

2017.04.85.06

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

Minutes of the Executive Committee meeting held at Boffa Jackman & Assoc.
Office, Second Floor, PPTA Building, 1 Herbert Street, Wellington on
15 December 1978 at 10 a.m.

Present: Robin Gay (President), Neil Aitken (Vice-President),
Diane Menzies (Secretary), Helmut Einhorn (Treasurer),
Frank Boffa, Tony Jackman

Apologies: Brian Halstead

1. Minutes of Previous Meeting

Resolved: that the minutes of the Executive Committee meeting
on 5 October be accepted as a true and correct record.

Einhorn/Boffa

2. Matters Arising from Previous Minutes

- a) Travel Expenses - The previous executive had resolved to consider the matter of compensating executive members for expenses incurred in travelling to executive meetings and had made this point when calling for nominations for the present executive. The matter now affects two members.

Frank Boffa noted that in the past members had accepted their own expenses and felt the situation should remain the same.

The Treasurer commented that present Institute funds were insufficient to adequately cover travel expenses and still maintain a healthy financial standing.

Brian Halstead, one of the affected members, was not present therefore -

Resolved: that the matter be again deferred, to be raised when Brian Halstead is next present.

Gay/Boffa

- b) Constitution Redraft - Frank Boffa will be working on a redraft to the constitution and hopes to circulate the draft prior to the next executive meeting.

Other matters arising from the minutes were deferred, to be discussed in greater depth later in the meeting.

3. Presidential Correspondence

Outwards - (a) Ian McHarg
(b) Earl Bennett
(c) John Haywood

Inwards - (a) Institute Australia

4. Secretarial Correspondence

<u>Inwards</u> -	(a)	General notices	4
	(b)	Job advice and vacancies	4
	(c)	School of Architecture	1
	(d)	IFLA	2
	(e)	Report from IFLA & Grand Council	1
	(f)	Address Change	1
	(g)	Q E II National Trust	1
	(h)	Constitution amendments	1
<u>Outwards</u> -	(a)	School of Architecture	1
	(b)	Members	2
	(c)	Landscape contractor, David Muir	1
	(d)	Related Institutes	1
	(e)	Trade Publications	2
	(f)	Taupo County	1
	(g)	Hocken Library	1
	(h)	IFLA	1
	(i)	Job enquiries	3

Resolved: that inward correspondence be received and outward correspondence be approved.

Aitken/Einhorn

5. Matters Arising from Correspondence

- a) Resolved: that the Secretary is to apply to the Q E II National Trust for the appropriate category of membership and that the fee for membership be paid.

Gay/Aitken

- b) The Secretary is to follow up the previous correspondence with the Department of Labour and the Department of Education on vocational guidance prior to the next executive meeting.

- c) Resolved: Tony Jackman is to seek material currently distributed by Lincoln College on the definition, training and range of employment for a landscape architect and to prepare a draft of a pamphlet suitable for distribution by the Institute to schools and enquirers.

Gay/Menzies

- d) Resolved: The Secretary is to prepare a standardised list of possible employers and employment categories suitable for overseas applicants which might also be given to the Department for Foreign Affairs for distribution through Trade Legations overseas.

Gay/Boffa

- e) Resolved: The Secretary is to write to the Auditors, Clarke Menzies, notifying them of the change in the financial year and noting that the Department of Justice has not yet received a copy of last year's audited accounts.

Einhorn/Gay

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6. Treasurer's Report

The Treasurer submitted the report as follows:

Balance held at Bank of New South Wales
at 30 November 1978 - \$2,376.60

Payments and monies received since that date, including examination fees and miscellaneous late annual subscriptions, are not yet included in this balance.

The following outstanding sums were approved for payment:

- a) Aitken, for secretarial costs incurred - \$15.00
- b) Barrons, for addressing 1979 Conference material - \$3.04

Resolved: That the Institute accept the costs from the WLG function, incurred as part of the AGM, and that the balance owing be paid to WLG.

Jackman/Boffa

Resolved: That Steve Drakeford be reimbursed \$5.88 being the loss incurred through a function held for students in Wellington.

Einhorn/Gay

Resolved: That the exam fees be retained within the existing accounting structure but separately itemised and analysed from time to time to check whether the examination system is financially self sustaining.

Einhorn/Jackman

Note: The fees charged for exams currently are:

Preliminary exam vetting fee	\$5
Exam papers (back copies per set)	\$5
Exam fee 1 paper	\$10
Exam fee full papers and oral	\$25
Part paper exam fee	\$10
Associate oral exam	\$10

Resolved: To reconsider the matter of membership fees for overseas and non-practicing members in the future if the matter becomes a more serious problem.

Gay/Menzies

Resolved: That the Treasurer, with the assistance of the Secretary, notifies all members that annual fees are due on 1 January, as soon as possible.

Gay/Menzies

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7. Subcommittee Reports(a) Education

Tony Jackman presented a detailed report on the results of the Temporary Candidates. A precise of the results is appended to the minutes.

Individual results were discussed in detail including the reasons for failure, the weighting of each subject and the grouping of subjects in each paper.

An analysis of individual results are -

G. Brakey: Paper 1 - Failed four subjects and passed Planting Design.
 Paper 2 - Failed Contracts but passed paper as a whole.
 Paper 3 - Passed Biological Sc. but failed rest of paper.

B. Brown: Paper 1 - Passed as a whole.
 Paper 2 - Passed with a good percentage
 Paper 3 - Passed with a good percentage
 Oral - Pass

P. Sergel: Paper 1 - Passed Construction, Planting Design
 Paper 2 - Passed as a whole
 Paper 3 - Passed all subjects
 To sit - Three single subjects and oral

Jan Woodhouse: Paper 1 - Passed as whole

John Marsh: Paper 1 - Passed two subjects

The above two applicants sat only one paper.

Resolved: That the Chairman of the subcommittee notify all candidates of the results as endorsed by the executive and indicate, where appropriate, subjects or matters which the candidates should study more assiduously.

Aitken/Gay

Resolved: That the Secretary is to include the attached precise of results in Cuttings with a note of the passes by B. Brown who attempted and passed all papers with good results.

Resolved: That Bernard Brown be accepted as an associate member of the Institute.

Gay/Jackman

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1978 Associate Candidates

Resolved: That the report from the oral examinations committee recommending that the four candidates, A. Clayton, A. Wilson, D. Scott and C. Thomas, pass be approved and that the above candidates be accepted as associate members of the Institute.

Menzies/Gay

A letter from one of the oral examiners, James Beard, to the President, which had been circulated to all members of the executive, was discussed in depth. The discussion covered such topics as education and training of graduates, training of graduates under an associate landscape architect, seconding of graduates to different departments for a range of experience, overseas standards of education, broad scale experience versus detailed knowledge and the specialisation of graduates. It was generally agreed that graduates should be trained to gain a broad educational basis before specialising but that present employers tended to use graduates for specialised tasks according to their particular skills. It was generally agreed that the matter was extremely important but that the Institute should set out clear guidelines if it is thought that changes needed to be made.

Resolved: That the Chairman of the examining committee is to take the matter up and report back to the next executive meeting:

That the President is to reply to James Beard, covering the matters discussed:

That the 1979 Conference Committee be asked to include the matter in some way in the Conference Agenda.

Boffa/Gay

(b) Editorial

Charlie Challenger reported through Tony Jackman that the next issue of the Landscape is expected to be posted next week.

Concern was expressed at the continuing delays in circulation.

Cuttings

The Secretary was requested to standardise and improve the presentation of Cuttings.

8. Design and Build

Hedley Evans arrived at the meeting to submit a report on behalf of the '79 Conference Committee. Tony Jackman asked Hedley Evans to represent him since he had to leave the meeting. Hedley Evans presented a paper to the committee on his analysis of the Design and Build problem, which was accepted and discussed in detail.

It was clear from discussions that the problem was far from resolution and that members were still undecided which was the wisest approach for the Institute.

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Matters which needed clarification were the definition of 'professionalism', felt to be a major point of the problem and the stand of other Institutes.

Helmut noted that government support of the qualifications of the landscape architect by statute was unlikely if the landscape architect was free to participate in contracting.

Resolved: That Helmut is to investigate the stand of the Town Planning and Architects Institute on professional responsibility:

That the Secretary include a short statement in Cuttings including the following resolution which was approved in order to rectify the present lack of any binding rules for members:

That the following amended statement shall be inserted in the membership application form.

"I declare that the above statement is a true account of my professional training and experience, and that if elected, I agree to be bound by the Constitution, rules and bylaws for the time being in force."

Boffa/Menzies

9. '79 Design Retreat

Hedley Evans gave a verbal report on matters being arranged for Conference. He is to write to J. Faybos concerning arrangements for further speaking engagements while in New Zealand.

It was recommended that Hedley contact Alan Morgan with view to giving a paper or speaking on contracting, as a part of the design and build process, at AGM. He is also to ask Steve Drakeford and G. Mulvay if they would give papers.

Members were asked to put forward names of suggested speakers to Hedley.

10. IFLA

The President is to convey the executive's appreciation of the very full report by Boydon Evans and Di Lucas.

The report is to be discussed in greater depth at the next meeting.

General

11. Landscape Evaluation Workshop - Frank Boffa reported the value of the workshop, to give members the opportunity to resolve some of the general problems we face. Since it was clear from the workshop that we still have some issues to resolve, he is to investigate further and report.

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12. Environment Council Workshops - Frank is involved in the compilation of papers in preparation for a round of seminars next year on Land Use.

Frank also informed the committee that he had been invited to act as a judge for the Institute of Engineers awards in environmental engineering.

13. Resignation of past ^{Treasurer} Secretary, Emily Mulligan.

Resolved: That Emily Mulligan's resignation be accepted with regret but that her membership certificate, which was returned, should be forwarded to her together with the Committee's best wishes for her future overseas.


14. Proposed Joint NZILA/Australian Conference - The general proposal for a joint conference in Australia in 1982, prior to the IFLA Grand Council, was endorsed in principle.
15. Ian McHarg Visit - The President submitted a detailed programme of Ian McHarg's engagements as part of the ANZUS Conference and visit to Wellington. The programme is appended to the minutes.

The meeting closed at 3.45 p.m. and was followed by general discussion.

Next meeting: Friday 23 February at Boffa Jackman & Assoc. office at 10 a.m.

Following meeting: Friday 20 April at Boffa Jackman & Assoc. office at 10 a.m.

Signed as a true and correct record


.....

R.D. Gay - President

Date 2 March 1979.

2017.04.85.05

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD AT
BOFFA JACKMAN OFFICE, SECOND FLOOR, PPTA BUILDING,
1 HERBERT STREET, WELLINGTON, ON 5 OCTOBER 1978

PRESENT: Members of the Executive Committee comprising:

Robin Gay	(President)
Neil Aitken	(Vice-President)
Diane Menzies	(Secretary)
Helmut Einhorn	(Treasurer)
Frank Boffa	
Tony Jackman	
Brian Halstead	

The meeting was opened by the Chairperson, Robin Gay at 3.10 pm. Robin then welcomed the new members of the Executive Committee, Diane Menzies, Helmut Einhorn and Brian Halstead to their first meeting.

1. ACCEPTANCE OF PREVIOUS MINUTES

Motion: To accept the minutes of the Executive Committee Meeting of 18 August 1978.

Proposed: Frank Boffa
Seconded: Helmut Einhorn

Carried.

2. 1979 CONFERENCE AND AGM

Conference Committee chairperson Hedley Evans presented a report (attached to these minutes) on anticipated publicity expenditure, which was estimated at \$60.

In discussing the visit of Julius Fabos and family to New Zealand to attend "Design Retreat '79", Hedley felt that it would be a good gesture for the Institute to pay for the Fabos family's accommodation at Lake Rotoiti.

Helmut Einhorn then raised the question of creating a continuing Conference Account which would have its own identity. Accumulated funds would be held in this account and not credited to the Institute's central funds.

Frank Boffa explained that the \$250 proposed for the Conference Account is a grant from central funds; the additional \$250 is to be a loan from the existing 1975 Conference Account, which had a balance of \$523.05 as at the last Executive Committee Meeting.

Robin Gay mentioned, that, to update the account, it will be necessary to change the signatories and title.

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3. PROFESSOR IAN McHARG'S VISIT TO NEW ZEALAND

Robin Gay explained that arrangements for Prof. McHarg's forthcoming visit has been arranged partly by the Department of Lands and Survey without his (Robin's) knowledge. He felt that this had been most unsatisfactory and would now have discussions (on the Institute's behalf), with the ANZAAS representative from DSIR.

Robin will also write to Ian McHarg, offering the Institute's assistance during his visit.

4. MEMBERSHIP(a) Student Interest

In general accordance with the instruction of the last Executive Committee Meeting, Tony Jackman invited the landscape architecture student to his office for an introductory discussion. In response, approximately half the first-year students attended; Tony considered that this response was satisfactory and all that could really be expected.

Tony also mentioned that he is still awaiting the student enrolment list from Charlie Challenger. Robin Gay asked if Tony could forward him a copy.

(b) Institute Membership List

The updating of the Institute's membership list was then discussed.

Instruction: Secretary to update membership list and distribute to all members; secretarial discretion is to be used with "outside" requests for copies of the list.

In the case of, for example, local authorities with landscape architectural or technical vacancies, the Institute will distribute the relevant information to all members with a fixed charge of \$30 to the employing agency.

5. 1978 INSTITUTE EXAMINATIONS

Tony Jackman said that all examiners had been contacted, but not all had responded as yet.

Tony also mentioned that Ray Wright is contemplating withdrawing because of the current penalty restricting candidates to one resit only. Tony commented that he would much prefer it if students were able to sit the examinations in accordance with their particular needs and abilities in respect of timing.

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Victoria University's School of Architecture was confirmed as the venue.

Diane Menzies asked if candidates could "float" for say, one year - Tony felt that this was not really possible under the present system.

Brian Halstead felt that the Institute should relax these provisions - he considered that candidates needed all the assistance possible. Brian also felt, that, as an aid to those sitting exams, funds accumulated from examination fees could be used to provide subject information in booklet form.

6. 1978 AGM

The Executive Committee noted that the account for the hire of Helen Lowry Hall was \$128.75.

7. CONSTITUTIONAL CHANGES

Robin Gay raised the implications of the "short year" between the 1978 and 1979 AGMs. It was confirmed that an AGM is necessary in May 1979 and it is intended to produce a revised Constitution at that Meeting.

8. PROFESSIONAL RESPONSIBILITY

Robin Gay drew the Executive Committee's attention to the deletion of the clause in the corporate membership application form.

Brian Halstead felt that deletion of the clause really emphasised the importance of personal integrity among corporate members in their dealings with clients.

Helmut Einhorn referred to the American Institute of Architects relaxing their provisions concerning design and build involvement by members.

Tony Jackman reminded the Meeting that the whole question of "professionalism" is closely tied-in with rewriting the Constitution.

It was decided that Frank Boffa and Brian Halstead should investigate the question of appropriate professional safeguards and complete their recommendations in draft form by early-December, for consideration at the next Executive Committee Meeting.

Diane Menzies asked if there were other aspects the Executive Committee should be guiding members on - she cited the horticultural emphasis within the deleted clause.

Brian Halstead felt that any re-written clause should emphasise the importance of attitude on the part of the member - however, he also felt that it should be much less restrictive. The new

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clause should stress the importance of professional responsibility to the client.

9. 'THE LANDSCAPE'

Tony Jackman recalled that there was a good reaction to the re-structured Editorial Committee at the recent AGM. Tony had therefore approached Charlie Challenger on the question of getting the new Committee activated - Charlie indicated that he was not yet sufficiently organised and consequently, a meeting has not yet been arranged.

Brian Halstead referred to the worth of the more diverse content in each issue of 'The Landscape'.

10. IFLA GRAND COUNCIL DELEGATE

Robin Gay referred to a recommendation by the previous Executive Committee that Earl Bennett remain as the Institute's delegate. He had subsequently discussed this with Earl, who still wishes to resign.

His resignation was accepted by the Executive Committee.

Motion: That it will now be Institute policy for the sitting President to automatically become IFLA Grand Council delegate, and be guided on such questions as voting by the Executive Committee.

Proposed: Frank Boffa
Seconded: Tony Jackman

Carried.

Instruction: Robin Gay to officially inform Earl Bennett.

11. NORTHLAND REGIONAL PLANNING SCHEME

Diane Menzies referred to the earlier letter from Dennis Scott. She reminded the Executive Committee that the Northland Regional Authority is requesting public comment on the Scheme Review.

Brian Halstead to look into this on behalf of the Institute.

12. ECO (Ecological and Conservation Organisations of N.Z.)

Helmut Einhorn referred to the pamphlet on Friends of ECO discussed at the last Executive Committee Meeting. Charlie Challenger had then made the point that the N.Z. Post Office does not approve enclosures in registered publications such as 'The Landscape'.

In view of this, the Executive Committee decided to provide ECO with a distribution list of Institute members and journal subscribers.

5.

13. PRESIDENTIAL CORRESPONDENCE

- (a) From: Earl Bennett
- (b) To: Julius Fabos

14. SECRETARIAL CORRESPONDENCE

Routine secretarial correspondence is summarised as follows:

- (a) Letters from Members: 3
- (b) General Notices Received: 3
- (c) Vocational Guidance: 2
- (d) Executive Committee Elections: 1
- (e) Trade Publication Enquiry: 1
- (f) Overseas Enquiries: 2
- (g) Related Institutes: 1
- (h) IFLA Information: 1
- (i) 1978 Tourism Design Awards Scheme: 1

Diane Menzies then referred to two specific items which warranted further discussion:

- (j) Enquiry Re Standard Landscape Construction Specification

David Muir a landscape contractor in private practice had written to the Institute on this question.

Brian Halstead commented, that, in reality, each job should have its own specification and a "standard specification" in this sense of the word is not really applicable.

Instruction: Secretary to reply stating that overseas standards do exist (for instance, the BS series), but this has not yet been done in New Zealand in respect of landscape works. It should be pointed out, that perhaps Mr Muir is thinking of a Standard Code rather than a specification, and refer him to SANZ on this basis.

- (k) "Wild and Scenic Rivers" Classification

Form letter received from Taupo County Council inviting submissions on rivers within the County before

6.

8 December 1978. The Institute's address was provided by the Commission for the Environment.

Frank Boffa felt that it isn't the Institute's role to get involved in local issues, but individual members should be encouraged to do so.

The letter is, therefore, to be directed to local members and Secretary to let Taupo County Council know of this, together with a brief explanation of the sort of landscape input that would be necessary to realistically evaluate the rivers concerned - also, the availability of practising Institute members.

15. TREASURER'S REPORT

Helmut Einhorn presented his first report (as at 5 October 1978), summarised as follows:

Cash Flow Book as at 28 August 1978, tallied with the BNSW statement.

Payments (from membership subscriptions and examination fees) amounting to \$126 have been deposited since that date.

Current Cash Account: \$3,079.16.

The following accounts and items of expenditure have been received:

(a) Neil Aitken (acting Secretary's claim)	\$30.64
- comprising:	
M. C. Heffernan (typing)	\$24.00
C. Gibson (typing)	4.00
Postage	2.64
(b) Hamer Pyne (duplicating)	6.15
Redferns (endorsing stamp for library)	11.69
Auditing Costs (Clarke Menzies & Co.)	181.46
Diane Menzies (Secretarial Expenses)	17.12
Helen Lowry Hall	128.75
Justice Department (registering Constitutional changes)	5.00
Total	<u>\$380.81</u>

Motion: That the items of expenditure as presented be approved for payment.

Proposed: Frank Boffa
Seconded: Brian Halstead

Carried.

7.

* The following signatories are authorised to sign Institute cheques:

Robin Gay	(President)
Neil Aitken	(Vice-President)
Helmut Einhorn	(Treasurer)
Diane Menzies	(Secretary)

* Motion: That the Treasurer and one signatory be authorised to sign cheques of up to \$50 for petty cash.

Proposed: Frank Boffa
Seconded: Brian Halstead

Carried.

Helmut Einhorn reported that there were still 13 members in arrears but David Clutterbuck has advised that he will pay his arrears when out of his current financial difficulties, having just arrived back in New Zealand.

The following members in arrears paid their subscriptions during the last month:

Clive Anstey
John Henry
David Elton
John Marsh.

16. SUB-COMMITTEES

The five standing sub-committees will be represented by the following chairpersons:

- (a) Education, Examinations and Research - Tony Jackman
- (b) Policy, Liaison and Parliamentary Bills - Robin Gay
- (c) Professional Services - Brian Halstead (Neil Aitken to liaise with Careers Information Section, concerning the specific requirements for landscape contractors).
- (d) Promotion, Publicity and Publications - Frank Boffa
- (e) Editorial - Charlie Challenger (Diane Menzies to replace Emily Mulligan as Editor of "Cuttings").

17. VOCATIONAL GUIDANCE AND CAREERS INFORMATION

Neil Aitken referred to his discussions with Diane Candy of the Careers Information Section, concerning the specific requirements on landscape contracting.

Neil will now refer this to Alan Morgan President of the recently formed N.Z. Association of Landscape Contractors.

8.

Earl Bennett joined the Meeting at this stage and provided further background information on his involvement with the Christchurch office of the Department of Labour.

Instruction: Secretary to write to both Labour and Education Departments to clarify areas of departmental responsibility in respect of preparing careers information.

18. "CUTTINGS"

The contents and layout of "Cuttings" is to be formalised in a limited sense, without detracting from its primary role of communication with members. Brian Halstead is to send Auckland information to Diane Menzies, the Editor of "Cuttings".

19. MEMBERSHIP

- (a) Janet Ward (Auckland) - application for Graduate membership.

Proposed: Mary Buckland
Seconded: Brian Halstead

Unanimously accepted, subject to balance of application examination fee of \$15 being paid.

- (b) Arrears

Noted from Treasurer's Report.

The Meeting also endorsed the suggestion made by Alan Titchener, that an interim reminder be sent to members in arrears.

20. AWARDING OF INSTITUTE PRIZE

The question of an apparent lack of student interest in the Institute was raised. However, Earl Bennett felt that the Executive Committee should not be too concerned about this. He considered that the students simply do not have sufficient time to become involved in the Institute and also, they lack confidence as a group. Earl supported the idea of the Institute awarding a prize to the top landscape architecture or landscape technology students.

21. PRESENTATION OF MAJOR DESIGNS

Earl Bennett then referred to the student presentation of major designs for the Dip. LA in mid-November 1978. He invited the Institute to nominate external assessors - dates and times to be advised.

Earl also stressed that there was a need for more comprehensive information on the functions of Government Departments employing

9.

landscape architects and the opportunities for landscape architectural graduates.

22. GENERAL

(a) 'The Landscape'

Earl Bennett stated that 'The Landscape' account currently has a balance of \$1,000. Brian Halstead expressed his concern that little is known of the Institute in Auckland. As a means of publicising membership, Brian suggested that the Institute could produce a list of members in private practice, updated for inclusion in each issue of 'The Landscape'. This would be on the same basis as is currently done in 'Town Planning Quarterly'.

Earl Bennett and Tony Jackman felt that it would be more appropriate for the Institute to produce an annual list showing the names and addresses of members in private practice.

(b) Travelling Expenses Incurred by Executive Committee Members not Resident in Wellington


Brian Halstead stated that he was prepared to meet travelling expenses but he agreed with the principle of assistance. Tony Jackman pointed out, that in the past he has always paid for his own travelling.

This question is to be discussed more fully at the next Executive Committee Meeting.

NEXT EXECUTIVE COMMITTEE MEETING: This is to be held on 15 December 1978, commencing at 10.00 am.

The Meeting concluded at 6.50 pm and the Chairperson, Robin Gay thanked Frank Boffa for the use of Boffa Jackman's office and facilities.

Signed as a correct record:


.....
R. D. Gay, President

Date: 2 Nov. 79.....

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD AT
BOFFA JACKMAN OFFICE, SECOND FLOOR, PPTA BUILDING,
1 HERBERT STREET, WELLINGTON ON 18 AUGUST 1978

PRESENT: Members of the Executive Committee comprising:

Frank Boffa	(President)
Tony Jackman	(Past President)
Robin Gay	(Vice President)
Neil Aitken	(Secretary)
Emily Mulligan	(Treasurer)
Charlie Challenger	(Journal Editor)
Helmut Einhorn	representing Peter Rough in accordance with Article 33(b) of the Constitution.

The meeting was opened by the Chairperson, Robin Gay, at 10.10 am. He welcomed Helmut Einhorn to the meeting and congratulated him on his success in the Institute's Executive elections.

1. PREVIOUS MINUTES

Meeting on 9 June 1978.

The only matter arising from these minutes was under item 5(c) - Treasurer's Report. Amend IFLA account to \$313.98, Accounts Payable total to \$742.32, Liabilities total to \$1,242.32, and the Balance to \$2,502.56.

Motion: That the minutes of the Executive Committee meeting of the 9 June 1978 be accepted subject to the above amendments.

Proposed:	Neil Aitken	
Seconded:	Frank Boffa	Carried.

Motion: That the minutes of the Extraordinary meeting held on 7 July 1978 to approve the certificates be accepted.

Proposed:	Neil Aitken	
Seconded:	Emily Mulligan	Carried.

2. PRESIDENTIAL CORRESPONDENCE

(a) From Mr Coad, Lands and Survey, has been circulated to Executive members.

(b) From Julius Fabos - accepting the Institute's invitation to the 1979 Conference and enclosing a copy of his report to the NZPI. Has been circulated to Executive members.

There was general discussion on the possibility of Ian McHarg's visit here in January 1979 although the Institute is not involved in the visit.

2.

3. SECRETARIAL CORRESPONDENCE

Summary of Routine Secretarial Correspondence:

(a)	Letters from members	4
(b)	1979 AGM and Conference	1
(c)	IFLA	4
(d)	Membership enquiries	2
(e)	General notices received	3
(f)	Publication enquiries	1
(g)	Conference enquiry	1
(h)	Vocational guidance	1
(i)	General	3

It was discussed that IFLA correspondence was mainly concerned with Di Lucas representing the Institute at the 1978 IFLA conference in Brazil.

4. FINANCIAL

Robin Gay reported that the 1975 Conference account balance was \$523.05. This was originally to be used with the \$500 grant from the Ministry of Recreation and Sport to produce an Open Space document. Because of the problems involved in implementing this there was discussion on how these funds could now best be used.

Motion: That the conference account set up in 1975 be kept as a General conference account and AGM be advised accordingly and that the grant from the Ministry of Recreation and Sport be used for a Journal publication and, therefore, be made available to the Journal Editor.

Proposed: Tony Jackman
Seconded: Helmut Einhorn

Carried.

3.

(a) Treasurer's Report

Emily Mulligan presented the following report as at 18 August 1978:

Assets:

Bank Balance as at 31 July		\$2,840.33
Deposits 4 August	\$133.75	
To deposit	25.00	
Outstanding subs		
(estimate - books at auditors)	<u>447.88</u>	<u>606.63</u>
		3,446.96

Liabilities:

Grant - Ministry of Recreation and Sport	\$500.00		
Accounts payable:			
E. Mulligan (cuttings)	\$25.45		
N. Aitken (Sec.)	53.92		
M. Heffernan - typing	28.00		
C. Gibson - typing	4.00		
Print Marketing Consultants			
(for 200 certificates)	<u>333.85</u>	<u>445.22</u>	<u>945.22</u>
	Balance:		<u><u>\$2,501.74</u></u>

Accounts paid since last Executive meeting 9 June 1978:

M. Heffernan	\$24.00
C. Gibson	8.00
N. Aitken	47.55
Boffa, Jackman and Assoc.	38.60
E. Mulligan	14.65
Print Marketing Consultants	391.14
IFLA	313.98

Motion: That the Treasurer's report be accepted and the accounts approved for payment.

Proposed: Frank Boffa
Seconded: Neil Aitken

Carried.

- (b) There was nothing to report from the auditors as their accounts were not available for the meeting.
- (c) Neil Aitken reported that according to his list there were 16 people in arrears.
- (d) Deferred till later in meeting.

4.

5. SUB COMMITTEE REPORTS(a) Legislative Committee

Frank Boffa mentioned that any submission to the Planning Council on their Planning Perspectives publication should be made as soon as possible.

(b) Professional Services

Robin Gay and Earl Bennett were involved in a Careers Advisory Service pamphlet on Landscape Architecture as a career put out by the Vocational Guidance Service. They have both written to express their dissatisfaction at the draft result. Earl suggested to the Vocational Guidance Service that the Institute could assist in writing the pamphlet. There was general discussion on the need for the information and that a well-done careers brochure on landscape architecture could be useful to the Institute.

Robin Gay has spoken with the Department of Immigration with regard to including Landscape Architecture on the list of specialist functions needed in New Zealand with regard to overseas applicants. Robin will confirm this in writing with the Department of Immigration.

6. MEMBERSHIP

- (a) Certificates - Executive were very pleased with the final printed result and Frank Boffa suggested that Brian Stansfield be personally thanked and given a small gift of \$10-\$12 in appreciation, which was agreed to. The certificates are to be given out to corporate members present at the AGM on Saturday 19 August. Members are to be informed that the certificates remain the property of the Institute and are to be held by the Secretary.

- (b) There was discussion on the apparent lack of student interest and possible reasons for this. The general vulnerability of the Institute was also brought up. The idea of a student competition was noted, but there is insufficient communication to know if this would interest the students.

Instruction: That Tony Jackman write personally to the students inviting them to the 1979 "Event" and inviting suggestions from them on improving the important relationship between students and the Institute.

- (c) Resignations were received from Julian Caccia - Birch and Ron Etherington.

5.

(d) Application for Graduate membership:

Claire Findlay (Wellington)

Proposed: Robin Gay

Seconded: Neil Aitken

Unanimously accepted

\$5 received - Secretary to notify acceptance.

7. 1978 EXAMINATIONS

- (a) Tony Jackman presented a list of potential candidates for both the temporary examinations and for the associate examinations.
- (b) Following discussion, it was decided that the oral section of the temporary examinations could not be passed prior to the written section. Orals would have to be done each time unless a candidate specified that they were not completing the written section. It was accepted that candidates with less than five years experience may be able to sit some papers at the scrutineers' discretion.

Instruction: That Frank Boffa make arrangements with the School of Architecture for the use of their facilities for the 1 - 4 December and that he let Tony Jackman know as soon as possible.

That Cuttings advise of dates and requirements and ask interested candidates to contact Tony Jackman.

One candidate from last year had expressed a feeling of some bias towards National Parks.

8. 1978 AGM

- (a) Frank Boffa reported that the arrangements to use Helen Lowry Hall are as notified and that a social function is to be held in the Boffa-Jackman Offices from 8 pm Saturday 19 August.
- (b) Attendance at the AGM is anticipated to be around 20.
- (c) Election results.

Motion: That the Secretary block out the number of votes per person and file the letter recording election results.

9. ~~9.~~ FINANCIAL DEPENDENCE (OR PARTIAL DEPENDENCE)
ON EXECUTIVE COMMITTEE

The paper presented as a policy document by Charlie Challenger entitled "Guidelines for NZILA sub-committees with financial dependence (or partial dependence) on Executive" was discussed. It was noted that under section 3 of the paper the Treasurer would need to advise sub-committees.

Motion: That this paper of Charlie Challenger's on financial dependence be adopted and that they be used as official guidelines for the 1979 Conference committee.

Proposed: Neil Aitken

Seconded: Helmut Einhorn

Carried.

Motion: That of the \$523.05 to be kept in a separate conference account, \$250 be given as a loan to the 1979 and also that a \$250 grant be made available from the main Institute account towards Julius Fabos travel expenses (estimated \$500).

Proposed: Frank Boffa

Seconded: Tony Jackman

Carried.

Instruction: That at the first official meeting of the conference committee a member of the Executive advise them on procedure, and financial policy with regard to the Institute.

Proposed: Robin Gay

Seconded: Tony Jackman

Carried.

As a result of a tie in the first election, a by-election was held and scrutineered by David Forsell, Barrister and Solicitor with the Housing Corporation. This also resulted in a tie between Hedley Evans and Brian Halstead.

Instruction: That Frank Boffa approach them prior to the AGM and suggest that they either draw lots or have a ballot by corporate members present.

It was decided that the incoming executive will meet during 19 August to determine the office bearers which shall be announced at the AGM.

- (d) There was some discussion on Professional Responsibility and design and build which is on the AGM agenda. There was also discussion on the implications of the Constitutional Amendments to be raised at the AGM particularly with regard to the subscription year as this will be extended to the end of this year. Emily Mulligan estimated this would mean a loss in income of around \$600. The Executive felt that with the considerable increase in Institute subscription fees last year this loss was acceptable.

7.

10. 1979 CONFERENCE AND AGM

The conference committee consists of Hedley Evans, Barry Knox, Claire Findlay, Ray Wright and Jim Beard.

Motion: That Hedley Evans be appointed conference convenor and that he and the incoming Institute Treasurer be signatories to the Conference account.

Proposed: Frank Boffa
Seconded: Neil Aitken

Carried.

11. 'THE LANDSCAPE'

Charlie Challenger presented a report prepared by Tony Jackman on the future administration of the Journal. There was discussion on the document and the need for it. Charlie Challenger reported that the Journal's account currently stood at \$690.

12. IFLA

Earl Bennett wrote suggesting that he resign from being the Institute's IFLA delegate as he felt that the delegate should probably be a member of Executive. Problems in the past have arisen through unsatisfactory communication between the Institute Executive, IFLA and the delegate but Neil Aitken felt that these have now been rectified.

Recommendation: That the new President write to Earl Bennett expressing the Executive's appreciation of the time and effort he has put into IFLA matters and ask him if he would, in light of the above, continue as IFLA delegate.

13. GENERAL

Dennis Scott (graduate) has written from the Northland Regional Planning Authority inviting the Institute to make submissions to the Northland Regional Planning Scheme.

Neil Aitken produced a copy of the Annual Report of the Housing Corporation which included for the first time a section on landscape architecture expressing the importance of this field.

There was discussion on the Workshop on Landscape Assessment and Evaluation, that the Institute is to assist in with the Commission for the Environment in September. Frank Boffa asked whether the Executive felt that Institute members would benefit from an earlier in-house workshop. It was generally agreed that this was desirable.

Instruction: That Frank Boffa pursue the idea of an in-house workshop on landscape assessments prior to the combined workshop with the Commission for the Environment.

Frank Boffa provided copies of his Presidential Report to be presented at the AGM.

8.

Helmut Einhorn asked if consideration could be given to the Institute joining ECO and he provided a Friends of ECO pamphlet. There was discussion on the possibility of including a copy of the brochure in with the Journal but it would need to be over-printed to comply with certain Post Office requirements. It was suggested that Helmut Einhorn bring forward more information on ECO for the incoming Executive.

Emily Mulligan agreed to do the next issue of "Cuttings", to be put out prior to the next Executive meeting.

Robin Gay stated that the Executive had very gratefully used the Boffa Jackman offices in the past and questioned whether this should be continued. Helmut Einhorn offered the use of his offices for future Executive meetings.

As the outgoing President, Frank Boffa thanked and farewelled Charlie Challenger and Emily Mulligan as this is their final Executive meeting.

The meeting closed at 4.30 pm.

Signed as a correct record:


.....

R. D. Gay, President

Date: *2. Mar. 79...*

2017.04.85.03

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.MINUTES OF THE EXTRAORDINARY EXECUTIVE COMMITTEE
MEETING HELD AT BOFFA JACKMAN OFFICE,
1 HERBERT STREET, WELLINGTON, ON 7 JULY 1978

PRESENT: A quorum of Corporate members (in accordance with Article 38 (g) of the Constitution) comprising:

Frank Boffa (President)
Neil Aitken (Secretary)
Diane Menzies
Helmut Einhorn
Hedley Evans

PURPOSE OF MEETING

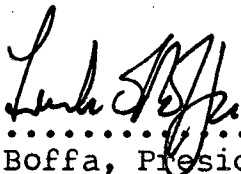
To consider final artwork and colours and approve the quotation for the production of 200 Corporate membership certificates.

The meeting was opened by the chairperson, Frank Boffa at 12.40 pm.

He then introduced Brian Stansfield, Wellington Manager for Print Marketing Consultants Ltd, who presented the final artwork and submitted a firm price of \$333.80 for printing 200 copies.

Following a minor amendment to the colours proposed, the members present unanimously approved the above expenditure.

Signed as a correct record:


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

Date: 13/8/78
.....

2017.04.85.02

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD AT
BOFFA JACKMAN OFFICE, 1 HERBERT STREET, WELLINGTON
ON 9 JUNE 1978

PRESENT: Members of the Executive Committee comprising:

Frank Boffa (President)
Robin Gay (Vice-President)
Neil Aitken (Secretary)
Emily Mulligan (Treasurer)
Helmut Einhorn and Hedley Evans
(in the afternoon) representing
Peter Rough and Tony Jackman
respectively, in accordance with
Article 33(b) of the Constitution.

The meeting was opened by the Chairperson, Robin Gay, at 10.30 am.

1. APOLOGIES

Apologies were received from Charlie Challenger and Tony Jackman.

2. PREVIOUS MINUTES

Frank Boffa noted item 19 which referred to members who were overseas. He considered that the Institute should state clearly that there would be no special provision in this situation. The member concerned would be either a subscriber to the journal or would pay full membership fees. He felt that this should be emphasised rather than the situation where a member worked in an unpaid capacity - as is the case with Esmae Sage.

Instruction: Secretary to put on agenda for discussion at the 1978 AGM.

Motion: That the minutes of the Executive Committee Meeting of 31 March 1978, be accepted as a true and accurate record.

Proposed: Frank Boffa
Seconded: Emily Mulligan

Carried.

3. PRESIDENTIAL CORRESPONDENCE

(a) From: Jean Verschuer - President of the AILA - advising that she will be visiting NZ next September on the return journey from the 1978 IFLA Conference in Brazil. Frank Boffa has replied stating that the Institute would have a special Executive Committee Meeting to coincide with her visit to Wellington.

(b) To: Commission for the Environment - suggesting that the landscape assessment workshop proposed for August/September 1978 be deferred until the general period of the 1979 AGM and Conference to be held in early-April.

2.

- (c) To: President of NZPI - thanking the Planning Institute for so willingly involving members of the NZILA in their 1978 Conference, and stressing the need for continuing co-operation between our respective Institutes.
- (d) To: Julius Fabos - thanking him for his inspiration during the NZPI Conference, and acknowledging this by enclosing a gift copy of the "New Zealand Atlas". Frank also re-affirmed that the Institute would very much like him to come to the 1979 Conference at the Institute's expense. This will be referred to the Executive Committee for approval.
- (e) From: NZ Planning Council - enclosing copies of "Planning Perspectives 1978-1983" for the Institute's comment.
- (f) To: Director-General of Lands - regarding his Department's explanatory booklet on the Reserves Act 1977. Frank pointed out that a reply had not been received, and because of the importance of the letter, he would now like to send a personal letter to Mr Coad enclosing a copy of the original for his comment. The Executive Committee endorsed this approach.
- (g) From: Derek Lovejoy - regarding the Golden Jubilee of the Landscape Institute to be held in association with IFLA - no further action necessary.
- (h) From: Vice-President of IFLA's Eastern Region - enclosing a copy of the proceedings of the first Regional Conference, which was held in Manila in 1977 - noted by the Executive Committee.

4. SECRETARIAL CORRESPONDENCE

Due to the large volume of correspondence, the routine letters have been categorised as follows:

(a)	<u>Membership Enquiries:</u>	7
(b)	<u>Enquiries from Members:</u>	6
(c)	<u>Career Enquiries:</u>	5
(d)	<u>Organisational Enquiries:</u>	1
(e)	<u>1979 AGM and Conference:</u>	1
(f)	<u>1978 Institute Examinations:</u>	2
(g)	<u>Other Institutes:</u>	2
(h)	<u>IFLA:</u>	1
(i)	<u>General:</u>	9

3.

5. FINANCIAL(a) Secretarial Typing Costs

The Secretary introduced and supported raising the hourly rate from \$3 to \$4 and this was accepted by the Committee.

Motion: That the hourly rate be increased to \$4 for Mary Heffernan and Christine Gibson.

Proposed: Frank Boffa
Seconded: Helmut Einhorn

Carried.

Instruction: Secretary to write letters of thanks to Mary and Christine.

(b) General Secretarial Expenses

The Secretary tabled a summary of expenses and claimed an advance of \$25 together with arrears (owed by the Institute) of \$22.55.

(c) Treasurer's Report

Emily Mulligan presented the following report as at 9 June 1978:

Assets:

Bank balance as at 31 May 1978		\$2,633.80
Deposits 2 June	\$260.00	
To deposit	81.95	
Outstanding subs	759.13	
Exam. fees due	<u>10.00</u>	<u>1,111.08</u>
		3,744.88

Liabilities:

Grant -

Ministry of Recreation and Sport 500.00

Accounts payable:

E. Mulligan	\$14.65		
N. Aitken	22.55		
Print Marketing			
Consultants	391.14	742.32	1242.32
IFLA	<u>310.07</u>	<u>738.41</u>	<u>1,238.41</u>
		Balance:	\$2,506.47
	313.98		<u>2502.56</u>

Handwritten: 18/8/78

Accounts presented for payment at Executive meeting:

M. C. Heffernan	\$24.00
C. Gibson	8.00
Boffa Jackman and Assoc.	38.60
N. A. Aitken (advance)	25.00

4.

Accounts paid since last Executive meeting 31 March 1978:

M. C. Heffernan	\$24.00
N. A. Aitken	25.00
Lincoln College	8.89
Elbee Typists	11.21
P.O. Box fee	15.00

Motion: That the Treasurer's report as presented, be accepted and the accounts approved for payment.

Proposed: Robin Gay
Seconded: Neil Aitken

Carried.

(d) Financial Dependence or Partial Dependence

Because of Charlie Challenger's absence, discussion on this was deferred until the next Executive Committee meeting.

Instruction: Secretary to write to Charlie Challenger stressing the importance of his (Charlie's) paper and requesting his presence at the next Executive Committee meeting to discuss it generally.

(e) Auditing and the Institute's Financial Year

The report (attached to these minutes) was presented by the Treasurer.

Instruction: Treasurer to discuss, with the Auditors the question of coinciding the Institute's financial year with the calendar year. The Auditor's recommendation will be considered by a quorum of Wellington Executive Committee members.

A change in the Institute's financial year will necessitate a Constitutional amendment for circulation to members prior to the 1978 AGM.

6. SUB-COMMITTEE REPORTS

There was nothing to report from the five standing sub-committees.

7. ELECTION OF 1978/1980 EXECUTIVE COMMITTEE

(a) Nominations

Ten nominations have been received by the Secretary.

The question of travelling expenses to attend Executive Committee meetings was discussed. The

5.

Committee have long realised that the Institute's policy of not paying travel expenses could be a limitation for Corporate members who do not live in Wellington but are willing to accept nomination. The Executive Committee decided to recommend to the incoming Committee that the Institute pay one-third (or equivalent) of the return air fare to Wellington.

However, because of the Institute's extremely limited financial resources, this provision is to be used only when absolutely necessary.

Instruction: As the following members in this category have accepted nomination, Secretary to inform Mary Buckland, Brian Halstead, Tony Jackman and Bob Boocock, of this recommendation.

(b) Ballot Procedure

There was general discussion on numbering ballot papers consecutively to avoid duplication.

Instruction: Secretary to ask Office Solicitor, Housing Corporation of NZ, if he would be prepared to scrutinise the completed ballot papers.

8. VENUE FOR 1978 AGM

Instruction: Frank Boffa and Emily Mulligan to investigate and arrange a suitable venue. Following decision, Secretary is to notify members accordingly.

9. LOCATION FOR 1979 AGM AND CONFERENCE

In response to a Secretarial instruction issued at the last Executive Committee meeting, Hedley Evans tabled a report on his and Jim Beard's behalf. In brief, the report recommended holding the Conference at Rotoiti Lodge, Nelson Lakes National Park, in early April.

The Executive Committee recorded its thanks to Hedley and Jim for their efforts in locating and provisionally arranging such a suitable venue.

Motion: That the tentative arrangements as recommended in the report be accepted, and that the Institute now formally invite Julius Fabos to participate in the Conference, with the Institute meeting his travel expenses.

Proposed: Frank Boffa
Seconded: Hedley Evans

Carried.

6.

Instruction: Hedley Evans and Jim Beard to now confirm arrangements and produce the necessary details for further discussion at the next Executive Committee meeting.

Instruction: Frank Boffa to write to Julius Fabos, formally inviting him to participate in the Institute's 1979 Conference.

10. 1978 NZ PLANNING INSTITUTE CONFERENCE

General discussion - Frank Boffa, Robin Gay and Neil Aitken who participated, considered it a most worthwhile and enjoyable experience - noted by the Executive Committee.

11. 1978 TEMPORARY AND PROFESSIONAL PRACTICE EXAMINATIONS

(a) Response

Due to Tony Jackman's absence, this is not known.

(b) Cost of 1977 Examination Papers

To help cover the considerable production costs involved, the cost of \$5 per set of papers as proposed by Tony Jackman, was accepted by the Executive Committee.

Instruction: Secretary to write to Tony Jackman requesting him to send a set of the papers to Derek Fry in England.

(c) Report on Professional Practice Examinations

Frank Boffa will present his report at the next Executive Committee meeting.

12. MEMBERSHIP

(a) Certificates

A "pattern" certificate in final artwork form was presented at the meeting. This was accepted by the Executive Committee subject to deletion of the word "meaningful" from the inscription.

Instruction: Quorum of Wellington Executive Committee members to approve final colours and accept quotation for printing 100 certificates.

(b) Resignations

Resignations were received from Janet Moss (Christchurch) and Julian Caccia - Birch (Australia) both of whom were affiliate members of the Institute.

7.

(c) Application

There was general discussion on an application for Associate membership from Gary Dunn (Auckland), which had been declined earlier by the Secretary on the basis that Mr Dunn did not produce evidence of possessing an academic qualification in landscape architecture or corporate membership of an Institute with which the NZILA has reciprocity.

Instruction: Secretary to write to Mr Dunn's proposer, Brian Halstead, enclosing copies of correspondence relating to the application.

(d) Arrears

The high proportion of arrears as outlined by the Treasurer was noted with concern by the Executive Committee.

(e) Letter from P. C. Chang (Associate)

Noted by the Executive Committee.

13. OPEN SPACE PUBLICATION

Discussed by the Executive Committee - it was decided to refer it to the new Editorial Sub-committee, on the basis, perhaps of a future journal topic or supplement to it.

14. CONSTITUTIONAL AMENDMENTS

There was general discussion on this, and the meeting noted that Constitutional amendments are to be received by the Secretary not less than 28 days prior to an AGM.

15. "CUTTINGS"

There appears to be a general consensus among members that "Cuttings" is a necessary and successful means of informal communication.

Motion: That "Cuttings" continues in its present form.

Proposed: Frank Boffa
Seconded: Hedley Evans

Carried.

16. "THE LANDSCAPE"

The meeting expressed its concern at the continuing delays with production of "The Landscape".

Instruction: Frank Boffa to write to Charlie Challenger registering the concern of the Executive Committee and to establish if Charlie is going to continue or resign as Editor as from the 1978 AGM.

8.

17. SUBMISSION FROM ALAN TITCHENER

Alan Titchener's draft submission on professionalism was noted by the Executive Committee. It was felt that he had overlooked the basic principle of a professional consultant being responsible only to his or her client, thus avoiding any conflict of interests.

Instruction: Secretary to draft a reply along these general lines for consideration by a Wellington quorum of Executive Committee members.

18. LAKE PUKAKI RE-DEVELOPMENT

The Executive Committee noted the reply to the Institute's letter, from the Commissioner of Crown Lands, Department of Lands and Survey, Christchurch.

19. GENERALPromoting Student Interest

Helmut Einhorn raised the possibility of the Institute awarding a prize for academic achievement at Lincoln College - he suggested that the Institute could approach the College on the basis of perhaps acknowledging "best student of the year" - these suggestions were noted by the Executive Committee.

20. NEXT EXECUTIVE COMMITTEE MEETING

To be held at Boffa Jackman Office, 1 Herbert Street, Wellington commencing at 10.00 am on 18 August 1978.

The Chairperson then thanked Helmut Einhorn and Hedley Evans for their contribution and for so willingly representing Peter Rough and Tony Jackman.

The meeting concluded at 4.40 pm and the Executive Committee recorded its thanks to Boffa Jackman and Associates for their office and facilities.

Signed as a correct record:

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

Date:18/8/78.....

Attachment: Report on Institute's financial year.

2017.04.85.01

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC.

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD AT
BOFFA JACKMAN OFFICE, SECOND FLOOR, PPTA BUILDING,
1 HERBERT STREET, WELLINGTON, ON 31 MARCH 1978

PRESENT: Members of the Executive Committee comprising:

Frank Boffa	(President)
Robin Gay	(Vice-President)
Neil Aitken	(Secretary)
Emily Mulligan	(Treasurer)
Peter Rough	

The meeting was opened by the Chairperson, Robin Gay at 10.40 am.

1. APOLOGIES

Apologies were received from Tony Jackman and Charlie Challenger.

2. PREVIOUS MINUTES

The following items arose from the previous minutes:

- (a) Page 3: item 3 (d) - insertion of the word "delegate".
- (b) Page 4: item 4 (a) - under Assets amend Outstanding Subs total to \$2,545.13 and amend total assets to \$4,692.51.

Under Liabilities, amend balance to \$3,301.50

Motion: That the minutes of the Executive Committee meeting of 16 December 1977 be accepted subject to the foregoing amendments.

Proposed: Peter Rough
Seconded: Emily Mulligan

Carried.

3. PRESIDENTIAL CORRESPONDENCE

- (a) From: Lincoln College - advising of Centennial arrangements. Tony Jackman is to represent the Institute on appropriate occasions during the various functions.

Instruction: Frank Boffa to let Tony Jackman know.

- (b) From: M. J. Jackett (Traffic Engineer, Road Transport Division, Ministry of Transport) - enclosing report on injuries to people and damage to vehicles resulting from hitting ornamental rocks in median strips, etc. - referred to Charlie Challenger for possible inclusion in "The Landscape".

2.

- (c) To: Professor J. Stewart (Principal of Lincoln College) - stating that the Institute is fully prepared to participate in the Expert Committee which the College may set up to look at the possibility of a degree in Landscape Architecture.
- (d) To: Sir Thaddeus McCarthy (recently appointed foundation Chairman of the Queen Elizabeth II National Trust) - congratulating him on his appointment and offering the Institute's support to the Trust. Sir Thaddeus has replied.
- (e) To: Secretary of the Parliamentary Select Committee considering the Local Government (No. 4) Amendment Bill - stating that the NZILA supported the New Zealand Planning Institute's submission and that we are also prepared to make a verbal submission in support of this.
- (f) To: Commissioner for the Environment - regarding Frank Boffa's presentation to the Environmental Council, on landscape assessment methods stating also that the Institute would be happy to contribute to a landscape assessment workshop. Reference was also made to the possibility of coinciding the workshop with the Institute's 1978 AGM - however, participation would be by invitation only.

Instruction: Frank Boffa to pursue with the Commissioner for the Environment.

- (g) To: Commission for the Environment - regarding their discussion paper 'Wild and Scenic Rivers Protection' - Frank Boffa commended the Commission on this publication.
- (h) To: J.E.J. Chandler (United Kingdom) - reply to his letter of enquiry re employment opportunities in landscape architecture in New Zealand. Secretary to send copy of Associate Membership Requirements.
- (i) From: Commission for the Environment - regarding last year's joint workshop (with NZED) on Environment and Design - thanking the Institute for its contribution and interest.
- (j) To: Director-General of Lands - regarding regulations covering the preparation of management plans in compliance with the requirements of the Reserves Act 1977.

4. SECRETARIAL CORRESPONDENCE

- (a) From: New Zealand Institute of Architects - re Local Government Amendment (No. 4) Bill - enclosing a copy of their submission. Secretary to acknowledge, emphasising the need for co-operation between our two organisations.
- (b) From: Earl Bennett - enclosing IFLA membership cards for 1978.

3.

- (c) From: Secretary of Parliamentary Select Committee - dealing with the Local Government Amendment (No. 2) Bill - this is now superseded.
- (d) From: Bruce Duder (N.Z. Planning Institute) - two letters concerning the 1978 NZPI Conference - enclosing notices for the Secretary to send to all NZILA members.
- (e) To: Standards Assoc. of N.Z. - regarding the Institute being represented on a working group dealing with the proposed Code of Urban Subdivision. In reply, SANZ requested the name of the Institute's representative - Frank Boffa has accepted nomination.
- (f) From: Christchurch City Council - enclosing copy of City of Christchurch, Planning Scheme Review. Secretary forwarded copies of correspondence to Tony Jackman for comment.
- (g) From: Earl Bennett - enclosing a copy of his submission and voting paper on Constitutional changes to IFLA.
- (h) From: Nicola Henderson - thanking the Institute for her recent election as a Student member.
- (i) To: Tom Stille - informing him that his application for Corporate membership was declined, following our correspondence with the American Society of Landscape Architects.
- (j) From: Ms J. Chui - enquiring about Institute - Secretary has replied.
- (k) To: Wendy Dykes - enclosing particulars on landscape architectural employment opportunities in N.Z.
- (l) To: Mrs B. Bristow - in reply to her enquiry, re. Institute members in private practice in Hawkes Bay.
- (m) From: Mr K. Clement - re. landscape architectural education in N.Z. - Secretary has replied.
- (n) From: Janet Ward - re. her eligibility for graduate membership - Secretary has replied.
- (o) From: Mr N. De Jong (U.K.) - re. employment opportunities in private practice in N.Z. - Secretary has replied.
- (p) From: Mr R. L. Cooke (U.K.) - re. employment opportunities in N.Z. - Secretary has replied.

4.

5. FINANCIAL(a) Treasurer's Report

There was general discussion on membership arrears - Emily Mulligan to send out reminder notices. It was also decided that the 1978 IFLA membership cards would not be issued to Corporate members in arrears.

The following financial statement was then presented (as at 31 March 1978):

Assets:

Bank balance as at 28 February 1978		\$1,228.98
Deposits 7 March	\$85.95	
22 March	151.25	
23 March (conference profit)	442.11	
To deposit	90.00	
Outstanding subs	1,786.23	
Exam. fees due	<u>10.00</u>	<u>2,565.54</u>
		3,794.52

Liabilities:

Grant -		
Ministry of Recreation and Sport	500.00	
Accounts payable:		
Elbee Typing	\$11.21	
P.O. Box A/c	15.00	
Lincoln College	8.89	
M. C. Heffernan	<u>24.00</u>	<u>59.10</u>
		<u>559.10</u>
		Balance \$3,235.42

Accounts paid since last Executive meeting 16 December:

NZILA Conference A/c	\$13.90
Barrons Typing	7.93
Elbee Typing	41.05
Clarke, Menzies & Co.	130.00
Lincoln College	2.52
Hamer Pyne Ltd	49.55
P. Rough	14.00
N. Aitken	39.83
M. C. Heffernan	30.00
C. Gibson	3.00
Boffa, Jackman & Assoc.	52.87
E. Mulligan	3.40
N. Aitken (petty cash)	50.00
Boffa, Jackman & Assoc. (Travel)	34.00
The Landscape	500.00

Motion: That the statement be accepted as a true and accurate record.

Proposed: Frank Boffa
Seconded: Robin Gay

Carried.

5.

(b) 1977 Conference Account

The following balance sheet was presented by the Treasurer, duly signed on behalf of the 1977 Conference Committee by Boyden Evans, Neil Bromley and Emily Mulligan:

Income:

Enrolments for conference	\$1,465.00	
Social Evening	626.00	
Accommodation	304.00	
Interest	3.61	
	6.80	
General (includes loan)	<u>353.00</u>	\$2,758.41

Expenditure:

Printing and Stationery	488.27	
Postage	49.84	
Catering and Entertainment	866.10	
Social Evening	553.50	
General (loan repayment, refunds, etc)	358.59	
Cheque book	<u>0.50</u>	<u>2,316.30</u>
	Balance	<u>\$442.11</u>

Motion: That the statement be accepted as a true and accurate record.

Proposed: Peter Rough
Seconded: Robin Gay

Carried.

The meeting also noted the satisfactory balance in this account.

(c) Financial Control for Future Conferences

This was followed by discussion on the financial control necessary for future conferences.

Motion: That it is now to be Institute policy for all future conferences, that the conference treasurer is to liaise with the Institute treasurer on all matters relating to budgeting, book-keeping, and general financial control.

Proposed: Frank Boffa
Seconded: Emily Mulligan

Carried.

(d) Outstanding Membership Dues

Instruction: Treasurer to send reminder notices to all unfinancial members.

(e) Financial Dependence

Due to Charlie Challenger's absence from the meeting, further discussion on his paper on financial dependence was deferred until the next Executive Committee meeting.

6.

6. EXTRAORDINARY PROFESSIONAL PRACTICE EXAMINATION

Frank Boffa, examination panel chairperson, presented the examiners' report on the two candidates concerned; John Boyd and Gordon Griffin, both of whom passed.

Instruction: Frank Boffa to prepare a general report on the professional practice examinations, for discussion at the next Executive Committee meeting - report to be circulated to members prior to meeting.

7. SUB-COMMITTEE REPORTS(a) Professional Services

The chairperson, Robin Gay, is to prepare a register of persons who enquire about landscape architectural employment opportunities in N.Z. - both from within NZ. and overseas.

(b) Editorial

There was discussion on the possibility of a special issue of 'The Landscape' dealing with recent legislation affecting the practice of landscape architecture - copy probably to be assembled in Wellington.

Frank Boffa has mentioned this to Charlie Challenger, who is in agreement.

The value (in terms of Communicating more frequently and informally with members) of a newsletter (as distinct from 'The Landscape') was discussed. This would be distributed, say, one month before and one month after an Executive Committee meeting.

Motion: Emily Mulligan to organise this for two issues on a trial basis. Provisional expenditure of \$30 authorised.

Proposed: Neil Aitken
Seconded: Frank Boffa

Carried.

8. ELECTIONS(a) Nominations for the Executive Committee

These are to be received by 2 June 1978 - Secretary to send out forms.

(b) Voting Papers

Secretary to arrange the sending out of voting papers following receipt of nominations. Completed voting papers are to be received by mid-July 1978.

7.

(c) Absence Overseas of Peter Rough

Peter Rough has requested leave of absence from the June and August Executive Committee meetings - this is the remainder of his term of office (ending in August 1978).

This request was accepted by the Executive Committee and Peter authorised the Committee to appoint a proxy in his absence for both meetings.

9. LANDSCAPE TECHNICIANS

Instruction: Secretary to write to Steve Drakeford and Graham Mulvay stating that Executive Committee members were happy to attend an informal meeting to discuss the aims and objectives of the Technicians' Group. Steve and Graham are also to be informed of progress in the P.S.A. claim for landscape architects and technicians.

10. 1978 ANNUAL GENERAL MEETING

The Executive Committee has decided that the date for the AGM is to be Saturday, 19 August 1978 - to be held in Wellington. The venue is yet to be arranged.

11. 1978 NEW ZEALAND PLANNING INSTITUTE CONFERENCE

Publicity material and general information on the Conference was noted by the Executive Committee. Secretary has already sent this material out to members.

12. 1978 INTERNATIONAL FEDERATION OF LANDSCAPE ARCHITECTS CONFERENCE

The 1978 IFLA Conference is to be held in Brazil - there is a possibility that Diane Lucas will be able to attend. Peter Rough is to ask Diane if it would be possible for her to represent the NZILA. If so, would she let the Secretary know, so that an official letter of introduction can be written and IFLA advised accordingly.

13. IFLA COMMUNICATIONS WITH THE NZILA

Instruction: Secretary to write to IFLA, requesting that all correspondence is now to be sent direct to the Institute, and not to Earl Bennett, the Institute's Grand Council Delegate. Correspondence directed to the Delegate will then be sent on. This new procedure is to overcome a continuing communication problem - this has now been accepted as Institute policy.

Secretary also to check on IFLA Constitution, i.e., the functions of delegates - to be put on agenda for next Executive Committee meeting.

8.

14. 1979 AGM AND CONFERENCE

Instruction: Secretary to contact Jim Beard and Hedley Evans and ask if they would be prepared to look at a suitable Conference location for a summer conference early in 1979.

15. INSTITUTE'S FINANCIAL YEAR

Instruction: Treasurer to prepare background paper for discussion at the next Executive Committee meeting.

16. MEMBERSHIP CERTIFICATES

Motion: That the Institute proceed with the preparation of a layout and artwork for Corporate membership certificates. Expenditure of up to \$200 is authorised for Frank Boffa to proceed with organising this. If the final design is approved by the Executive Committee, a firm quotation is to be obtained for printing 100 copies.

Proposed: Peter Rough
Seconded: Emily Mulligan

Carried.

17. OPEN SPACE PUBLICATION

Instruction: Robin Gay to look at various methods of reproduction within the cost of \$1,000.

18. 1978 TOURISM DESIGN AWARDS SCHEME

Neil Aitken is to continue as the Institute's member on the panel of judges for the 1978 Awards Scheme.

19. GENERAL(a) Overseas Membership Category

In general discussion, Robin Gay cited the example of Esmae Sage who is leaving N.Z. to practice landscape architecture in Hawaii for no financial gain. It was considered that a 'special case' enabling her to retain Institute membership could not be made, as this may establish an awkward precedent.

Instruction: Secretary to write advising Esmae that her current Associate membership will be valid until the end of the 1977/78 financial year.

Following this she may become a journal subscriber until such time as she chooses to re-enter paid employment. She would then be entitled to become a corporate member without undergoing the application examination procedure and payment of application fees.

9.

If requested, the Secretary will write a letter of certification stating that her Corporate membership "lapsed" for the above reasons.

(b) Correspondence Concerning W.M. Littlewood

There was general discussion on the letters received from the Landscape Institute (U.K.) concerning Michael Littlewood's apparent application to become a Graduate member of that Institute. Secretary's draft reply to be referred to Charlie Challenger for comment prior to despatch.

(c) Additional Account for Payment

Neil Aitken requested a secretarial petty cash cheque for \$25.

Motion: That this be approved for payment.

Proposed: Frank Boffa

Seconded: Robin Gay

Carried.

(d) Nominations for Fellowship

Frank Boffa and Tony Jackman were nominated for Fellowship by George Malcolm. In the circumstances, this was declined by Frank and Tony.

Instruction: Secretary to write advising George and informing him of reasons for declining.

20. NEXT EXECUTIVE COMMITTEE MEETING

To be held at Boffa Jackman Office, 1 Herbert Street, Wellington, commencing at 10.00 am on Friday, 9 June 1978.

The Chairperson closed the meeting at 4.35 pm and the Executive Committee 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: 9/6/78.....

Attachment: Report on 1978 Extraordinary Professional Practice Examination.