

MINUTES OF THE EXECUTIVE MEETING (NON QUORUM) OF THE NEW ZEALAND
INSTITUTE OF LANDSCAPE ARCHITECTS HELD ON MONDAY, 19 DECEMBER 1983
AT JAMES BEARDS RESIDENCE, 17 TALAVERA TERRACE AT 10.30 AM

PRESENT

D Menzies, J Beard, S Dunn, R Jackson.

1 APOLOGIES

The President advised that all out of town members had notified they were not able to attend so therefore the meeting was non quorum. She will telephone each member on matters requiring quorum decision.

2 ASSOCIATED MEMBERSHIP ENTRY PROCEDURES

Jim tabled a draft copy for comment. Ross to send out copies to Executive, examination panel and Peter Rough. Comments required by Jim by 1 January 1984.

3 MINUTES OF PREVIOUS MEETING

Approval to be left until next Executive meeting.

4 CONFERENCE 84

Jan advised Di Menzies that preparations are proceeding satisfactorily.

5 THE LANDSCAPE

Di Menzies has put forward an application for \$2500 to the Todd Foundation.

6 CORRESPONDENCE

This item was left over until next Executive meeting.

7 TREASURER'S REPORT (Copy attached)

With exception of the budget (held over until next meeting) it was moved that the following be approved subject to the

President obtaining other Executive members approval by telephone -

- i Accounts for Approval
- ii Jackman Seminar
- iii Outstanding subs were noted and expenses were written off
- iv That 1984 Subscription rates be approved subject to Trade and Industry approval.

Resolved Menzies/Beard

8 EXAMINATION RESULTS

11 of the 12 applications were accepted with the 1 exception being David Sissons.

Resolved That the Examination Panels recommendations be approved subject to Executive members telephone confirmation.

Menzies/Beard

9 DISPLAY FOR CONFERENCE

Jan has requested display material for Conference 84. Di has asked Conrad Pharazyn if he would prepare something. Ross to follow up and carry out if Conrad is not able to.

10 IMPLEMENTATION SEMINAR

Jim has written to Allan Rackham who will comment in detail at a later date. Some of the considerations include -

- A Should the seminar be centralised?
- B Should it be a travelling road show?
- C Should local groups formulate their own seminar to meet local needs?

Jim feels that Executive must give the lead and he will send a copy of Allan's letter to each Executive member and will include a recommendation.

There being no further business the meeting closed at 12.30 pm.

Please Note

The next meeting of Executive will be held on 7 February 1984 at 9.30 am in the Conference Room at the Ministry of Works and

Development William Clayton Building, 133 Molesworth Street,
Wellington.

Adjoining please find Outward Secretarial Correspondence to
14 November 1983 which was omitted in error from previous
minutes.

Ross Jackson
Minute Sec.

OUTWARD SECRETARIAL CORRESPONDENCETO 14 NOVEMBER 1983

13 October	John Goodwin - Project Record Sheets
13 October	S Swaffield Associate information
	J Moore " "
	M A Robinson " "
14 October	Melean Waters - Graduate Membership approval
14 October	Mick Morgan - Associate Application form
19 October	M A Robinson - Graduate Membership
19 October	L Binnie - Institute Accounts
20 October	Dr W Otway - Membership list
28 October	C Anstey - Membership Arrears
	M Beveridge " " (over seas)
	R Boocock " "
	B Brown " "
	H Boyd " "
	G Laws " "
	A Farei Sumad " " (over seas)
	J Dyer " "
2 November	L Binnie - Institute Accounts
2 November	S K Brown - Home and Building
7 November	J Woodhouse - Cuttings Advert
	D Miskell - Hong Kong Conference Brochures
	L Binnie " " " "
9 November	S K Brown - Associate Membership Interviews
	C Anstey " " "
	S Thompson " " "
	J Goodwin " " "
	S Swaffield " " "
	J Moore " " "
	M A Robinson " " "
	D Sissons " " "
	H Morgan " " "
	C R Glasson " " "
	H Scheltus " " "
	C Findlay " " "
13 November	L Binnie - Institute Accounts

NZILA TREASURER'S REPORT17 DECEMBER 1983

1 ACCOUNTS FOR APPROVAL

i	Victoria University - Gallery Hire	\$ 10.00 ^
ii	S Dunn - Secretarial Expenses	33.57 ^
iii	D Lucas - Toll Calls	37.05 ^
iv	Victoria University - Catering Jackman Seminar	600.00 ^
v	Bornot Holdings - Catering Wendelken Presentation	399.50 ^

2 TRAVEL CLAIMS

I am still awaiting travel claims from D Miskell and J Woodhouse before allocating executive travel expenses. Air travel for J Beard to attend Lincoln College Major Design presentations were \$156.00 - Is this a charge against the NZILA or should it be paid for by Lincoln College?

3 JACKMAN SEMINAR

Income from the Jackman seminar and Wendleken social totalled \$1010.00 with \$30.00 still owing from Palmerston North City (they have only recently been invoiced).

Costs so far total \$1009.50.

We are evidently expected to make a donation to the School of Architecture for the use of their facilities. N Aitken would also like to make 3 refunds amounting to \$40.00 in total.

I would recommend that we make a donation of \$30.00 to the School of Architecture for the use of their facilities and not make any refunds.

Alternatively we could request payment from E Bennett and A Clayton for registration at the seminar and the latter for the social event. Others who spoke at the seminar paid for registration i.e. D Scott, J Goodwin, S Brown. The matter should perhaps be discussed with Neil.

4 MONTHLY SUMMARIES

None prepared since the last meeting. The approximate balance in our current account is \$2744.26 with \$1230 of this being

the "Landscape Levy". Another \$446.64 hangs in limbo with the IFLA dues matter unresolved.

5 OUTSTANDING SUBSCRIPTIONS

These total \$151.00 with Beveridge \$46.00, Boyd \$13.00, Laws \$46.00 and Webber \$46.00 still not paid.

6 EXPENSES WRITTEN OFF

D Menzies has incurred expenses of \$124.00
L Binnie has incurred expenses of \$ 17.00 which they are prepared to write off. I believe these should be recorded for the purposes of budgetting. Are there any other such expenses which should also be recorded?

7 LANDSCAPE LEVY

As mentioned above, the Landscape Levy total stands at \$1230.

8 1984 BUDGET

A breakdown of the budget figures is attached. The income figures are based on increased numbers of associates.

		1983	1984 (+8.3%)
Fellows - paying	2	81.00	88.00
Associates	58	75.00	81.00
Affiliates)	60	46.00	50.00
Graduates)		46.00	50.00
Students	10	13.00	14.00
Retired	3	23.00	25.00

It is suggested that discounts either be abolished entirely or abolished for students as well as retired members and reduced to only \$5.00 for all other categories with the discount period current only until the end of January.

The most effective way of increasing our income is to encourage graduates to become associate members as rapidly as possible or to abolish the discount system altogether.

I have investigated the possibility of making an application for hardship from the Department of Trade and Industry - to do this we have to present fully detailed accounts for the last 3 years as well as a statement of the expected cash flow for

12 month period to 29 February 1984. Beyond that date they can make no comment. We would also have to present similar figures for production costs for the "Landscape". I do not have adequate information to do this for the NZILA or the Landscape. Does this information exist and is it worthwhile pursuing the matter given the fact that it looks as if the NZILA budget for 1984 looks adequate.

Having spoken to 1 or 2 people about printing costs it appears that Dunedin and possibly Oamaru are the cheapest places in New Zealand for printing costs. One nationwide accounting firm used to get their stationery printed in Wellington but now get it done at the Tablet in Dunedin at significantly reduced costs. Have the "Landscape" Committee investigated costs outside Wellington?

I would recommend that we adjust our costs by 8.3% i.e. inflation adjusted only (unless some financial crisis is looming) and that invoices for subscriptions be sent out as soon as the results of associateship examinations are known with reduced discounts and discount periods as mentioned above.

L Binnie
Treasurer
16 December 1983

N.Z.I.L.A. BUDGET - 1984INCOME:

Expected surplus 1983 (includes \$1,000 Env.Council Grant)	2,300.00
Income from subs (inflation adjustment of 8.3%)	
\$8,089 less say \$500 for discount	7,589.00
Application fees say	150.00
Interest say	100.00
	<hr/>
<u>TOTAL INCOME</u>	<u>\$10,139.00</u>

PROJECTED EXPENDITURE:

Figures based on 1983 costs + 10% (except printing at 20%)

Secretarial - postage, typing etc (756 + 75)	831.00
Printing - Cuttings et al (500 +100)	600.00
Executive travel - 10% of subs	760.00
Examination expenses - say	300.00
Landscape subscriptions (136 members @ \$25)	3,400.00
Audit fee	200.00
I.F.L.A. Sub (446 + 44)	490.00
Subs to other organizations (43.50 + 4.50)	48.00
A.G.M. expenses say	100.00
Student merit award	100.00
Kid's Landscape Book	1,000.00
Subs written off	200.00
	<hr/>
	<u>\$8,029.00</u>

POSSIBLE EXPENDITURE:

Production of Malcolm/Challenger Design Awards say	\$1,000.00
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This item could reasonably come out of term deposits however.

Minutes of the Executive Meeting of The New Zealand Institute of Landscape Architects Held on Wednesday November 16, 1983 at Ministry of Works and Development William Clayton Building, Molesworth Street Wellington at 10 am.

Present:

D Menzies, D Lucas, J Beard, S Dunn, D Miskell, L Binnie, J Woodhouse, R Jackson.

1. Apologies: N Aitken.

2. Minutes of Previous full meeting of September 28, 1983.
RESOLVED: that the minutes be accepted as a true correct record.

Jackson/Menzies

3. George Malcolm Award

Ross Jackson gave a verbal report on the Polytech presentation of trophies and the award winning trophy by Steve Cummings and the runner-up design by Mathew Pascoe were on display for members to see. Rose to arrange for the top 6 - 8 designs to be available for next executive meeting with the view to considering one for the Charlie Challenger award.

Ross to write an article for Design - scape and other journals including a photo. Also send a note to the Press Association and to the paper at the home town of the students.

Jim Beard joined the meeting at 10.40 am.

4. The Landscape Steve Dunn advised that to date \$1,278.00 has been received plus 4 pledges of support. 29 Associate members out of a possible 50 responded in favour of continuation. By deducting 5 associates at present overseas represents 64% support.

3 members indicated they do not wish to see "The Landscape" continue.

Di Menzies presented a report (copy adjoining) which has the Editorial committees agreement.

Jan would like to see a budget prepared and then subscriptions set accordingly at the beginning of the year. She also considers:

(A) The journal needs to be seen as a promotional vehicle and we should therefore bear some of the cost.

- (B) It hasn't got popular appeal and we should still consider going commercial.

Jim again emphasised the need to operate on a fixed budget.

Lois asked how long would it take for the journal to be self sufficient and suggested it should be more design based with shorter articles and 1 feature item.

Don said he wouldn't mind seeing more advertising providing it was grouped but he would not like to see it develop like the latest edition of "Home or Building".

After a general discussion on finances it was agreed that the Landscape should continue and that subs increase in line with inflation.

Resolved: That the Treasurer will prepare a budget on which to base annual subscriptions and recommend if increases are needed including students.

Menzies/Jackson

If it is decided to increase subs a dispensation from the price freeze will have to be applied for. Lois will circulate executive with budget.

Don will forward a list of graduating students to Steve to update membership list.

Lois asked that "Cuttings" in the future include a breakdown on how subs are spent.

It was agreed that the Editorial committee be asked to prepare a budget for the landscape and the D Lucas will obtain details from Frank Boffa and to work with Lois on the Institute budget for A.G.M.

Resolved: that the Presidents report and recommendations be accepted.

Menzies/Miskell

5 Tasks

Lois presented a report on Intermembership communication for which D Menzies thanked her for her efforts.

The following arose: Cuttings should have a set programme for the year and the following was arrived at:

- November 1983 - Auckland on Conference.
- December 1983 - Executive meeting notes; examination results; 84 AGM.
- editor Jan Simmonds - if agreeable.

6 Editions for 1984:

1. Hamilton - Hawkes Bay - end of February - Alan Titchener
2. Canterbury - early April - Robert Watson
3. Otago - end of June - Dave McKenzie
4. Lincoln - mid August - Mary Anne Robinson
5. Auckland - Early October - Bruce Steele
6. Wellington - Early December - Neil Bromley

Lois will contact editors and advise.

Lois also agreed to organise lists of new books for inclusion in cuttings or "The Landscape".

Executive Meetings for 1984:

1. February 16 - Auckland
2. March 29 - full executive
3. June 28 " "
4. September 27 " "
5. November 29 " "
6. December - Quorum

Date and number of Quorum meetings will be decided later depending on matters to be attended to.

D Menzies will have list typed.

Lois was supported in her suggestion to have employer group meetings at conference. She also suggested that a person be nominated in each region to encourage associate membership, Steve in updating membership lost will indicate each members category and the year they graduated.

Jan - She has not received any written comments on N.Z.I.L.A. Award Regulations or Public Relations Strategy. D Menzies would like the P.R. strategy to be presented at A.G.M. and for it to be summarised for Cuttings.

Jim - Conditions of Engagement haven't advanced as he is still awaiting some comments.

Don - Reported a favourable response to a lecture to new students about the aims and objectives of the Institute.

He also lectures to second year students on Private Practice from time to time.

On continuing Education Don reported Jim, and Allan Rackham and himself have met and one aspect they are looking at the implementation phase of projects.

The application to the Environmental Council for \$2,500 to produce educational material was successful and Don will sort out details with Mary-Anne Robinson. Jan emphasised the

need for material to be well edited and it was suggested that Jane Clendon may be able to assist. Don said the Canterbury landscape Group display at the AMP show received an excellent response.

D Lucas - Gave a short report on the Environmental Council. Is preparing a paper on Farm Landscapes for N.WASCO.

Ross - Tabled an ammended questionnaire. Some minor modifications required before sending out with a covering letter to members.

6 John Wendenlken Presentation and Jackman Seminar

Ross reported on behalf of Neil. Everything is organised and Neil will submit a report to next meeting. He asked for approval in principle to pay Victoria University.

- (a) School of Architecture
- (b) Registrar - Hire of McLaurin Gallery
- (c) Catering - Robt Jaray

Resolved that approval be given to pay accounts.

Menzies/Jackson

7 Nomination to Boards

The President has written to the Secretary of Internal Affairs nominating Jim to Historic Places Trust and D Lucas to Q.E. II trust. Lois will speak to Tim Heath to ask if would be prepared to be nominated the Otago National Parks and Reserves Board.

Resolved: That Ron Flook be nominated for the National Parks Authority and Ross Jackson and Tim Health be nominated to their area Boards subject to their approval.

Menzies/Binnie

8 Landscape Assessment Booklet

Stephen Brown prepared an initial draft which is with Tony Jackman for comment.

9 I.F.L.A.

Neil has only commenced duties and had nothing to report except that he is awaiting a reply to a letter he wrote to the Secretary on scale of fees.

10 Application Forms

The Landscape Institute have advised there is no resiprosity between the L.A. and N.Z.I.L.A. Jim also advised that some of the Associateship applications appeared to have insufficient information and could create some problems.

11. Conference 84

Jan gave a verbal report and outlined the tentative programme which includes Tim Shadbolt (as key Note speaker) and Kath Tizzard. All sessions are to be chaired by landscape architects.

Don asked could the AGM agenda and relevant papers be circulated beforehand. D Menzies will draw up an agenda and ask people to provide a short background and each item.

Jan is to discuss with the conference committee the possibility of having a split A.G.M.

Jan said they have budgetted for 50 people plus 20 speakers.

12. Draft Rural Landscape Policy

D Lucas reported final policy is out and the authors have included a lot of her submission. She will prepare a report for cuttings.

13. Applications for Membership

RESOLVED: That the application of INES STAGER FOR AFFILIATE MEMBERSHIP BE APPROVED.

Lucas/Menzies

D Lucas asked if new members backgrounds could be included in cuttings.

14. Minutes of Quorum Meeting - Oct 28

RESOLVED: These minutes were approved as a true and correct record.

Menzies/
Jackson

15. Correspondence

- (a) Presidential - see attached copy
- (b) Secretarial " " "

RESOLVED: The inwards correspondence be received and OUTWARDS approved.

Menzies/Lucas

16. Treasurers Report

Adjoining report was presented plus Additional Account for Payment Stephen Dunn \$51.35 for postage etc.

RESOLVED: That the report and accounts for payment be approved.

Binnie/Menzies

D Menzies has \$80 worth of expenses for stamps, typing etc which she is not claiming for.

Jan and Don will put in travel costs to Lois and once paid she will put any surplus cash in a long term account.

17. Hong Kong Conference

D Menzies will attend and present a paper on Landscape Architecture in New Zealand plus a paper from Neil Aitken on housing in New Zealand.

18. Kids Landscape Book

^ \$1,000 grant has been received from the Environmental Council to produce this book.

Di Menzies has written a draft 1st chapter and has spoken to an art teacher at Wellesley College re children doing sketches. Di said the target age is 7 - 11. She has also spoken to publishers and the consensus is the book will need to be coloured and will likely require more funding.

She will circulate draft and request possible fun projects to include in book.

It is hoped the Education Department will include the book in the school curriculum.

D Lucas thanked D Menzies for her initiative in getting the scheme under way.

19. Funding

Di Menzies would like to rank our priorities and give funding accordingly she is to apply to the Todd Foundation for financial assistance for Landscape education.

- 1 The Landscape
- 2 Landscape Education Leaflets
- 3 Kids Landscape Handbook.

20. General

Jim Congratulated D Menzies on her councillor status and asked that it be published.

Jan raised the question of Plant material lists for different areas.

These being no further business the meeting closed at 3.40 p.m.

Approved as true & correct record.

Jan Menzies
Feb. 7 - 84

Presidential Correspondence

Outward

Mr P Jew
 Secretary Internal Affairs
 Mr Cummings
 Mr B Hoy
 Project Director, National
 Art Gallery
 S. Swaffield
 Canterbury United Council
 Martin
 John Wendelben
 Alan Fielding
 Secretary Internal Affairs
 Auckland Landscape Group
 Alan Fielding
 A Titchener
 G Densem
 J Woodhouse
 S Collins
 A Rockham
 D Miskell
 L Binnes
 D Lucas
 J Woodhouse
 B Mathews

Studies
 New Zealand Historic Places Trust
 Trophy
 Trophy
 re ha involvement

 Student
 Which Way County
 Pre

 Fencing Swimming Pool
 Appt. to NZ Historic Places Trusts
 Local Chapters

 Hong Kong Conf. Sec.

Inwards

David Bellamy
 James Beard
 Simon Swaffield
 " "
 James Beard
 Dept Internal Affairs
 Minister of Lands
 A Rockham
 Waitaki Catchment Comm.
 D Lucas
 A Rockham

Here June 84
 Landscape
 Student

 NZ Historic Places Trust
 " " " "
 QE II Trust
 National Parks Board
 Ahuriri
 Gardners of World
 Which Way County

Inward Secretarial Correspondence

to 14 November 83

20 Spetember	ARA Newsletter Womens Appointment File
29 Spetember	Environmental Defence Society re S Island Rivers fund. W Davies membership subscription (new) T Waugh " " "
4 October	Westpac Statement E.D.S. - Planning for major resource utilisation seminar
7 October	Human Rights Commission Newsletter HFAC Newsletter
10 October	QE II trust membership receipt. Fentograph cuttings 37 invoice. ECO newsletter.
21 October	Land settlement Board - notice of meeting. M.A. Robinson format application for membership.
25 October	Soil & Water Newsletter.
26 October	J Beard Associate application. G Webber cuttings returned.
28 October	Fentograph invoices.
28 October	J Beard Assoc. applications.
2 November	G Hopcroft - career in Landscape Architecture.
4 November	J Beard Assoc applications.
4 November	Westpac statement.
4 November	S Mort - cuttings advert.
4 November	Waimairi District Council - Envinronment Award Scheme
7 November	J Beard Assoc. applications.
7 November	E Chin - cuttings.
9 November	P B Bhagwat - N.Z. courses in L. Arch.
9 November	B Brown - membership subscription. C Ansley " " J Dyer " "

N.B. Correspondence regarding 'The Landscape' levy and Landscape Appraisal seminar not included.

THIS WAS TO BE INCLUDED IN THE MINUTES

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (Inc)

TREASURER'S REPORT

1. Monthly summaries for June to October 1983 are attached.
2. The balance as at 10 November 1983 is \$4263.84. The balance has been boosted with \$1100 from the special 'landscape levy' and \$560 from the Jackman Seminar registrations. Compared with the situation in November 1982 our financial position appears somewhat more secure.

3. Accounts paid requiring executive approval are:

3/ 8/83	Fentograph print	
	Cuttings 35, 36 and supplement	\$100.31 ^
27/ 9/83	Q.E. II Trust Corporate Membership	\$15.00 ^
27/ 9/83	S. Dunn - Secretarial expenses	\$74.42 ^
27/ 9/83	N.Z.P.O. Cuttings registration	\$12.00 ^
27/ 9/83	Fentograph print	
	Associate, Graduate, Student, Affiliate Application	\$17.00 ⁷⁰
	Associate member project record forms	
3/11/83	N. Aitken	
	BRC - Technical support group expenses	\$31.36 ^
6/11/83	Fentograph Print	
	* Cuttings 37 and supplement	\$62.05 ^

4. Outstanding subscriptions for 1983 total \$376. ~~1984 membership subscriptions will be posted with the next issue of cuttings.~~

Fees will remain at the same level as for 1983 because of the price freeze and will be as follows:

Students	\$13.00
Graduates	\$46.00
Affiliates	\$46.00
Associates	\$75.00
Fellows	\$81.00
Retired members	\$23.00

As our funds are at their lowest ebb during February and March the discount period for payment of subs will end

~~on 1 February 1984.~~

16/11/83 * \$20.00 ^ for Wgtn Polytech Commission Award Design
 16/11/83 \$80.00 ^ " S. Cummings winner of Award Design
 16/11/83 \$51.35 ^ S. Dunn - secretarial expenses.

5. Because the Student Award account is an investment account, money can only be added to it in lots of \$100. This makes it difficult to transfer surplus interest into the account. Currently the Investment account is earning 13.5% p.a. When it matures on 30/5/84 the interest rate will drop to 9%. This rate is the same as for a monthly income account and such an account would give us greater freedom in our ability to add to the principal. It is recommended that when this account matures on the 30 May 1984 that it be changed to a monthly income account.

At yet a further \$500 has not been added to this account as the minutes of the meeting 28/4/83 did not make it clear whether the \$500 was to be taken from a term deposit or from the current account.

6. Currently the cheque account is earning only 3% interest p.a. It is recommended that a portion of our current surplus be put on term deposit for a period of 6 months at 9%. If we occasionally go into overdraft then paying interest on a small overdraft is cheaper than losing the 6% difference in interest. If necessary the term deposit can be withdrawn and provided it has been invested for more than 1 month the interest rate will still be 7%.
7. For the purposes of preparing the 1984 budget it would be useful to have some indication of likely costs involved in implementing some of the "tasks" - particularly the vocational guidance and publicity proposals.

Lois Binnie

Treasurer

14 November 1983.

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (Inc)MONTHLY SUMMARIESJune 1983

Opening Balance		\$1846.64
Inwards	\$800.50	
Outwards	\$147.10	
Closing Balance - Statement		<u>\$2518.04</u>

July 1983

Opening Balance		\$2518.04
Inwards	Nil	
Outwards	\$3.50	
Closing Balance - Statement		<u>\$2514.54</u>

August 1983

Opening Balance		\$2514.54
Inwards	\$104.00	
Outwards	\$300.31	
Closing Balance - Statement		<u>\$2318.23</u>

September 1983

Opening Balance		\$2318.23
Inwards	\$316.64	
Outwards	\$17.70	
Closing Balance - Statement		<u>\$2617.17</u>

October 1983

Opening Balance		\$2617.17
Inwards	Nil	
Outwards	\$16.50	
Closing Balance - Statement		<u>\$2600.67</u>

Other Investments

Student Award Investment Account		\$500.00
Term Deposit 1		\$3555.18
Term Deposit 2		\$859.66
All invested at 13.5%		

MINUTES OF THE EXECUTIVE QUORUM MEETING OF THE NEW ZEALAND
INSTITUTE OF LANDSCAPE ARCHITECTS HELD ON FRIDAY, 28 OCTOBER
1983 AT THE OFFICE OF BOFFA JACKMAN MISKELL AND ASSOCIATES
WELLINGTON AT 12.30 PM

PRESENT

D Menzies, D Lucas, J Beard, S Dunn, N Aitken, R Jackson,
B Evans, J Williams.

1 The Landscape

To date 49 replies and a total of \$978.00 has been received with 4 pledges of support several members have written in with comments about the strategy and policy. These will be raised at the 1984 AGM. Only 1 reply said they did not want the journal to continue but that person did pay \$20.

Jim suggested that a maximum allocation should be set for the journal each year and the standard should be varied if necessary based on a firm quote for printing.

Boyden Evans explained that in June when he spoke to executive the budget figure would have covered the costs for the year. However the editorial committee were let down by the printer and costs increased by almost \$1000 for the remaining 2 issues for 1983. Boyden also agreed a budget was necessary but he emphasised members still have to do their part for the journal to succeed.

Di Lucas said that members clearly indicated at AGM they did not want the standard lowered. She also suggested another application be put forward for an Environmental; Council Grant.

Di Menzies said in discussion with Ken Piddington he commented that there isn't a real quality magazine on environmental issues and "The Landscape" could well fill that role. Di also said of the 6 letters she wrote to Philanthropic Trusts, J R McKenzie Trust and the Todd Foundation said we should put in an application.

As approximately 50% of corporate members have sent in their money and support, Neil asked is this a sufficient mandate for the continuation of the journal. It was generally agreed that sufficient support had been

received as it was felt that some members still had not got around to sending in a cheque.

Di Menzies said in hindsight a subcommittee should have been set up at the beginning of the year to look at strategy budget and sponsorship.

After further discussion the president put the following motion -

- 1 To continue "The Landscape"
- 2 To request a full budget and strategy report to be considered by executive on 16 November
- 3 To seek to establish a top limit operating budget figure
- 4 To set up a management team to seek funds.

Resolved Menzies/Lucas

Di Menzies will contact other members of executive to advise.

2 Conference

Discussed potential keynote speakers to suggest to the organising committee. Suggestions included Michael Fowler, Miles Warren, Hamish Keith, Alarn Wild and Tim Shadbolt. Shadbolt was popularly supported.

3 Visual Assessment Seminar

Neil advised that planning was proceeding and about 30 were expected to attend.

4 Geo Malcolm Award

The Polytechnic student presentation to be judged by Ross, Jim and possibly Louis Vasbenter on 2 November.

5 Examinations

Jim reported that 11 confirmed applications have been received and there is possibly a further one still to come.

6 Membership

Graduate membership application for Mary Anne Robinson
was received and approved.

Resolved Meznies/Dunn

The meeting concluded at 2.20 pm.

Approved as a True and
Correct Record

President

Date

Jane Rezac
Nov 16 - 83

MINUTES OF THE EXECUTIVE MEETING
OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE
ARCHITECTS (INC) HELD ON WEDNESDAY SEPTEMBER
28, 1983 AT LAMBTON HOUSE, LAMBTON QUAY,
COMMENCING AT 12.30PM

PRESENT: D. Menzies, D Lucas, J Woodhouse, R Jackson,
J. Beard, D Miskell, S Dunn, N Aitken, F. Boffa
R Gay attended part of the meeting to present
reports.

1 THE LANDSCAPE

Frank Boffa joined the meeting and presented a report outlining the current situation and the likely shortfall of \$1500 this financial year. The subscription drive has resulted in 83 new subs of the required 200. The \$1500 shortfall was not anticipated when the editorial committee reported to the executive committee in June but has come about due mainly to unexpected increase in printing costs.

Discussion centred around methods of overcoming the shortfall, many of which were thoroughly discussed at the 1983 A.G.M. and were unanimously rejected by members at that time in favour of retaining the present journal.

It was agreed that a voluntary levy of \$20 per member would be necessary to overcome the shortfall and that a special meeting or postal ballot would be necessary to find out if members want the journal to continue in its present format. Ross, D. Menzies and Frank will prepare a postal ballet. Frank Boffa left the meeting at 1.20 pm.

- 2 I.F.L.A. Rob Gay presented a short verbal report and read a letter received from Barry Knox who attended the I.F.L.A. Grand Council meeting at Munich on Rob's behalf. Rob will look at the question of reimbursement for Barry to cover costs of postage etc. He also will write and thank Barry. Rob officially handed over the I.F.L.A. delegates role to Neil Aitken and then left the meeting at 1.30pm.

3 QUESTIONNAIRE

Ross reported that some further comments have been received plus the questionnaire sent out from Lincoln by Jan a few years ago. Some items are being looked at again.

4 CONDITIONS OF ENGAGEMENT

Jim has had very few comments at this stage and has taken no action as more are expected. Don, in passing on comments, noted that Canterbury landscape members felt they were "tight" in comparison to the Code of Conduct and that perhaps they could be similar in tone. After further discussion

about the value of such a document it was agreed they are necessary.

5 VOCATIONAL GUIDANCE/PUBLIC RELATIONS

Don has drafted a letter to be sent to some members throughout the country asking if they would be prepared to be listed to speak on vocational guidance.

Jan tabled a very comprehensive Public Relations strategy which was discussed. She would like to receive comments in writing from members. Jan said that the members in Hawkes Bay are providing a good lead in promoting the profession by talking to groups and writing for newspapers and magazines.

Jan agreed to take on the role as national co-ordinator and will continue to develop the strategy.

The President thanked her for all her efforts to date.

6 EDUCATION

Don reported on a meeting held with Don Crabb of Lincoln College (R.D.E.C.) who specialises in organising continuing education programmes.

Mr Crabb felt he could help the N.Z.I.L.A. organise a programme:

He emphasized the following:

- 1 The first step was for the N.Z.I.L.A. to clearly set out their continuing education objective and priorities for say five years.
- 2 Live in programmes for a minimum of three days maximum of five days are the most effective.
- 3 Current costs at Lincoln College are
 - (a) Accommodation and meals \$22 per day
 - (b) Hall Hire - nil
 - (c) Administration and organisational fee \$15/day/person.

Jim advised that the Education committee will come down with a report and recommendation on the subject.

Don also advised that there is an opportunity of introducing landscape architecture into the school curriculum.

7 AWARDS

Ross advised that the Polytech would have the George Malcolm award ready at the end of October. Jan tabled a report titled "N.Z.I.L.A. Award Regulations" which was based on the architects award regulations. Jan would like any comments by early November to allow her to make any alterations for

approval at the next executive meeting.

8 JOHN WENDELKEN PRESENTATION

Citation is drafted and Neil is awaiting comment from Frank Boffa.

Neil discussed a tentative programme in conjunction with Tony Jackman's seminar on November 17th. Don suggested it might be more appropriate to make the presentation at A.G.M. Neil will discuss this with John Wendelken and details will be included in cuttings No. 37.

9 B.R.C./JACKMAN PROJECT

Neil Aitken reported that Tony has prepared a detailed report which he will send to B.R.C. in mid- October.

9 CONFERENCE '84

Jan presented a report from the Conference Committee. In summary the main points stated were:

- a. The committee has accepted the President's directive that she did not support Walter Lewis being invited.
- b. They feel they have not had a definitive brief spelt out
- c. They considered it was timely to have a speaker who is an authority on urban design
- d. They want to have a multi-disciplinary approach to the urban design problem.
- e. They feel very strongly about the rebuff received.

Di Menzies explained she had received a number of phone calls from local bodies who had been informally requested for funds to assist in bringing Walter Lewis out and their responses had been unfavourable. She contacted both Sarah Collins and Brian Halstead who still intending to go ahead with the invite. Di felt she had no option but to write a directive as any financial short fall would involve N.Z.I.L.A.

The Institute is struggling to keep the landscape going and to be soliciting funds for overseas speakers and the possibility of having to find additional funds would be acting irresponsibly.

Jan said the perceived lack of confidence had upset the conference committee and she pointed out they are unsure what authority they have to raise funds or invite speakers as this is not spelt out. Jan also feels a more commercial approach to Institute matters is required. She also feels it won't make a lot of difference to the conference not

having Lewis except not as many will attend.

Discussion centred around the conference, theme speakers and a case study of a defined urban area.

Jan said it will be confined to the C.B.D. (Central Business District).

All members were in agreement with the outline, and while there was no opposition to the directive not to invite an overseas speaker, nobody wanted to discourage the enthusiasm of the Conference Committee.

The President gave approval to the conference committee to use Institute letterhead to write to sponsors and also moved the following motion.

RESOLVED: THAT A \$100 LOAN, ON TOP OF THE \$200 GRANT BE FORWARDED to the Conference Committee.

Menzies/Miskell

TASKS: Don has had these typed and he will distribute.

NEW MEMBER APPLICATION:

The following graduate membership application was received and approved.

MELEAN WATERS

Seconded by Sarah Collins.

RESOLVED: Menzies/Miskell

The meeting concluded at 5.15 pm.

Approved as a true and correct record:

PRESIDENT:

Jane Rogers

DATED:

Nov 16 - 83

NZILA SECRETARIALINWARDS CORRESPONDENCE 18 June - 20 September

21 June	Don Miskell	Exec. Meeting Info
2 "	Sarah Collins	Change of address
21 "	Lois Binnie	Treasurer's report
21 "	IFIA	Minutes Canberra Grand Council Meeting, Voting Results
21 "	Robert Pryor	Student membership application
23 "	Claire Findlay	Associate info
23 "	NZ Post Office	Bulk pasting, Manners Street agency
23 "	Clive Anstey	Associate info
23 "	Alan Rackham	NZILA AGM minutes
23 "	Jacqui Dyer	Address change
27 "	Friends of Bolton St Cemetery	Bolton St Memorial Park
27 "	D H Brady	Subscription
27 "	Human Rights Commission	Newsletter
27 "	Collie Office Systems	Newsletter
27 "	Environment Auck Region	Publication
28 "	Trish Waugh	Membership application
28 "	Mike Stevens	" "
30 "	Fentograph	Receipt
30 "	Simon Swaffield	Employment A Waim
4 July	Westpac	Statement
4 "	NFAC	Newsletter
13 "	ECO	"
13 "	Environmental Council	Environmental Directory
15 "	Grant Reid	Resignation
15 "	National Assoic for Olmstead Parks	Olmstead parks conference
15 "	Mark Lodder	'Landscape' sub/resignation
15 "	Sch of Planning & Architecture New Delhi	Journal
18 "	G Wilson	Subscription
18 "	National Parks & Reserves Authority	Newsletter
21 "	David Sissons	Associate info
22 "	J L Goodwin	Associate: oral interview
22 "	ECO	Annual Report
22 "	Sarah Gerard	Subscription
27 "	MOWD (Town & Country Planning)	'Plantech' newsletter
27 "	Fentograph	Cuttings, 36 invoice
27 Robert Pryor		Subscription
27 "	Catherine Shelton	Employment
27 "	Nat Water & Soil Conserv. Org	'Soil and Water'
28 "	W Davies	Student Membership Application
8 August	J Dyer	Address change
8 "	Westpac	Statement
8 "	Di Lucas	Water & Soil Act/Land Act correspondence
8 "	Lois Binnie	1984 Conference
11 "	Jan Woodhouse	1984 Conference
15 "	NZ Institute & Arch	Landscape Architecture Info

(Inward correspondence continued)

15 August	Environmental Defence Society	Planning seminar
15 "	ECO	Newsletter
15 "	Phil Wiebreck	Employment
15 "	National Trust	Newsletter/Invoice
15 "	Main Roads Dept (W Aust)	'The Landscape'
15 "	Waimari District Council	District Scheme Review
22 "	N Bromley	Subscription
22 "	Peter Robertson	Affiliate application
22 "	BRC	Ecological regions & districts
22 "	T RADA	Information
22 "	Peter Robinson	Affiliate application
25 "	John Carroll	Employment
25 "	Native Forest Action Council	Newsletter
25 "	Stephen Brown	Associate info
24 "	Fentograph	Receipt
24 "	Earl Bennett	District Scheme Review
2 Sept	Michael Steven	Associate requirements
2 "	Alan Rackham	Phil Wiebreck
2 "	A Wilson	Private practice list
2 "	John Goodwin	Project Record Sheets
2 "	Westpac	Statement
2 "	NZPO	Registered publication renewal (x2)
2 "	Fentograph	Invoice
2 "	Meleah Waters	NZILA membership application
2 "	EAR	Newsletter
5 "	Bennt, Canty Lsc Group	Waimairi District Scheme Review
15 "	Rob Watson	Associate requirements
15 "	P Sergel	Subscription
15 "	M Lodder	Subscription
15 "	H Dietmar Seitz	Employment
15 "	Sarah Collins	Correspondence supplies
15 "	ECO	Newsletter
15 "	Indian Sch. of Planning & Arch	Newsletter
15 "	M Buckland	Subscription
15 "	David Sissons	Landscape principles for visual assessment

NZILA SECRETARIALOUTWARDS CORRESPONDENCE 18 June 1983 - 20 September

27 June	Clive Anstey	Associate .. information
27 "	Claire Findlay	Associate information
27 "	Lois Binnie	Instit. A/Cs
6 July	J Dyer	Employer List
6 "	D Miskell	'Vocational Research'
7 "	Felicity Campbell	Student Memb. Acceptance
7 "	Robert Pryer	" " "
7 "	Sarah Gerard	" " "
12 "	Cuttings	Posted
15 "	Lois Binnie	Institute A/Cs
27 "	Environmental Council	Environmental Directory
28 "	David Sissons	Associate Information
31 "	Lois Binnie	Institute A/Cs
31 "	J A Beard	J L Goodwin Assoc Membership
16 August	E Bennett/Canty LG	Waimairi District Sch. Review
25 "	Lois Binnie	Institute A/C
25 "	Environmental Defence Society	Planning Seminar
26 "	D Menzies	EDC Planning Seminar
26 "	R Jackson	Private practice list
26 "	M Lodder	Accepted resignation
26 "	Grant Reid	Accepted resignation
29 "	D Hinman	Waimairi District Scheme Review
29 "	Stephen Brown	Associate information
29 "	Mike Stevens	Associate information
29 "	Trish Waugh	Affiliate membership acceptance
29 "	Peter Robertson	" " "
29 "	Wendy Davies	Student membership acceptance
29 "	John Carroll	Employment in New Zealand
29 "	Earl Bennett/Canty LG	W D Scheme Review
29 "	M Bioletti	General Landscape Architecture information
12 Sept	A Wilson	Private practice list
15 "	M Steven	Assoc. requirements
15 "	M Waters	Graduate application
15 "	J Beard	M Stevens
15 "	Lois Binnie	Institute A/Cs
20 "	Lois Binnie	Institute A/Cs
20 "	R Watson	Associate requirements

MINUTES OF THE EXECUTIVE (NON QUORUM) MEETING OF THE NZ INSTITUTE
OF LANDSCAPE ARCHITECTS (INC) HELD ON THURSDAY, 25 AUGUST 1983,
AT JIM BEARDS, 17 TALAVERA TERRACE, COMMENCING AT 9.30 AM

PRESENT J Beard
 N Aitken
 S Dunn
 R Jackson
 D Menzies (Chairperson)

The President did not call for apologies as this was not a quorum meeting. The main purpose in holding it was to attend to "House-keeping" and matters that require attention. Any items requiring a quorum approval would be held over to next full Executive meeting in September.

1 TASKS

All Executive are requested to prepare a report on their tasks for next meeting.

2 CONDITIONS OF ENGAGEMENT

Deadline date for comments from Executive members is 2 September. Jim Beard will make required adjustments and Ross will send out copies to centre reps and members in private practice requesting comments by 21 September to allow Jim to have a final draft for next Executive meeting.

3 THE LANDSCAPE

To be discussed at the next meeting. Di Menzies asked if an application has ever been made to Sport and Recreation for a grant. Apparently the Parks Institute received \$1600 towards their magazine last year.

4 VOCATIONAL GUIDANCE/PUBLIC RELATIONS

Environmental Council has received submission from Mary-Anne Robinson and Don Miskell.

Di Menzies has prepared a draft letter to apply for funds from Philantropic Trusts.

5 BRC/JACKMAN PROJECT

Neil Aitken reported on Tony Jackmans work to date and the proposed seminar in mid November. The title and length of

seminar will depend on the feedback Tony receives from members by 1 October.

Neil is organising a small subcommittee to organise the seminar. Tony is now trying to show how his "data-base" can be meshed and applied. There is still uncertainty about the continuation of his programme after the completion of 1 year.

6 EDUCATION COMMITTEE

All members who have been asked to assist have agreed to. Jim will send out notes to the other members.

Allan Rackham advises that only 1 person has written re a possible pre exam workshop. Therefore he decided it is not worthwhile doing anything this year.

7 JOHN WENDLEKEN PRESENTATION

Neil has a draft citation in type. Neil will forward certificate to Jim to print name and details.

Neil and subcommittee will organise presentation function which could be at the same time as the BRC/Jackman seminar in November and could also be in conjunction with a visit by Graham Densen. Neil will report at next meeting.

8 QE II NATIONAL TRUST

The President discussed Ministerial nomination to the Trust and suggested that Di Lucas's name could be put forward to the Minister of Lands and Survey. Due to time constraints Di Menzies will telephone Di Lucas and put her name forward if she is agreeable.

9 HISTORIC PLACES TRUST

Di Menzies is to write to the Minister of Internal Affairs and put Jim Beards name forward as a possible Ministerial representative.

10 LANDSCAPE ASSESSMENT BOOKLET

Stephen Brown has forwarded draft guidelines for comments. Anna Clayton, David Sissons and Tony Jackman are all agreeable to be part of a subcommittee to provide comments and

evaluation. Jim Beard is also happy to provide comments. Steve Dunn will check with Frank Boffa to see if he is also prepared to comment.

Di Menzies will contact Philip Simpson and tell him what we are doing.

11 WELLINGTON LANDSCAPE GROUP

Ross outlined recent meeting held where it was agreed that a group should continue in an informal manner with each member taking a turn at organising an event bi monthly. Ross Jackson and Di Menzies will be the contact people and coordinators.

12 IFLA

Rob Gay became 1st V.P. at the end of August and Neil Aitken will commence as NZILA delegate on 1 September 1983.

Endangered Landscapes - No comments have been received from George Malcolm yet.

Alan Fielding has written and suggested Fiordland, High Country Tussockland and Coastal Lowland Forests. Di forwarded these suggestions to George.

Alan Fielding also suggested forwarding Barbara Mathews Book on Gardens to the Jellicoes to assist them in producing the Oxford Companion to Gardens.

Jim Beard suggested we should have a list of historic gardens and landscapes which could possibly be tied in with Historic Places or QE II Trust. Di Menzies will write to Charlie Challenger on Historic gardens.

13 APPLICATION FORMS

These are with the printer apart from the Overseas Associate forms (not affiliate as incorreced recorded in previous minutes.)

14 CONFERENCE 1984

Jan Woodhouse is to send out details in next issue of Cuttings.

Neil commented on the possibility of bringing in an overseas speaker in preference to local people and noted that the

Institute has had some past disappointments. He suggested speakers such as Prof Toy of Auckland could be suitable.

15 QUESTIONNAIRE - LANDSCAPE ARCHITECTURAL SURVEY

This was discussed and it was felt some modifications are required.

Ross to discuss with Jim and present at next meeting.

16 DRAFT RURAL LANDSCAPE POLICY

Di Lucas has forwarded a submission to the Secretary of the Land Settlement Board.

17 STANDARD GRAPHIC SYMBOLS

In response to a letter from Di Lucas, Di Menzies has asked Lincoln to look at this.

Jim suggested this could be the beginning of a "Landscape Architects Handbook" such as those produced by ASLA.

18 GENERAL

Applications for Membership

Affiliate	- Trish Waugh	- Rotorua
	- Peter Robertson	- Hamilton
Student	- Wendy Davis	- Lincoln.

Resignations Grant Reid and Mark Hodder.

Resolved: that the above applications and resignations be accepted (subject to telephone confirmation from 2 members of the Executive.)

Menzies/Beard

Environmental Defence Society

A 1 day seminar is being held at Auckland University on 26 November and they have written asking if we would like to submit a paper on "Planning for Major Resource Utilisation". List of prominent people will be speaking including W F Birch, Hugh Fletcher.

Di Menzies will contact Stephen Brown and suggest forwarding his paper. She will also contact Robert Watson to see if he is interested.

Waimari District Council Scheme Review

NZILA were asked to comment on the Heritage Section. Steve Dunn forwarded to Canterbury Landscape Group and asked them to comment in accordance with Institute Policy of local issues being dealt with by local members.

Earl Bennett replied and said CLG would not comment as they are not part of NZILA.

This created some intense comments and raised the question of Chapters.

It was agreed that in the future with similar requests, these should be directed to a member in the area for comments.

There being no further business the meeting concluded at 12.30 pm.

Approved as a true and correct record

Francis Rogers President

Sept 28. 83 Date

MINUTES OF THE EXECUTIVE (NON QUORUM) MEETING OF THE NEW ZEALAND
INSTITUTE OF LANDSCAPE ARCHITECTS ON FRIDAY, 29 JULY AT BOFFA
JACKMAN MISKELL AND PARTNERS WELLINGTON OFFICE COMMENCING
AT 10 AM

PRESENT

Messrs D Menzies
S Dunn
R Jackson

1 APOLOGIES

Messrs D Miskell
D Lucas
J Woodhouse
L Binnie

2 TASKS

The President would like all executive members to prepare a report on their tasks for next meeting.

3 CONDITIONS OF ENGAGEMENT

To be discussed at next meeting. If no comments are received it will be assumed that members approve of the document.

4 "THE LANDSCAPE"

Frank reported that the next issue is with the printers. Financial situation is as advised at last executive meeting. While there has been a good subscription increase, more are still required along with additional advertising. Frank will present full report at next meeting.

5 VOCATIONAL GUIDANCE

Don and Mary Anne Roberston have sent material directly to the Environmental Council applying for an environmental grant.

6 BRC/JACKMAN PROJECT

Next BRC Support Group Meeting to be held on 10 August. Neil Aitken to be asked to report to next executive meeting. The President has written to David Bellamy asking for verbal support for the project.

7 QE II NATIONAL TRUST

Neither of the NZILA nominations were successful in the recent elections.

8 EDUCATION COMMITTEE

Allan Rackham is in agreement with the proposal for a Christchurch based committee. He will wait until he hears from Jim Beard. Alex Wilson has not notified whether he is agreeable. Ross will contact him.

9 GEORGE MALCOLM AWARD

Ross reported on meeting held with Polytechnic students to explain the role of landscape architect and to discuss the design brief.

The following questions raised by the students were discussed -

- A Materials - they felt it was too limiting to restrict it to natural. It was agreed that award should have a natural look but not necessarily content.
- B Who will be eligible for the award? - Anyone in public or private practice and they do not have to be members of the Institute.
- C Could be awarded to a group or individual and be able to be displayed on a table or wall in an office.
- D Projects can be nominated for the award by either members of the Institute or public. It is expected the projects will be judged by the executive or a committee appointed by them.

The Polytechnic schedule has been altered and students will now complete the project this term and not in the 3rd term as originally indicated.

10 LIFE MEMBERSHIP - JOHN WENDLEKEN

Presentation date to be decided at the next meeting. Neil and Frank will have the citation ready.

11 COMMISSION FOR THE ENVIRONMENT

- Have responded to the President's letter and would like the Institute to prepare information to include in Landscape

Principles Booklet for landscape assessment. Stephen Brown has agreed to do this. It is suggested that the booklet consist of 10 - 15 pages containing principles and illustrated examples.

Stephen will prepare a draft and it is felt a subcommittee should provide comments and evaluation. Possible candidates for the subcommittee might be Anna Clayton, Frank Boffa and David Sissons with Tony Jackman as an ideas and guidance person.

12 IFLA

Due to problems with the finances Di Menzies has written suggesting some modifications. A submission on endangered landscapes has been recieved. Di Menzies will write to George Malcolm and ask him to comment. Barry Knox has agreed to act as a proxy at the Munich Congress. IFLA agenda to be discussed at the next meeting. A letter has been received from Graham Densem requesting a paper on the Urban Landscape to be presented at the Hong Kong Conference. Di Menzies has prepared an outline and is applying for a Churchill Fellowship to go to Hong Kong to present it.

13 APPLICATION FORMS

All the forms are now ready for printing (except the Overseas Affiliate category which we still require comment from AILA and ILA on before printing). Ross to organise printing of 50 for each category.

14 CONFERENCE 84

Conference committee has written to a number of eminent overseas landscape architects as possible Keynote Speakers.

While their ambition was noted, it was suggested that the committee look to some Australian landscape architects as a possibility.

GENERAL

Standards Association have formed a committee for playgrounds and playground euqipment. Di Menzies has been nominated by

"Parks" and she has asked if she could also be a landscape representative and for the Institute to be included.

It was suggested that a NZILA representative be nominated for vacancy on the Historic Places Trust. Di Menzies will check the dates and will discuss at future meeting.

There being no further business the meeting concluded at 12 00 midday.

Approved as a true and correct record

President

Date

MINUTES OF THE EXECUTIVE MEETING OF THE
NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)
HELD ON THURSDAY 22 JUNE 1983 AT LAMBTON HOUSE,
LAMBTON QUAY, COMMENCING AT 9.30 A.M.

PRESENT: J Beard
D Lucas
S Dunn
N Aitken
R Jackson
D Menzies (Chairperson)
J Woodhouse
D Miskell (Arrived at 10.00 am)

1 APOLOGIES: L Binnie.

2 MINUTES OF PREVIOUS MEETINGS OF 24 March & 28 April 1983

The following items require correction:

Minutes of last quorum meeting were incorrectly dated 24 March instead of 28 April 1983.

With the above corrections it was resolved that:
The minutes be accepted as a true and correct record.

Lucas/Menzies

3 MATTERS ARISING FROM THE MINUTES

a Structure of Executive Committee

Di Menzies reported she has had discussions with members of the Canterbury Landscape Group and it was agreed that the issues raised should be let lie. The point made by Peter Rough and Earl Bennett was they have a duty to raise issues if they consider the situation warrants it.

Jim Beard has studied the constitution and feels there is no need to prepare a "white paper". Di Menzies suggested it might be more appropriate to draft up a set of by-laws or a code to work to rather than changing the constitution.

Di also felt it may be necessary to up-date policy documentation of the institute and to reword portions that are being succeeded.

4 TASK ALLOCATION

Members outlined the approach they are taking on respective tasks.

Woodhouse: Conference 84 is main task and specifically publicity. Has sent out 25 letters to employers of landscape graduates with guidelines for associateship. Has prepared draft terms for George/Charlie awards. Is attending to ongoing tasks in Auckland area and would be happy to take on publicity task.

Dunn: Ongoing Secretarial duties. Is up-dating membership list and current status of members.

Beard: Has prepared a draft of Conditions of Engagement to be circulated to committee for comment. Working of associate training guidelines. Is looking at ongoing education.

Lucas: Following up "KORERO" issues through the Environmental Council. Has arranged a meeting with Dr Shearer.

Miskell: Has had discussion with Lincoln staff on academic standards education and vocational guidance. Has produced draft material in conjunction with Mary-Anne Robertson.

Aitken: Chairman of B.R.C. Technical support group.

Jackson: Minute Secretary and documentation - ongoing. Job Questionnaire:- circulated questionnaire received from A.I.L.A. for comments. Speaking at numerous Government Departments, Local Authorities, schools, universities and interest groups on landscape architecture in relation to the Beautiful New Zealand project.

Menzies: Broad areas of communication and publicity, Internal Administration tasks, conference, awards, finance, committee work, B.R.C. and a broad overview of the institute activities.

Di Menzies circulated a paper on P.R. strategy and discussed the various means of communication she felt we should be involved in. Good work has been written by Christchurch members and published in the Press. It was considered important that we develop good P.R. with Journalists throughout New Zealand including those producing articles for periodicals.

Jan will look at Public Relations as a task and will liaise with Don.

5 VOCATIONAL GUIDANCE/PUBLIC RELATIONS MATERIAL

Don tabled a draft of vocational guidance package which which Lincoln would prepare in conjunction with their visual aid staff providing guidance and financial support is given by N.Z.I.L.A. He emphasised the need to have a professional product. This would also help to obtain potential sponsors (such as Philanthropic Trusts, Environment Council, Sport and Recreation, Mobil etc) as the cost will clearly be beyond the Institutes resources.

Don will continue with Mary-Anne Robertson and

- a Clarify their ideas.
- b Sort out priorities.
- c Produce a draft suitable to send to potential sponsors.

It was moved that a grant of \$50 be granted to prepared 20 black and white promotional packages for use in obtaining sponsorship.

Resolved Menzies/Woodhouse

6 SPONSORS

Di and Ross to prepared a list for application to contact either by letter or in person. Jan will forward the names of FIRMS ETC WHO MAY BE potential sponsors as she is contacting several for sponsorship for Conference 84.

7 ACADEMIC STANDARDS

Don has talked with Allan Rackham on what is being taught or has been taught and if it considered to be meeting N.Z.I.L.A. requirements. They suggested 5 areas which need developing:

- 1 Landscape Involvement in Major developments.
- 2 Client - landscape architect - contractor relationships.
- 3 Plant materials and design.
- 4 Micro computers.
- 5 Perception.

8 EDUCATION

Jim, Don, Neil, Peter Rough, Frank Boffa, Boyden Evans and Rob Gay have all worked on this aspect.

Di Menzies recommended that we form an Education Committee which WILL RECOMMEND MEMBERS FOR the Education panel Annually. This was agreed to and the four names suggested are Alex Wilson, Allan Rackham, Don Miskell and Jim Beard with Him as the chairman. Di will write to these people inviting them. The committee will meet in Christchurch.

9 ISSUES

Di Lucas said if members have any issues that they want raised through the Environmental Council they should contact her. This process will also work in reverse. A note to this effect to be included in cuttings.

10 GEORGE/CHARLIE AWARDS

a Design - Polytechnic have agreed to take on this task in September by the second year class.

Terms - Jan has used the Planning Institutes Award terms as the basis of a draft which she will circulate to members for comment.

Di Menzies said in discussions with the Planning Institute they were adamant that the awards should be made only when appropriate and not annually.

11 THE LANDSCAPE

Boyden Evans joined the meeting at noon and gave an update.

Current subscriptions:

Members	127	
Fellows	2	
Others in N.Z.	200	
Others O'seas	34	
New subs in February	72	
	<hr/>	
	435	TOTAL
	<hr/>	

It was noted that new subs come in surges after each issue and a note in cuttings.

Boyden outlined the current finances and indicated they would have just sufficient to cover 1983.

He discussed advertising and a draft brochure which they would like to print 500 copies at a cost of \$400.00.

He also outlined the theme of future editions and some of the positive feed back the editorial committee has been receiving.

At the present time members receive a copy through their Institute subs and it was suggested that everyone should pay an additional \$20 for "The Landscape". This would be shown on the Annual Institute subscription account as a separate item. Students should still receive a subsidised copy. This matter would have to be raised at the 1984 Annual General Meeting.

Lois Binnie to discuss with Editorial committee and establish the method by which members can be charged and consider whether the Institute should increase its payment.

Di Menzies thanked Boyden and asked him to convey the executives gratitude for their excellent work. It was agreed a note should go in cuttings advising members that the Landscape is not faltering.

12.50 p.m. Lunch

1.40 p.m. Recommenced.

12 QE II TRUST NOMINATIONS

Neil and Di Lucas's applications have gone forward - voting closes on 11 July 1983.

13 LIFE MEMBERSHIP

Neil has a draft citation prepared for John Wendeleken. It was suggested presentation could be made in November.

a In conjunction with an evening with Graeme Densen or

b In conjunction with a B.R.C. meeting possibly with Dr Shearer present. It was suggested that Dr Shearer could be presented with Honary membership. Di Lucas to report back on this matter at the next meeting.

14 TASKS - Don reported the following:

- a A contact with Universities in each centre has been completed - Allan Rackham has a report.
 - b Local members to promote "The Landscape" subscriptions appear to be working to be working with 72 new subscriptions.
 - c High School Education : Local members to give talks on "What is Landscape Architecture". Note sure of the response as yet.
- Alan Titchener has task to contact popular magazines and find out what material they would like. Don has not heard from Alan. Jan offered to write to Alan on this matter.
- d Fund Raising - Don is waiting till he has prepared brochures before pursuing this task. Allan Rackham has prepared a list of potential monetary sources which he will send to the secretary.

On education it was agreed that members should be reminded in cuttings of the unanimous decision of members at conference to talk to High Schools.

Commission for the Environment are working on education material and hope to get it included in the school curriculum. Don will discuss this with the Commission.

Jan agreed to discuss landscape architecture with the Education Department with the view to having an article published in the Education magazine.

Earl Bennett and Nick Morgan have notified that they are too busy to continue with the 1982 task of examining terms used in District schemes. Don will look into it and possibly discuss with Rob Watson.

15 B.R.C. -JACKMAN WORK

Neil gave a comprehensive summary of Tony Jackmans work to date describing the magnitude of the project. Neil firmly believes Tony is on the right track but is concerned about the work still to be completed in 8 months and the likelihood of Tony's contract not being continued.

Tony has requested assistance from the Institute with publicity and feedback from members by 1 October. Neil will prepare a note for cuttings. Tony would like to conduct an open forum by 15 November and Neil asked if the Institute would consider organising this and assisting in the funding.

The problem of communication was discussed but Neil said Tony was very aware of this and is improving on every occasion. He is going to speak to the Canterbury Landscape Group and Jan will organise a meeting in Auckland. All key task members in each area re to be requested to photocopy Tony's notes for distribution locally.

Resolved: That N.Z.I.L.A. give full support to the Technical Support Group in seeking information and feedback for Jackmans work for the remainder of his term.

Menzies/Lucas

Di Menzies will send letter (Drafted by Neil) to Commission for the Environment. Letter states the Institute is prepared to take the initiative and draft a statement of factors for use in E.I.Rs. Di to contact Stephen Brown on this task.

16 I.F.L.A.

Robin Gay joined the meeting at 2.40 pm and the President congratulated him on his election as first Vice President of I.F.L.A.

Rob discussed various information received and in particular a questionnaire from I.F.L.A. part of which required comments from members. It was agreed a copy should be sent to George Malcolm asking for his comments.

Rob takes office after the Munich conference and will not be able to continue as N.Z.I.L.A.

Neil Aitken agreed to accept the position as I.F.L.A. delegate subject to QE II Trust Board election results.

Rob to discuss with Neil about sending notes to I.F.L.A. Newsletter on New Zealand landscape issue such as the Jackman project, Beautiful New Zealand etc.

3.30 pm - Don Miskell left the meeting.

17 TEASURERS REPORT

The following report was received from Lois Binnie and approved.

Resolved Menzies/Beard

a Monthly summaries for April 1983 and May 1983 are attached.

b The balance as at 17 June 1983 is: \$2562.56

c Accounts for payment and approval are -

E.H. Bennett - typing cuttings 34	\$ 6.00	^
Fentograph Print - printing cuttings 34	\$ 24.55	^
S. Dunn - secretarial expenses to 18.5.83	\$ 47.03	^

d Outstanding subscriptions for 1983 total approximately \$824.00. Reminder notices to those with unpaid subs. were sent out with Cuttings 34.

e Minutes of 28 April 1983 meeting reached me the day the "KISS" were withdrawn from market. I will investigate alternative investment possibilities before the next executive meeting. In the meantime the surplus interest from the Student Award Investment Account will be transferred to that account as resolved 28 April 1983.

The following accounts presented at the meeting for payment were approved:

Jan Woodhouse - Secretarial Costs	\$ 22.02	^
D Menzies - typing	21.00	^
N.Z. Council for ED Research - Book	3.50	^

Resolved Menzies/Jackson

18 PRESIDENTIAL CORRESPONDANCE (ATTACHED)

Resolved: Inwards correspondance be received and outwards approved.

Menzies/Lucas

19 SECRETARIAL CORRESPONDENCE (ATTACHED)

Resolved: Inwards correspondence be received and outwards approved.

Menzies/Lucas

The President thanked the Secretary for his efficiency in handling a large work load.

The Secretary advised that Raewyn Young has accepted the offer to defer for subs for 1 year.

Three new applications for Student membership were received and approved.

Sarah Gerrad
Robert Pryor
Felicity Campbell

Resolved Menzies/Lucas

Di Lucas agreed to comment on letter from Land Settlement Board.

20 CUTTINGS

Jan has prepared May's edition and Neil will edit July's edition.

21 GENERAL

Ag-Science Conference - The President noted this conference contains very relevant papers and being held in Wellington August 22-26. Di Lucas to look at agenda with view to any Institute involvement.

Labour Party Environmental Policy - Jim felt we should respond and he agreed to consider the paper and make comments. Di Menzies will also put a note in cuttings asking for someone to look at it as a task.

Wellington Landscape Group - Ross and Di Menzies to organise a meeting to consider the Groups future and ask if members are prepared to comment on issues as they arise such as the Bolton Street Cemetary and the Orongorongo roading.

Conference 84 - A loan of \$200 was approved for Conference 84 Organising Committee.

Resolved Menzies/Jackson

Di Menzies will ask Lois to send cheque to Sarah Collins.

Letter From Alan Fielding:

Executive support the principles outlined in this letter and agreed to it being including in "Cuttings" with a member to respond in a future edition.

Resolved Beard/Menzies

The meeting concluded at 4.30 p.m.

Approved as a true and correct record.

.....*John Menzies*.....President

.....*Michael J. B.*.....Date

Feb 7 84

N. Z. I. L. A. TREASURER'S REPORT

1. Monthly summaries for April 1983 and May 1983 are attached.

2. The balance as at 17 June 1983 is : \$2562.56

3. Accounts for payment and approval are -

E. H. Bennett - typing cuttings 34	\$6.00
Fentograph Print - printing cuttings 34	\$24.55
S. Dunn - secretarial expenses to 18.5.83	\$47.03
D. Menzies - Typing	21.00
J. Woodhouse - 22-02-83 exp. road training	22.02

4. Outstanding subscriptions for 1983 total approximately \$824.00.
 Reminder notices to those with unpaid subs. were sent out with Cuttings 34.

5. Minutes of 28 April 1983 meeting reached me the day that "KISS" were withdrawn from market. I will investigate alternative investment possibilities before the next executive meeting. In the meantime the surplus interest from the Student Award Investment Account will be transferred to that account as resolved 28 April 1983.

L. Binnie

L. Binnie,
TREASURER.

MONTHLY SUMMARIES APRIL-MAY 1983.APRIL 1983

Opening balance		730.29
Inwards	1259.00	
Outwards	210.15	
Closing Balance - Statement		1779.14

MAY 1983

Opening balance		1779.14
Inwards	67.50	
Outwards	Nil.	
Closing Balance Statement		\$1846.64

Term Deposits	\$4412.82
Investment Account	\$500.00

28 April

MINUTES OF THE EXECUTIVE MEETING OF THE
NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)
HELD ON THURSDAY 28 MARCH 1983 AT 17 TALAVERA TERRACE
COMMENCING AT 9.30 A.M.

Present: J. Beard, D. Lucas, S. Dunn, N. Aitken,
R. Jackson, D. Menzies (Chair)

1. Apologies: J Woodhouse, D. Miskell, L. Binnie.
2. Minutes of the Previous Meeting of 24 March

The following items requires correction:

Item 3A structure of executive committee - delete
I.F.L.A. Delegate from N. Aitken's duties.

With the above correction it was resolved that:
The minutes be accepted as a true and correct record.

Menzies/Jackson

3. Matters Arising from the Minutes

A) Structure of Executive Committee

(i) General Status

Di Menzies wrote to Peter Rough and Earl Bennett regarding their concern about the co-opting of a Secretary. Earl has replied stating he considers that it is constitutionally incorrect and suggested a nine person committee could be considered in the future with 3 members from Auckland, Wellington, and Christchurch respectively.

Di Menzies said the solicitor she spoke with considers executive are abiding by the constitution.

Jim Beard agreed to look at preparing a "White Paper" for discussion at the next A.G.M. with the view to simplifying the managerial and election process of executive. Jim will prepare a draft over the next 2 weeks and Di will speak to the Canterbury Landscape Group in an effort to reduce tensions.

(ii) Task Allocation

To be discussed at next meeting.

B) Application Forms

Di Menzies has written to Peter Rough and asked him to prepare Graduate and Affiliate forms.

Di has also written to the Australian Institute and I.L.A. re resiposity noting that N.Z.I.L.A. members are accepted at Graduate level but not at Associate level. Also stated in the letter was the approach favoured by N.Z.I.L.A. whereby an Associate would have an oral interview after 1 year's work in a country.

C) Lincoln Masterate

Ross Jackson relayed comments from Allan Rackham. The

2.

The masterate programme has been accepted by the College in principle and will probably begin in 1985 with approximately 5 students each year.

Copies of a Draft promotional booklet produced by Mary-Anne Robertson were circulated for comment. Mary-Anne will have more time to put into Public Relations in the second term and is willing to do the bulk of the work. Allan emphasised that Lincoln and N.Z.I.L.A. must go into this jointly and that some financial assistance will be necessary.

Di Menzies will prepare a letter to be sent to Internal Affairs enquiring about lottery grants to produce education leaflets.

The upcoming Lincoln field trip was outlined by Ross.

D) Awards

Di Menzies read out Draft Crief prepared for Polytech. students to produce suitable George Malcolm trophy/award. \$100 will be awarded to successful student. Di has also written to Jan Woodhouse asking her to prepare a draft terms for both Awards. Neil suggested executive could look at the Challenger award after receiving the Malcolm one from Polytech.

Resolved: that \$100 be paid as a prize to successful polytech student.

Menzies/Lucas

E) I.F.L.A.

Rob Gay has received voting papers and he has voted. If he is successfully elected as 1st Vice President of I.F.L.A. executive we would have to consider a new delegate. Cuttings is to have a note included asking if any member is going to Munich they should contact the secretary. It was agreed to wait the outcome of the election at the end of May before taking any action.

4. Treasurer's Report

Report was received and approved subject to Treasurer being asked to look at investing in KISS.

Resolved:

Menzies/Beard

5. Q.E.II. National Trust - Nominations

Neil Aitkens nomination has been received by the Trust. As we have the right to make a nomination, after discussion Di Lucas also agreed to be nominated. It was decided members should be encouraged to join the Trust because of the principles it stands for. Application forms are to be sent out in cuttings.

Resolved: That Di Lucas be nominated for election to the Q.E.II National Trust Board.

Menzies/Jackson

3.

6. The Landscape

Steve Dunn reported that No. 17 will be posted next week. New subscriptions are coming in slowly. Frank Boffa will attend next meeting to give a full report and financial statement. Jim Beard suggested for future editions members could do a critique on other members' projects.

7. Cuttings

Earl Bennett is due to send out no.34 and Auckland is to prepare no.35.

8. General - Membership

- A) Di Lucas and Mike Barthelmeh have written suggesting a letter be sent to the Registrar, Tribunals Division, Department of Justice, clarifying who is a landscape architect and that only associates can be called Landscape Architect.

A letter was received from Robert Batty questioning why he can't quote his affiliate membership of N.Z.I.L.A. in a public hearing.

Jim felt that Cuttings should have had a fuller explanation and noted that if a person gains associate or affiliate status the Institute is recognising a certain academic standing. He considered Batty was not acting improperly and that the lawyer should have explained the difference between the affiliate and associate as an affiliate is a full member in some institutes.

Di Menzies to explain to Robert Batty that Cuttings was not directed at him only. Secretary to write to Batty acknowledging his letter and advising him a letter is to be sent to Justice Department aimed at clarification.

B) John Wendelken - Life Membership

Letter received from John Wendelken accepting Life Membership. He expressed a great honour to receive this award. Steve Thompson has prepared details for citation. Neil and Frank to draft up suitable citation which could possibly be awarded at the end of the year in conjunction with student presentation.

C) Lottery Funds

Di Menzies and Ross Jackson to prepare application for funds to assist in the production of educational material.

D) Commission for the Environment

Visual Assessments and the Environmental Protection and Enhancement Procedure.

The Commission wrote and thanked us for our letter and said a meeting is being arranged with some members in June.

4.

E) Resignations

Raewyn Young - this student is finding it difficult to make ends meet. It was agreed that her resignation not be accepted at this stage and that Secretary to write and suggest payment be deferred till later.

Jan Walker - an affiliate who doesn't see much purpose in remaining in the Institute. Di Menzies to write and explain that affiliate category is continuing.

F) Labour Party Environmental Policy

Letter received from Dr Michael Cullen as Labour Party's spokesperson on environmental matters, looking for a representative to go to a meeting to discuss policy. Secretary to send copies out to all executive members for next meeting.

The meeting concluded at 12.10.

Approved as a true and correct record

.....*Jan Menzies*..... President
*June 22.83*..... Date

From March 24 - April 13 CORRESPONDENCE INWARDS

P.A. McLeod	Subscription
Bruce McKay	"
A. Wilson	"
Raewyn Young nee Gillgren	Sub. & Resignation
G. Philpott	Subscription
A. Titchener	"
C.R. Glasson	"
J. Beard	"
J. Goodwin	"
S. Swaffield	"
J. Moore	"
S. O'Mahony	"
I. Howell	"
T.C. Emmitt	"
G. Bateman	" & Record Sheets
D. Clutterbuck	"
S. Smith	"
B.H. Reid	" Letter Graduate Appl.enquiry
Environment Auckland Region	Refuse Facilities visit
T.W. Palethorpe	Subscription
J.R. Hudson	"
N. Hutton	
Environment Auckland Region	Newsletter
Commission for the Environment	Korero Recommendation
E.C.O.	Newsletter
Felicity Campbell	Student Application Form
J. Woodhouse	Subscription
Prahakaf B. Bhagwat	Graduate Education
Fentograph Print Ltd	Membership List
A. Vasbenter	Institute Subscription
G. Mexted	Membership
Q.E.II National Trust	Newsletter

From March 24 - April 13 OUTWARD CORRESPONDENCE

E. Bennet	Cuttings Info.
S. Collins	The Landscape Subscriptions
B. Knox	" " "
M.A. Robinson	" " "
J. Hudson	" " "
B. Evans	'83 AGM
S. Mason	Resignation
R. Craddock	Private Practice List
S. Thompson	Associate Membership

ORIGINAL

MINUTES OF THE EXECUTIVE MEETING OF THE
NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)
HELD ON THURSDAY 24 MARCH 1983 AT LAMBTON HOUSE,
LAMBTON QUAY, COMMENCING AT 9.30 A.M.

Present: L. Binnie, J. Beard, D. Lucas, S. Dunn
N. Aitken, R. Jackson, D. Menzies (Chair)

1. Apologies J Woodhouse, D Miskell
2. Minutes of the Previous Meeting of 16 February

The following items requiring correction:

ITEM 3E - Landscape Character Study is now listed as
the B.R.C./A. E. Jackman Landscape Project.

ITEM 3F - Lois spelt incorrectly and Jim Beard should be
changed to Ross Jackson.

With the above corrections it was resolved that:
The minutes be accepted as a true and correct record.

Lucas/Binnie.

3. Matters Arising from the Minutes

a) Structure of Executive Committee

A letter has been received from Peter Rough regarding
the position of a co-opted secretary. In expressing
his concern about this position being taken up by a
non executive member he also feels this contravenes
the constitution as outlined in clauses 3:1 (A) and
3:1 (B).

The President noted that from discussions with a
solicitor that this is a very common practice in NZ but we
should make it clear that the co-opted secretary
would serve but not have a vote. The solicitor
also felt that executive were abiding by the
constitution as indicated under clause 3.7.

The President outlined her proposal to allocate tasks
to each exec member and that in turn some of these
can be passed onto Institute members in order to
share the workload of the Institute.

Neil, Ross and Jim all expressed concern about the
letter. It was also agreed that Steve would be
required to provide sufficient representation during
quorum meetings.

- 2 -

Election of a President and Secretary at AGM was discussed but hadn't been pursued in the past due to economic and practical reasons of having the two principal office bearers in one centre.

Jim Beard offered to stand down if it was the wish of the executive.

Resolved: Ross Jackson to prepare a statement for cuttings outlining the background of the decision to co-opt a secretary, the discussion at AGM and the reason why it was not necessary to hold a postal election.

Menzies/Lucas

Structure

The President put forward an overall strategy with tasks allocated to executive members as follows:

- Menzies : president, general strategy, brief ro Polytech for Design Project, Chair in Landscape Architecture, Links with other Institutes.
- Lucas : vice president, issues, follow up "Korero".
- Binne : treasurer, job q'aire Landscape awareness strategy, inter membership communication.
- Jackson : minute secretary, documentation, job q'aire landscape and professional awareness in government departments, links with other professional people.
- Beard : conditions of engagement, associate training guidelines, education.
- Miskell : institute "yearly tasks", new members Lincoln link, academic standards, voational guidance.
- Woodhouse : Auckland conference 1984, Employer links (for graduate training, Terms of 2 Awards, Town Planning Conference 1983.
- Dunn : coopted secretary, graduate list, membership list, members in private practice.
- Aitken : past president, BRC Technical support group, Nominee to QEII Trust, IFLA Delegate.

Members are requested to outline at next meeting what they are going to do and how they intend doing it.

- 3 -

b) Lincoln Masterate

A letter has been sent to the College supporting a Masterate programme while a second letter is due to be sent supporting the re-structuring of the landscape course as outlined at the A.G.M.

c) Application Forms

N.Z.I.L.A. have several overseas trained graduate members who want to become associates. This raised the question of resiposity with other Institutes as we have agreement from A.I.L.A. and I.L.A. but never A.S.L.A. Charlie is to send file containing previous correspondence and Neil to follow up.

Application for Student Membership to have the words "or Associated" between Landscape Studies.

Di Menzies to ask Peter Rough to prepare an Affiliate Membership Form.

To assist clarification of "Category of Work" an Associate Membership Record Sheet form Jim will draft some guidelines.

d) Award - Design Terms

Di to contact Jan to ask her to prepare Design Terms for the Charlie/George Awards. It is considered that these awards should be given when appropriate and not annually.


e) Scale of Fees - Conditions of Engagement

From discussions with other professions and other members, Jim questioned whether we need a "Scale of Fees". He considers "Conditions of Engagement" are necessary along with a minimum hourly rate and that we may be better to produce a format for preparing an hourly rate.

Jim will make recommendations by next meeting.

f) Chair

Di Lucas doesn't feel it is practical to pursue at the present time.



- 4 -

I.F.L.A.

Rob Gay arrived at 11.50 and gave a brief report. He is to ensure I.F.L.A. News is sent to Lincoln on a regular basis.

Rob has accepted nomination as 1st Vice President of IFLA and not just the Eastern Region as previously thought. If successful, we would have to appoint a new delegate to I.F.L.A as constitutionally Rob couldn't serve as both.

4. Presidential Correspondence
(attached)

Resolved: Inwards correspondence be received and outwards approved.

Beard/Jackson

5. Secretarial Correspondence
(attached)

Resolved: Inwards correspondence be received and outwards approved.

Beard/Jackson

6. Treasurers Report

Lois reported she has only commenced and is picking up the threads. Current financial status not available.

Accounts for Payment

Instant Bureau Services	\$11.05 ^
N.Z.P.O. Private Box	30.00 ^
I.F.L.A. Subs	440.63 ^
Pentograph Print (AGM Printing)	20.85 S3
D Menzies - Stamps, xerox of Cuttings, Gift Voucher	80.99 ^
S Dunn - Postage and Printing	24.92 ^
E Bennett - Tolls re I.F.L.A Tours	46.51 ^

It was agreed that in future subs should be due at the end of February rather than March to improve the cash flow situation.

Resolved: Beard/Jackson

7. Proposed Life Membership - John Wendelken

Di Menzies has written to John Wendelken and he has accepted. Steve Thompson has agreed to prepare a suitable citation.

- 5 -

8. Strategy Plan - 1983 Tasks

As Don Miskell was not present, this item was left till next meeting. Nick Empson advised that he will have a report for next meeting.

Ross to speak to Vas re the W.L.G. Mobil grant of \$500 and the possibility of incorporating this into a task.

9. QE II Trust Nomination

Neil Aitken agreed to being nominated for election as a member of Queen Elizabeth II National Trust Board representing N.Z.I.L.A.

Resolved: Jackson/Lucas

10. The Landscape

Next issue is due to be published now. 25 new subscriptions have been received of the 200 new subs required for the Landscape to continue. More are expected in response to the notes in cuttings.

A \$50 profit was made on "Conference 83" and as there is no conference account it was resolved that: "The profit from Conference 83 should be passed to The Landscape".

Steve Dunn to write to Frank and Boyden thanking them for their efforts.

Menzies/Lucas

11. Cuttings

Earl Bennett will be the editor for the next edition. Ross Jackson to send statement regarding the composition of the executive committee.

No. 35 cuttings to be prepared in Auckland.

12. Job Questionnaire

Ross Jackson reported letter has been sent to Australia requesting information on how their survey was conducted.

- 6 -

13. Generala) B.R.C.

Neil Aitken gave a verbal report on the first meeting of the Technical sub-committee which he has been asked to chair. Tony Jackson attended the B.R.C meeting and spoke of his background, recent work and the "state of play" as he sees it. The B.R.C. are looking at some possible case study areas to use as pilot areas for Tony to test his findings.

b) Korero

Di Lucas spoke of this meeting attended by herself and Di Menzies. It was organised by the Commission for the Environment to allow the 70 groups who attended to put forward issues that concern them. All the representatives present at that meeting would like to see the Commission for the Environment's arm strengthened.

Di Lucas specifically discussed the question of marginal land development and the need to have an economic study. The general feeling was that the Institute would support the setting up of a team to look at this topic. Di Lucas will discuss it with the Environmental Council and report back.

c) A.G.M and Conference 84

Sarah Collins has written and confirmed that Auckland will organise and host Conference 84. The following committee has been formed:

Brian Halstead - Chairman

Jan Woodhouse - Worker

Sarah Collins - Secretary

Bruce Reid - Treasurer

Mary Buckland

Hugh Lusk

Bruce Steele

Steve Brown

No date has been set yet but it is proposed to hold it at the School of Architecture on the topic of "Urban Landscape".

- 7 -

d) "The Landscape" Subscription

Steve Dunn to write to area reps reminding them to chase along people in their area for subscriptions.

e) Lincoln College Trip

Ross Jackson to act as the executive rep to assist in co-ordinating the Lincoln trip to Wellington.

f) Membership List

Neil reported that the list together with all details from A.G.M. 83 will be sent to member who didn't attend conference.

The meeting concluded at 2.30 p.m.

Approved as a true and correct record

.....*John Henzies*..... President
*June 22 83*..... Date

Correspondence : Inward

<u>From</u>	<u>Subject</u>
Wellington Civic Trust	Judging Competition
Judy and Peter Larsen	List
QE II National Trust	Nominations to Board
Hamish Boyd	Membership
Grant Edge	Project Record Sheets
Dept of Lands and Survey	Land Settlement Board
ARA/EAR	Meetings 1983
	Natural environment of AK
Journals Dept University of Wisconsin	Publication
Allan Rackham	Re Journal
Felicity Cambell	Co-ordinator of L.A.
Mary Anne Robinson	studies/MLA
TRADA	Student membership enquiry
Sally Mason	membership
Steve Thompson	membership list
Wellington Civic Trust	Tender of resignation
	Associate member
	Invite to Award Presentation

Journals

National Water and Soil Association	Journal
EAR	Newsletter

Correspondence : Outwards 83

<u>From</u>	<u>Subject</u>
14/3 S A Collins	Folio and back copy of The Landscape
7/3 J A Russell	Correspondence course L.A.
7/3 J Noordeloos	Employment
7/3 Peter Hybbers	Members practising/code of ethnics
7/3 W Coenradi	Membership
7/3 D Hahn	Employment
8/3 Guy Salmon N.F.A.C	Environment and Korero
Prof. Rowe Uni. Coll	Masterate course in L.A.
7/3 Hamish Boyd	Membership
8/3 S Challenger	N.Z.I.L.A and Retirement
8/3 J Woodhouse	AGM and Exec Meetings
8/3 Treasurer, I.F.L.A	Membership dues
4/3 S Economou	Auditor N.Z.I.L.A
4/3 F Boffa	Exec CHEE Membership
4/3 N Aitken	Exec CHE Membership
4/3 G Bateman	L.A merit award
2/3 J Moore	N.Z.I.L.A membership
3/3 A Joyce	Merit award presentation
3/3 S A Collins	Auck Conf
3/3 McCulloch Menzies	Annual Audit N.Z.I.L.A.
3/3 John Taylor	Student Employment
3/3 K Bannatyne	Institute Membership
3/3 J Foster	Institute Membership
3/3 D Tucker	Institute Membership
3/3 S Swaffield	Institute Membership
23/2 M Worth	Institute Membership
NFA	L'sc char. study
2/2 Priscilla Yeung	Membership qualifications
31/2 J Foster	Membership
31/2 K Bannatyne	Membership
31/2 D Tucker	Membership application

- 2 -

<u>From</u>	<u>Subject</u>
1/2 B Steele	Circulation of The Landscape
1/2 H Ahlswede	Employment
1/2 L Bosmans	Employment
1/2 S Swaffield/J Moore	Membership
1/2 M J Waters	Employment
1/2 C Corscadden	Employment
6/2 P Healy	Wellington Harbour Competition

Here endth Di's epistles

Mary Anne Robinson	Membership
Felicity Campbell	Membership
TRADA	Membership List

PRESIDENTIAL
CORRESPONDENCE

OUTWARDS

<u>To</u>	<u>Re</u>
Town Clerk Eastbourne	List of Private Practices
Borough Council	Exec Committee
Earl Bennett	Masterate Course
Prof Rower, Lincoln	Landscape Tech Course
Prof Rowe	Landscape Architecture Educ
Alan Rockham	Motorway Fellow
Steve Thompson	Membership
Chris Glasson	Hort education
Mr Pallin Wellington College	Members in pte practice
Mr Larsen	Employment
Warwick Newall	Employment
Miss K A Clark	Publicity
Barry Swift Dominion	Publicity
M Wicolaidi Evening Post	Publicity
C Forbes NZ Times	Thanks for Work
P Rough	Exec Committee
Jan Woodhouse	

INWARDS

Eastbourne Borough Council	Street tree Planting
Peter Rough	Executive committee
Earl Bennett	Travel claim
John Taylor RNZIH	Employment of students
M Taylor NZIPRA	Congrats and general
Jan Woodhouse	Executive committee work
Reed Publishers	Metcalfs book
Civic Trust Wellington	Invitation to Compet.
Simon Swaffield	Proposed visit to Lincoln
N Aitken	General
R B Mackenzie AILA	Tasmania
Steward Lincoln College	Status of Course
B George Seddon Melbourne	"Chair"
University	

MINUTES OF THE EXECUTIVE COMMITTEE M
N.Z. INSTITUTE OF LANDSCAPE ARCHITECTS (INC.) HELD
ON WEDNESDAY 16 FEBRUARY AT 67 MOTUHARA ROAD,
PLIMMERTON, COMMENCING AT 3.45 PM

Present: L. Binnie, R. Jackson, F. Boffa,
J. Beard, D. Miskell, D. Lucas,
D. Menzies, N. Aitken (Chair).

1. Apologies

E. Bennett, J. Woodhouse

Resolved: That the apologies be sustained.

Boffa/Beard

2. Minutes of the Previous Meeting of 10 December

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

Lucas/Boffa

3. Matters Arising from the Minutes

a) Environmental Impact Assessment

The Secretary reported that, regrettably, she had not yet written to the Commissioner for the Environment.

b) Academic Training

A letter had been sent to Lincoln College and the reply was discussed. The members present felt that the reply did not suggest confidence and was deliberately ignoring the matter raised by the Institute. The response was received with concern.

c) Chair in Landscape Architecture

Di Lucas suggested that she was some distance from central information and agreed with the Chairman's suggestion that members be asked for assistance.

d) Strategy Plan

Don Miskell presented a report - appended. In conclusion he noted that the S.P. had failed to involve a wide range of Institute members as intended, although progress had been made. He suggested that the concept be continued as a number of tasks in the coming year.

e) Landscape Character Study

Tony Jackman was reported to be starting his B.R.C. contract in early March. N. Aitken accepted nomination as the Institute's representative on the B.R.C. Advisory Group. Neil to advise B.R.C. of this.

- 2 -

f) Job Questionnaire

Libs presented analysed results of the job questionnaire. While the results were interesting it was agreed that a more statistically accurate survey should be undertaken on an annual basis, sent out with subscription accounts.

Resolved: That Lois Binnie and Jim Beard submit a preliminary report to the next Executive meeting on an annual job survey.

Miskell/Menzies

g) Scale of Fees & Conditions of Engagement

Jim Beard is at present editing this work and hopes to soon present a draft.

h) IFLA Report

Rob Gay has prepared a brief report for presentation to the A.G.M. It was noted that the proposed Hong Kong Conference in September conflicted with the IFLA Grand Council and that, despite claims to the contrary on the Hong Kong publicity brochure, the conference has not the support and backing now of IFLA.

i) Challenger Malcolm Awards

Frank Boffa advised that he had taken the matter up with Bill Toomath initially, and would continue discussions on a student design exercise.

j) N.Z. Historic Places Trust

This is to be kept before the Executive Committee to ensure that representation is made at the appropriate time.

k) Institute Application Forms

These are to be assessed and a final draft circulated to executive members for confirmation at the next meeting, and then printing.

4. Presidential Correspondence

Resolved: That inwards correspondence be received and outwards approved as previously circulated with the minutes.

Miskell/Menzies

5. Secretarial Correspondence

Inwards correspondence since 9 December

<u>From</u>	<u>Subject</u>
W. Wilson (typist)	Thank you for gift
A. Highet	Acknowledgement
Simon Swaffield & Jenny Moore	Membership

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Inwards Cont.

<u>From</u>	<u>Subject</u>
Melean Waters	Employment
Lieve Bosmans	"
Sec. for Civil Service, Hong Kong	Qualifications
Heike Ahlswede	Employment
L. Corcadden	"
S. Mort	Proceedings
B. Steele	The Landscape
D. Tucker	Membership
G. Bateman	Student Award

Circulars

ECO

Outward Correspondence

<u>To</u>	<u>Subject</u>
G. Bateman	Student Award
Native Forest Action Council	BRC Study
Simon Swaffield & Jenny Moore	Membership
Melean Waters	Employment
Lieve Bosmans	"
Sec. for Civil Service, Hong Kong	Qualifications
Heike Ahlswede	Employment
L. Corcadden	"
S. Mort	Proceedings
B. Steele	The Landscape
P. Healy	Harbour Talk
D. Tucker	Membership
K. Bannatyne	"
Judi Foster	"
John Archer	Associate qualification
John Darby	" "
Stephen Dunn	" "
Nicola Henderson	" "
John Marsh	" "
Allan Rackham	" "

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

Boffa/ Lucas

6. Treasurer's Report

The Treasurer presented a report. Details were discussed
and the costs of audit were considered.

Resolved: That a recommendation be put to the AGM that
McCulloch Menzies be not re-elected.

Beard/Boffa

Resolved: That a cheque for \$200 be forwarded to McCulloch
Menzies in payment for the audit for 1982.

Beard/Boffa

- 4 -

Accounts for Payment

N. Aitken, general expenses as detailed \$ 62.44
 Instant Bureau Services Ltd, photocopying \$ 20.
 23.65
 Resolved: that the report be received and accounts
 for payment be approved.

Boffa/Lucas

7. Membership Applications

Graduate applications were received from:

Judi Foster, Jennifer Moore, Simon Swaffield
 Christopher Glasson

Student applications were received from:

Kay Bannatyne, David Tucker

Resolved: That the above applications be approved.

Membership Resignation & Purging

Marion Worth's resignation was accepted with regret.

Resolved: That G. Brakey, Jill Corson and Raewyn Gillgren,
 being over a year in subscription arrears, be
 deleted from the membership list.

Resolved: That Ray Wright's resignation (while overseas)
 be accepted.

Resolved: That D. Menzies make further effort to encourage
 Grant Reid and Dennis Scott to remain members.

Lucas/Beard

8. Cuttings

Neil agreed to follow the next issue up with Earl Bennett.

9. The Landscape

Frank Boffa presented a report on the finances and
 alternatives.

10. General

a) AGM: The programming was discussed.

b) Beautiful New Zealand: Ross Jackson reported on the
 latest "state of the play".

c) Student Thesis: Neil Aitken presented a student thesis
 on large scale lignite mining to the Executive. D. Menzies
 agreed to read the thesis initially.

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The meeting concluded at 5.00 p.m.

Approved as a true and correct record.

..... President

..... Date

Next Meeting

Thursday 24 March at Housing Corporation Committee Room,
12th floor, Lambton House, commencing at 10.00 a.m.

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS

MINUTES OF SPECIAL MEETING OF EXECUTIVE COMMITTEE HELD AT
NEIL AITKEN'S HOME, 67 MOTUHARA ROAD, PLIMMERTON ON
16 FEBRUARY 1983.

The purpose of the meeting was to elect office bearers, comprising the positions of President, Vice-President, Secretary and Treasurer for the 1983/84 Executive Committee, in accordance with Article 3.2 of the Constitution.

In Attendance

Neil Aitken (Chairman)

Members of the 1983/84 Executive Committee comprising:

James Beard
Lois Binnie
Ross Jackson
Diane Lucas
Diane Menzies
Donald Miskell

An apology was received from Janet Woodhouse.

One nomination was received for the position of President:

Diane Menzies
Proposed: Diane Lucas
Seconded: James Beard

CARRIED

There was general discussion on the position of Vice-President and it was suggested that Donald Miskell accept nomination. He declined and there was one nomination received:

Diane Lucas
Proposed: Diane Menzies
Seconded: James Beard

CARRIED

There was general discussion on the question of electing a Secretary and it was suggested that Ross Jackson fill this position. However, this was declined due to personal and departmental commitments and the position of Secretary is, therefore, unresolved. Pending its resolution by the new Executive Committee, Neil Aitken offered his services as Acting Secretary on an interim basis.

One nomination was received for the position of Treasurer:

Lois Binnie

Proposed: Diane Menzies

Seconded: Diane Lucas

CARRIED

Janet Woodhouse was telephoned by the Chairman following the meeting and expressed her full agreement with the results.

Signed as a true and correct record.



Neil Aitken
Chairman

Date 16/2/83