

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE NEW ZEALAND INSTITUTE
OF LANDSCAPE ARCHITECTS (INC)

DECEMBER 11, 1981 AT OFFICES OF N.Z. HOUSING CORPORATION, LAMBTON QUAY,
WELLINGTON COMMENCING AT 10.00 A.M.

PRESENT: F. Boffa, E. Bennett, J. Beard
D. Menzies, D. Miskell
N. Aitken (Chair)

APOLOGIES: All members were present.

MINUTES OF THE
EXECUTIVE COMMITTEE
MEETING OF AUG 14:

Resolved:

"that the minutes be accepted as a true and
correct record."

Boffa/Bennett

MATTERS ARISING
FROM AUG 14 MEETING:

(a) Spectrum of Electives

Earl presented a paper which described clearly the process of graduate training proposed, by way of a flow chart as well as a grouping of work requirements. A suggested job sheet, to be signed by employees, was accepted by the Committee. Other suggested amendments were the titles for the two examining groups and a representative from the preliminary panel being also on the oral examination panel. P. Rough was nominated as that representative. There was discussion on the distinction between professional practice and contract administration and it was made clear that there was some confusion over the various levels of responsibility in job administration, as well as the two aspects. It was suggested that Jim Beards comments arising from the oral interview should be incorporated into the guidelines for associateship and it was agreed that a separate guide be established for those graduates with overseas associate level qualifications. Earl agreed that the Education Committee would review the proposal incorporating comments and suggestions made and present a final proposal for ratification to the AGM in February.

2.

The Education Committee were thanked through Earl, for their work.

It was noted that in view of the general low experience level of candidate presenting themselves for the associate examination. The Institute should express concern to Lincoln College on the basis of inadequate training.

Earl noted that some candidates had previously achieved a higher standard of work while at Lincoln and that the problem lay not so much with initial training as post graduation job supervision. It was agreed that the concern could be expressed to Lincoln College in the future.

The Chairman emphasised the importance of employer supervision in the training process and noted that the job sheets together with a written explanatory guide for the employer as part of the "Guidelines" package should relieve the problem.

(b) Sales of the Proceedings

It was reported that sales were satisfactory.

(c) The Landscape Character Study

Neil reported that he had sent letters together with copies of the paper on the subject to Ministers thought relevant. Alan Rackham had attended a two day seminar held by the National Parks Authority and although a recommendation from the seminar that the Authority take the matter up had been put forward by the seminar there was some doubt as to whether the matter would be carried forward. The Minister of Energy had taken action in his own Department following Neils letter but there had been little other response.

It was agreed that new ministers in relevant portfolios should be notified of the study and asked for support, following the Cabinet reshuffle. The President agreed to follow the matter up.

3.

(d) Professional Conduct

It was noted that alternatives as put forward by Jim Beard were to be included in "Cuttings" for membership comment.

(e) 1982 AGM Agenda

It was suggested that this should be included with the next "Cuttings".

(f) Expansion of Membership

Following a meeting between Frank, Neil and Emily Williams, Emily had prepared notes on the matter. Emily's recommendation was that the only practical approach to loosening the entry requirements would be to admit invited people to associate level, with no means of examination proposed. There was considerable debate on the method of undertaking this proposal. Objections put forward were

- (i) ill feeling arising from members who have completed examination requirements.
- (ii) how such invited people could be identified and what criteria would be appropriate in assessing them

Frank agreed to draft selection criteria and means of achieving the proposal in conjunction with Emily, for submission to the AGM for debate. Earl Bennett's objections to the proposal and Jim Beard's reservations to the lack of selection criteria were noted.

(g) Wild - Scenic Rivers-

It was noted that following seminars at which B. Knox and J. Hudson had been present amending legislation which did not meet the needs, as perceived by the members involved in the discussions, had been passed.

(h) Local Groups

Alex Wilson had submitted a report to the Committee for comment. The Committee noted the recommendation.

4.

Instruction:

The Secretary is to write to Alex, thank him for the report, note that the Committee are in support and agreement and that the report should be put forward as a remit at the AGM with view to introduction in 1983.

(i) Education at Lincoln College

N. Aitken had recently written to Prof. Rowe seeking a letter of support for S. Challenger with view to seeking a public honour. Prof Rowe had yet to respond. Earl Bennett agreed to follow the matter of the letter up.

Neil noted that he proposed to write to Lincoln College noting our concern over the future structure and planning for the Landscape Architecture course, seeking a response.

There was debate on the most appropriate course of action to seek to achieve a chair in Landscape Architecture in New Zealand.

It was agreed that Neil should write to Professor Rowe immediately expressing our concern, seeking information and advising him that the Institute intended to pursue the means of achieving a Chair in Landscape Architecture in New Zealand, through the University Grants Commission and other channels in the new year.

Resolved:

"that a committee be formed to promulgate the setting up of a Chair in Landscape Architecture in New Zealand."

Beard/Boffa

Those nominated to the Committee:

D. Lucas (Chair) Don Miskell and the members of the Education Committee. It was noted that the Committee would need to gather statistics on training, etc. for the Grants Commission.

Julia Williams and Boyden Evans arrived at the meeting.

5.

(j) The Landscape

Frank presented the completed copy of Issue 12 and was congratulated on the achievement.

The budgeted cost for the issue was \$1210 for 500 although increased costs were anticipated as four extra pages were not included in that cost.

Julia noted that there was need for a great deal of work in gaining subscribers as many had, or were due to, expire.

Boyden and Julia left the meeting after the lunch recession.

(k) Recognition of S. Challenger and G. Malcolm

A curriculum vitae has been prepared for S. Challenger and Neil is awaiting the letter of support from Prof. Rowe. Earl noted that in conjunction with John Heywood he was seeking support for an honorary degree for George Malcolm.

(l) IUCN Congress

Neil briefly described the Congress noting the large attendance and the greatest benefit possibly accruing being in meeting people and exchanging ideas.

MINUTES OF A QUORUM
MEETING OF OCTOBER 19:

Resolved:

"that the minutes be accepted as a true and correct record."

Boffa/Beard

MATTERS ARISING FROM
THE MINUTES:

(a) Strategy Plan

Don Miskell spoke to the report he had prepared and there was discussion on the points raised. It was agreed that he would revise the list of tasks and include the following major long term tasks, for the support of all members.

6.

- (i) Local Chapter Formation.
- (ii) Landscape Character Study.
- (iii) Establishment of a Chair in Landscape Architecture.
- (iv) Support for "The Landscape" publication
It was noted that the Action Plan was both a means of setting achievable goals for the Institute as well as involving people in the means of achieving the tasks.

The Secretary was instructed to write to people suggested appropriate, for undertaking each task seeking their agreement and support.

Referring to the tasks listed in the report the following names were put forward.

- 1.1 Don Miskell
- 1.2 Janet Ward
- 2.1 Herwi Scheltus
- 2.2 Jennifer Roy
- 2.3 C. Challenger
- 2.5 P. Rough
- 3.1 B. Evans
- 3.2 A. Rackham
- 4.2 N. Aitken
- 4.4 J. Beard
- 5.1 E. Bennett & N. Morgan

In conjunction with the proposal it was suggested that we seek a representative to attend the Parks Institute Conference in Hamilton. It was suggested that P. Sergel would be appropriate. The Secretary was instructed to liaise with the Parks Institute and with P. Sergel.

Robin Gay arrived at the meeting.

(b) 1982 IFLA Post Congress Tour

Rob Gay had prepared a report for Air New Zealand and had met with Govt. Tourist Bureau. Three tour suggestions had been put forward, the final tours will be circulated to all relevant offices.

Secretary is to write to AILA, IFLA, ASLA, ILA and the Japanese and German Institutes with the tour details as soon as they have been clarified. Rob Gay is to advise the Secretary of the final format in January.

7.

The Secretary is to write to those replying to the original "Flyer" circulated at Vancouver.

(c) Institute Certificates

Approval was given to the artwork prepared by Bill Sayer.

It was agreed that 2000 envelopes and 100 certificates were to be printed.

Jim Beard was thanked for preparing the Institute Seal.

(d) Student Merit Award

Resolved:

"that two Student Merit Awards be made, one to Stephen Brown, the other to Jennifer Roy and that the sum of \$50 be awarded to each.

Earl agreed to update the terms of the Award and to forward a copy to the Secretary.

(e) (i) Institute Exams

Resolved:

"that the recommendation of the Examination Committee for the results of the last temporary exams be confirmed."

Bennett/Aitken

The Secretary was instructed to inform N. Henderson and J. Archer of their success.

(ii) Oral Examining Panel

Jim Beard as Chairman of the Panel had submitted recommendations following the interviews.

There was considerable discussion on the standard of the candidates and the means of achieving a better result as well as the procedure involved in the interview.

8.

Resolved:

"that the following recommendation of the Oral Examination Panel be confirmed.
Passed as Associate Members of the Institute:

Barry Knox
Jan Woodhouse
Janet Ward
Mike Barthelmeh
David Clutterbuck
Jim Clement
Patricia Shiel
Sue Smith

Not recommended for Associateship:

Tim Heath
Withdrew
Hugh Lusk

Instruction:

that the Secretary write to the candidates notifying them of their success and after discussion with Jim Beard, notify Tim Heath of the decision on his application.

(f) Beautiful New Zealand

Frank Boffa briefly reported that the scheme did not appear to be making progress but that there was a further meeting next week.

(g) Liaison with Other Institutes

Neil read prepared notes which members were in general agreement with. Earl noted that members could be more effective at a local level and that the matter could be included in the Strategy plan.

PRESIDENTIAL CORRESPONDENCE: Neil advised that matters had been discussed under appropriate topics.

SECRETARIAL CORRESPONDENCE: Report appended (A)

Resolved:

"that inwards correspondence be received and outwards be approved."

Boffa/Beard

TREASURERS REPORT

Resolved:

"that the Treasurers Report and outwards payments submitted be approved."

Beard/Boffa

There was some discussion on the use of accumulated funds and payment of executive travel expenses. It was agreed that a 10% sum of annual subscription income be included in the annual costs, that the three members involved should submit their 1981 travel costs to the Treasurer prior to the February meeting so that the sum available could be divided in proportion to the costs incurred.

FUNDING OF MEMBERS TO ATTEND CONFERENCES:

It was agreed that it must firstly be resolved, in cases arising, whether the Institute should be represented. The number of appropriate delegates and whether Institute funding was necessary or appropriate should then be resolved.

Neil agreed to draw up a policy for the February meeting.

CUTTINGS:

N. Aitken is the editor for the next issue, due to be printed next week.

STUDENT MEMBERSHIP:

There was discussion on the means of achieving a better liaison with students. It was agreed that the Secretary should write to all students at the start of each year welcoming them as future entrants to the profession and inviting them to join the Institute. Secondly that Don Miskell act as Student Member Liaison and visit Lincoln to introduce himself as a representative of the Institute after two weeks or so at the start of each year, to suggest students contact him for help etc. and follow the visit up again later in the year.

GENERAL:(a) Inscribing of Certificates

Frank agreed to ask Steve Drakeford if he was happy undertaking the work and if so to complete the 10 certificates for the February AGM. It was agreed that the Institute should give Steve a bottle of wine as a token of thanks.

(b) Typists Emolument

The Secretary was given approval to give typists bottles of wine as a token of appreciation.

10.

(c) Proposals for the 1982 Workshop

Don Miskell briefly described the proposals for the workshops.

NEXT MEETING FEB 18 AT 7.00 P.M.

HILGENDORF WING LINCOLN COLLEGE

Approved as a true and correct record:

Chad Allen

President

11/12/81

Date

APPENDIX ASECRETARIAL CORRESPONDENCEOCTOBER 19 OUTWARDSTO:

W. Rimmer
 J. Wierenga
 S. Mort
 H. Lusk
 P. Rough
 Commission for Environment
 M.J. Nicholls
 C. Priest
 Dept. of Trade & Industry
 N. Morgan
 S. Challenger
 D. Miskell
 M.A. Robinson
 R.H. Sumpkin
 Prof. Lister
 E. Bennett
 J.S. Henry
 P. Rough
 P. Rough
 R. Wright
 A. Vasbenter
 N. Aitken
 J. Beard
 P. Rough
 S. Smith
 J. Clement
 D. Clutterbuck
 M. Barthelmeh
 B. Knox
 J. Ward
 H. Lusk
 J. Woodhouse
 P. Shiel
 T. Heath
 S. O'Mahony
 D.J. Lees
 Dr. G. Park
 D. Lucas
 H. Boyd
 G. Brakey
 N. Bromley
 K. Jerrard
 T. Palethorpe
 B. Steele
 W. Rimmer
 J. Wierenga
 S. Mort
 B. Boocock
 B. Mackey
 B. Chalmers
 D. Barham
 D. Marchant

SUBJECT

Fees reminder
 Fees reminder
 Fees reminder
 Oral exam
 Student membership
 Consultants list
 Institute membership
 Institute membership
 Consultants list
 General matters
 Landscape copies/Merit Award
 Strategy plan
 Employment
 Employment
 Proposed newsletter
 Student Merit Award
 Inst. membership
 Exams
 Exams
 The Landscape
 Oral exams
 Oral exams
 Oral exams
 Oral exams

 Beautiful N.Z.
 Beautiful N.Z. Scheme
 Palmerston North Scheme
 1981 Subscription
 1981 Subscription
 1981 Subscription
 1981 Subscription
 1981 Subscription
 1981 Subscription
 1981 Subscription
 1981 Subscription
 1980 Subscription
 Membership list
 1982 Subscription
 1982 Subscription
 Membership

2.

INWARDSFROM

R. Wright
 R. Wright
 Dept. of Trade & Industry
 Tim Porteous
 A. Jackman
 McCulloch Menzies
 N. Morgan
 D.J. Lee
 J. Beard
 Mike Moore
 P. Rough
 P. Rough
 H. Lusk
 R.H. Simpkin
 P. Van Loon
 J. Beard
 Nature Cons. Council
 D. Miskell
 A. Wilson
 E. Williams
 Circulars
 OECD Review

SUBJECT

The Landscape
 List of consultants
 Consultants list
 Membership
 ASLA Conference
 Auditors confirmation report
 Offer of assistance
 Beautiful N.Z.
 Inst. Seal
 Labours Environment Policy
 Oral exams
 Oral exams
 Oral exams
 Employment
 Exams
 Cuttings entry
 Strategy Plan
 Local Groups
 Expansion of Membership

APPENDIX BA. TREASURERS REPORTIncome to December 11

1. Subscriptions

1980 Subs	197.50	
1981 Subs	3644.50	
1982 Subs	344.00	
	<hr/>	4186.00

2. Application Fees		75.00
3. Donations		350.00
4. Exam Fees		102.00
5. Interest		84.60
6. 1981 AGM & Conference		585.95
7. Sundry Exam Papers	27.00	
The Proceedings	176.00	
Folders	232.00	
Etc.	30.50	
	<hr/>	495.50
		<hr/>
		5849.05

Expenditure to December 11

1981 Annual General Meeting Expenses	92.00
Audit Fee	312.35
Exam Expenses	51.45
General Expenses	163.62
Institute Certificates	-
Membership Dues IFLA	438.54
Newsletter expenses	299.60
Postage and Stationery	185.75
Printing, Typing and Secretarial	2255.83
Subscription to Landscape	1235.00
Subscriptions written off	105.00
Travel expenses - IFLA Cong/Seminar	432.00
Visit expenses (Executive travel)	-
Annual Student Award	100.00
	<hr/>
	5671.14

B. INCOME OUTSTANDING

Exam fees - 11 candidates	80.00
Proceedings	-
Subs. 1981	80.00

C. EXPENSES OUTSTANDING - not included in Expenditure

Xeroxing of newsletter (estimate)	15.00
Exam expenses	55.42
Executive travel expenses	- 10% of annual subscriptions
Typist emolument	

2.

D. EXPENSES FOR APPROVAL

(Included in December 11 Account except nos. 7 & 8)

1.	Fentograph Print Ch 296 309 for cuttings 4.6.81 (approval omitted)	15.50
2.	El Bee Typing	2.62
3.	Ross Jackson, stamps (Proceedings)	30.00
4.	D. Menzies, stamps etc.	117.01
5.	The Landscape	1220.00
6.	Student Award	100.00
7.	P. Rough	55.42
8.	N. Aitken	8.82

The balance at BNSW at December 1 was

\$930.01 Credit

Unlodged income at that date \$415

E. 1981 SUBSCRIPTIONS OUTSTANDING

H. Boyd	Student	10.00
J. Dyer	Pt. Year Student	2.00
K. Jerrard	Graduate	25.00
J. Wierenga	Pt. Year, balance (grad)	12.00
C. Pharazyn	Pt. Year Student	2.00
G. Wilson	Pt. Year Student	2.00
		<hr/>
		\$53.00

MINUTES OF THE EXECUTIVE QUORUM MEETING
OF THE N.Z.I.L.A.

1981

Held on Monday, October 19, at Housing Corporation,
commencing at 9.45 a.m.

PRESENT: D. Menzies, J. Beard, F. Boffa, B. Evans,
N. Aitken (Chair).

APOLOGIES: R. Gay advised that he will attend the meeting at
10.30 a.m.

1. IFLA Congress: Deferred to enable Rob Gay to report.

2. The Landscape:

Frank Boffa reported that 4 issues per calendar year were planned. The quote to produce the next 16 page issue is \$1,250 - \$2.50 per copy for 500 copies. This price includes typesetting and art work.

Boyden Evans is pursuing advertising on a 4 issue basis at \$150 per page advertisement.

Instruction: the Secretary was instructed to clarify the liability aspect with a solicitor and thereafter to put forward a recommendation to the Editor on insurance.

The deadline for copy for the next issue is October 31. The President is to write an introductory message.

3. Strategy Plan:

Instruction: The Secretary was asked to write to Don Miskell to seek a final draft prior to the December executive meeting.

4. Expansion of Membership:

There has been no news from Emily Mulligan. Neil Aitken agreed to ring Emily after her exams. The Secretary was instructed to send Emily a copy of the I.F.L.A. response.

Rob Gay arrived at the meeting.

5. Professional Conduct:

Jim Beard had prepared detailed notes which were circulated to the committee members and discussed in detail. It became clear that there were two opposing approaches -
a) to write a very detailed set of rules and regulations,
b) to give a very general, philosophical guide.

A third option would be to do nothing at all.

It was agreed that as there was not a consensus even amongst the committee members, that the 3 options be put forward to members via 'Cuttings'.

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6. Institute Seal and Student Merit Award:

The Secretary was instructed to confirm the required legal wording on the Seal.

Jim Beard agreed to produce the Seal.

The Secretary was instructed to write to Earl Bennett and Charlie Challenger concerning the nomination of a student for the 1981 award. It was suggested that the presentation of the Award might be made at the A.G.M.

The President was instructed to resolve the delay in design and complete printing of the certificate.

7. I.F.L.A. Congress:

Rob Gay arrived at the meeting and advised that his report to Air New Zealand is almost complete. He agreed to prepare a calendar for action and an acknowledgement card. Rob is to write a specification of the part N.Z.I.L.A. should play and a guidance for the tour.

N. Aitken put forward a suggestion from Di Lucas that a marketing consultant in Christchurch be employed. The meeting agreed that this was inappropriate and that the matter be left with Air New Zealand and the Government Tourist Bureau.

8. A.G.M. and Workshop:

The Secretary was instructed to write to Alex Wilson to urge the A.G.M. committee to distribute publicity on the A.G.M.

9. I.U.C.N. Congress:

Rob Gay and Neil Aitken gave a brief report on events and submitted the draft resolution which had been submitted to the I.U.C.N. resolutions commission.

10. Beautiful New Zealand:

The Chairman gave a resumé of events culminating in a meeting with the Minister of Tourism and the other members of the Planning Committee and read a draft letter of response.

The next meeting on November 12 is proposed to discuss the framework of the proposal.

There was general debate on the members concerns over the scheme and a letter from Earl Bennett was read. Earl's views expressed the general feeling of members.

Resolved: that the Institute confirm its appointment to the Planning Committee of the Beautiful New Zealand scheme.

Aitken/Menzies

Neil advised that he felt unable to stand as the Institute's representative.

Jim Beard thanked members for his nomination for the position, and with apologies declined.

Frank Boffa accepted nomination for the purposes of the next meeting and agreed to attend with the express purpose of attempting to have the terms of the scheme reappraised.

It was agreed that if the purposes of the scheme remained unchanged our position, on Franks recommendation would need to be reviewed.

- 3 -

11. Oral Examinations:

Arrangements were agreed for the 10 candidates for the oral exam on November 30. It was agreed to hold the exam at 59 Aurora Terrace (Jim Beard's Office) and intend to complete it in one day on the basis of 45 minutes per candidate.

The Secretary was instructed to contact A. Vasbenter and H. Einhorn to complete panel membership arrangements.

12. Education at Lincoln College:

The Secretary was instructed to locate a copy of the letter to Professor Rowe.

13. National Parks Workshop:

N. Aitken noted that a report had been submitted by A. Rackham.

14. Treasurers Report:

- 1) The Conference Account was closed.
The final balance transferred to the current account was \$585.95.

- 2) Current Account Balance September 30.

	175.22
Special account invested	4267.24
Investment account	500.00

Statement at October 15:

Accounts for payment	398.47	
Cheques deposited but since September 30.	421.00	
Cheques to deposit	77.00	
	<u>498.00</u>	
	+ 175.22	
	<u>673.22</u>	Cr.
	<u>398.47</u>	Dr
Balance calc. at October 15	274.75	Cr
	=====	

Budget to December 30.

Income:

Balance	274.75	
Proceedings: 50 at \$5	250.00	
Subscriptions	104.00	
Exam fees	<u>50.00</u>	
		<u>678.75</u>

Outgoings:

Exam expenses	50.00
General	40.00
Institute certificate	100.00
Newsletter	70.00
Postage & Stationery	40.00
Student Award	50.00
Subs. written off	75.00
The Landscape	750.00
Executive travel	<u>400.00</u>
	1575.00
	<u>678.00</u>
	<u>897.00</u>

Dr.

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Budget Comparison at April Estimate

Income \$5575
Dr. 373

Expenditure \$5948

Omitted from Budgetted costs

A.G.M. Grant 300
 Congress Travel 300

Payments for Approval

<u>TO</u>	<u>AMOUNT</u>	<u>FOR</u>
Instant Bureau Services	63.77	Cuttings & General printing
Fentograph	1128.00	Printing proceedings
Beeston Bookbinders	308.00	Binding Proceedings
Hutchison Bowman	169.20	Covers Proceedings
C. Beale	18.00	Proceedings typing.
N.Z.P.O.	10.00	Cuttings Registration
G.S. Barrons	13.70	Cuttings Envelopes
P. Rough	3.00	Reimbursement
N. Aitken	16.69	Secreterial costs

14. SUBSCRIPTION REPORT

\$179.00 still outstanding from 3 students, 6 graduates and 1 affiliate.

Resolved: that the Treasurers Report be approved.

Aitken/Boffa

15. Membership Applications:

Student applications submitted by Julia Adams, Jacqui Dyer, Conrad Pharazyn, Tim Porteous, and Gillian Wilson were nominated by C. Challenger and seconded by P. Rough

Resolved: that the nominations be approved.

Menzies/Beard

16. SECRETARIAL CORRESPONDENCEOutwards:

<u>TO</u>	<u>RE</u>
N. Hutton	Membership
A. Titchener	Temp. Exam Supervision
P. Rough	Exams
J. Marsh. A.G.M. Committee	Advance
Grant Edge	Membership
J. Woodhouse	Library books
L. Binnie	Conference 81 (Thanks)
Q.E.II Trust	Mt. Karid Study
G.M. Bradley	Membership
N.Z. Committee for Children	Information
J.W. Manks	Insurance
G. Mexted	Study
Tim Heath	Business Card
P. Rough	Expansion of Membership
Julia Williams	The Landscape
B. Evans	The Landscape
Mary Anne Robinson	Employment
R.H. Simpkin	Employment

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CORRESPONDENCE

Inwards

FROM

Dept. of Lands & Survey
 Alan Titchener
 Pete Rough
 P. Rough
 Grant Edge
 National Parks Authority
 National Parks Authority
 John Hudson
 Tim Heath
 Comm. for Environment
 Jim Beard
 Mary Anne Robinson
 R.H. Sumpkin

Circulars

N.F.A.C. Plantech
 I.F.L.A.
 Dept. of Lands & Survey
 Dunedin Civic Trust
~~.....~~

RE

National Parks Scholarship
 Exam supervision
 Examinations
 Examinations
 Membership
 Newsletter
 Meeting
 Soil Amendment Bill Report
 General
 Cuttings
 Code of Conduct
 Employment
 Employment

Planting Trees in the high country

17. Liaison with other Institutes.

It was agreed that the idea had merit and Neil agreed to draft proposals for the next meeting.

18. General

Royal Society Conference February 1983. It was agreed that information be put in Cuttings.

Dunedin Civil Planning
 Proposed Newsletter.

It was agreed to advise Professor Lister that we would seek our members response through Cuttings.

Letter from John Henry.

It was confirmed that he was eligible to rejoin without examination if he resigned as a member in good standing.

The meeting closed at 1 p.m.

Next meeting December 11, at 9.30 for 10 a.m. start.
 Offices of Boffa, Jackman.

Approved as a true and correct record:

Ch. Boffa President

11/12/81 Date

1981

MINUTES OF THE EXECUTIVE COMMITTEE OF THE NZILA (INC.)

MEETING HELD AUGUST 14, AT THE OFFICES OF BOFFA, JACKMAN & ASSOC.,
1 HERBERT STREET, WELLINGTON COMMENCING 10.00 A.M.

PRESENT

D. Menzies, D. Lucas, D. Miskell, R. Jackson, E. Bennett,
N. Aitken (Chair).

APOLOGIES:

J. Beard, F. Boffa (until the afternoon)

Resolved:

"That apologies be accepted."

(Aitken/Menzies)

MINUTES OF THE
EXECUTIVE MEETING
OF APRIL 9

Resolved:

"That the minutes be accepted as a true and
correct record."

(Aitken/Menzies)

MATTERS ARISING
FROM MINUTES OF
APRIL 9

(a) Spectrum of Electives

Peter Rough and the Education Sub Committee is
to advance and simplify the document, to act
as a guide for associate membership. A final
draft is hoped to be ready for the December
executive meeting.

(b) Conference Proceedings

Ross Jackson reported that there had been unexpected
delays and it was hoped to be printed this Wednesday.

It was agreed that about 50 copies would be
available for free copies to speakers, ministers
and others. A charge of \$6 was to apply to all
other sales, including to members. This charge
includes postage costs.

(c) Landscape Character Study

Neil reported that a paper had been submitted
to Queen Elizabeth National Trust in April and had been
well received by the Chairman, who appreciated
the scope of the proposal. It has been noted
that it did not cover matters which had been raised

2.

by the Minister but the matter was to be put to the Minister and it was hoped that the Ministers of Lands and the Environment would discuss the proposal.

National Parks Authority Workshop

Resolved:

"That Alan Rackham be invited to represent the Institute at the two day workshop in September and that cost of air fares be approved for this purpose (Christchurch - Wellington approximately \$140).

(Bennet/Miskell)

(d) IFLA Congress Vancouver

Deferred until after lunch.

(e) Strategy Plan

A short paper was presented by Don Miskell. Discussion took place and it was agreed that Don would prepare a draft, for inclusion in the next "Cuttings".

Suggested major strategies discussed were the Landscape Character Study (over 5 years) and advocacy and education in the next year.

(f) Professional Conduct

There was general agreement, as a result of comments received, that Jim Beard's draft was too detailed but not sufficiently explicit for what it was attempting to cover. It was suggested that a general statement rather than a list of rules was appropriate at present and it was hoped that Jim Beard would be able to prepare such a statement for inclusion if ready in the next "Cuttings".

(g) Expansion of Membership

It was noted that the Canterbury Landscape Group had forwarded comments to Emily Williams, the member working on the matter. Neil is to arrange to discuss the subject with Emily in Wellington in September and is to suggest methods of assistance if required.

The Secretary has written for advice on the subject from IFLA.

3.

There was general discussion on the impact new educational programmes such as Regional Planning courses, may have on our future membership applications.

(h) 1982 AGM

The Secretary tabled a letter from Alex Wilson, explaining arrangements made so far and requesting an initial loan of \$300 - \$400 to start work on documents.

Resolved:

"That \$300 be advanced to the Canterbury Landscape Group for the AGM and Workshop in February, this sum to act as a loan."

(Aitken/Lucas)

The Secretary was instructed to forward the cheque to John Marsh, with a copy of the letter to Alex Wilson.

MINUTES OF QUORUM
MEETING OF MAY 28:

Resolved:

"That subject to an amendment being made, the minutes be accepted as a true and correct record."

(Aitken/Menzies)

MATTERS ARISING
FROM MINUTES:

(a) Wild and Scenic Rivers

Neil noted that a copy of our Landscape Character Study had been forwarded to NWASCA who looked forward to additional information.

(b) 1982 Post IFLA Conference Tour

Deferred.

(c) Local Groups

Instruction: The Secretary is to write to Alex Wilson asking him to prepare remit with view to approval at the AGM in February.

Robin Gay and Frank Boffa joined the meeting at the start of the afternoon commencement.

IFLA MEETING
VANCOUVER:

Robin Gay submitted a paper covering topics raised at the Congress and other aspects of the Conference. His paper was received with thanks.

IFLA Delegate

Resolved:

"That Rob Gay remain as the IFLA delegate for the next Grand Council meeting in Canberra."

(Boffa/Aitken)

IFLA 1982 TOUR:

Rob Gay is to clarify our involvement following submitting a report to Air New Zealand. A decision on next moves is to be made at the next quorum meeting.

IFLA COASTLINE COMMITTEE:

Rob Gay has agreed to continue as Chairman of this committee and is to document coastal protection work in the USA initially.

IFLA CRITERIA FOR BROADENING OF MEMBERSHIP:

After general discussion it was agreed that Rob would draft comments on the basis of membership of IFLA with view to discussions on the matter at the next Congress.

RECOGNITION OF C. CHALLENGER AND G. MALCOLM:

Neil agreed to investigate procedures with view to immediately recommending C. Challenger for a Civil Honour. It was agreed to look to a similar recommendation for G. Malcolm in a following year.

MEMBERSHIP CARDS:

After discussion it was resolved:

"That at some time cards bearing the Institute logo be printed with view to use by members on Institute business on specific occasions."

(Boffa/Menzies)

This matter is to be reconsidered next year following assessment of other financial commitments.

OECD REPORT:

Don Miskell prepared a draft report which was used as a basis of a final submission by N. Aitken.

CONSERVATION STRATEGY:

N. Aitken is to look into the matter.

IUCD CONFERENCE:

Rob Gay has been nominated IFLA delegate. Neil will stand in if Rob unable to attend.

Rob Gay left the meeting.

THE LANDSCAPE:

Neil summed up the events leading up to the quorum notice of motion of May 28, and subsequent correspondence.

Resolved:

"That The Landscape be moved from Christchurch as soon as practicable."

(Boffa/Menzies)

5.

Frank submitted a report on production and noted that it seemed feasible to continue The Landscape in its present form.

Resolved:

"That The Landscape be continued in its basic form and responsibility be transferred to Wellington from and including issue No. 12."

(Aitken/Menzies)

Resolved:

"That Frank Boffa be appointed Interim Editor."

(Aitken/Lucas)

EDUCATION:

Lincoln College Course Restructuring

Neil Aitken is to write to Prof. Rowe on the matter.

Frank Boffa left the meeting.

MINUTES OF QUORUM
MEETING OF JULY 15:

Resolved:

"That the minutes and notes be accepted as a true and correct record following amendment requested by Earl Bennett."

(Menzies/Aitken)

MATTERS ARISING
FROM THE MINUTES:

(a) IUCD Conference

Previously dealt with.

(b) Membership Applications

The following applications, having been duly proposed and seconded and checked by the Secretary were approved as graduate members.

John Wierenga of Wellington
Susan Mort of Invercargill
John Darby of Christchurch.

(Menzies/Aitken)

PRESIDENTIAL
CORRESPONDENCE:

Records were submitted for inspection.

SECRETARIAL
CORRESPONDENCE:

Attached.

TREASURERS REPORT:

Attached.

Accounts for Payment

N. Aitken	Secretarial Expenses	6.32
D. Menzies	Stamps	7.55
Typist Emolument		15.00
A. Rackham	Landscape Character Study	46.00
1982 AGM Sub Committee (advanced on loan)		300.00

Resolved:

"That the above payments be approved."

(Menzies/Miskell)

Resolved:

"That authority be given for payment of the Air fare from Christchurch to Wellington return for A. Rackham for attendance at a seminar in September to be convened by the National Parks Authority."

GENERAL:(a) Student Representative on Executive Committee

It was agreed that there was more to be gained from greater communication with Lincoln College, particularly by way of visits to the College.

(b) Cuttings Editor

Don Miskell agreed to edit the next Cuttings and will produce copy in the first week of September for printing in Wellington.

It was noted that a date and month should appear on the heading of Cuttings together with the Institute address and editor at the end.

Matters for inclusion in the Cuttings:

- (i) Tear-off request for copy of The Proceedings.
- (ii) Strategy Plan.
- (iii) Information on the congress tour 1982.
- (iv) Notes on Rob Gay's Vancouver visit as appropriate.
- (v) Other notes from the Executive meeting again as appropriate.
- (vi) Note, and perhaps information on 1982 AGM.

7.

(c) Members in Arrears

Resolved:

"That Dennis Scott be advised that unless he can suggest extenuating circumstances, he is to be struck off the membership list and so should return his associate certificate."

(Aitken/Miskell)

The Secretary was instructed to prepare a list of all other past members who were in arrears but had not resigned or been struck off.

(d) Content of Quorum Meetings

Earl Bennet noted that policy should remain that "Houskeeping" matters only should be dealt with at Quorum meetings.

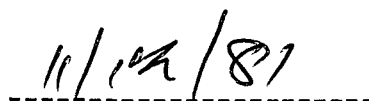
The meeting closed at 4.55 p.m.

Next Executive meeting - Friday December 11.

Approved as a true and correct record:



President



Date

N.Z.I.L.A.EXECUTIVE MEETING AUGUST 14.Secretarial CorrespondenceINWARDS

<u>From</u>	<u>Subject</u>
J.W. Manks	Indemnity insurance
B. Evans	Quorum meeting
A. Rackham	Travel report
J. Woodhouse	Cuttings comments
N.Z. Nat. Parks Authority	Invitation to meeting
Environmental Council	OECD Report (2)
Don Miskell	OECD Report:Comments
Canterbury Landscape Group	A.G.M
E. Williams	Professional Code
Minister of Lands	Parks Board nomination
Fitch Mackay Walker & Crush	Waitaki Country Appeal
I.Y.C. Childrens Committee	Play space design
E. Williams	Membership expansion
A. Wilson	Local Groups
Morrison Taylor	Thanks for help
Gill Mexted	Barrier free policy
A. Menzies	Subscription : logo
E. Bennett	The Landscape: addresses
Parks Institute	The Landscape addresses
Benfields Nursery	Advertising: The Landscape
G. Bradley	Subscription

Circulars : Wild Rivers Report. Plan tech, MOWD Newsletter No. 53
 NFAC, Victoria University Seminar, Conversation Week
 Committee.

Outwards

Canterbury Landscape Group	AGM date
Alex Wilson	Convenor AGM committee
Canterbury Landscape Group	" " "
E. Bennett	The Landscape
A. Densem, Committee for Children.	Noted comments
G. Bradley	Subscription
S. O. Mahony	Thanks for comments.

N. Z. I. L. A.REPORT TO EXECUTIVE MEETING AUGUST 14, 1981.TREASURERS REPORT

Balance with BNSW

Current Account	2595.70
Term Deposit	4267.24
Investment Account	500.00
Total Funds	<u>6362.94</u>
	=====

Analysis of Income & Expenditure.
May - August.Income

Subscriptions	940
Proceedings donation	350
Interest	<u>60</u>
	1350
	=====

Expenditure

1981 A.G.M. Expenses	77.00
Newsletter Expenses	63.64
Postage and stationery	49.15
General expenses	68.50
Travel expenses	<u>300.00</u>
	558.29

Subscription ReportOutstanding

Graduates	6	150.00
Affiliates	3	75.00
Students	7	67.50
Associates	4	<u>200.00</u>
		492.50
		=====

Budget (Guesstimate)

August - December 31.

Estimated Income

Subscriptions	492.50
Application fees	20.00
Interest	-
AGM Surplus	540.00
Sundry - Exam fees	<u>50.00</u>
	1102.50
Plus income from current account	<u>1595.20</u>
	2697.70
	=====

- 2 -

Estimated Expenditure

Exam expenses	100.00
General	40.00
Institute certificate	200.00
Newsletter expenses	108.00
Postage and stationery	120.00
Typing and secretarial	55.00
Subscription to The Landscape	750.00
Visit expenses	120.00
Student Award	50.00
Subscription written off	50.00
Student Award	50.00
	<u>1643.00</u>
Proceedings	<u>1700.00</u>
	<u>3343.00</u>
	=====

Executive Travel ?

MINUTES OF A QUORUM MEETING OF THE EXECUTIVE OF THE
INSTITUTE OF LANDSCAPE ARCHITECTS (INC.), HELD ON
WEDNESDAY 15 JULY IN J. BEARD'S OFFICE, AURORA TCE,
WELLINGTON, COMMENCING 9.30 A.M.

Present: J. Beard, R. Gay, F. Boffa, D. Menzies, N. Aitken (Chair)

1. Robin Gay presented the Agenda for the Grand Council meeting in Vancouver. Matters to be raised were discussed and the IFLA budget and membership dues were a matter of particular concern. It was noted that the dues for NZILA were 20% of an associate members national subscription - approximately \$11.00. Whereas, by comparison, other nations pay a comparatively lower sum.

The proposed book on World Landscape was noted and our delegate was asked to advise that we would like to contribute and to ask when the deadline is.

Promotion at Vancouver of a trip through New Zealand by delegates to the Australian Congress in 1982 was discussed. The matter is in hand with Air New Zealand.

R. Gay was thanked for his briefing and work, and wished good luck for the Grand Congress meeting.

IVCN Conference October R. Gay noted the importance of this and said that he may be asked to comment on this matter on our behalf while in Canada.

2. Accounts for Payment

G. Barrons	Addressing envelopes	\$ 8.72
QE II National Trust	Membership dues	15.00
D.H. Menzies	Stamps	51.10

Resolved: That the above accounts be approved
for payment.

Beard/Boffa

3. Membership Application

S. Morts membership application lacked corporate proposers and seconders. R. Gay agreed to organise signatures and return the form prior to the next AGM.

R. Gay left the meeting and the meeting ceased to become a quorum. The following matters were discussed in an effort to further outstanding business prior to the next meeting.

4. The Landscape

Neil noted that Earl Bennett had advised -

- a) that the lead time to production has been six months,
- b) he recommended reverting to an 'in house' document.

- 2 -

It was agreed that three aspects must be investigated on the a similar standard, quarterly journal is produced.

- a) Costs and Techniques: Frank Boffa agreed to investigate new methods. Approval was given to discuss the matter with Boyden Evans, in conjunction with advertising.
- b) Editorial: J. Beard agreed to prepare notes.
- c) Committee Appointments: N. Aitken agreed to investigate the availability of appropriate people.

It was agreed that notes would be collated by the three. N. Aitken is to arrange a brief meeting in the week of 3 - 7 August prior to Jim leaving Wellington, to provide a guide for the information of the Executive on 14 August.

5. Expansion of Membership

Neil advised that following a letter from Emily Williams, he had rung her and made tentative arrangements for a meeting in Wellington in September. It was suggested that Neil advise that Jim Beard would be happy to act as a 'sounding board' to her written thoughts. She may also like to expand her Committee after making a start on the project.

6. Spectrum of Electives

the Spectrum & the interrelationship of by Expansion of Membership
It was agreed that Pete Rough had raised serious doubts about ~~the purpose and viability of this exercise.~~ Jim Beard agreed to make notes on the background of the exercise, i.e. guide for examiners, employers and graduates with a view to changing the approach to the problem.

N. Aitken to advise P. Rough.

7. OECD Report

Don Miskell had forwarded a draft report. Neil noted a need to respond directly to the questions asked, and suggested more work to respond chapter by chapter to the recommendations.

8. Membership Subscriptions

It was noted that of the 1981 subscriptions the following were outstanding:

Students:	8	\$ 80
Graduates & Affiliates:	13	= 325
Associates:	6	= 300

9. Next Meeting Friday 14 August in the offices of Boffa Jackman & Associates, 1 Herbert Street, Wellington

Please advise immediately if you are unable to attend.

- 3 -

Approved as a true and correct record.

Chapman
..... President
14/8/81
..... Date

MINUTES OF AN EXECUTIVE COMMITTEE MEETING OF THE NZILA QUORUM MEETING

May 28, at Housing Corporation Offices commencing 9.45 a.m.

PRESENT:

F. Boffa, B. Evans, J. Beard, R. Jackson,
D. Menzies, N. Aitken (Chair)

WILD & SCENIC RIVERS
CLASSIFICATION:

Neil read and elaborated on a letter from Alex Wilson. Boyden described events involving the setting up of an inter-departmental committee some 18 months ago, the work of the committee, the involvement of NWASCO and NWASCA and the lists that had been submitted by Catchment Boards, of nationally and regionally important rivers in their areas.

There has been an attempt to resolve the method by which the information can be analysed but there is scepticism over how this can be achieved. The committee is meeting weekly and there has been discussions on amendments to the Water and Soil Act. Although it appeared that the suggested ranking was unlikely to be followed through, Boyden believed there was validity in making comment.

It was resolved that after discussion with Boyden, Neil would write to NWASCA, basing his letter on Alex's draft, and supplying copies to the relevant ministers.

1982 IFLA POST
CONFERENCE TOUR &
AGM:

Opinions from Christchurch had been submitted through Earl Bennett. There was discussion on the possibility of changing the date to conform with the IFLA Tour and Australian Congress.

Resolved:

"That the AGM be held in February and that Earl be advised of this decision and asked if he would seek the formation of a committee to organise the venue and a workshop on continuing landscape architects' education: "Education in the 80's". The Secretary is to convey the request that the workshop be technically based rather than philosophical and should aim to utilise the expertise available at Lincoln".

IFLA TOUR 1982:

Neil described the difficulties in communication with the Australian Institute. A letter dated April 6 was read and the background to the problems described.

It was noted that Robin Gay has completed a paper for the Vancouver conference.

Through Neil, Robyn had suggested the formation of a sub-committee to plan a post conference tour and strategy to be presented initially at the Vancouver Conference.

After much debate it was resolved that this was unnecessary at present.

The President was instructed to contact Air NZ to prepare information for a Post Conference tour, with the intention of seeking a response from those interested at the Vancouver Conference. When the level of interest has been ascertained, the matter can be taken further.

LOCAL GROUPS:

Neil elaborated on a letter from Alex Wilson who stated concern at the growth of local groups' membership. While various suggestions were put forward the view was that it was timely to look into the formation of local branches of the Institute.

The Secretary was instructed to write to Alex Wilson conveying the view that we would look to the drafting of terms for local branch formation with the intention that both groups meet together and function jointly.

CONFERENCE PROCEDURES:

Boyden & Ross reported on progress. Rosene have funded \$350 towards production.

"THE LANDSCAPE"

Boyden reported that he had taken on the responsibility of advertising for "The Landscape".

Resolved:

"That approval be given for Boyden to utilise Institute letterhead paper in his capacity as advertising manager for "The Landscape" journal.

Beard/Boffa

Boyden Evans left the meeting.

3.

Detailed discussion on the letter forwarded by the Editor took place. The opinion of those present reached a clear consensus that the situation could not continue. It was agreed that a notice of motion be circulated prior to the next executive meeting to the effect that the Editorial and Production functions be moved to Wellington.

This consensus was reached after a great deal of soul searching but seemed the only possibility.

The President was instructed to convey this intention verbally to Earl and to write to the Editor explaining the reasons for proposing to take these steps.

RECOGNITION OF
C. CHALLENGER AND G.
MALCOLM:

There was strong agreement that the services to the profession by both G. Malcolm and C. Challenger should be recognised in some way and that the Institute should take steps to seek public recognition: conferring of an honorary degree through the University, recognition through the Queens Honours, or an Institute silvermedal were ideas put forward.

The university recognition feasibility is to be initially investigated by the Secretary and J. Beard.

The president and J. Beard are to investigate the honours procedures.

BUSINESS CARDS:

The suggestion of Tim Heath's to introduce business cards with the Institute's logo was rejected after discussion because it was believed this suggested some backing on a business basis, and direct involvement by the Institute.

However, the suggestion raised the question of membership cards (where the logo would be appropriate). It was decided to discuss the matter of members cards at the next full meeting and convey our decision and appreciation for the idea to Tim Heath.

OECD REPORT:

The meeting was informed of the circular letter requesting comment. The President and Don Miskell are working on the document. The closing date of July 15 was noted.

ACCOUNTS FOR PAYMENT:

Resolved:

"That the following accounts be approved
for payment"

Beard/Boffa

B.S. Barrons: Envelope Addressing	8.42
NZILA Conference Committee AGM costs	77.00
D. Menzies Books and stamps	25.05
N. Aitken Stamps	4.00

SECRETARIAL CORRESPONDENCE: Inwards Correspondence

Canterbury L. Group, AGM
G. Densem, Travel Information
Morison Taylor, Overseas Contact

IFLA, Conference Papers
Massey University, Constitution copy request
Environmental Council, Policies
Robert Batty, Apologies
Tim Heath, Logo on cards
John Ladd - Hudson, Subscription
P. Shiel, Receipt request
Di Lucas, General

Circulars:

NFAC Newsletter, Plantech.

Outwards Correspondence

P. Rough, Education
S. Challenger, Addresses
G. Densem, Thanks and comment
Don Miskell, Stat. Plan
David McKenzie, New member
Wayne Rimmer, New member
Bruce MacKay, New member
N. Prince, Employment
Sibylle Jung, Employment
Arend Bouhys, Employment
W. Sweet, Employment
McCollock Menzies, Employment
E. Williams, Strategy Plan
J. Ladd-Hudson, Subscription

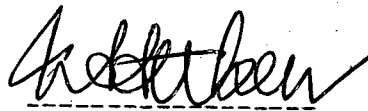
5.

PRESIDENTIAL CORRESPONDENCE: The president outlined correspondence concluding the matter of Institute arbitration and correspondence with Sir T. McCarthy.

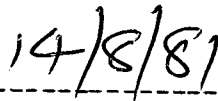
GENERAL:

There were no general matters.

Approved as a true and correct record.



President



Date

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE
OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC)

ON APRIL 9, 1981,

AT THE OFFICES OF BOFFA JACKMAN & ASSOCIATES,
1 HERBERT STREET, WELLINGTON,

COMMENCING AT 10.15 A.M.

PRESENT: Earl Bennett, Diane Menzies, James Beard,
Ross Jackson, Frank Boffa, Neil Aitken. (Chair)

1. APOLOGIES: Peter Rough, Di Lucas, Don Miskell

2. MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON FEBRUARY 19.

One error was noted and corrected on Page 4.

Resolved: that the minutes of February 19, be accepted as a true and correct record.

Boffa/Beard

3. MATTERS ARISING FROM THE MINUTES

a) Spectrum of Electives

Bennett laid a paper on the table prepared in conjunction with P. Rough and the Education Sub-committee. He discussed the rationale behind the decisions taken so far by the Committee.

There was detailed debate on the range of spheres a landscape architect may be involved in, such as journalism and all areas should be covered in the electives. Beard noted that membership expansion should be examined prior to bringing the Electives issue to a conclusion. Bennett is to forward the report to the Expansion Committee. It was noted that the Spectrum Report must be kept open ended and that the tone of the electives would influence the direction the Institute took in the future.

4. MINUTES OF THE QUORUM MEETING OF MARCH 26.

Resolved: that the minutes be accepted as a true and correct record.

Boffa/Beard

5. MATTERS ARISING FROM THE MINUTES

Presentation of Artwork

Aitken reported that the designer's available time has been occupied by the proceedings demands and it was hoped for draft ideas soon.

6. SECRETARIAL CORRESPONDENCE

OUTWARDS CORRESPONDENCE

Earl Bennett
Alan Rackham
Land Use Advisory Council
Friends of Bolton Street Cemetery
Brian Halstead
6 new members
Addressograph
Evans Bay Timber Co.

Funding Landscape Study
" " "
Working party
Park problem

Approving membership
8 changes
Membership list

INWARDS CORRESPONDENCE

Peter Rough
Christine Thomas
Friends of Bolton Street Cemetery
N.D.L. Sweet
N. Prince

Apologies
Requirements for Association
A.G.M.
Job seeking
" "

- 2 -

Inwards Correspondence - Cont'd

Land Use Advisory Council
Don Miskell

Thanks for letter
Apologies

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

Boffa/Aitken

7. PRESIDENTIAL CORRESPONDENCEINWARDS

Waitaki County Council

re legal adjudication problem

OUTWARDS

Secretary, Planning Institute
Secretary, Architects Institute

re seeking examples of the above problem.

Reminder letters sent to both of the above, but no response has been received.

8. CONFERENCE REPORT AND PROCEEDINGS

Boyden Evans attended the meeting for the purposes of reporting on progress with the proceedings of the Conference.

Ross Jackson gave costs estimates with the recommendation that although Fentograph, the firm who handled the Conference papers, could not undertake the work for 6 weeks, they were the preferred and cheapest quote.

Using Fentograph previous quotes the following cost estimate was made:

Printing 1350

Binding 250

Total = 1700

Costed for production of 250 copies.

The source of funds was examined. It was agreed that if the sum of \$550 anticipated to be surplus from the Conference Account was put towards the cost, a sum of \$1050 remained to be funded. Although it was understood that an amount would be recouped from sales, particularly to the 30 libraries and others who had already requested a copy, amounting to \$300; and it was hoped that a sponsor could be found to grant funds towards publication costs, it was possible that the Institute could be eventually responsible for the total cost.

Resolved; that in recognition of the importance of the project the Institute undertake to underwrite the maximum cost estimate of \$1050, for the proceedings in addition to the surplus conference funds, if no grants or other funds are forthcoming.

Boffa/Aitken

It was agreed that the Conference Committee would proceed with the project and seek a sponsor, giving preference to the Conference sponsors. It was agreed that the cover follow the Conference cover format. Ross Jackson undertook to carry out the initial distribution to libraries.

Three drafts were submitted to the Committee, proposed for inclusion in the proceedings, a draft on land use policy, a report from Alan Rackham and John Darby on the Landscape Character Study and an introduction by the President.

It was agreed that a final text could not be produced at the meeting; the members were to consider the texts over the weekend and convey comments to the President, by way of a meeting in the following week. The President is to write to Rackham and Darby.

- 3 -

9. TREASURERS REPORT

Menzies gave the B.N.S.W. current balance at April 8, at \$1441.88 credit. Matters from the submitted annual budget were briefly discussed. It was noted that the figure allowed for the Landscape should read \$780 for one year's contribution. It was expected this sum may be payable in September.

Menzies noted that a meeting would be held with the auditors and it was agreed the cash flow figures would be clarified.

Half the membership are reported to be overdue their subscription fee - reminder notices are to be sent.

ACCOUNTS FOR PAYMENT:

McCulloch Menzies : Audit, election etc.	312.35
N.Z.I.L.A. : The Landscape : (G. Mulvay)	7.50
N.Z.I.L.A. : Conference Committee (John Goodwin)	15.00
D.H. Menzies : Stamps 9.27	
Receipt Book 3.50	12.77
N. Aitken : Stamps	5.17

Resolved: that the Treasurers report and accounts for payment be approved.

Aitken/Boffa

Resolved: that the auditors be authorised to destroy the election ballot papers.

Bennett/Beard

Robin Gay joined the meeting and a very detailed discussion took place on the fate of the Tackham/Darby report. Gay made his position with respect to the Queen Elizabeth National Trust clear, and made his report to the Trust on the Scottish Heritage System available to the Committee. Gray stressed the particular interest in the landscape character study and the timely nature of the study.

It was agreed that following an assimilation of the 'Character' Report by the members a brief text could be prepared to take to the Chairman of the Trust.

Approval was given to expenditure of funds by Rackham while in Britain, in the pursuit of the project.

10. I.F.L.A. MEETING VANCOUVER

Gay presented an abstract of a proposed paper for presentation in July to the Congress in Vancouver. Gay agreed to prepare a brief text in anticipation of a meeting with the N.A.C. Overseas Travel Manager, with hopes of a waiving of flight costs to Vancouver.

Correspondence with the Australian Institute was discussed.

11. STRATEGY PLAN

Aitken is to write to Don Miskell, asking him to take up the matter.

12. PROFESSIONAL CONDUCT

Clauses in the draft prepared by Beard were discussed. Issue was taken with aspects of Clause 4.5 and 4.6, 5.4, 5.5 and 6.1. Beard is to review comments and to include the draft with the next 'Cuttings', together with explanatory notes.

The Secretary is to inform B. Halstead of this decision.

Beard agreed to prepare the next 'Cuttings'.

- 4 -

13. Expansion of Membership

Emily Williams has agreed to function as this committee.

Aitken submitted a draft brief and it was agreed that broad issues should be examined but that a brief was necessary. Members are to make comment on the brief to Aitken who will then forward the amended brief to Emily Williams.

14. Continuing Education

This matter was raised by Beard. After discussion it was agreed to leave the matter in abeyance in order to give priority to other matters.

15. 1982 A.G.M. Venue

Aitken agreed to write to Lincoln College suggesting the venue be at Lincoln if they approved the proposal.

16. Executive Travel

The Institute policy was reaffirmed.

17. The Landscape

Following a lengthy discussion on the matter it was resolved that the services of a consultant be not employed.

Resolved: Aitken be instructed to write to the Editor moting that the Committee wished to have 4 editions produced per year, that the format should be less formal and that they would be grateful for the Editors comments on the position.

Bennett/Boffa

18. Membership Applications

The following applications which had been proposed and seconded by associate members were approved.

Graduate: David Bruce Mackay
Student: Wayne Philip Rimmer
David George McKenzie

An application by John Wairenga was incomplete and so is to be re-submitted.

General

A public notice in a Christchurch paper noting that Robert Batty is a Landscape Architect was laid on the table.

Instruction: the Secretary is to write to Batty stating the Institute's policy.

The meeting concluded at 4.45 p.m.

Approved as a true and correct record

..... President

..... Date.

MINUTES OF SPECIAL MEETING OF THE EXECUTIVE COMMITTEE OF THE NEW ZEALAND
INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)

Held Thursday March 26, 1981

at Housing Corp Office, Lambton House, commencing at 10.40 a.m.

PRESENT:

D. Menzies, J. Beard, F. Boffa, R. Jackson, R. Gay,
N. Aitken (Chair)

CONFERENCE REPORT:

Ross Jackson laid a prepared report on the table and discussed matters arising. He asked for comments on production of proceedings and matters including the seeking of a sponsor, employment of an editor, inclusion of bromide photographs and inclusion of additional papers and material was debated.

There was general agreement that retyping of the papers was unnecessary, photographs may not be able to be justified economically and sections should be included on landscape evaluation and a policy on land use.

It was recommended that W. Sayer be asked to design a cover for a relatively inexpensive but presentable binder.

It was agreed that editing was unnecessary and would slow production, and that costing should be done for 250 copies.

Introudction by President, say 1 page
Policy on land use say 2 pages
Papers
Proceedings Day 1, 2 and 3
Paper on landscape evaluation

It was agreed that some 50 could be distributed free.

FOLLOW UP OF POST
CONFERENCE WORKSHOP

Robin Gay is to follow the matter up with Allan Rackham to obtain the report by April 9, with the intention that the study would continue subsequently. There was debate on the best method of refunding costs incurred in the study initially and although it was suggested that \$200 be set aside for the work it was agreed that reasonable expenses for research material, copying, mailing be accepted following verification by Earl Bennett.

2.

Instruction:

Secretary to write to Alan Rackham and Earl Bennett and conveying this decision.

After discussing production dates for the proceedings it was resolved to aim to collect all copy by April 9, for approval at the Executive meeting on that date.

Instruction:

President to seek Alan Rackham's assistance to achieve copy of the study by that date.

Instruction:

Fr. Boffa is to work on a draft land use policy, with assistance from Rob Gay and any other volunteer, to be available on April 9.

SPECTRUM OF ELECTIVES:

The President is to check by phone with Earl Bennett to see whether Peter Rough is able to speak to the final draft at the April 9 meeting.

SECRETARIAL CORRESPONDENCE:

Inwards Correspondence

Evans Bay Timber Co. Ltd
Friends of Bolton St.
Cemetery
Brian Halstead
James Beard
QEII National Trust
Environmental Council
Minister of Lands

Post Office
Mark Lodder
Bob Boocock

Mail circulation

Nation Roads Board
Code of Ethics
Code of Ethics
Membership List
Directory Listing
Nomination to
Parks Board
Mail interference
Membership

Circulars including Plantech, N.Z. Canoe Assoc., ECO.

Outwards Correspondence

John Ladd Hudson
Environmental Council
John Wairenga
A.M. International
Ray Wright
Brian Halstead

Registrar of Companies
N.Z. Home & Building

Membership
Directory
Membership
Addressograph
AGM Reports & IFLA tour
Executive, travel
fund, Code
Audited accounts
Membership List

3.

GL Anagnostopoulos
QEII National Trust
Bob Boocock

Constitution
Membership List
Subscription

Resolved:

"That inwards correspondence be received
and outwards correspondence be approved."

Boffa/Beard

MEMBERSHIP APPLICATIONS:

Resolved:

"That the following applications for student
membership be approved:

Grant Edge, Christopher Bently, Gary
Bateman, Robert Watson."

Boffa/Beard

Resolved:

"That the following applications for
graduate membership be approved:

Suzanne Carter, Grant Milligan."

Boffa/Beard

PRESIDENTIAL CORRESPONDENCE:

To David Thom and Sir Thaddeus McCarthy on the
Post Conference Workshop.

CODE OF ETHICS:

The difference in clauses in Jim Beard and Brian
Halstead's drafts were discussed with a note
that particular clauses relating to
remuneration be queried.

Instruction:

Secretary to write to Brian Halstead thanking
him for his further offer of assistance and
noting that a letter will be written, informing
him of the situation following discussion of the
matter on April 9.

1981 IFLA CONGRESS VANCOUVER:

Robin Gay reported that the organisers still seek
a paper from NZ and deadline for production is
April.

Jim Beard noted that the first priority for the
paper should be to assist New Zealanders in
understanding the situation here and in
decision-making rather than for overseas
information.

4.

Rob Gay noted that it was hoped to fulfil both purposes. He agreed to attempt to produce the paper by the deadline on the understanding that the Institute would seek a travel sponsor to Vancouver in July.

POST CONFERENCE TOUR 1982:

Rob Gay agreed to take the matter up with the Tourist and Publicity Dept to finalise arrangements before July.

THE LANDSCAPE:

The Editor seeks a policy decision on April 9. Copies of his letter have been sent to all the Committee members.

POLICY ON LOCAL GROUPS:

Earl Bennett is to be asked to discuss this matter with Alec Wilson and report to the next meeting.

EXPANSION OF MEMBERSHIP:

The President is to write to Emily Williams asking her to Chair a Working Party.

CONTINUING EDUCATION:

To be discussed on April 9.

1982 IFLA CONGRESS
AUSTRALIA:

R. Gay to table information on April 9.

PRINTING OF DOCUMENT:

The President is to seek artwork from W. Sayer for 'Cuttings' envelope and landscape award by April 9.

BOLTON ST. MEMORIAL PARK:

Instruction:

Secretary to write to the Chairman advising it is against policy to make statements on local matters and to suggest to the Wellington Landscape group that they take the matter up.

1982 A.G.M.

Earl Bennett has suggested Auckland as a venue. The matter to be discussed on April 9.

SAVE THE RIVERS CAMPAIGN:

Resolved:

"That the Secretary/Treasurer is to refund half the registration costs of the seminar to J. Hudson and Barry Knox on the basis that they attend as observers for the Institute. The sum amounts to \$6 each."

Aitken/Boffa

ACCOUNTS FOR PAYMENT:

Hedley Evans - the outgoing treasurer attended the meeting at 12.00 p.m. to handover the books and to conclude outstanding matters.

5.

Diane Menzies - Addressograph plates	32.00
Diane Menzies - stamps; cuttings etc.	31.00
Diane Menzies Envelopes	9.60
Fentograph Print Ltd - cuttings AGM	72.92
Fentograph Print Ltd-Cuttings special	4.00
NZPO - Post box fee	26.00
Madison Printing Ltd - constitution printing	155.00
G.S. Barrons - Addressing envelopes	11.06
Ross Jackson (exam cost)	3.25
H. Evans - office book	2.05
H. Evans - stamps	.80
W. Sayer - constitution artwork and typsetting	247.00

Resolved:

"That accounts be approved for payment and that approval be given for alteration of the signatories for cheques and other banking matters."

Gay/Boffa

The meeting concluded at 12.20 p.m.

Next meeting April 9

Approved as a true and correct record



President



Date

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF
THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS
(INC) ON THURSDAY 19 FEBRUARY, 1981, AT THE OFFICES
OF BOFFA JACKMAN & ASSOCIATES, WELLINGTON,
COMMENCING AT 10.15 A.M.

Present: R. Gay (Chair) D. Lucas, D. Menzies, E. Bennett,
F. Boffa, J. Beard, D. Miskell, P. Rough, N. Aitken,

Apologies: B. Halstead, H. Evans (due at 11 a.m.)

1. Election of Executive

The President introduced the matter and noted he was acting as an impartial chairman to ease the procedure.

Nominations:

President - N. Aitken. Proposed Boffa/Bennett. - Carried.

Vice President - E. Bennett. Proposed Miskell/Beard

Secretary/Treasurer - D. Menzies. Proposed Lucas/Aitken

Assistant Secretary - D. Miskell. Proposed Bennett/Boffa

There was debate on the role of Secretary and Treasurer and it was resolved that Don Miskell would take over the project and innovative communication work.

2. Minutes of the previous meeting

Resolved - that minutes of two previous meetings be accepted as a true and correct record.

N. Aitken/F. Boffa

3. Matters Arising from previous Minutes.

(a) Executive Election

N. Aitken thanked the President for all his work over the years. The matter of IFLA representation was raised by the President. He asked for approval to put a report to the next meeting of executive. Frank Boffa suggested that as past President R. Gay should be retained as IFLA delegate.

Resolved - that R. Gay be recommended to the new executive at IFLA delegate.

Boffa/Menzies

The President submitted his report which will be put to the A.G.M. and discussed IFLA matters. He discussed travel arrangements and the need to have a representative at Vancouver to discuss what N.Z. has to offer in relation to the 1982 Australian Conference.

The Presidential report was generally discussed, emphasising the difficulties over moving graduates through to associate status. It was agreed that the matter should be a matter for discussion at the A.G.M.

- 2 -

IFLA have asked N.Z.I.L.A. for information to go in the IFLA news, and subscriptions are now due. H. Evans joined the meeting at 11.30 a.m.

(b) Strategy Plan

N. Aitken submitted a report to be presented at the A.G.M. He received the paper and suggested the need for outward looking policies.

The statement of philosophy has been completed and printed and a sample was laid on the table.

N. Aitken would like to distribute the paper before the A.G.M. so that people will have the opportunity to read and note aspects to be raised at the meeting.

Jim Baird asked if there was a possibility of getting task forces underway at the A.G.M.

It was suggested that Don could move task forces into action if they were set up.

Neil was thanked for his work.

(c) Expansion of Membership

Frank Boffa laid an explanatory paper on the table and spoke to it. Earl raised the aspect of 'continuaums'.

The matter was generally debated. Jim Beard noted that the criteria for the exam committee had never been clarified and would need to be if the waiver of academic qualifications took place.

(d) Conference Report

Ross Jackson reported to the meeting. 130 registrations have been received. At the social function they expect 120.

Hansard have been obtained for recording all events at a cost of \$4 - 500. Ross is pleased with the arrangements Rob Gay spoke concerning the Monday meeting. A paper by Rackham/Darby has been written and the meeting will be very informally organised.

Rob noted that a paper "Preservation & Recreation" by the Joint Centre for Environmental Sciences, could help in discussions on Monday (the paper was only recently produced.)

The Budget for the Conference is in a state of flux so Ross Jackson was not able to comment in detail.

Ross was thanked for his time and report.

George Malcolm arrived at the meeting at 12.27.

4. Treasurers Report

The Treasurer presented the auditors report.

Investment Account : \$1495.24

(combined 1980 AGM workshop and the old conference account) now on term deposit.

Balance: \$1088.99 operating account

Accounts for Payment

R. Gay - Stamps \$20.00

P. Rough, Emolument for examiners (not Institute members & typists) \$48.20

Barrons, address envelopes \$21.28

Resolved: that the above accounts be approved for payment.

Boffa/Aitken

- 3 -

IFLA Account for payment

Resolved: that IFLA Subscription of 18 S.F. per member
(42 associate members) be paid.

Boffa/Aitken.

5. Institute Documents

Aitken reported on progress to date.

1. Statement of philosophy printed and
 2. Articles of Constitution to be distributed at the A.G.M.
- Other documents being worked on.

6. Merit Award

Peter Rough outlined this matter Lincoln College have given approval to the suggestion to confer this award at the end rather than the beginning of the 2nd. Diploma year, this year. The certificate will be printed by then.

7. Eastern Region Meeting

A report had been sent by Lincoln to the meeting, and although only second hand information had been received back it was a disappointment that we had been unable to have a member present. Peter Rough and S. Challenger were thanked for the report.

8. Spectrum of Electives

P. Rough reported on progress with the electives. He is now at a stage when the Education sub-committee will have to do further work. It was agreed that Peter should keep Tony Jackman informed of amendments, as they are made.

Resolved: that Peter would work with the Committee with the goal of putting the scheme into practice this year.

9. Professional Conduct

Unfortunately Brian Halstead had been unable to present a final draft. Jim Beard graciously agreed to take up the matter and submit a revised draft.

10. Presidential Correspondence

Boyden Evans - Assoc. success
D. Thorn, Chairman, Environmental Council - Landscape assessment.

11. Secreterial Correspondence

Inwards Correspondence:

<u>Sender</u>	<u>Subject</u>
Lance McCaskill	Apologies A.G.M.
Mrs. de Lambert for Sarah Collins	Apologies A.G.M.
William Hansen	Apologies A.G.M. and resignation
Q.E. II National Trust	Information booklet, request for membership list.
Sue James	Ceramic products information
Tony Jackman	A.G.M. apology
Pete Rough	Merit Award
Mark Lodder	Membership
Nature Conservation Week Campaign	1981 Nature's place in town.
McCullough Menzies	Partnership notice

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Circulars

Conservation week Newsletter, Plantech, Urban Concerns 1980 (booklet)
 Save the Kiwis Campaign, Native Forest Action Council Newsletter,
 M.O.W.D. News Bulletin No. 50.

OUTWARDS CORRESPONDENCE

<u>To</u>	<u>Subject</u>
Brian Halstead	Executive, A.G.M. local report.
Karen Jarrard	Local report for A.G.M.
Hugh Lusk	Local report for A.G.M.
David Sissons	Local report for A.G.M.
Ross Jackson	Local report for A.G.M.
Mick Field	Local report for A.G.M.
Mark Lodder	Membership
Mrs. Heath	Subscription
Pete Rough	Acknowledgement
P. Shiel	Exam results
J. Woodhouse	" "
J. Marsh	" "
N. Henderson	" "
S. Dunn	" "

} per P. Rough.

12. Membership Application

John Ladd-Hudson : application for graduate membership ; application lacked proposer and seconder.

Instruction: Secretary is to ask applicant to complete form and suggest subscriber states if he is unable.

13. Changes of Membership Category

The Secretary noted that members were changing categories informally rather than by completing the form for category changes. It was agreed that the situation was adequate, and that a list of graduates should be obtained from Lincoln.

14. Address Changes

The Secretary drew the matter of frequent address changes of the membership to the Committee's attention and asked whether a system other than addressograph plates was feasible. It was agreed to maintain the present system.

15. The Landscape

Earl gave a review of the report to be submitted to the A.G.M. Future direction of the publication should be discussed at the A.G.M.

16. Nominations to National Parks Authority

This was discussed : C. Challenger was approached with view to nomination to the Authority but was not able to accept nomination.

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17. General

Travel support for out of town committee members.

Committee members affected are asked to submit their costs so that funds can be paid.

The meeting closed at 3.44

Approved as a true and correct record.

PRESIDENT *A. Sturken*.....

DATE *9/4/81*.....

MINUTES OF A SPECIAL MEETING OF THE EXECUTIVE OF
THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC)

on Monday February 2, 1981
in Housing Corporation Offices, Lambton House,
at 12.30 P.M.

PRESENT: N. Aitken, F. Boffa, H. Evans, D. Menzies, R. Gay (Chair)
R. Jackson attended the meeting at 1 P.M.

1) Membership of National Parks & Reserves Boards.

Nominations are presently being called for persons to service as members of the above Boards and the National Parks & Reserves Authority. Nominations for the Authority close on February 16, for the Boards on March 2.

Resolved: to write to C. Challenger asking if he would agree to being nominated by the Institute to the Authority,

to notify members at the A.G.M. that the Institute would support an associate member nomination but that members should make their interest known first.

2) Certificate Presentation.

N. Aitken is to liaise with the consultant graphic designer to prepare a draft certificate for awards and also to discuss framing. This won't be ready by A.G.M. F. Boffa to organise inscribing of B. Evans associate certificate for the A.G.M.

3) Monday Workshop.

Rob Gay spoke enthusiastically about a paper John Darby (a ^{graduate} student) and Alan Rackham were preparing on areas in N.Z. "of concern". After debate it was agreed:

1) that a workshop be convened on Monday for Institute members.

Individual invitations may be issued to non members during the course of the Conference but this would only be in exceptional circumstances.

2) A special Cuttings is to be posted within the next week to notify members, to be prepared by Rob and Neil.

4) Conference progress.

Ross Jackson attended the meeting and gave an account of progress. Three sponsors had provided \$800 in funds and provision of material for Conference use.

Most abstracts of papers had been received. It was agreed to check by 'phone on Dave Thom.

Ann O'Neil who was expected to act as editor, is unavailable for health reasons. It was agreed that Ross should contact Hansards.

Approval was given to the printing of 'New Zealand Where Are You'

- 2 -

Tee shirts for presentation to speakers.

Press Release

David Young, Listener is to be contacted.

Remit Session

Members to be advised that an informal meeting will be held on the Friday night in place of the Remit session.

5) Professional Practice Paper

Secretary instructed to write to Brian Halstead to obtain the paper.

6) Treasurers Report

The following accounts were approved for payment:

Fentograph (Cuttings)	\$7.00
D. Menzies (Stamps)	\$15.00

The Treasurer discussed matters relating to the audit for the A.G.M. and sought information from the Secretary.

Resolved: that the above payments be approved.

Gay/Aitken.

7) Printing of the Constitution

Neil Aitken gave a report on progress with printing of membership documents . The constitution is expected to be ready in time for the A.G.M.

Resolved: that approval be given for the expenditure of up to a quoted \$400 on production of the Constitution.

Boffa/ Menzies.

The meeting closed at 1.50 P.M.

Approved as a true and correct record.

President.....*R. Deery*.....

Date..19-2-8!.....