

2016.01.49

MINUTES OF THE EXECUTIVE MEETING OF THE NEW ZEALAND INSTITUTE
OF LANDSCAPE ARCHITECTS (INC.), HELD AT BOFFA JACKMAN'S OFFICE,
1 HERBERT STREET, WELLINGTON ON 29 JUNE 1979

THE MEETING COMMENCED AT 10.20 a.m.

1. Present:

T. Jackman, F. Boffa, R. Gay, B. Halstead, H. Einhorn, D. Menzies,
N. Aitken (Chair).

2. Minutes of the Previous Meeting:

Amend placement of word (Chair) to follow N. Aitken's name.

Resolved: that the minutes be taken as read

Boffa/Jackman

3. Matters Arising from Previous Meeting:

a) Constitutional Redraft

The initial part redraft which was put to the Annual Meeting met with general approval. The membership clauses now need revising along with the balance clauses.

Instruction: F. Boffa is to present a revision to the next meeting.

b) Code of Practice

Helmut and Brian were due to jointly prepare a working document but have made very little progress.

Tony reported on the various opinions received at the Annual Meeting. It seemed that there was cautious acceptance of a liberal view.

It was suggested that a policy should be framed as soon as possible.

Instruction: Brian to forward a document to Helmut within two weeks with the aim of putting a draft (previously circulated) to the next meeting with the firm aim of putting the final draft to the Annual General Meeting in February for ratification.

c) I.F.L.A.

Rob Gay reported on the information received on the Extraordinary General Meeting of I.F.L.A. Minutes of the meeting have finally been received, together with an education questionnaire. Lincoln have been asked to complete a copy of the questionnaire together with a request that it be returned so that the Executive can finally complete the form and return it.

General discussion took place on attendance at the Conference in Britain.

Secretary to write to I.F.L.A. for proxy voting forms.

Resolved: that the Institute place its vote with Prof. Weddle

Resolved: that Peter Rough be asked to represent N.Z.I.L.A. on the basis that he fully represents the Institute and seeks answers to the questions raised in the Notice of Motion circulated by F. Boffa.

Boffa/Halstead

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Resolved: Rob Gay authorised to make the necessary monetary contribution to Peter to cover his fees etc., not exceeding \$400.

Einhorn/Boffa

The President told the meeting that it would be most unlikely that he would be able to attend the Conference. The estimated cost of attendance was \$3000 and unless a lump sum is forthcoming from some unforeseen source, he regretted that he was unable to personally deliver his paper.

Instruction: The President to convey the resolution to Peter Rough.

F. Boffa was thanked for the circulation of his Notice of Motion. It was noted that receipts for any expenses for the Conference should be retained for future reimbursement.

d) Student Scholarship

A letter from Earl Bennett was read to the meeting.

Instruction: Tony Jackman to liaise with Earl on the terms of the award.

e) Membership

Instruction: The Secretary is to send application forms to Mary Monzingo and John Hawley.

4. Secretarial Correspondence

Correspondence Received

Circulars - Planwell W.R.P.A.
Landscape Lines
M.W.D. Bulletin
Q.E. II National Trust Newsletter

Letters from Members: Julie Parkinson, Di Lucas, Sarah de Lambert.

Letters from others: School of Architecture, The Valuer-General, G.L. Anagostopoulos, Copyright Publications Officer, M. Littlewood.

Correspondence Sent

Letters to Members: R. Jackson, E. Bennett, C. Challenger, D. Lucas, J. Parkinson.

Letters to others: School of Architecture, The Valuer-General, G.L. Anagostopoulos, Copyright Publications Officer, D.E. Aldous.

Resolved: that inwards correspondence be received and outwards be approved.

Boffa/Jackman

Resolved: that the membership resignation from P. Tritenbach be accepted with regret, but that he be asked to return his certificate and his arrears fees be requested. Helmut to reply personally and Secretary to write formally.

Einhorn/Halstead

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5. Presidential Correspondence

- a) R.D. Gay was asked to represent N.Z.I.L.A. at the Planning Institute Conference. He was unable to attend and B. Halstead, who was asked to substitute, was also unable to attend.
- b) The Australian Institute of Landscape Architects have invited a representative to their Tasmanian Conference; no-one is likely to attend.
- c) Spons Handbook: Lands & Survey have completed a cost outline which is to be circulated.
- d) The President has written to Fabos to thank him for his participation at Design Retreat '79.
- e) UNESCO: More information is to be sought by the President as to funding in New Zealand.
- f) Letter to members not yet having received their membership certificates due to absence overseas.
- g) Land Use Advisory Council Seminars 1980: Enquiry to be made to look into seminar procedures.

Resolved: that inwards presidential correspondence be received and outwards correspondence be approved.

Einhorn/Menzies

6. Treasurer's ReportFinancial Statement 29 June 1979Assets:

One year deposit at B.N.S.W. at 10% interest	\$3000.00
Balance of Current Account 30.5.79	1153.00
To Deposit	135.00
Outstanding Subs	818.05
	<hr/>
	\$5106.05
Open Space Conference Account	535.00

Liabilities:

Grant from Min. of Recreation & Sport	500.00
Accounts Payable -	
P.O. for registration of magazine	5.00
E. Einhorn Copies re Code of Conduct	41.25
D. Menzies Printing	9.03
I.F.L.A. Dues for 39 Associate Members	351.00
	<hr/>
	\$906.28

Further fees have been received since the report.

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It appears there are adequate funds for \$500 for the prize fund, to be set aside, and \$400 for I.F.L.A. Conference attendance. Although the figures look sound, caution must be exercised.

Resolved: that \$500 from the Recreation & Sport Grant be funded to 'The Landscape' for the production of a copy of 'The Landscape' on Open Space.

Einhorn/Boffa

Further funds (\$750 estimated) must be funded to The Landscape out of the central funds. The Editor is to direct the account to the Treasurer. Also the outstanding account to be paid to The Landscape - \$100.

Instruction: Secretary to check minutes for resolution of the approval of the \$100.

Instruction: The Treasurer is to prepare a more detailed budget to cover likely expenditure in the year.

Resolved: that the Treasurer's Report be approved.

Gay/Halstead

Authority to pay the following accounts was sought:

To Pay	a) H. Einhorn for copies of Code of Conduct	\$41.25
	b) i. D. Menzies, Printing Hamer/Pyne	\$9.03
	ii. D. Menzies, Mailing Costs	\$10.89
	c) N. Aitken for correspondence	\$3.19
	d) F. Boffa for Mailage to Emily Williams-Mulligan, Mozambique, re: playgrounds. Second Class Airmail	\$13.60

Approved: Einhorn/Boffa

7. Design Retreat - Lake Rotoiti, May

H.G. Evans, as the Convenor of Conference '79, has repaid \$100 loan, plus \$250 grant and both formerly received by the Treasurer.

Current State of Account

Balance/Profit \$682.00

N.B. Likely to be finalised shortly and will be in order of \$600.00.

Large saving in food/registrations were however as expected.

Resolved: that the Conference Committee be congratulated on the manner and organisation of the Conference.

Einhorn/Halstead

Instruction: Secretary to write to Ray & Helen Wright for their help in food collection and effort in travel arrangements.

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- X Profit to go into "On-going Conference Account" now standing at \$535.00 and presently called the Open Space Account. This is to be renamed Special Account and to be ~~ledged~~ ^{lodged} on fixed deposit for a year. 12/8

Note: Costs of I.F.L.A. representation by P. Rough (if it eventuates) could come out of this Special Account.

Note: Copies of Conference Proceedings 1979 to be available to members at cost (to be in "Cuttings").

Copies to - General Assembly Library
Lincoln College
University Libraries (only on request as members have first call. To be charged to Universities in such circumstances.
H. Evans to write to such Universities.)

Note: Participants to receive those papers not available at the Conference.

Resolved: that H. Evans is to close the Conference account and address the final account to the Treasurer.
Einhorn/Boffa

Note: Recommendations of Conference Committee to be prepared for the on-coming Conference Committees.

Note: Copies of Proceedings to be sent to all Executive members.

The Secretary tabled a letter received from Sarah de Lambert re direction of education for landscape architects as a result of Conference discussions.

The Meeting Adjourned at 12.50 p.m. for Lunch

Resumed at 2.10 p.m.

8. Sub-Committee Reports

a) Education

Notice that two future Associateships have displayed their intentions of proceeding to the December oral exams.

Note: T. Jackman to again contact the State Services Commission re successful candidates of temporary examinations.

b) 'The Landscape'

The Open Space issue could be directed to all local bodies etc., as a measure to increase magazine patronage since the Executive has funded the particular issue through the Ministry of Recreation & Sport Grant.

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c) Chair in Landscape Architecture

Following General Meeting discussion, the proposal to investigate the setting up of a Chair in L.A. was considered as a three year post graduate Masterate programme.

Instruction: Frank and Tony to jointly prepare an education question paper for circulation to all graduate members.

d) 1980 A.G.M.

Instruction: T. Jackman to Canvas Canterbury Landscape Group members for 1980 Conference in Christchurch - in house meeting - refresher aspects to be discussed, also place and time. (Preferably late February to attract Lincoln Students.)

Next Open Conference 1981 in Wellington. Substance to be discussed at next Executive meeting (by consensus).

e) Technical Information Services

Committee of three (H. Scheltus, R. Wright, M. Stevens) to be instructed as to determining approach on how to best distribute technical information. President to write to individuals as named.

f) Involvement in District Planning Schemes

Alex Wilson to submit proposals for urgent consideration. Secretary to remind him for submission by next Executive meeting.

10. General

- i) Fabos Course: Tony Jackman reported on Fabos Course stating generally of first impressions of the course, its pertinency to New Zealand scene and the general favour of New Zealand efforts with respect to apropos. Australian Institute and Landscape generally.
- ii) Landscape contractors publication discussed.
- iii) Vocational Pamphlet: Tony Jackman reported that in discussion Jan Woodhouse-Maling said that the beginnings were now in process.
- iv) Wellington Landscape Group: Discussed and expressed concern about general lack of enthusiasm.

Next Meeting: Boffa Jackman & Associates Office, Wellington
17 August 1979, 10.00 a.m.

Meeting Closed at 4.03 p.m.

Approved as a true & correct record

Date ...17/8/79.....

2016.1.49.

MINUTES OF EXTRAORDINARY MEETING OF THE EXECUTIVE OF THE NEW ZEALAND
INSTITUTE OF LANDSCAPE ARCHITECTS HELD IN THE OFFICES OF THE HOUSING
CORPORATION OF NEW ZEALAND, LAMBTON QUAY, WELLINGTON ON 19 DECEMBER
COMMENCING AT 3.40 PM

1. Present: R. Gay, A. Aitken, F. Boffa, D. Menzies
R. Jackson (co-opted)

2. Apologies: B. Halstead, H. Einhorn

3. Members Resignation

Prior to the formal commencement of the meeting the letter of resignation sent by A. Jackman was discussed and the members present resolved to discuss the matter at the next meeting.

4. Exam Results

The results of the temporary exams, as assessed and analysed by the Chairman of the Examining Committee, were discussed.

Resolved: That the Chairman's recommendation in respect of Ray Wrights results be confirmed; namely that he be passed in Climatology

Menzies/Boffa

There was discussion on the low mark received by P. Shiel in part of a paper. However, after confirming that there was no minimum mark rule for part of a paper, the candidate was confirmed as passing Paper 1 as a whole.

The members confirmed the passes of all papers sat by J. Marsh, P. Sergel and S. Dunn.

G. Brakey: It was agreed that the recommendation of the Examining Committee, that the candidate be advised that he had failed and was no longer eligible to sit further exams be confirmed, but that the draft letter be rewritten, on the basis of tact.

Resolved: That the following members be admitted as associate members of the Institute on the recommendation of the Examining Committee - S. de Lambert, D. Miskell, J. Henry, P. Sergel.

Aitken/Boffa

5. Design Retreat

Neil Bromley was invited to the meeting to discuss the final Design Retreat accounts and hand over the final sum on hand.

Neil agreed to write up comments to be available for future conferences, to be forwarded to the Secretary.

Neil was also asked to comment on the problems of Institute communications. It was agreed that on his suggestion fuller accounts of Executive meetings be put in Cuttings and that the Strategy Plan be forwarded to District Councils for discussion before the AGM.

Neil was thanked for his work.

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6. Treasurer's Report

F. Boffa presented the financial statement on behalf of H. Einhorn, Treasurer, which was approved (Appended)

Aitken/Jackson

The sum of \$565.62 was received to be deposited in the newly formed N.Z.I.L.A. Conference Account

Gay/Boffa

(A cheque for \$15 made out to S. Thompson was still outstanding from the above sum.)

Payments for secretarial expenses and El Bee Typing were approved for payment when a cheque book was made available.

7. Education

R. Gay presented a paper on the Major Study Presentations which was tabled.

8. A.G.M. Agenda

F. Boffa to have the Constitution redraft ready for the next meeting.
D. Lucas and B. Evans Strategy Plan was tabled.

The Secretary was instructed to write to Alex Wilson to notify him that the matter of the Institute's members' involvement in District Scheme reviews be revised at the AGM and that he may wish to prepare information for consideration by the meeting.

The meeting adjourned at 5.15 p.m.

Next Meeting: Tuesday 22 January at Boffa Jackman's Office
P.P.T.A. Building
1 Herbert Street
Wellington
Commencing 10.00 a.m.

Approved as a true and correct record.

..... President

..... Date

FINANCIAL STATEMENT AS AT 30 NOVEMBER 1979 FOR N.Z.I.L.A.

Assets

Term Account 10% to March 1980	\$ 2250.00
Bank Statement 30 November 1979	560.00
Since paid in (Exam Fees received)	145.00
Transferred from (3000.00) Fixed Account to Current Account	750.00
Miscellaneous receipts to come (approx.)	100.00
	<u>\$3805.00</u>
Conference Account	\$ 538.00

Liabilities

Cheques drawn but not yet in Bank Statement

To Landscape Imprest Account	\$ 750.00
To 1980 Conference Advance	250.00
Miscellaneous approved by Executive	220.00
Possible final expenditure to 1 January 1980 (approx.)	100.00
	<u>\$ 1320.00</u>

H. Einhorn
Treasurer

2016.01.49

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE NEW ZEALAND
INSTITUTE OF LANDSCAPE ARCHITECTS INC., HELD AT BOFFA JACKMAN'S
OFFICE, 1 HERBERT STREET, WELLINGTON, ON 12 OCTOBER 1979

The Meeting commenced at 9.40 a.m.

PRESENT:

Robin Gay (Chair)
Neil Aitken
Diane Menzies
Helmut Einhorn
Frank Boffa
Tony Jackman

APOLOGY:

Brian Halstead

MINUTES OF PREVIOUS
MEETING:

Correct spelling errors -

Page 5 Monzingo not Monzinga

Page 6 is not it

Motion: That the Minutes of the Executive Committee Meeting of 17 August 1979, be accepted as a true and correct record.

Boffa/Gay

Carried

MATTERS ARISING:

(a) Constitutional Redraft

Frank Boffa has received replies but has not yet collated them as a final draft.

The constitutional significance of having a registered office was also discussed with the Registrar of Incorporated Societies - this is a legal requirement. Frank Boffa is now to see Clarke Menzies & Company about transferring the Institute's registered office to their Wellington address.

(b) Code of Practice

Discussion deferred - awaiting Brian Halstead's arrival.

(c) International Federation of Landscape Architects

Robin Gay received a letter from Peter Rough, dated 16 September 1979, which advised that all Peter's I.F.L.A. material was stolen from his car while left parked in Paris. He has now contacted Derek Lovejoy to obtain copies of what material he can.

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The Institute has been asked to nominate Vice Presidents for the various I.F.L.A. regions. Prior to nomination, this will be discussed with Peter Rough, Boyden Evans and Alan Petrie as they know the personalities involved and can therefore guide the Executive.

(d) 1980 A.G.M.

Tony Jackman reported that the Canterbury Landscape Group has expanded its committee structure to deal with organisation. Progress is good.

The dates preferred are 22 and 23 February, because this suits the Canterbury Arts Centre, which is favoured as the venue because of reasonable costs.

Motion: That payment of \$250.00 be authorised to enable the organising committee to establish an operating account.

Boffa/Einhorn

Carried

(e) Technical Information Service

Robin Gay has been in touch with the committee (Mike Steven, Herwi Scheltus, Alan Titchener and Ray Wright), and they have reported, that after initial research, they consider that a full information service is currently beyond the resources of the Institute. However, the committee is going to proceed with the preparation of a bibliography and information document for presentation at the 1980 Annual General Meeting.

(f) Landuse Advisory Council

A reminder is to be put in "Cuttings" concerning the various seminars being organised by the Council.

(g) Standard N.Z.I.L.A. Documentation

Discussion deferred at this stage.

The point was also raised about keeping Institute records - especially Presidential material. There is a need for continuity - President and Secretary to look into this.

PRESIDENTIAL CORRESPONDENCE: (a) From: Janet Woodhouse - Letter of complaint re addressograph system - Robin Gay will reply personally.

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(b) To: Professor Rowe - Inviting him to the next Executive Committee Meeting.

(c) General I.F.L.A. Correspondence.

SECRETARIAL CORRESPONDENCE: (a) Outwards:

Michael Littlewood (reply)
 Keith Francis (employment)
 City Planner, Wellington C.C. (employment)
 Assistant Director, T. & C.P. Division,
 M.W.D., Head Office (employment)
 Head Office Landscape Architect, N.Z. Elect.
 Division (employment)
 Inspecting Landscape Architect, M.W.D.,
 Christchurch (employment)
 Herwi Scheltus (T-Shirts)
 Janet Walker (Membership apology)
 George Malcolm (Membership apology)
 Allan Rackham (membership)
 Barrons Typing (Cheque)
 Tourist & Publicity Department (Tourism
 Design Awards Scheme)
 Patricia Shiel (2) Membership apology)
 Paul Tritenbach (return of membership certificate)
 Diane Lucas (2) Subscriptions)
 Sarah Innes (Subscriptions)
 Derek Fry (Subscriptions)
 Nigel Hutton (Subscriptions)
 Tim Heath (Subscriptions)
 Claire Findlay (Subscriptions)
 Chang Poon Chong (Subscriptions)
 David Clutterbuck (Subscriptions)
 Alison Samad (Subscriptions)
 Boyden Evans (Subscriptions)
 David Cusick (Subscriptions)
 Mary Buckland (Subscriptions)
 Nick Beveridge (Subscriptions)
 W.R.P.A. ("Planwell")

(b) Inwards:

Circulars:- Auckland Civic Trust
 Landscape Lines
 Technical Books
 M.W.D. Bulletin No. 46
 Landuse Advisory Council
 N.Z. Tourist and Publicity Department, (Tourism
 Design Awards 1980)
 Charlie Challenger
 Earl Bennett
 I.F.L.A. (Conference)
 Earl Bennett ("The Landscape")
 Earl Bennett (Receipt for "The Landscape" \$100)
 Earl Bennett (Landscape Merit Award Cheques)

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Addressograph Multigraph
 David Clutterbuck (Membership)
 Tim Heath; Mrs. Heath
 Diane Lucas
 Nigel Hutton
 R.W. Batty (Membership Application)
 Q.E.II National Trust (Nominations for
 Directorships)
 N.Z. Post Office
 Patricia Shiel (Membership)

MEMBERSHIP:

- (a) Application: From Robert Batty Dip. L.D. (Trent Polytechnic). It has been established that the Landscape Institute recognises only part of this qualification in respect of their Associate membership requirements. On this basis, Mr. Batty is ineligible for Graduate membership of the N.Z.I.L.A.

Instruction: Secretary to advise.

- (b) Membership Certificate: Diane Lucas has not yet received her certificate for Associate membership.

Instruction: Secretary to arrange.

QUEEN ELIZABETH II NATIONAL TRUST:

Robin Gay advised that he had attended a meeting of the Trust as a representative of the Department of Lands and Survey.

The Institute (as a Trust member) has been invited to nominate two Directors - Frank Boffa and Neil Aitken accepted. Nominations must be received by 30/11/79.

"CUTTINGS":

Next issue to be based on education because of the current interest by members on this subject, originating from the 1979 General Meeting. Julia Williams is to compile the general section of the next issue of "Cuttings".

Landscape architectural staff from the Environmental Design Section, M.W.D., have agreed to prepare a "theme" issue of "Cuttings" for Christmas.

It has also been decided to include the Institute Library list in "Cuttings".

Instruction: Secretary to write to Lincoln College Librarian for updated list.

Robin Gay mentioned that it would also be worthwhile including a calendar of coming events in "Cuttings".

"THE LANDSCAPE":

President to write to Editor pointing out the Executive's concern with the continuation of personal membership snippets etc. This led to general discussion on contributions to "Cuttings".

Motion: Editor of "Cuttings" has right to co-opt for contributions.

Einhorn/Boffa

Carried

Instruction: Secretary to obtain quote for pre-printing "Cuttings" envelopes.

The Executive expressed its thanks to Diane Menzies for her editing of "Cuttings".

TREASURERS REPORT:

Members of the Executive commented that it was of great assistance to receive copies of the financial statement prior to the Meeting, summarised as follows (as at 31/9/79):

Total Assets	\$5,142.09
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Accounts Payable	150.16
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Total Liabilities	\$1,596.84
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Motion: That accounts payable totalling \$150.16 be passed for payment.

Einhorn/Menzies

Carried

A grant of \$750.00 to "The Landscape" was also provisionally authorised to cover 1979 issues (Nos. 7, 8, 9 and 10) - assuming that issues 9 and 10 will be produced this year.

Instruction: In this regard Secretary (through the Treasurer) is to seek clarification from the Editor on:

- (a) The issue Nos. to be covered by the \$750.00 grant ex the Institute's central funds.
- (b) The extent of the commitment "The Landscape" has to subscribers.

NATIONAL DEVELOPMENT BILL:

Robin Gay reported that he had attended a Nature Conservation Council Meeting for invited parties, to prepare a submission to the Lands and Agriculture Committee, on behalf of the Council. While Robin will continue to keep a watching brief, he intends to organise an Institute submission through the Executive Committee.

GENERAL:(a) Extra Copies of Issue No. 8 of "The Landscape"

Instruction: President to discuss with Ministry of Recreation and Sport, regarding distribution of this issue, which was financially supported (\$500 grant) by the Ministry.

Wellington quorum of Executive members then to decide on breadth of distribution, when our obligation to the Ministry is known.

(b) N.Z.I.A. News

A recent issue of this publication contained competition information sponsored by the Auckland Regional Authority, for the design of a memorial entrance to a regional park in Auckland. The master plan was prepared by Mary Buckland.

The Executive Committee expressed its disappointment at the Institute not being informed of this, because the project will quite clearly require a major landscape design input, as distinct from architectural design.

Instruction: Frank Boffa to write to the A.R.A. expressing the Institute's concern.

(c) Institute Strategy Plan

Diane Lucas reported that she and Boyden Evans had suggested the formulation of a five year strategy plan for the Institute to follow - arising from the 1978 I.F.L.A. World Congress in Brazil.

Noted by the Executive Committee for discussion at the next Meeting.

(d) Membership of the Professional Practice Interviewing Panel

Michael Steven, in informal discussion with Neil Aitken, had expressed concern about membership of this panel with regard to his own professional interview.

In particular he was referring to Frank Boffa's and Tony Jackman's involvement with education generally, and Frank's membership of the panel.

He felt that, while a student at Lincoln College he had been unavoidably influenced by their teaching and examining, and this should not be extended into the Institute's examination system. He also pointed out, that as he is now in private practice and in direct competition with Boffa Jackman and Associates commercially, the occasion of examiner/examinee should be avoided.

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In discussion, the Executive Committee accepted the validity of the first point, but rejected his second claim as this had unfortunate inferences.

Neil Aitken to discuss personally with him when next in Hamilton.

(e) Apparent Membership Apathy

The Executive discussed what appears to be a disturbing increase and the feeling of disenchantment with the Institute by certain members. Cases have been brought to the attention of both Robin Gay and Neil Aitken - obviously constructive means must be taken by the Executive to counteract this - refer (h).

(f) "Building Materials and Equipment"

The existence of this magazine for free distribution to members of the Institute was made known to Neil Aitken by Valerie Morris, Assistant Chief Architect for the Housing Corporation.

A membership list is to be sent to the Australian publishers, with the Institute's thanks.

The Meeting adjourned at 12.30 p.m. with the arrival of Dr. R.N. Rowe, the recently appointed Professor of Horticulture at Lincoln College, who was invited to attend the afternoon session.

DISCUSSION WITH PROFESSOR ROWE:

Following lunch, Professor Rowe was introduced by Tony Jackman, who then outlined the following five points:-

- (a) Progression of landscape architecture in N.Z. over the last ten years.
- (b) The fact that we are now at a turning point.
- (c) The significance of Frank Boffa's letter to Lincoln College of 21/6/77 and Professor Stewart's reply of 8/12/77.
- (d) Our "Design Retreat 1979" and how our attitude to education was influenced by Julius Fabos and his support for a Masterate programme - and -
- (e) The personal dilemma each landscape architect faces in fitting into the design/planning continuum.

Professor Rowe, in his reply, conveyed a good grasp of the situation, but freely admitted that he did not really know what landscape architecture was or what landscape architects were or did.

On the question of landscape architectural education and employment opportunities, Professor Rowe supported the principle of "education with conscience" as opposed to creating courses which do not fulfill society's needs or provide good employment and career opportunities. He then asked three basic questions:-

- (a) Who or what is a Landscape Architect?
- (b) What training and education programme do we, as an Institute see as being the optimum?
- (c) How many landscape architects would be required in New Zealand over, say the ten years?

Professor Rowe mentioned that in putting up any case to the university authorities he would be required to justify resources and with today's economic situation, any proposal would come under stringent scrutiny. In such an exercise, he would start by asking himself "what can't I do without?" rather than, "ideally, what do I need?"

As a follow up to this initial discussion with the Institute, Professor Rowe suggested that our guidance on his three basic questions would be of immediate benefit and would establish the basics for more detailed discussions in 1980.

The Executive Committee thanked Professor Rowe for his constructive and direct approach and he left the meeting at 2.10 p.m.

Committee members decided it was vital to action his request promptly and members are therefore to forward their thoughts and comments to Tony Jackman by 26/10/79, for compilation of a draft reply.

TREASURER'S REPORT contd:

Diane Menzies requested some acknowledgement of her typist's efforts as the Institute has not been charged for this work.

Motion: That the Institute approve \$20.00 for Secretary to purchase appropriate gift.

Menzies/Einhorn

Carried

GENERAL contd:

(g) Incoming Circulars, Notices etc

These are to be on display at each meeting for Committee members to note.

(h) Representation at Executive Committee Meetings

It was decided that it would be worthwhile to informally invite Graduate members to Executive Meetings during discussion on relevant and interesting agenda items.

Neil Bromley is to be invited to the next Executive Meeting on this basis - also to report on the financial situation for "Design Retreat '79".

There is also to be a notice in "Cuttings" emphasising that members are welcome to attend Executive Meetings providing they notify the Secretary first, so that a mutually suitable time can be arranged.

(i) Christmas Party

To coincide with the final Executive Meeting for the year (to be held on 14/12/79) Neil Aitken and Ross Jackson are to discuss the organisation of a Wellington Landscape Group party on that date.

The Meeting concluded at 3.15 p.m.

Next Meeting to be held at Boffa Jackman and Associates Office on 14 December 1979, commencing at 10.00 a.m.

Signed as a correct record:

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

Date

2016.01.49

MINUTES OF THE EXECUTIVE MEETING OF THE NEW ZEALAND INSTITUTE OF
LANDSCAPE ARCHITECTS (INC) HELD AT BOFFA JACKMAN'S OFFICE, 1 HERBERT
STREET, WELLINGTON ON 17 AUGUST 1979.

THE MEETING COMMENCED AT 10.30 A.M.

PRESENT:

Robin Gay (Chair),
Neil Aitken,
Frank Boffa,
Diane Menzies,
Tony Jackman,
Brian Halstead.

APOLOGY:

An apology was received from Helmut Einhorn
(through Robin Gay) for his unavoidable
absence for part of the day.

MINUTES OF THE PREVIOUS
MEETING:

Spelling error Page 5, Line 3; change "ledged"
to "lodged".

Resolved that the Minutes be taken as read.

Halstead/Boffa

MATTERS ARISING FROM
PREVIOUS MINUTES:

a) Draft Constitution

Frank Boffa distributed the rewritten draft
constitution he had prepared. The Affiliate
Membership category has been reinstated along
similar lines to that in the Australian
Institute's Constitution, to accommodate
landscape technicians.

The question of voting rights was discussed and
the point was made that if affiliates, students
and graduates felt strongly enough about a
particular issue, they were fully entitled to
petition the Executive Committee to have a
given issue discussed and voted upon at a
Meeting.

The question of having a non-corporate member
attending Executive Meetings was also discussed.
However it was felt that this was not necessary
at this stage, but could be adopted in the future
if the occasion arose.

The implications of the Institute having its
own registered office was discussed. As far as
is known, the registered office is still:-

Clarke Menzies & Co., Christchurch.

Instruction: Secretary to check with Registrar
of Incorporated Societies on the constitutional
significance of having a registered office.

-2-

Following notification by the Executive it was decided that the final draft of the Constitution should be sent to all members for comment within a stated period. In the meantime, Executive members are to read the first draft and return it to Frank Boffa by 14 September 1979.

Resolved: Copies of the first draft to also be sent to foundation Executive Committee Members (George Malcolm, Charlie Challenger, Hedley Evans and Earl Bennett); to be return to Frank Boffa by 14 September 1979.

Boffa/Halstead

b) Code of Practice

Discussion on this was deferred until Helmut Einhorn arrived.

c) International Federation of Landscape Architects

Robin Gay reported that there was continuing organisational and procedural conflict within the I.F.L.A. leadership. However, proxy voting forms for the 1979 Congress have finally arrived and a cheque for \$365.00 has been sent to the Institute's official delegate, Peter Rough.

Executive Members received copies of Robin's paper entitled "The Coastline and its Importance to an Island Country in the South Pacific", which which is to be presented at the Congress.

d) Student Scholarship

This has now been arranged with Lincoln College by Tony Jackman and will be known as the "Landscape Architecture Merit Award". It has been decided that it will be presented at the beginning of the second academic year, and Tony was requested by the Executive to prepare a draft layout of the certificate for presentation at the 1980 Annual General Meeting. Scholarship information is to be included in the next issue of "Cuttings".

e) Membership List

An updated membership list is to be distributed to members, designed on the same format as "Cuttings" and printed on the same paper.

Brian Halstead mentioned that the Editor of "Home and Building", had requested a copy of the Institute's membership list for publication - agreed to by the Executive.

Instruction: Secretary to send updated list to Brian Halstead.

f) Membership

i) Application: Robin Gay has received a letter from Earl Bennett enclosing an application for Graduate membership from Allan Rackham.

Proposed: Earl Bennett

Seconded: Charlie Challenger

The application was accepted unanimously subject to payment of \$20.00 application fee.

Instruction: Secretary to notify Allan Rackham.

ii) Arrears: After sending final arrears reminder notices in error to Janet Walker and George Malcolm, it has been discovered that they are both financial members.

Instruction: Secretary to send letters of apology.

Concern was expressed by the Executive Committee at these errors.

g) Design Retreat '79

Robin Gay reported that he has asked Hedley Evans, Sub-committee Convenor to finalise the Conference Account which has a credit balance of \$400.00 plus; approximately \$200.00 less than the previous assessment. Sub-committee Treasurer, Neil Bromley is now to prepare a final statement.

h) Code of Practice

Brian Halstead in accordance with an instruction from the previous meeting, produced a paper on this, following discussions with members of allied professions.

The feeling of the Meeting was that the Institute should be pursuing a "performance standard" with positive application rather than a series of "thou shalt nots" with negative application.

The Executive is to now comment on Brian's paper and forward these to him by 14 September 1979. Foundation Executive Committee members are also invited to comment; also Jim Beard, Alan Titchener and Sean O'Mahony to be sent copies for comment by the same date.

i) State Services Commission

Tony Jackman has received a reply from the Commission thanking him for his earlier submission and stating that they would welcome the Institute's support of Corporate Members in terms of regrading within the Public Service, qualified under the Institute's temporary examinations for Associate Membership.

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The Meeting was pleased to note that the successful efforts of Bernard Brown, M.W.D., Hamilton, had already been acknowledged in this way.

PRESIDENTIAL CORRESPONDENCE:

- a) From Ewen Henderson, K.R.T.A.:
Requesting that the Institute comment on the draft N.Z. Standard "Code of Practice for Urban Land Subdivision" prepared by S.A.N.Z.
- b) To S.A.N.Z.:
Offering the Institute's assistance with restructuring the various environmental and creative sections of the standard.
- c) From Martin Conway:
Concerning the remit on education put forward at the 1979 General Meeting; referred to Tony Jackman, Education Sub-committee Chairperson.
- d) From Earl Bennett:
Regarding a letter from A.S.L.A. concerning the 1979 I.F.L.A. World Congress. Editor of A.S.L.A.'s "Land" publication wishes to discuss various aspects of mutual interest and concern with our Institute's delegate at the Congress. Robin Gay to let Peter Rough know.
- e) From Herwi Scheltus:
Stating that although he was not prepared to silk-screen the T-Shirts using the Design Retreat '79 logo which was unsuitable for silk-screening he is prepared to silk-screen the Institute's logo.
Instruction: Secretary to write asking Herwi to submit a sample.

SECRETARIAL CORRESPONDENCE:

- a) From G.Z. Anagnostopoulos & Associates:
Expressing thanks for Secretary's previous letter.
- b) From Copyright Publications Officer:
Acknowledging previous correspondence.
- c) From Emily Williams:
Thanks for play structure drawings, together with news in general.
- d) From Bob Boocock:
Regarding a seminar held in Dunedin.
- e) From John Archer:
Regarding education.
- f) Circulars Received:
Huntly Power Project, Landscape Lines, M.O.T. Newsletter.

-5-

g) Changes of Address:

Five received.

h) Outwards Correspondence To:

John Hawley, Mary Monzingd, Alex Wilson, Ray Wright, Paul Tritenbach, Bob Boocock, Sarah de Lambert, Copyright Publications Officer, Michael Littlewood, G.Z. Anagnostopoulos & Associates, The Valuer General.

EDUCATION:

a) Institute and Lincoln College

Robin Gay to write to Professor Rowe, the recently appointed Professor of Horticulture inviting him to the next Executive Meeting. Tony Jackman to discuss personally with Professor Rowe in the meantime.

b) Professional Practice Examinations

Tony Jackman has written to selected Graduate members eligible for Associateship to seek their opinion on the 1979 GM remit recommending specialisation in terms of the breadth of professional involvement by a candidate, considered appropriate by the Examining Panel.

Two Graduate Members have already applied to sit the examination in 1979.

To avoid a situation where employer or controlling officer interviews an employee, the Executive Committee ruled, that in the future, this would not be acceptable, and the Examining Panel would have to be constituted so that this situation does not arise.

c) Temporary Examinations

Tony Jackman reported that there was one new candidate, and requested, that in view of the fact that 5 candidates live in Christchurch, could the exams be held there in 1979 - agreed to by the Executive Committee.

"THE LANDSCAPE":

Tony Jackman reported that compilation of issue No. 8 on Open Space is completed - now awaiting typesetting - should be ready in three weeks.

However, issue No. 9 on Landscape Management requires further articles.

The current financial position following production of issue No. 7 and compilation of issue No. 8, is a credit balance of only \$15.00 in the account. Typesetting costs are now exorbitant (\$400/issue) and because of this, the Editorial Committee has decided to use reduced typed script for issues 9 and 10.

In addition to this, it is vital that circulation is increased - we must find more subscribers to relieve the serious financial position "The Landscape" is currently in.

Because issue No. 8, using the \$500.00 grant ex Ministry of Recreation and Sport, is to be regarded as a "special", Tony was requested to check on the cost of a total run of 750 and 1,000 copies (normal run = 400 copies) to assess if additional expenditure is justified (allowing for the distribution of complimentary copies) and report back to Executive. In order to establish a financial maximum, Executive decided that printing costs are not to exceed \$500.00.

Instruction: Secretary to send cheque for \$500.00 to "The Landscape" - this being for the production of issue No. 8.

A further payment in accordance with the motion passed at the 1979 GM based on \$7.50/member, it to be paid ex the Institute's central account, to coincide with issue No. 9.

GENERAL:

a) 1980 A.G.M. (to be held in Christchurch)

Tony Jackman reported that the Canterbury Landscape Group has formed a sub-committee to organise this. In addition to organising the venue for the A.G.M., the sub-committee was requested to look into the question of a suitable guest speaker to provide a stimulus and also arrange a visit to Lincoln College - perhaps for half a day. Two days overall is envisaged for the A.G.M. and "workshop/refreshers".

b) Technical Information Service

This was raised at the 1979 GM and a sub-committee was then nominated to look into the feasibility of establishing such a service. Robin Gay has written to the three members of the sub-committee but reported no response as yet.

c) Landscape Architectural Involvement in District Planning Schemes

This was also raised at the 1979 GM (by Alec Wilson). While Alec has not yet reported back to the Executive, he has written to the Paparua County Council on behalf of the Canterbury Landscape Group.

d) Land Use Advisory Council

Robin Gay reported that the Council is to hold four seminars in various parts of New Zealand (during the latter part of 1979 and in 1980), each with a landscape component. In this regard, speakers are being sought.

TREASURER'S REPORT:

(Helmut Einhorn arrived at 2.50 p.m.).
The Treasurer's Report is appended to these Minutes.

This was followed by discussion on arrears and the sending of two incorrect "subscription due" notices.

-7-

Helmut Einhorn is to look into this and offered to apologise to the members concerned.

On an experimental basis, to determine whether it would be of assistance, a financial statement is to accompany the Agenda's for the next two Executive Committee Meetings, when they are sent to members. Also, a full membership list, showing those in arrears, is to be sent with the next Agenda.

Accounts passed for payment:

Landscape Imprest Account	\$500.00
Hamer Pyne Limited	89.88
	<hr/>
	\$589.88
	<hr/>

Annual Subscription to I.F.L.A. (To be calculated on per capita basis of current financial corporate membership - but not to exceed \$313.98, which was the 1978 annual subscription).

Resolved: That these accounts be passed for payment.
Boffa/Halstead

GENERAL: (contd)

e) Lack of Publicity

The publication of a list of the members in private practice within "The Landscape" was again discussed. This now has the support in principle of the Executive Committee and Tony Jackman is to convey this to the Editorial Committee.

f) Standard N.Z.I.L.A. Documentation

Brian Halstead recommended that the Institute proceed with preparing the necessary forms and as a start to this, he has undertaken to revise and update the original "Conditions of Engagement" and "Scale of Fees" and send drafts to Executive Members by 14 September 1979 for ratification and subsequent presentation at the 1980 A.G.M.

Next Meeting: Boffa Jackman & Associates Office,
Wellington.


12 October 1979 at 10.00 a.m.

Final Meeting:

For 1979 14 December 1979

The Meeting closed at 4.30 p.m.

Approved as a true and correct Record

..... 

.....

Date:

..12-10-79.....

2016, 01/04/9

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 20 APRIL 1979 AT 10.15 AM.

PRESENT: D. Menzies, F. Boffa, H. Einhorn, T. Jackman (Chair),
N. Aitken.

APOLOGIES: R. Gay (delayed and would arrive at 12.00 noon).

1. MINUTES OF PREVIOUS MEETING

Resolved that the minutes be taken as read.

Jackman/Einhorn.

2. MATTERS ARISING FROM PREVIOUS MINUTES

The President had requested that the following Agenda items
be deferred until 12.00 noon: Items (a), (c), (d), (e), (f).

The remaining items were taken in order:

(b) Vocational Guidance Information

Tony reported that matters were still proceeding but
that other items had been given priority recently,
such as 'The Landscape'.

(g) Student Scholarship

Lincoln College are still awaiting replies from
students.

Instruction: The Secretary is requested to write to
the Landscape Section - Attention
Mr Bennett - reiterating the previous
Executive resolution, noting that the
Institute wish to make the first award
this year, and announce our intentions at
the AGM, and asking Earl to liaise with
Tony Jackman to resolve rules, etc.

3. PRESIDENTIAL CORRESPONDENCE

Deferred.

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2.

4. SECRETARIAL CORRESPONDENCE

Inwards

Circulars - 4: MWD, ECO, Landscape Contractors and RIBA.
 Address Changes: H. Scheltus, S. Dunn, J. Marsh, D. Lucas.
 Job applications/vacancies: J. Hawley, UHCC.
 Overseas Members: T. Heath, M. Bartholmeh, E. Williams.
 Membership Changes: W. Beveridge, S. de Lambert.
 Local Members: E. Bennett, A. Titchener.
 Other Matters: Q.E. II National Trust, Waikohu County Council.

Outwards

Embossing Service.
 Membership: K. Jerard, S. de Lambert, G. Laws, H. Scheltus,
 N. Beveridge.
 Overseas Members: B. Evans.
 Circular Renewal: MWD.
 Specifications: A. Morgan, A. Titchener.
 Other Matters: S. O'Mahoney, J. Hawley.

Resolved: That Inwards Correspondence be received and
 Outwards Correspondence be approved.

Jackman/Einhorn.

5. TREASURER'S REPORT

A detailed report is appended. In brief, the statement at
 20 March is \$4038.40.

Instruction: That the Treasurer look to investing \$3000 as
 previously authorised.

Resolved: That the following reimbursements be approved:
 \$8.20, \$12.00 to the Secretary for stationery
 expenses, \$5.00 to NZPO for Registration of
 Cuttings.

Einhorn/Aitken

6. SUB COMMITTEE REPORTS

Education

Tony reported corresponding with the State Services
 Commission, but no reply has been received.

Editorial

Tony reported that an Editorial Committee had been formed
 and would be making hoped for progress on future publications.

3.

Resolved: That the Secretary write to the Editor requesting a detailed financial report for the AGM, to be supplied seven days prior to the AGM, pointing out the Executive's continuing anxiety over the lack of reporting to the Committee and delays in publication, but noting how heartened the Executive is with the formation of the Editorial Committee.

Boffa/Menzies.

The President arrived midway through these discussions and it was agreed that he would discuss the Executive's concern over the lack of response to correspondence, with the hope of resolving the Editorial problem with the Editor on an informal basis. The matters previously deferred on the Agenda were returned to.

2. MATTERS ARISING.....

(a) Constitutional Redraft

The redraft prepared by Frank was discussed and Frank thanked for his work. The next section to be considered is Articles 4 - 17 inclusive. Frank is to prepare a report for AGM.

(c) Membership List

The Secretary reported that this was being prepared but was facing the problem of inaccurate members' addresses.

(d) Code of Practice

Helmut and Brian to prepare a paper for presentation to the AGM.

(e) IFLA

The President reported that no word had been received on the SGM.

Resolved: That the Institute assist in funding the President to attend IFLA conferences where possible. The matter of funding in 1979 to be discussed at a later date if required.

Boffa/Menzies.

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4.

3. PRESIDENTIAL CORRESPONDENCE

Outwards

S. Challenger, D. Lovejoy, Q.E. II National Trust.

Inwards

Lance McCaskill (apologies for AGM).

Resolved: That Outwards Correspondence be approved and Inwards received.

Menzies/Jackman

At this stage Hedley Evans and Neil Bromley arrived and the Committee returned to Item (f) on the Agenda.

(f) Design Retreat

It was reported that registrations to date included 36 delegates, four students, eight others, 13 children. The Design Retreat Committee are confident of the viability of the Conference.

There was general discussion on the temporary investment of funds. Hedley was advised to invest with the Institute's bank and discuss improved terms with the staff.

Good progress was reported with displays for the Conference.

Instruction: The Secretary is to write to Mr Aldous at Massey, suggesting a speaker for their Conference in August.

(h) AGM Agenda

The Agenda was resolved and is appended. The Secretary was instructed to circulate it immediately to all members.

7. GENERAL

(a) Membership

Resolved: That transfers to graduate status of N. Beveridge and S. de Lambert be approved.

Boffa/Menzies

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5.

Resolved: That the President write to S. Drakeford to thank him for undertaking the lettering of the membership certificates recently.

Boffa/Aitken

(b) Grants to Local Chapters and Members

The credibility of the Institute where grants by firms and agencies for studies were applied for but the studies left uncompleted was discussed. It was agreed that the President would raise the matter for discussion at the AGM.

(c) Use of Landscape Architects on Relief Labour


This matter was discussed with concern and it was agreed that the matter should be discussed at the AGM.

NEXT MEETING:

Friday 29 June at 10.00 am at Boffa Jackman's Office.

The meeting closed at 4.15 pm.

Verified as a true and correct record.


.....
President

.....29/6/79.....
Date

20/6.01.49

MINUTES OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE
ARCHITECTS

EXECUTIVE MEETING : FRIDAY MARCH 2, 1979 AT BOFFA
JACKMAN'S OFFICE, 1 HERBERT STREET, WELLINGTON

The meeting commenced at 10.10 a.m.

Present: Frank Boffa, Tony Jackman, Rob Gay, Brian Halstead,
Helmut Einhorn, Di Menzies, Neil Aitken (Chair).

Minutes of the Previous Meeting

Two minor corrections were made to pages 6 and 7.

Resolved: That, with the corrections, the minutes be
accepted as a true and correct record.

Gay/Aitken

Matters Arising

→ a) Travel Expenses

Resolved: That the matter be left in the interim
with view to introducing travel compensation when the
Institute's finances are able to bear the cost.

Halstead/Gay

b) Constitutional Redraft

Resolved: That Executive members submit drafts on the
Institute's objectives to Frank Boffa who in turn will
circulate a draft to Executive members two weeks before
the next meeting.

Gay/Aitken

c) Vocational Guidance Information

Tony Jackman had discussed the matter with Vocational
Guidance, Department of Labour, Christchurch, who will
circulate any information submitted by the Institute.

Tony is to work on a draft pamphlet, and submit a progress
report to the next meeting.

d) Standard N.Z. Employment List

The Secretary is to submit a report to next Executive
meeting. The Membership list is also to be updated
along with a list of those in private practice.

Resolved: That the Secretary send a list of all those
in private practice to the Editor of the Journal for
publication.

Boffa/Einhorn

e) Professional Responsibility

Brian Halstead discussed the views of Auckland members
and questioned, what are we trying to do - protect members,
public, the name of the Institute or all three?

- 2 -

The relationship of agent, professional, client was discussed in detail.

The Executive asked Helmut, in consultation with Brian, to redraft the Code of Practice to cover the complex situation for the next A.G.M., for the membership to accept or otherwise.

Secretary to write to Sean O'Mahoney to thank him for a most thorough analysis.

Tony to discuss the flow diagrams with Sean with a view to preparing diagrams for discussion purposes at the A.G.M.

f) Deferred to 3 p.m.

g) I.F.L.A.

An extraordinary meeting has been called, due to secretarial problems. Prof. Weddle asked to act as our proxy. An item to be put in Cuttings on the next Conference in Cambridge.

Resolved: The Secretary is to write to Boydon Evans, covering replies to his recommendations.

Gay/Jackman

Resolved: The Secretary is to write to R.J.S. Hookway of the Countryside Commission with view to discussing a possible visit by him to N.Z.

Aitken/Gay

h) Ian McHarg's visit.

There was comment that in future we should brief overseas people clearly and be careful not to overtax overseas visitors.

Presidential Correspondence

a) Letter from Derek Lovejoy asking for prices for inclusion in Spons. President to reply briefly.

Secretarial Correspondence

Secretary to write to Manakau City Council noting the wage structure and querying the qualification level.

Resolved: That the Treasurer lodge annual audited accounts with the Justice Department.

Secretary to thank Alan Titchener for his suggestion and to ask him to represent the Institute and work with David Muir in Palmerston to draw up a standard specification.

- 3 -

Resolved: That inwards correspondence be received and outwards be approved.

Treasurers Report

The report is appended to the minutes.

There was a suggestion made that there be a quicker method of payment for interim accounts using a quorum. This was thought to be unnecessary.

Conference Account

Resolved: That the existing Conference Account be retained and that the Design '79 Account, started with \$100 advanced, be retained and closed after the Conference.

Resolved: The Treasurer is authorised to put \$3000 on a term deposit for six months at a more beneficial rate.

Einhorn/Gay

Resolved: That the signatories to the existing Conference account be amended to the Treasurer and the President.

Einhorn/Gay

Resolved: That the Hamer Pyne account be approved and the payments made and approved by a quorum be ratified.

Einhorn/Boffa

Resolved: That the Treasurer's report be approved.

Einhorn/Boffa

Sub Committee Reports

Education

Resolved: Tony to write to the State Services Commission, with Presidential approval.

Gay/Halstead

Editorial

Rob to write to C. Challenger about the concern over the continuing problem with 'The Landscape'.

Menzies/Boffa

Cuttings : the updated version met with general approval and another issue is requested as soon as possible.

- 4 -

Membership

Resolved:

- (a) That Annabel Menzies be accepted as a student member.

Menzies/Gay

- (b) The money for change of category of membership lodged by G. Laws and S. de Lambert be refunded and application forms be forwarded to all applicants for graduate membership.

Halstead/Boffa

- (c) The Secretary to write to K. Jerrard requesting arrears payment or noting that resignation will be assumed.

Boffa/Aitken

Reprinting of Membership Forms

To be undertaken along with the Constitution review.

Standard Specification

Covered in correspondence.

Student Scholarship

Resolved: That the Institute fund a first year Dip.L.A. prize by paying approximately \$350 from funds to Lincoln's funds to make up a total of \$550, to provide for a prize starting 1979 with a value of \$50. The Conditions of the award to be discussed with Lincoln, and the Institute to hold the account.

Boffa/Aitken

Land Use Advisory Council

Rob Gay described the series of meetings planned to be held throughout the country.

Future A.G.M.'s

Resolved: Rob to write to the Australian Institute asking for information on the 1982 Conference.

Menzies/Boffa

Agenda for A.G.M. 1979

Subcommittee reports requested. To be inserted in "Cuttings" items for agenda must be submitted not less than 28 days prior to A.G.M. Therefore all members must submit items to the Secretary on or before April 14.

- 5 -

The Agenda, and any constitutional amendments, will be circulated at least 21 days before the A.G.M.

Preliminary items for the Agenda:

Code of Practice (covering Design & Build problem),
New Constitution, Future NZILA Conferences and A.G.M.'s,
Landscape Technician's place in the Institute, Pre-
corporate membership training.

Design Retreat 79

Programme: 2 days of papers plus A.G.M.

Mini bus, transport to the Conference, meal fees,
Conference fees, etc. were discussed with Hedley Evans.

Tony Jackman and Brian Halstead left the meeting to reach their
flights in time at 4.20 p.m.

General

Corporate certificates : Certificates to be completed
and given to new corporate members.

The meeting closed at 4.40 p.m.

Next meeting: April 20th
Boffa Jackman's Office
at 10 a.m.

Verified as a true and correct record.

Signed by ..... President

Dated20/4/79.....

TREASURER'S REPORT OF N.Z.I.L.A.FOR MEETING OF EXECUTIVE 2.3.79ASSETS:-

Bank Balance as at 31.1.79		\$ 2,529.67
Deposits 15 Feb. 1979	\$ 1,255.00	
To deposit	453.00	
Outstanding subs (approx.)	<u>1,784.05</u>	
	3,492.05	\$ 6,021.72

LIABILITIES:-

Grant Min. of Rec. & Sport	\$ 500.00
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Accounts payable (for typing etc.)

Hamer Pyne (Minutes of AGM)	\$ 44.24	\$ <u>5,477.48</u> BALANCE
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Accounts paid since last Executive Meeting 15 Dec. 1978

Barrons (addressing)	\$ 13.24
Q.E. II Trust (sub)	15.00
Boffa Jackman (Exam. expenses)	391.41
Di Menzies (Secretary's ")	<u>35.80</u>
	455.45

(signed) H. EINHORN
Treasurer