANCIAL YEAR

The Newsletter Editor, Charlie Challenger, considers that \$5 per Institute member appears to be a realistic basis for meeting Newsletter production costs for the 1976/77 financial year. However, this is subject to review.

9. GRANT TO COVER NEWSLETTER EXPENDITURE

There was general discussion on the feasibility of a No. 2 account for the Newsletter.

The Treasurer was authorised to send the Newsletter Editor a cheque for \$500 as working capital for its production.

10. RE-ESTABLISHMENT OF PUBLICITY SUB-COMMITTEE AND FORMULATION OF POLICY GUIDELINES

Instruction: Secretary to write to Michael Cole and ask him to produce some guidelines for consideration at the next Executive Committee Meeting. Michael will have the power to co-opt.

11. APPOINTMENT OF CHRISTCHURCH AREA REPRESENTATIVE

Tony Jackman said that he was willing to undertake this task following the resignation of Patricia Shiel, and this was readily accepted by the Executive Committee.

12. ESTABLISHMENT OF EXAMINING COMMITTEE FOR TEMPORARY EXAMINATION SYSTEM

Following general discussion, it was decided that the Committee would comprise:

Charlie Challenger

Earl Bennett

Tony Jackman

George Malcolm - nominated in absentia

Secretary to write to George Malcolm, and Charlie Challenger to advise him personally in the meantime.

4.

13. EDUCATION POLICY

Following the acceptance of the Education Policy by the 1976 AGM, the Education Sub-Committee Chairman, Charlie Challenger is to arrange publishing the policy as an Institute document. In his editorial capacity, he is authorised to make any minor amendments he considers necessary.

14. ACTION ON DISTRIBUTION OF AMENDED CONSTITUTION

The Constitution is to be published subject to any amendments to the procedure for the election of office bearers.

15. APPOINTMENT OF DELEGATION TO COMMISSION FOR THE ENVIRONMENT

The Executive Committee is to prepare a formal statement to be presented to the Commission for the Environment.

A draft statement is to be prepared by Frank Boffa and Robin Gay.

The Institute is to also recommend the appointment of a landscape architect to the staff of the Commission.

16. DISSEMINATION OF ENVIRONMENTAL IMPACT REPORTS THROUGH LINCOLN COLLEGE LIBRARY

Charlie Challenger has discussed this with the Lincoln College Librarian, who stated there would be no difficulty in the Institute using the library facilities for this purpose.

17. ACTION ON 1967 AGM REMIT REGARDING STRUCTURE AND MEMBERSHIP ORGANISATION

A sub-committee has been established comprising Frank Boffa, Tony Jackman and Peter Rough (nominated in absentia) to define the Institute's terms of reference.

Secretary to write to Peter Rough and seek his acceptance.

18. FORMATION OF A POLICY SUB-COMMITTEE

The following members were appointed to the newly-formed Policy Sub-Committee:

Frank Boffa
Robin Gay
Tony Jackman

19. APPOINTMENT OF A SELECT COMMITTEE TO DEAL WITH SUBMISSIONS TO THE PARLIAMENTARY BILLS COMMITTEE

The following members were appointed to this sub-committee:

Frank Boffa (President)
Robin Gay (Vice President)
John Boyd (elected in absentia)
Brian Halstead (elected in absentia)
Helmut Einhorn (elected in absentia)

Secretary to write to those members elected in absentia.

It is proposed that this sub-committee will look initially at proposed amendments to the Town and Country Planning Act.

5.

20. INVESTIGATION OF PROCEDURES FOR THE
DIRECT ELECTION OF OFFICE BEARERS

Tony Jackman is to prepare a report based on the election procedure of allied institutes, for presentation at the next Executive Committee meeting.

Secretary is to look into procedure within New Zealand Planning Institute.

21. H. GANE - APPLICATION FOR AFFILIATE MEMBERSHIP

M. Gane's application form could not be found. Secretary to investigate and to write informing applicant that the affiliate membership category no longer exists, inviting him to become a Newsletter subscriber at an annual subscription of \$5.00.

22. DETERMINATION OF ACTION TO BE TAKEN
ON UNPAID MEMBERSHIP SUBSCRIPTIONS

Secretary and Treasurer to organise membership subscription notices, at earliest opportunity.

The attention of all members is to be drawn to the new provisions (passed at 1976 AGM) covering unpaid dues.

23. NEED FOR AN ANNUAL BUDGET FOR THE INSTITUTE

Treasurer is to analyse 1975/76 income and expenditure and draft a proposed annual budget.

24. REPRESENTATIVE TO AUCKLAND CIVIC TRUST TREE FORUM

Peter Rough nominated in absentia - Secretary to advise him, and notify Tree Society accordingly.

Secretary also to write to Brian Halstead and ask if he would be prepared to represent the Institute in Peter Rough's absence.

25. CORRESPONDENCE RECEIVED

(i) Letter from Wellington Landscape Group

The Group Secretary, Graham Densem, advised the Executive Committee of the formation of the Group and the outcome of elections for the Group Committee. Secretary to acknowledge.

(ii) Letter from Mary Chapman, Lincoln College

Secretary to write re landscape technologists, confirming that the Organisation Sub-Committee will help in the establishment of a body representing landscape technologists. Mary will be requested to deal direct with the sub-committee members.

(iii) Letter from Alan Petrie

The question of the removal of pine trees in accordance with the requirements of the Wanaka District Scheme was discussed.

Robin Gay is to let Alan Petrie know that his letter was noted by the Executive Committee.

26. GENERAL

(i) Esmae Sage

General discussion on the proposed changes to her landscape consultancy.

The Executive Committee noted her wish to work for charitable organisations.

(ii) Travel Costs

It was proposed that a nominal figure of \$250 is to be included in the 1976/77 budget for incidental travelling expenses.

(iii) 1977 Conference and AGM

This will be held somewhere in the Wellington region, probably during the August holidays, and may be a more informal 'family' conference.

These considerations, as well as a suitable location are to be discussed with local members.

27. NEXT EXECUTIVE COMMITTEE MEETING

To be held in Boffa Jackman Office, 81 Ghuznee Street, Wellington, at 12.00 noon on 10 December 1976. Items for inclusion in the agenda should reach the Secretary no later than 1 December 1976.

Tony Jackman, as interim Chairman, closed the meeting at 4.35 p.m.; and the Executive recorded its thanks to Boffa Jackman and Associates for the use of their office and facilities.

Signed as a correct record:

.....
F. D. Boffa, President

Date:

2016.01.53.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.MINUTES of the Executive Committee Meeting held at George Malcolm's home on 13 July 1976.

PRESENT: Tony Jackman (President)
 Charlie Challenger (Vice President)
 Earl Bennett (Secretary/Treasurer)
 George Malcolm
 Robin Gay
 Michael Cole (representing Frank Boffa in accordance with Article 36(c) of the Constitution).

APOLOGIES: Frank Boffa
 Neil Aitken

The Meeting was opened by the President at 7.45 p.m.

1. PREVIOUS MINUTES

In reference to the previous minutes, Tony Jackman reported that the Institute's Honorary Solicitor, Barry Hudson, has agreed to review the publication "Environmental Law in New Zealand", but that this review has not yet been received by the Newsletter Editor.

Motion: That the minutes of the Executive Committee meeting of 12 May 1976 be accepted as a true and correct record of that meeting.

Proposed:	Charlie Challenger	
Seconded:	George Malcolm	Carried.

2. SUBCOMMITTEE REPORTS

- a) Professional Practice: Subcommittee Chairman Frank Boffa submitted a written report seeking future direction for his subcommittee which was circulated to all members of the Executive. In the discussion that followed, it was generally agreed that the establishment of an umbrella landscape organization could prove to be a destructive rather than constructive step and that the views expressed in paragraph 1 of this report were valid. Charlie Challenger suggested that the Executive accept Frank's report and Tony Jackman suggested that the Executive direct the subcommittee to look into the points raised in the next to the last paragraph of the report - an investigation into professionalism and current trends in this area.

Instruction: That Frank Boffa organise the Professional Practice Subcommittee for the development of a report regarding professionalism and current trends in this area.

- b) Conference 1975 Publication: Editor, Neil Aitken, submitted a report through Robin Gay stating that he has been going through the tapes from conference and taking out the appropriate sections for publication. He reported that he has discovered much in the tapes that is significant and has suggested the title "Towards a National Open Space Plan". There was general agreement to this title.

Tony Jackman and Earl Bennett will submit the required report to the Ministry of Recreation and Sport regarding the disposition of the \$500 grant prior to the Institute's balance date of 31 July 1976.

3. EMBLEM PROGRESS

Michael Cole arrived at 8.00 p.m. to present the sketches for an Institute image which he had developed. He presented four proposals - all using the letters "NZILA" in suggestions of Maori patterns. The Executive agreed on one proposal which used the letters "NZILA" in a literal way and in which the letters were combined to suggest tikis. Michael was requested to develop this image further and to provide sample letterheads, envelopes, and other papers for display at Conference 1976. Tony Jackman extended the thanks of all members of the Executive to Michael for his work.

Tony Jackman raised a matter from the 1975 A.G.M. regarding the request for Michael Cole to investigate advertising and publicity in the Newsletter. Michael reported that he has sent letters to several journals regarding this matter but that he has not yet received replies.

There was general agreement to Tony Jackman's suggestion that Michael Cole act as representative for an absent Executive member for the remainder of the meeting.

4. TREASURER'S REPORT (AS OF 8 JULY 1976)

Assets:

Bank Balance (BNSW) 30 June 1976		1498.08
Accounts Receivable:		
Outstanding Subs	182.50	
Taupo City Council	5.00	
Conference 76 Loan	<u>350.00</u>	537.50
Deposit 6 July 1976		<u>47.50</u>
TOTAL:		2083.08

Liabilities:

Grant:

Ministry of Recreation and Sport	500.00	500.00
Balance 8/7/76		1583.08

The treasurer reported that the following accounts had been paid since the Executive meeting of 12 May 1976:

Printset Processes	235.00
Lincoln College	22.40
El-Bee Typing	7.20
Addressograph	<u>3.88</u>
TOTAL:	268.40

The following accounts were presented for payment:

Earl Bennett - Secretarial Petty Cash	\$30.00
Earl Bennett - A & P Society Show Exhib.	50.00

There was general agreement to accept the above report and to give authorisation for payment of the above-listed accounts.

Robin Gay reported that about \$200 surplus from Conference 1975 is still in an account in Wellington. It was decided that this money should remain there to be used for the Conference 75 publication.

A list of members who have outstanding subscriptions was presented by the Treasurer. It was decided to take no action on these until they are one-year overdue.

5. CONFERENCE 1975

- a) Progress Report Chairman Tony Jackman reported that all is running smoothly and that the Hon. Venn Young, Minister of Lands and Environment, has been invited to be the guest speaker. If Mr. Young is not available, the subcommittee has selected Prof. Corbet, Director of the Joint Centre for Environmental Studies, as an alternate. Tony reported that the last broadsheet concerning conference has just been distributed.
- b) NZILA Executive Meeting with Landscape Contractors Roger Pollard is handling this matter while Alan Morgan is overseas. Tony reports that Roger will try to sort out suitable dates for this meeting during our conference, but the finalisation will have to wait until Alan Morgan returns.

6. 1975 ANNUAL GENERAL MEETING

- a) Chapter Organisation Research Report Robin Gay reported on a meeting attended by him, Frank Boffa, and Neil Aitken and distributed copies of notes from that meeting to all present. These notes included Draft Rules of the Wellington Landscape Group and sample Rules for Group Organisation for possible inclusion in the Institute's constitution.

There was general agreement to the proposals for the establishment of a Wellington Landscape Group and especially for the idea of a one-year trial period.

Some discussion followed regarding the details of the proposal, especially the requirements for office holders and committee members to be corporate members.

There was general consensus that the organisation is worth a try and that the Wellington Group should make a report at the 1976 A.G.M. on their pilot organisation.

- b) Newsletter Policy for A.G.M. Editor Charlie Challenger circulated a written report to all Executive members present in which the Purpose, Form, Financing, and Management of the Newsletter were outlined. In general, it was proposed that the newsletter be given a budgeted sum each year and that matters relating to finance and subscriptions be handled by an Editorial Subcommittee.

Earl Bennett suggested that, for ease of book-keeping, the financial matters of the Newsletter be kept entirely separate from those of the Institute and that the Editorial Subcommittee be authorized to establish its own accounts and handle its finances independently of the main Treasury, but that the Editor be responsible for supplying periodic reports to the Executive.

There was general agreement to Charlie's proposal and it was directed that he amend the finance section in light of the discussion and bring it forward at the A.G.M. for adoption.

- c) Education Policy for A.G.M. Subcommittee Chairman Charlie Challenger stated that the policy remains as previously accepted by the Executive and circulated to members. He added that he has not as yet formulated the necessary constitutional amendments for implementation of this policy. Charlie circulated copies of a "Letter to the Editor" from Steve Drakeford, Graham Mulvay, and Lynne Prebensen regarding the restructuring of the Institute; this letter will be included with the up-coming issue of the Newsletter.

Tony Jackman read a letter he had received from Phillipa Cocks regarding her difficulties in securing permanent employment as a Landscape Technician; he will reply.

- d) Constitutional Amendments Charlie Challenger will supply the necessary amendments to the Secretary for the implementation of the Education Policy. Earl Bennett will provide amendments regarding the reduction of the grace period for overdue subscriptions from 15 months to one year.
- e) Items for Agenda The following items were brought forward and the Secretary was directed to place them on the agenda for discussion at A.G.M. -

1. Landscape in District Schemes
2. Education Policy
3. Areas of Employment for Landscape Technicians
4. Structure and Membership Reorganisation
5. Tree Protection Measurers
6. Employment Opportunities for Landscape Architects
7. Landscape Research
8. A National Policy for the Institute in Respect to Landscape and its use:
 - a) Ministry for Environment
 - b) Commission for the Environment
 - c) Regional Authorities
 - d) Tourism
9. Institute Policy on Environmental Impact Reporting.

7. STATE SERVICE COMMISSION

It was agreed at the Executive Meeting of 12 May that, if we did not hear from this Commission regarding the restructuring of the Landscape Occupational Class by this meeting, we would contact the Minister of State Services regarding this matter. Charlie Challenger was directed to provide the documentation necessary to explain the Institute's policies on education and admission and Earl Bennett is to provide copies of the previous correspondence on this matter to Neil Aitken and Robin Gay who will develop a draft for submission to the Minister.

8. NEW ZEALAND INSTITUTE OF AGRICULTURAL SCIENCE

The Secretary was directed to confirm Bob Boocock as our representative to the Liaison Committee in Dunedin for this Conference in 1977.

9. NEW ZEALAND INSTITUTE OF ARCHITECTS

In response to an invitation from their Secretary for this Institute to provide representatives for a meeting regarding the establishment of unions within our profession, it was decided that the matter should be addressed to the Professional Practice Subcommittee and that Frank Boffa should act as representative.

10. NATIONAL TRUST

The Secretary reported on a reply from the Minister of Lands regarding our request to be represented on this body. Our request was noted and we were assured that very careful consideration would be given to this matter.

11. IFLA ELECTION REPORT

IFLA Delegate, Earl Bennett, reported that F.G. Breman was elected as president of that organisation.

12. MEMBERSHIP

- a) David Sissons, for Student membership
Proposed: Earl Bennett
Seconded: Charlie Challenger
Carried, subject to payment of application fee.
- b) Christine Thomas, for Student membership
Proposed: Earl Bennett
Seconded: Charlie Challenger
Carried, subject to payment of application fee
- c) Sean O'Mahony, for Student membership
Proposed: Michael Cole
Seconded: Earl Bennett
Carried, subject to complete of form and payment of application fee.

13. GENERAL

- a) Charlie Challenger referred to our interest in something similar to the PICC in Britain and suggested that we should look into CoEnCo as a possible similar byod here in New Zealand. This suggestion met with general approval.
- b) Charlie Challenger reported that donations to the Institute's Library Fund now totalled \$35.00 and suggested that we purchase a copy of Landscape Assessment by Zube with this money. There was general agreement and Michael Cole suggested that we use large photos from the book for display at Conference.
- c) Earl Bennett suggested that we proceed with the republication of our constitution incorporating all amendments as soon as possible after the A.G.M. There was general agreement.
- d) Michael Cole asked for photographs which might be usable for the NZILA Exhibit to be staged at Canterbury Court during the A & P Show in November 1976.
- e) Robin Gay raised an issue from the "Dominion" of 13 July 1976 regarding a possible decrease in subdivision design standards in order to lower costs. It was suggested that the matter be referred to the Professional Practice Subcommittee who could request more information.
- f) Tony Jackman reported on an invitation to an International Personnel Management Conference to be held at Massey University on 10 - 13 August 1976.

The meeting closed at 11.30. The President extended thanks to George and Ethel Malcolm for their hospitality and to Michael Cole for his attendance at this meeting.

Signed as a correct record:

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

Date:.....

2016.01.53.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

Minutes of the Executive Committee Meeting held at Charlie Challenger's home, on 12 May 1976.

Present: Tony Jackman (President)
Charlie Challenger (Vice President)
George Malcolm
Neil Aitken
Frank Boffa
Robin Gay
Earl Bennett (Secretary/Treasurer)

The Meeting was opened by the President at 7.40 p.m.

1. Previous Minutes

The following matters from the minutes of 11 February 1976 were discussed:

- a) Item 1a: Charlie Challenger reported that Michael Cole is progressing with the development of the Institute's graphic image. The President directed that this image should be presented at the Executive Committee meeting in July for presentation to the membership at the AGM in August.
- b) Item 1e: It was reiterated that the need for an Institute policy on environmental consideration should go forward to the AGM in August as a recommendation from the Executive.
- c) Item 2: Charlie Challenger reported that Dr. Neill, of the University of British Columbia, has provided him with an article regarding British Columbia's registration procedure for the Newsletter.

Motion: That the minutes of the Executive Committee meeting of 11 February 1976 be accepted as a true and correct record of that meeting.

Proposed: George Malcolm

Seconded: Charlie Challenger

Carried.

2. Subcommittee Reports

- a) Professional Practice: Chairman Frank Boffa reported that he intends to organise another subcommittee based in Wellington and that he would like to have the power to coopt members from other centres. He reported that he aims to have a meeting of this new subcommittee prior to the next Executive meeting.
- b) Publicity: Earl Bennett reported on an invitation from the Canterbury A & P Association to provide a display for the Show in November. The theme for this show is horticulture in an historical context.

It was questioned whether the Institute should become too involved in provincial matters, but it was pointed out that the theme of the show is such that it would be a one-time event.

This invitation, it was stated, points up the need for the Institute to have a permanent kind of display and that this may be an opportunity to start, or add to, our collection of display materials. It was suggested that the Canterbury group accept the invitation as a step toward gathering display materials. Charlie Challenger suggested that Michael Cole be contacted regarding participation in the preparation of this display.

Motion: That the Institute provide the Canterbury Group with \$50 for this display with a view to obtaining some national coverage from it.

Proposed: Charlie Challenger

Seconded: Robin Gay

Carried.

Earl Bennett agreed to continue his involvement with this display and was given a free hand in selecting the subcommittee and in organising the display.

Publicity Chairman Neil Aitken presented a written reply to Charlie Challenger's letter of 12 February 1976 regarding the overlap of newsletter, publicity, and conference proceedings. Copies of Neil's reply were given to all members of the Executive. The main contention was that this subcommittee has served its function and that publicity would now be handled better at a local level. From this developed a discussion on chapter organisation. It was the general consensus that was no need at this time for a person to be responsible for publicity on a national level.

Instruction: The Executive members in the Wellington area are to review the previous chapter organisation research by Tony Jackman with a view to the Wellington situation and are to submit their findings at the July Executive meeting.

c) Newsletter: Editor Charlie Challenger reported that he has not yet organised an Editorial Subcommittee but that he has asked Sally Mason and John Boyd to contribute items on plants and construction detailing. He has also asked Alan Titchener for help in supplying news from the main centres by contacting members in those places. He voiced doubt about the newsy newsletter referred to in Neil Aitken's reply presented above but pointed out that local news may be forthcoming from chapters and included in the existing format.

Instruction: All Executive members are to seek points of view on the newsletter so that the Executive can make a policy statement regarding this matter at the AGM.

Frank Boffa pointed out that the newsletter is for members only and outside readers should be considered as extras only.

Earl Bennett asked if we could not use the results of the questionnaire circulated at the AGM in 1975 to determine members' views on the newsletter. Charlie Challenger reported that he had only a 13% return on these questionnaires and that the results of that survey will be published in the next newsletter.

Tony Jackman asked if we can produce some policy for the AGM regarding the newsletter. Charlie Challenger stated that he will produce his recommendations for a policy to be brought forward at the next Executive meeting. There was general consensus to this arrangement.

Charlie Challenger reported that the present newsletter (number 9) will be 16 pages long and it was now with the printer.

In reply to an Instruction from the previous meeting, regarding the separation of secretarial and subscriber matters, Charlie Challenger and Earl Bennett reported that this action was not necessary at this time, but that it could be quickly and easily effected when necessary.

d) Education: Chairman Charlie Challenger reported that he owes an apology to the seven members who have applied to take an exam in 1977, but that he has yet to produce an application form for them.

Robin Gay forwarded a request from Ray Wright for information regarding the implementation of the proposed Education Policy. Charlie Challenger replied that he intends that the Executive establish a subcommittee to review each application and to determine the requirements for Associate membership in each case.

Charlie stated that he will be replying to those applicants in the near future and their next move will be to state what work they have done but that the requirements can not be formalized until the AGM.

3. Treasurers Report

Assets:

Bank Balance - BNSW (30 April 1976)		\$1740.36
Accounts Receivable:		
Outstanding Subs	312.50	
Auckland Tec. Library	12.50	
Taupo City Council	<u>5.00</u>	330.00
Deposit (30 April 1976)		<u>95.00</u>
	Total:	\$2165.36

Liabilities:

Accounts Payable:		
Lincoln College	25.70	
Secretary Petty Cash	<u>30.00</u>	55.70
Grant:		
Ministry of Recreation and Sport	500.00	
	Total:	\$ 555.70
Balance 30 April 1976		\$1609.66

The Treasurer reported that the following accounts had been paid since the last Executive Meeting:

Prinset Processes	63.00
El Bee Typing	16.81
Conference 76 Loan	350.00
IFLA Dues	228.10
NZPO Box	20.00
Addressograph	7.42
El Bee Typing	9.41
Panic Print	<u>32.60</u>
Total:	727.34

The Treasurer presented an invoice from Prinset Processes for \$235 for newsletter; Charlie Challenger will query this invoice. This amount raised the issue of considering alternative methods for printing.

The IFLA dues amount to approximately \$9.00 for each corporate member. It was felt that this should be mentioned in the next newsletter.

The following accounts were presented for payment:

Lincoln College - Printing	\$ 25.70
Earl Bennett - Petty Cash	30.00
El Bee Typing	.50
Boffa Jackman - Air fares	92.00
Boffa Jackman - Photocopying	64.60

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

Proposed: George Malcolm
Seconded: Robin Gay

Carried.

Some discussion followed regarding reimbursement for time lost from work as well as travel. It was agreed to leave the arrangement as it now is.

4. Conference 75

a) Executive action on publication: The Secretary reported that he advised Robin Gay by letter of the consensus of the Christchurch Executive that the Conference 75 Subcommittee proceed as outlined in Esmae Sage's letter of 10 March with particular regard to the limitations imposed by the grant of \$500.

Neil Aitken reported on 2 meetings held in Wellington at which it appeared that the publication had grown tremendously but that a clear picture was not emerging. They would now like to return to square one in the production of a conference proceedings and available information on open space. He stated that this was seen as a two-pronged approach: 1- the production of conference papers and available open space information and 2- the publication would act as a scene-setter for some future work.

b) Editor for Conference Publication: In response to a request by Esmae Sage in her letter of 10 March.

Motion: That Neil Aitken be appointed Editor for the Conference 75 Publication.

Proposed: Robin Gay
Seconded: Earl Bennett

Carried.

Neil Aitken is to have a free hand in organisation and format in this publication which should essentially contain information from the 1975 Conference. He requested a copy of the draft for the request for the grant from the Ministry of Recreation and Sport. It was felt that Esmae Sage should be appointed Deputy Editor for this publication.

Neil suggested returning to Editorial Services to see what they could do for a smaller document than that originally intended. This is up to the Editor and his subcommittee.

There was a general consensus to Robin Gay's suggestion that his job as Conference 75 Chairman be terminated and that the publication be handed over to Neil Aitken.

5. Conference 76

a) Progress: Tony Jackman circulated copies of the second broadsheet regarding conference which invites submission of papers and outlines procedures for remit submission. He reported that all is running smoothly.

b) Guest speaker: Prof. Hubert Owens is unable to attend and we can not afford to bring John Oldham from Australia. It was asked that, in light of the above, should we forget about an outside speaker. General concensus was that it was up to the Subcommittee.

c) Constitutional Amendments: It was reported that amendments to the Constitution must be circulated to members 21 days prior to the meeting and that only resolutions not dealing with amendments may be passed at an AGM. An alternative is for an amendment to be proposed at an AGM and then put to a postal vote.

d) Landscape Contractors: Alan Morgan forwarded a written request that members of the Institute be available to meet with a group of contractors at the same time as our conference in August in order to discuss how a contractor's organisation could establish links with the Institute.

Instruction: The Secretary is to write to Alan Morgan to advise him that his proposal meets with general approval and that he is welcome to contact the Conference 76 Subcommittee regarding the integration of programmes. The next Conference Subcommittee meeting is to be held at George Malcolm's home on Thursday 27 May at 7.30 p.m.

6. Open Space Resolution:

It was agreed that the Institute's next move should be the publication of the open space information from Conference 75.

Instruction: The Secretary is to write to the Minister of Lands stating that the Institute seeks the representation of Landscape Architecture on the Board of the National Trust.

7. State Services Commission:

George Malcolm reported that he telephoned Mr G. Wakelin and learned that the Pay Research Unit is now defunct but that a draft regarding the landscape occupational class is now out and should be sent to departments for comment in a matter of months.

Robin Gay and Neil Aitken reported that they contacted the Public Service Association's national office regarding this matter and have learned that engineers and surveyors have loosely-organised groups to put pressure on the government. Neil Aitken stated that he hopes that such a landscape group will be formed by the AGM to do the ground work for making a case.

George Malcolm recommended that we take no immediate action and wait for a reply for Mr. Wakelin. There was general agreement that the Institute wait until July and at the next Executive meeting to determine if the Minister of State Services should be contacted regarding the landscape occupational class.

8. Institute Solicitor

Instruction: Frank Boffa is to ask Barry Hudson if he is willing to again be the Institute's solicitor. He is to advise the Executive.

9. Christchurch Technical Institute - Landscape Contracting

Tony Jackman reported that Mr. Hockley had asked him for the Institute's opinion regarding the teaching of landscape contracting at CTI.

10. Hagley High School - Art Preliminary

Tony Jackman reported that the Art Prelim. is offered in night classes at this school.

11. Executive Election Procedures

The Secretary reviewed the procedures used in the previous election. Nominations close on 1 June 1976, a postal ballot follows, and the results are determined by the Institute's accountants. Members are to be notified of the results 21 days prior to the AGM and the old Executive conducts the AGM.

Nominations received to date:

Brian Halstead
George Malcolm
Hedley Evans
Michael Cole

Charlie Challenger
Frank Boffa

12. IFLA Election:

Earl Bennett reported that he had forwarded a vote for Derek Lovejoy for president on behalf of the Institute.

13. Membershipa) Michael Cole, for progression to Associate

Proposed: Charlie Challenger

Seconded: Earl Bennett

Carried.

b) Diane Lucas, for progression to Associate

Proposed: George Malcolm

Seconded: Neil Aitken

Carried

c) David Elton, for Student membership

Proposed: Earl Bennett

Seconded: Charlie Challenger

Carried.

d) Gilbert Brakey, for Affiliate membership

Proposed: Michael Littlewood

Seconded: Charlie Challenger (pro forma)

Carried

14. General

a) Environment Centre: requesting Institute representation on a Management Committee.

Instruction: The Secretary is to reply that we must stay nationally oriented but that we would be interested when the local chapter is stronger.

Instruction: The Secretary is to write to Janet Holm asking for a 300 to 400 word article regarding the Environment Centre for the newsletter.

b) Mountain Catchments Committee: request for presentation of Institute's ideas and policies. John Boyd handled this matter and reported that he was fairly happy with the tenor of the meeting. Tony Jackman will thank John for his contribution.

c) N.Z. Tourist and Publicity Department: requesting that Robin Gay remain on the Tourist Design Awards Scheme. There was general agreement to this request. Robin reported that he thinks there is a need to push the landscape input more and will make an approach to the committee if he feels there is a deficiency in this field.

d) Environmental Law in New Zealand: Charlie Challenger asked Frank Boffa to sound out Barry Hudson on the possibility of his reviewing this publication for the newsletter.

e) NZIAS Objection to Newsletter Article: Tony Jackman stated he felt this indicated good positive feedback.

Instruction: Charlie Challenger will send a copy of the newsletter which contains this objection.

f) NZILA Directory: This issue was raised as a result of use by Waimairi County to circularize all members. It was recommended that future directories carry a notice regarding un-authorized use.

g) IFLA Congress in Turkey: Robin Gay suggested that the Institute should be represented and that the President should be supported by NZILA in applying for a grant from Mobil Oil for this purpose. It was agreed that the Executive would support the President in his application for this grant. The closing date is 21 May 1976.

h) University of Otago - Landscape Design Course: An outline of a 3-day short course in Landscape Design was forwarded by Diane Lucas. Charlie Challenger will write regarding this matter on behalf of Lincoln College.

Instruction: The Secretary is to write requesting information regarding this course.

i) Next Meeting: The next Executive meeting is to be held at George Malcolm's home, 64 Garden Road, on 13 July 1976 at 7.30 p.m. Tony Jackman reminded all Executive members to consider possible constitutional amendments for that meeting.

The meeting closed at 12.30 a.m. The President extended thanks to Pat and Charlie Challenger on behalf of the Executive for their hospitality.

Signed as a correct record:

A.E. Jackman, President

Date _____

2016.01.53.00

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

Minutes of the Executive Committee Meeting held at Frank Boffa's home, on 11 February 1976.

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

APOLOGIES: Neil Aitken (Publicity Officer)
 Robin Gay

The Meeting was opened by the President at 7.45 p.m.

1. PREVIOUS MINUTES

The following matters from the minutes of 17 December 1975 were discussed:

a) Item 2a: A brief to be given to Michael Cole for the development of an image for the Institute was developed by Charlie Challenger and was circulated to the members present. George Malcolm, Tony Jackman, Charlie Challenger, and Earl Bennett are to meet with Michael for discussion on this matter prior to March 1 and to report back to the Executive.

b) Item 4a: Concern was voiced that the Conference 1975 Subcommittee may have more ambitious plans for conference publication that the \$500 grant will allow.

Instruction: The Secretary is to remind the publication convenor, Esmee Sage, of the limitations imposed by the grant and to request that a finalized outline of the conference publication be sent to all members of the Executive prior to March 11, 1976.

c) Item 5: Conference 1976 Subcommittee Chairman, Tony Jackman, reported that due to confusion with dates, an outline of plans for that conference is not yet finalized, but that planning is progressing.

d) Item 10c: When the revised Education Policy is circulated to members with the upcoming newsletter a copy is to be sent to Prof. Veale at Massey University.

e) Item 10f: The need for an Institute policy on various environmental considerations should go forward to the Annual General Meeting in August as a recommendation from the Executive Committee. *1/2 day at Conf.*

f) Item 10g: Discussion regarding the implications of the change to quarterly Executive Committee meetings.

Motion: That, due to the long interval between such meetings, the Secretary/Treasurer be empowered to handle routine immediate matters and accounts without prior Executive approval, but that these matters and accounts must be reported at the subsequent Executive meeting.

Proposed: Frank Boffa
 Seconded: Charlie Challenger

Carried.

*Available
 for next
 meeting prior
 to Conference*

Motion: To accept the minutes of the Executive Committee Meeting of 17 December 1975 as a true and correct record of that meeting.

Proposed: Frank Boffa

Seconded: George Malcolm

Carried.

2. JOHN NEILL, UNIVERSITY OF VANCOUVER:

Dr. Neill is on a three-month visit to Lincoln College and agreed to come to the meeting to talk about the registration of Landscape Architects in his home province of British Columbia. He pointed out that registration was necessary for the public good as well as for the protection of the profession and that it was the former item which should take precedence. British Columbia's act is unique to that province and provides only for the registration of the title "Landscape Architect". Their act was drawn up by an attorney and presented in the legislature as a Private Member's bill. Dr. Neill reported that the CSLA is a national organisation, but that each province differs in terms of legislation and education requirements. British Columbia's act carries a screening and qualifying process so that those without formal education qualifications may become landscape architects under the act. Any person who wants to practice in British Columbia and is not registered in his home state must take the exams required by the act.

Tony Jackman asked Dr. Neill if he would be willing to make a written statement outlining British Columbia's registration procedure and the development of that procedure which may be included in a future newsletter. Dr. Neill said he would be happy to do so.

3. SUBCOMMITTEE REPORTS:

a) Professional Practice: Chairman Frank Boffa stated that he would like to restructure this subcommittee after he moves to Wellington in early March. There was general agreement by the Executive that Frank Boffa should continue as chairman of this subcommittee and that he have the power to co-opt new members as required. He reported that formal publication of the Code of Ethics is awaiting the development of an Institute seal or emblem.

b) Publicity: Chairman Neil Aitken reported by letter and asked if the Executive wished him to pursue any line of publicity at this time.

Tony Jackman suggested that this subcommittee may be tied in with the Conference 1975 publication committee.

Instruction: Charlie Challenger is to write Neil Aitken to seek clarification of the role of the Publicity Subcommittee in view of the fact that its functions are somewhat encroached upon by the newsletter.

Done
No
reply.

Tony Jackman suggested the possibility of producing a simple document to record the proceedings of Conference 1975 and to use the grant money to produce a more comprehensive open space document in the future.

c) Newsletter: Editor Charlie Challenger circulated a report regarding the newsletter which contained the following three aspects:

1. The organisation of definite dates for issue and deadline dates so that eventually the newsletter will be issued on Dec. 15, Mar 15, June 15, and Sept 15 each year.

2. That the possibility of separating the membership and subscriber matters currently handled by the Secretary be investigated with a

view to the newsletter handling the subscription matters.

Instruction: The Editor and Secretary are to investigate this matter and report back to the Executive at its meeting in May.

3. That for the next A.G.M. a formal Editorial Subcommittee be initiated and that the Editor continue to be a member of the Executive Committee.

SM.
JB.
AT.

Assistant

Motion: That an Editorial Subcommittee be formed for newsletter publication and that Charlie Challenger report back to the Executive at its May meeting regarding this subcommittee formation.

Proposed: Frank Boffa

Seconded: George Malcolm

Carried.

Instruction: Charlie Challenger is to frame a proposal incorporating the suggestions under item 3 regarding an Editorial Subcommittee and the requirement that the Editor be a member of Executive for presentation at the August A.G.M.

d) Education: Subcommittee Chairman Charlie Challenger reported that the revised Education Policy as proposed by the Executive is to be circulated with the upcoming newsletter. Copies of this policy were circulated to Executive members.

4. TREASURER'S REPORT (As of 30 January 1976)

Assets:	Balance - BNSW		\$2,010.32
	Accounts Receivable:		
	Outstanding Subs	617.50	
	Dunedin Library	5.00	
	Taupo City	5.00	627.50
	TOTAL:		\$2,637.82
Liabilities:			
	Accounts Payable:		
	El Bee Typing Service	11.74	
	Panicprint	1.00	
	Addressograph	1.92	
	GBD Prints	16.70	31.36
	Grant (Min. Rec & Sport)	500.00	
	TOTAL:	531.36	
	BALANCE 30 January 1976		<u>\$2,115.46</u>

Instruction: The Treasurer is to send reminders to those members with outstanding subscriptions.

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

Proposed: Frank Boffa

Seconded: Charlie Challenger

Carried.

Instruction: That, due to increased postage charges, the Secretary's periodic allowance for this expense be increased from \$20.00 to \$30.00.

5. CONFERENCE 1975, PUBLICATION PROGRESS

Conference Subcommittee Chairman Robin Gay reported by letter that Publication Convenor Esmae Sage was having discussions with Editorial Publications who have advised that the production of a long-term, useful document rather than a cursory one.

Instruction: The Secretary is to refer Robin Gay to Item 4a of the previous minutes and express the Executive's concern that the publication process is being unduly delayed. He is to further state the Executive's desire for a positive statement of intent regarding this publication within the budget of \$500 allowed by the grant from the Ministry of Recreation and Sport for this purpose. Robin Gay is to be asked to provide this statement of intent by March 11, 1976.

6. CONFERENCE 1976, PROGRESS REPORT

A copy of the minutes of the first meeting of this Subcommittee has been circulated. The venue is Christchurch, the dates are August 19, 20 and 21, and the character is introspective. Work on structure, space, social, transport, accommodation, and publicity is in progress.

Charlie Challenger presented a letter from John Oldham which raises the possibility that IFLA President Hubert Owens may be able to come to New Zealand and Australia on his way to the IFLA Congress in Istanbul in early September 1976.

Instruction: Charlie Challenger is to write to John Oldham stating that this Institute would be interested in a visit by Hubert Owens during our conference and that we would be willing to help with expenses.

Instruction: Frank Boffa is to write to Hubert Owens to advise him of the Conference dates and that we would welcome a visit from him.

Tony Jackman, Subcommittee Chairman, reported that this is a very workable subcommittee and that the programme for Conference would be presented at the Executive meeting in May.

7. CONFERENCE 1976, OPEN OR CLOSED?

After discussion, it was agreed that the stated introspective character of the Conference indicates that it should not be open to all, unless we are able to get an imminent guest such as Hubert Owens. In that case, it was agreed that we should invite outside our own membership.

Instruction: Frank Boffa is to advise LANZ that we want to bring the membership question before our members before any more discussions are held and that we will contact them again after our A.G.M. in August.

8. NATIONAL OPEN SPACE RESOLUTION

A letter from H. Einhorn, M.W.D., of 4 February, indicates that the date of 18 March 1976 would be suitable for government representatives to meet with members of this Institute regarding this resolution.

Instruction: Each member of the Executive is to formulate his objectives of open space by March 1 to be co-ordinated by the following committee - Tony Jackman, Charlie Challenger, Frank Boffa and Earl Bennett. Frank Boffa is to be in charge of producing a report outlining these objectives and the President and Secretary are to present it to the government's representatives.

Instruction: The Secretary is to advise Mr. Einhorn that we will be able to meet with government's representatives on 18 March at a time and place convenient for them and he is to ask Mr. Einhorn for an indication of the format and composition of the meeting.

9. P.I.C.C.

This item was discussed previously and was brought forward from the meeting of 17 December. Although this is a worth-while long-term aim, it was agreed that it presently has a low priority for this Institute.

10. STATE SERVICES COMMISSION:

This matter has been held in abeyance over the holiday period, but concern was voiced for the lack of action on this matter.

Instruction: George Malcolm is to seek to find out the state of play regarding the Pay Research Unit and to report back at the Executive meeting in May.

11. HORIZONTAL MEMBERSHIP STRUCTURE:

The question was raised regarding the Dip. Landscape Technology holders who were admitted as Student members last year. It was agreed that they should continue as Student members until the A.G.M. in August when the new membership structure is discussed.

12. GENERAL:

- a) Diane Lucas, Membership: Her application for Corporate Membership was received after the Executive meeting of 17 December and was brought forward to this meeting.

Instruction: The Secretary is to advise her that she will be considered for Corporate membership at the next Executive meeting when she will have two year's experience and is to ask her for a submission showing examples of her work.

- b) Martin Conway, Requesting Associate Membership

Instruction: The Secretary is to advise him that this issue is dealt with in the upcoming newsletter.

- d) NZILA Library: Charlie Challenger reported that four new review books have been received for the collection.

- e) Donation: Jan Woodhouse has donated \$5.00 to the Institute's Library fund which now totals \$35.00.

- f) Next Meeting: To be held at Charlie Challenger's home, Lincoln College, at 7.30 p.m. on 12 May 1976.

The Meeting was closed at 11.45 p.m.

Signed as a correct record -

..... A.E. Jackman Date:.....
PRESIDENT.