

MINUTES OF THE EXECUTIVE MEETING OF THE
NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS

HELD ON THURSDAY 29 NOVEMBER 1984

AT BOFFA JACKMAN MISKELL & PARTNERS WELLINGTON OFFICE

AT 9.45 A.M.

PRESENT:

D Menzies (Chair)
D Lucas
S Dunn
D Miskell
J Beard
J Woodhouse
R Jackson

1 APOLOGIES:

L Binnie

Apologies were sustained.

Menzies/Miskell

- 2 The minutes of the meeting held on 27 September 1984 were accepted as a true and correct record subject to the following corrections -

Item 7 - The first sentence should read: Following the workshop the group who attended prepared a High Country Policy instead of Di Lucas prepared a High Country Policy.

Item 26 - Second paragraph should read: The Institute of Ag. Science is running a seminar on water and NZILA have been asked to attend.

Item 26 (B) - This item should read: That Di Lucas be the NZILA representative at the Major Design Presentations and Landscape Architecture Merit Awards at Lincoln College.

Item 13 - Include the word "course" after Technology.

(B) 1st paragraph to be deleted and replaced by:
"The College is discussing the future of the course and the possible upgrading of the senior position".

Item 11 - Delete Gabrielle Blackley.

Menzies/Lucas

3 AWARDS

Ross tabled a draft outline of the scheme for inclusion in the Landscape. After discussing details it was left to Jan and Ross to sort out with Frank Boffa for inclusion in "In Brief".

4 WORKSHOPS

Don reported that the Public Participation Workshop was successful and landscape architects from local bodies seemed to get a lot out of it.

Revegetation Workshop - Herwi Scheltus is running a course in December and plans to repeat it in February 1985.

5 LANDSCAPE BROCHURE

Don advised that Mary Anne Robinson has suggested the \$150.00 be given to Colleen Priest to prepare a mock-up for the end of February. If the Institute is satisfied with it Mary Anne will do the text.

Steve Dunn to write to Colleen to thank her and advise her of all the current NZILA letter head logo etc and ask could she finish by the end of February.

6 PUBLICITY

Jan reported that Ross now has the display boards. She had them all photographed which cost \$296.00.

Jan suggested a small sub-committee should be responsible for sending out the boards, and organising further ones as appropriate. Suggested committee to be Ross Jackson, Conrad Pharazyn, Kay Bannatyne or Neil Bromley. Committee to be responsible for developing packages for transporting, looking into insuring them and drawing up a list of organisations and groups to advise of their existence. Ross to organise and prepare a note for "In Brief".

Jan is to contact publicity task people to encourage them to pursue activities in their allotted areas. She would also like these people to keep a scrapbook on publicity received.

7 KIDS LANDSCAPE BOOK

Jan reported that Dave Tucker has not produced anything yet. She will contact him to try and tie him down to a specific programme and to have something by the end of February.

8 HIGH COUNTRY SEMINAR

Di Lucas reported that there were 5 NZILA reps present plus additional members of their Dept. tickets. Purpose of the seminar is to provide direction for the Land Settlement Board and Lands and Survey. Di considers a lot of direction was provided from this preliminary seminar. Proceedings will be published.

9 BRANCHES

Don advised that a constitutional amendment is prepared and this will be presented as a remit at AGM. Don will pass details onto Steve who will notify area reps asking them to consider organising the formation of Branches in their district.

10 NZILA FELLOWS

Further to a letter from Tony Jackman suggesting this category be extended after lengthy discussion it was resolved that; Neil Aitken, Frank Boffa and Robin Gay be elected as Fellows of NZILA.

Beard/Woodhouse

Di Menzies will follow up the preparation of citations.

It was agreed that the election of fellows be discussed annually.

11 LINCOLN COLLEGE CO-ORDINATOR

Di Lucas advised that the position was to be re-advertised in NZ and overseas. Because nobody could be seconded for 1 year the college has agreed to a 1 year teaching fellowship. Mary Anne Robinson is talking to a number of people while in the UK.

A Studio Tutor position was advertised but no suitable applications were received.

Di Menzies will write to Graham Densem and advise him of the positions at Lincoln.

12 I.F.L.A

Neil Aitken, Rob Gay and Frank Boffa joined the meeting at 11.30 a.m. and the President announced to them that they had been elected Fellows of the NZILA.

Jim Beard tabled a report on his attendance at the IFLA Congress. Jim said the opportunity to attend the Grand Council meeting and to spend time with the various delegates from around the work was tremendous.

Of the papers presented, apart from those given by George Seddon and Julius Fabos, he found them generally of a poor standard. However, a lot of the results on the ground were very good.

Jim put a motion on the fees structure to the Grand Council. This was accepted and requires only Fellows and Associates to be levied by IFLA. Jim said the 1984 financial situation between NZILA and IFLA has been resolved verbally.

Rob Gay reassured members that IFLA financial matters have been tightened up considerably after a period of bad handling. Rob suggested that Di Menzies send details of our records and a clear statement to Zvi Miller to clarify the records.

Rob also reported that Jim had presented the NZ case very successfully and that Di Menzies' letter to Zvi Miller made the picture quite clear.

Di Menzies thanked Jim for appearing as the NZILA delegate and his report. In reply Jim complimented Rob Gay for all his work on IFLA and emphasised the importance for NZILA to continue as members.

Rob advises that there are opportunities for interested people to become involved on a number of committees and cited "Roads" and "Landscape Planning of Rural Areas" as 2 examples. Di Menzies will write to John Boyd and ask if he would be interested in the "Roads" committee.

Neil Aitken tabled a list of IFLA correspondence including nomination forms for the following posts:

A 1st Vice President - Rob Gay was nominated.

Menzies/Beard

B 1st Vice President Eastern Region - I P Santos was nominated.

Menzies/Gay

C IFLA Secretary General - A S Schmid was nominated.

Menzies/Gay.

Neil to send off nomination forms. The committee discussed the next IFLA Congress to be held in Japan in May 1985 and the possibility of assisting a member to attend. Di Menzies will put a general submission to the Japanese Cultural Centre and to the Minister of Tourism for assistance.

13 B.R.C. JACKMAN REPORT

Neil Aitken advised that a discussion document is due out early in 1985. A companion booklet is still under discussion. It could possibly be in the form of a video.

14 THE LANDSCAPE

Frank Boffa advised that nothing has changed since the last report. They are obtaining a lot of advertising through an agent. The editorial committee hope to have some colour in future editions but have made a policy decision to retain black and white for the cover. Some of the future themes being considered include Wetlands, Residential Landscape, Recreation etc but while the focus will be on a particular theme it will not be exclusive. They still have to push for articles. Frank paid special tribute to Boyden Evans and Julia Williams for all their work.

Resolved: That a letter of thanks be sent to Boyden and Julia.

Woodhouse/Jackson

Jan congratulated Frank for his fine efforts in the management and production of the journal.

15 MERIT AWARD

Di Lucas recommended that Wendy Davies receive this award. Di also advised that the standard of major design presentation was very high this year.

Resolved: That Wendy Davies receive the NZILA Student Merit Award.

Menzies/Miskell

16 GUIDELINES FOR ASSOCIATE MEMBERSHIP

Di Lucas to add comments and return to Jim Beard for completion.

17 LANDSCAPE EDUCATION

Di Menzies has written to Prof. Bartlett at Auckland Univeristy regarding their proposed Batchelors degree in Landscape Architecture but has had no reply. Jan will call Prof. Bartlett.

Jan asked what direction should we be taking with education. She suggested the Institute should decide and advise the universities. It was agreed that Education should be directed towards what is best for the landscape.

Jim feels we must remain united in working towards objectives and not have some opposition branch emerge.

Di Lucas feels we should have graduate requirements to join the Institute as is the case in US and UK.

It was agreed that we need schools that are accredited to NZILA and every 5 years or so they are reviewed.

Jan to write to US and other countries to enquire about their methods of accrediting.

18 QUESTIONNAIRE

Ross advised that it will be ready for printing early in the New Year but it appears the results wont differ greatly from the interim report.

He suggested that a questionnaire should also be sent to people working in the landscape field who are not members of NZILA to obtain a fuller picture. Ross to organise in 1985.

19 MEMBERSHIP

No new applications. Approval was given for Ray Wright to rejoin.

Overdue Subscriptions

Robertson - it was agreed this name should be deleted from the membership list.

J Goodwin - Steve Dunn to write to his parents.

L Vasbenter - Jim Beard to contact.

D Scott - Ross to contact.

C Findlay - Don to contact.

20 TREASURER'S REPORT - Copy adjoining.

A Subscriptions

Resolved: That the recommended increases as indicated on page 4 be adopted with the addition of the words "plus inflation allowance" after \$10.00 per year.

Menzies/Jackson

This item will require ratification at AGM.

B Payments for approval

Resolved: Accounts for payment as indicated in item 1 were approved for payment along with the following additional accounts -

D Lucas - Tolls	\$ 19.34
N Aitken - Postage	11.73
Boffa Jackman Miskell & Partners - Seminar Expenses	222.00
Merit Award - Wendy Davies	100.00
Secretarial Expenses - Cuttings & Postage	97.36
Instant Bureau Services - "Cuttings"	46.15

Menzies/Jackson

The remaining portions of the report were held over to allow members more time to study and consider the various items.

Jan advised that \$3,264 profit from Conference should be discussed at next meeting. She will prepare a list of suggestions and forward the money to Lois to place in a term deposit.

Jim suggested a building fund should be considered.

Resolved: That it be recorded that the executive is very appreciative of the efficient work and the matter Lois Binnie has carried out her work as Treasurer.

Beard/Menzies

21 CORRESPONDENCE _ Adjoining

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

Menzies/Miskell

22 ASSOCIATE INTERVIEWS

Di Menzies advised that the interview panel will be R Gay (Chair), D Menzies, F Boffa, J Woodhouse and R Jackson.

23 MINISTRY FOR THE ENVIRONMENT

A report by a Task Group is to be circulated by Steve. Any comments are required by 31 January 1985. Di Menzies will collate the comments and forward an NZILA submission.

Di Menzies briefly advised the committee of recent meetings and presentations with the Caucus Committee on Primary Industries and Philip Woolaston. A Land Use Summit Conference is to be held probably in February 1985. Di Lucas agreed to attend and speak on behalf of NZILA.

Conference 1985

Di Menzies has written to Mike Moore asking him to open the conference.

Lois Binnie has requested a float loan for the organising committee.

Resolved: That a loan of \$300 be sent to the organising committee.

Menzies/Woodhouse

GENERAL

- A A short discussion was had on nominations for executive for 1985-86.
- B Don Miskell tabled a booklet put out by professional engineers for members. It contains relevant information to the profession and Don feels something similar could be produced by NZILA in the future.

There being no further business the meeting concluded at 4 p.m.

Approved as a True and Correct Record

President

David Hingis

Date

21.2.85

NZILA TREASURER'S REPORT29 NOVEMBER 19841. PAYMENTS FOR APPROVAL:

The following payments require approval:-

Cheque No.

596058 -	J. Beard - travel to Christchurch 7.8.84	126.00
596059 -	Instant Bureau Services - Cuttings 43 and copying	53.10
596060 -	D. Miskell - Executive Travel	250.00
596061 -	J. Woodhouse - Executive Travel	250.00
596062 -	L. Binnie - Executive Travel	250.00
596063 -	D. Menzies - Presidential expenses	181.85

2. OUTSTANDING SUBS.

The following members still have not paid their subs.

Findlay 1983 and 1984	127.00
Goodwin	81.00
Robertson	50.00
Scott	81.00
Vasbenter	81.00
	<u>\$420.00</u>

3. MONTHLY SUMMARIES:September 1984

Opening balance		5454.05
In	+ 749.42	
Out	- 763.99	
Closing Balance		<u>5439.48</u>
Bank Statement Balance 30.9.84	6039.44	
Cheque No's 735971 and 596051 - 596057 not yet presented	599.96	
	<u>5439.48</u>	

October 1984

Opening Balance		5439.48
In	+ 269.00	
Out	- 126.00	
Closing Balance		<u>\$5582.48</u>

Bank Statement Balance 31.10.84	5723.80
Cheque Nos. 596053 and 596058 not yet presented	<u>141.32</u>
	<u>5582.48</u>

Summaries of inwards cash for September and October are attached.

4. INVESTMENTS:

Investments as at 31.10.84 are:-

Term Deposits	\$5012.05
Investment Accounts	\$1235.18

5. CURRENT BALANCE:

The approximate current account balance as at 26 November 1984 is \$6079.53. This includes the Environmental Council Grants of \$3260.00.

6. 1984 FINANCIAL ASSESSMENT:

The following roughly summarises our finances for the year. It must be remembered that the \$600 typewriter and the \$667.50 student award payment are both one off costs which are unlikely to be repeated. However it appears that the Institute will have an income deficit for 1984. The 1983 surplus is large enough to cover this imbalance. Taking into account expected income and expected expenditure for the year, the current account should have a surplus of up to \$1450 at the end of the year.

INCOME:

Received - i) 1983 Subs.	198.00
ii) 1984 Subs.	7707.50
iii) Application and Exam Fees	60.00
iv) Interest on current account	161.42
v) Conference '84 - Refund of Loan	143.60
vi) Seminars	248.00
vii) Landscape Levy	80.00
viii) Miscellaneous	<u>38.00</u>
	<u>8636.52</u>
Expected - i) 1984 Subs.	420.00
ii) Exam Fees - say	<u>200.00</u>
	<u>620.00</u>
<u>TOTAL:</u>	<u>\$9256.52</u>

EXPENDITURE:

Paid	i) Landscape Subs \$4933.75 - \$1310.00 (special levy, 1983 cost)	3623.75
	ii) Secretarial - includes \$600 typewriter a 1 off cost	1554.20
	iii) Audit	205.00
	iv) Exec. travel \$1376.00 - \$500.00 (1983 costs)	876.00
	v) Printing and cuttings	808.88
	vi) A. G. M.	49.93
	vii) Subs. to other organisations	40.00
	viii) Student Award - (one off cost to boost fund)	667.50
	ix) IFLA	478.99
	x) Miscellaneous	54.35
		<hr/> 8358.60
Expected	i) Printing/Cuttings - say	100.00
	ii) Secretarial say	200.00
	iii) Seminars - "Political Influence"	218.00
	iv) Landscape deficit	450.00
	v) 1985 Conference Loan	250.00
		<hr/> 1218.00
	<u>TOTAL:</u>	<hr/> <u>9576.60</u>

PROJECTED 1984 DEFICIT:\$320.087. 1985 SUBS:

The Consumer price index for the 12 months ending 30 September 1984 rose by 7%. If the subs for 1985 were to be adjusted accordingly then we could expect an income from subs. of \$9850.00. In addition another \$400 could be expected from application and exam fees, and interest but this figure is partly negated by the discount on subs. When this is compared with 1984 expenditure, and allowing for say 10% inflation, our projected costs would be \$10535.00 for 1985. Other % increases are compared in the following table.

-4-

Category	Members	1984	7%	10%	12%	15%
Fellows	1	88.00	94.16	96.80	98.56	101.20
Associates	70	81.00	86.67	89.10	90.72	93.15
Graduates & Affiliates	63	50.00	53.50	55.00	56.00	57.50
Students	20	14.00	14.98	15.40	15.68	16.10
Retired	1	25.00	26.75	27.50	28.00	28.75
TOTAL SUBS. INCOME	-		9857.91	10134.30	10318.65	10594.95

Given that in 1984 we had two major costs (the typewriter and the increase in the student award fund totalling \$1267), it is recommended that we opt for a 12% increase in fees, the fees being rounded off to:-

Fellow	\$98.50
Associates	\$91.00
Graduate/Affiliate	\$56.00
Student	\$16.00
Retired	\$28.00

discount of \$5.00 could again be allowed for fellows, associates, graduates and affiliates if subs. are paid by 31 January 1985.

In addition, I would recommend that:-

1. Application fees for membership be increased to \$15.00.
2. Associate exam fees be increased to \$30.00.
3. After 3 years in the graduate category, graduate fees should rise by \$10.00 per year for the following three years, so that graduates are encouraged to become associates. Those graduates not in employment could pay only the base rate and those who have applied and failed their associate exams could be exempt from the following year's increase. This could be a little complex for the secretary or treasurer to administer initially but I believe that it could be made to work.

L. I. Binnie

L. I. Binnie,
TREASURER.

SECRETARIAL CORRESPONDENCE - INWARDS 18 Sept - 29 Nov 84

- 18 Sept. A. Purdie : employment for overseas student.
T. Palethorpe : 84 sub
Instant Bureau Services : invoice
MFAC Newsletter
L. & S. : Parkscape
26. ARA : Landscape assessment of Auckland Region
B. Brocock : sub.
- 5 Oct N. Henderson : sub
Human rights commission: Newsletter
B. Hoare : L.A. courses in Australia
M. Buckland : private practice listing
J. McLeod : sub
Instant Bureau services : invoice
- 13 A. Jackman : working Fellows of N.Z.I.L.A.
16. C. Preist : private practice list
F.O.E. : milk packaging
Land Settlement Board : '85 meeting dates.
G. Wilson : sub
- 23 J. Simmons : Associateship info.
D. Sissons : R. Wright address.
"Plantech."
Korean Traditional Garden Research Assoc. : publication
H. Baxter : sub.
- 24 Otago Univ. : Nelson Lakes publication
26 Greenpeace : Nuclear / Antarctic policy support.
Nicola Heads : L.Arch. information.
Hong Kong Landscape Group : newsletter
F. Jaquet : employment in N.Z.
Tussock Grasslands & Mountainlands Institute : Aspect pub.
B. Reid : Change of address.
N. Hutton : sub
- 30 S. Thompson : sub.
- 1 Nov. Westpac statement.
2 Nov. ECO : newsletter
5. S.P.A. : journal
- 12 C. Findlay : 'Our Political Awareness' seminar
S. J. Carter : sub.
MWD Planning research index 1984

INWARDS cont.

- 12 Nov J. Volpe : sub
T. & C. Planning : Planning Bulletin 21
19 Instant Bureau Services : invoice.
G. Bateman LALA 'Inserts 2' copy
19 R. Wright : membership certificate
26 Victoria Univ. : Design Retreat publication payment.

OUTWARDS 18 Sept - 29 Nov 84

- 4 Oct. D. Marchant : IFLA Conf. Japan 85
Lyndon Ferry : L.A. in Private practice
M. Buckland : receipt / private practice listing.
- 8 J. Volpe, C. Findlay, H. Baxter, A. Vastbenter, J. Goodwin,
G. Wilson, S. Carter, J. McLeod, S. Thompson, P. Robertson,
N. Hutton : subscription arrears.
- 9 Notice to all graduate members : Associate exams
12 A. Porteous : Affiliate membership acceptance.
23 J. Simmons : Associate info.
29 C. Preist : Private practice list.
- " All exec. members : High Country policy.
- 2 Nov J. Rowe Frandsen : employment in N.Z.
7 Univ. of Canterbury, Victoria Univ., Dunedin
Public Library, Otago Univ. library : Design Retreat pub.
R. Wright : Associate certificate / membership.
9 Nicola Heads : NZILA info.
F. Jaquet : employment in N.Z.
Brendon Hoare : Australian L.Arch. courses.

RECORD OF IFLA CORRESPONDENCE

28/9/84 : To Dr Werkmeister, Ed IFLA News,
enclosing article for IFLA News No 14

2/11/84 : From Secretariat - 45 minutes forum
for offices of first Vice Pres,
3 Regional VPs & Sec Gen.

21/11/84 : From IFLA / JICA re international
student competition to be run in
conjunction with the '85 World
Congress.

27/11/84 : Letter to M A Robinson encl
IFLA / JICA Competition info

2017. 04.169.02

Minutes of Executive Meeting (Non Quorum) of the New Zealand Institute of Landscape Architects Held on Friday October 26 1984 at the Environmental Council Office, 108 The Terrace at 12.30 p.m.

Present

Di Menzies, Di Lucas, S Dunn, R Jackson.

1 Correspondence

Di Menzies advised of recent letters sent out including;

- (a) Letter to the Department of Tourist and Publicity congratulating them on their awards but advising that on Midland Park Ron Flook should be classified as a Landscape Architect and not Architect as listed.
- (b) Letter to Alan Morgan re "Ready Lawn News" suggesting N.Z.I.L.A. and Landscape Contractors get together to discuss mutual areas of interest.
- (c) Letter to Zvi Miller (President of I.F.L.A) explaining N.Z.I.L.A. stand on fees and that N.Z.I.L.A. were not trying to pull away and do support I.F.L.A.

High Country Seminar

Draft Policy is to be sent to all executive members for comment. At this stage it appears N.Z.I.L.A. representatives to attend at Lincoln will be Clive Anstey, Alec Wilson, John Hudson and Tony Jackman. Alan Petrie, John Darby, Robin Gay and Claire Findlay will be attending under a Lands ticket while Di Lucas will also be present.

Subscriptions

8 subs still outstanding.

Lincoln College Co-ordinator

Di Lucas advised that Lincoln are still looking for somebody to fill in as a Senior Lecturer although long term also requires a Co-ordinator.

Dates for Next Meeting

Next full meeting of executive is Thursday November 29.

Associate interviews are scheduled to be held on December 5 and 6. It is proposed to send out the examination chairmans report and results to Executive members the week after the interviews followed up by a telephone call to members for their approval. If it is necessary an executive meeting will be called for on the 17 December.

Interview panel are : R Gray (Chairman), D Menzies, F Boffa, J Woodhouse, R Jackson.

The meeting concluded at 1.30 pm.

13 October 1984

35A Seaview Road
Paremata
Wellington

The Executive
NZ Institute of Landscape Architects
Box 10-022
Wellington

Dear Exec.

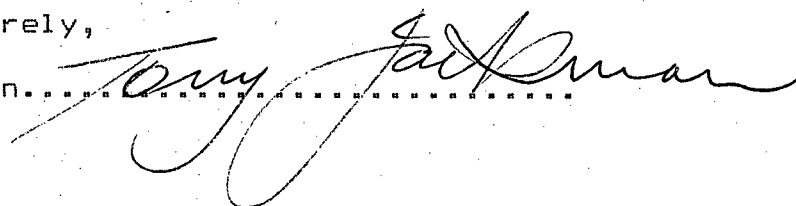
For More Working Fellows of the Institute

I would like to draw Exec's attention to the fact that I am very lonely as the only working Fellow of the Institute, yet there are several who have worked long and strong since the Institute's inception now 11 long years gone. In my opinion those several now need recognition for those efforts, so many of them voluntary.

As the sole recipient of a Fellowship, I can vouch that such an Honour gives one a renewed enthusiasm for the landscape cause. Such Honours should not be handed out that lightly as I know you'll all agree, but there are three Past Presidents around who I suggest should be given your Fellowship consideration, perhaps with a Queenstown ceremony in mind?

Yours sincerely,

Tony Jackman.....

A handwritten signature in cursive script, reading 'Tony Jackman', written over a dotted line.

MINUTES OF THE EXECUTIVE MEETING OF THE NEW ZEALAND INSTITUTE
OF LANDSCAPE ARCHITECTS HELD ON THURSDAY SEPTEMBER 27 AT
BOFFA JACKMAN MISKELL AND PARTNERS WELLINGTON OFFICE AT
9.45 A M

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

1 APOLOGIES J Beard

Apologies were sustained

Menzies/Miskell

2 MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings held on May 30, June 28 and
the Quorum meeting of July 27 were accepted as a true
and correct record subject to the following corrections:

May meeting - P2 minimising is mis-spelt
- P3 Jerry Roy should read Jenny Roy and
- Miskell is mis-splelt

Menzies/Jackson

3 AWARDS

Ross reported that Matt Pascoe has been ill but has
finally produced a photo of the trophy and will have 3
trophies produced in 2 months.

It was decided to wait till 1985 and to be fully
prepared to promote and call for nominations for both
awards. Challenger Award will be a citation while the
Malcolm Award will be the trophy.

Ross and Jan to prepare article publicity and
announcement of awards scheme and organise with Frank
Boffa.

4 TASKS

Don reported that Mary-Anne Robinson is unable to do any further work on the pamphlets till the New Year.

Don tabled a draft cover/folder which would contain various sheets of information on the profession as they are produced. To produce 2000 will cost \$2,000 plus \$500 for art work. Each page of information will cost approximately \$350 to produce 2000.

Resolved: To proceed with the printing of the cover following the receipt of 2 further quotes and further discussion with the designer over the format.

Menzies/Miskell

5 WORKSHOPS - PUBLIC PARTICIPATION

Don advised that it will be held on October 27 at Lincoln limited to 20 people. Different people will chair the 4 sessions.

Type of work being carried out in different areas, trends, opportunities are subjects to be explored.

6 BRANCHES

Don tables an amended draft proposal (copy adjoining). After discussion there was general agreement with the draft. A note is to be included in Cuttings advising that the draft is available. Copies are to be sent to each area.

7 WORKSHOPS - HIGH COUNTRY

Di Lucas has prepared a High Country Policy following the workshop. Claire Findlay is sending it out. Di advised that a High Country Landscape Seminar is being held at Lincoln in November. It is being organised by the Land Settlement Board and Tussock Grasslands.

8 WORKSHOP - REVEGATATION

Herwi Scheltus is conducting a workshop at the end of November or early December at Taupo.

9 (a) I.F.L.A.

Neil Aitken joined the meeting at 11 a.m. and presented a report (copy attached).

Ross to provide Neil with N.Z.I.L.A. information to send to I.F.L.A. News.

Neil spoke of the student and graduate overseas exchange which he is looking at and is discussing with the Department of Labour. He notes that students seem to prefer 3-6 months while graduates favour 6-12 months.

(b) I.F.L.A. FEES

Di Menzies has written to I.F.L.A. expressing concern about where the fees are going. Item to be discussed at next full meeting when Jim Beard and Rob Gay have returned.

A receipt has now been received from I.F.L.A. for the fees cheque. The first cheque that went missing was found to have been deposited in the I.F.L.A. bank account as is the 2nd cheque. We therefore have a credit at the present time.

10 B.R.C. JACKMAN REPORT

Neil reported that the Technical Support Group met in June and prepared a report for the July meeting of the B.R.C. committee which was very well received.

The Technical Support Group was then asked to produce a small simplified version of Tony's report. Neil has been trying to obtain finding through the Environmental Council and Ministry of Works and Development. He is finding it a major exercise and a discouraging one of recent times due to a lack of support from the Technical Support Group. He feels the Technical Support Group has completed its task.

4TD2.15A

4

The editing of the main document is now well advanced and Neil feels it will be a major breakthrough as it will be the first of its kind.

D¹ Menzies suggested waiting till Neil has a response from the Technical Support Group before considering further the production of the summary edition.

11 MINISTRY FOR THE ENVIRONMENT

D¹ Menzies advised that she, Neil and Gabrielle Blackley had a meeting with the Task Group who are looking at the formation of a Ministry.

After discussion it was agreed that Di, Neil and Tony Jackman request a meeting with the Minister for the Environment.

Neil left the meeting at 12-15 p.m.

12 THE LANDSCAPE

Frank Boffa joined the meeting and advised:

- (a) Next issued due out in October.
- (b) Projected loss for the year is now down to \$450.00.
- (c) Environmental Council have granted \$2,500 for a special issue on Wetlands in 1985.
- (d) Printing is now being carried out in Palmerston North and the figures have been established for the next 4 issues.
- (e) Subscriptions totallled 364 (134 N.Z.I.L.A. members). Two years ago it was 321.
- (f) N.Z.I.L.A. members are not very forthcoming with articles.
- (g) Wetlands edition will be slightly larges with copies for M.P.'s, Catchment Boards etc.

Di Menzies congratulated Frank, Boyden and Julia for their efforts and also noted that it is important to keep pushing for increased subscriptions now rather than wait around. Frank will organise a gift subscription leaflet and send out and also give a note to Steve Dunn for "Cuttings".

13 (a) LINCOLN COLLEGE AND ACADEMIC TRAINING

Di Lucas advised that the Parks section will run a new Dip in Parks and Gardens Technology which will not be a design based course.

The Masters programme will commence in 1986.

The Landscape Diploma will always have 15 students per year from now on.

(B) CO-ORDINATOR

Di Lucas advised that only 1 applicant look suitable. The Professional Board is concerned about where the course is going and are talking about the creation of a chair.

Di Menzie discussed the various issues and the concern expressed by a number of Institute members recently. Di Lucas said that there has been big changes in the past few weeks and that the Institute should not do anything at present.

Don said that Auckland is thinking of starting a degree in landscape architecture. It was agreed that Di Menzies should write to Auckland enquiring and express interest and offer assistance after the matter is discussed further at the November meeting.

14 SUBSCRIPTIONS

\$934.00 still outstanding. Steve will send out letters on 1 October advising that members have 3 months to pay or possibly lose their membership.

15 MEMBERSHIP

Don will contact Martin Conway to see if he is still going to continue.

Steve to contact Ray Wright to see if he wishes to rejoin the Institute.

Resolved: That the application by Angelea Porteous for affiliate membership be accepted.

Miskell/Menzies

16 TREASURER'S REPORT (Copy adjoining)

Resolved: That the Treasurer's Report be received and accounts be approved for payment.

Binnie/Miskell

17 CIVIC TRUST CONFERENCE

Frank Boffa said it was very "ho hum" and he would rather pay for himself and not submit a report.

18 AUCKLAND CIVIC TRUST

Jan reported on a meeting of all the design professionals addressed by Rex Nicholls who spoke about the Wellington experience with the harbour competition. A group has been formed to run a campaign and method of approach.

19 PLANT DESIGN COMPETITION

After discussing a letter from Peter Sergel and the implications he indicated are likely to arise from such a competition, it was decided we are fully committed at this stage. Di Menzies will write to Peter and thank him for his constructive comments.

Di would like members to consider for next meeting how we would assist in promoting "Year for the Urban Tree".

4TD2.18A

7

20 NATIONAL PARKS CENTENARY

To be held in 1987. Tony Jackman has written a letter with various suggestions following a discussion with Bing Lucas. Di Menzies will contact Bing Lucas and ask for further discussions on the matter.

21 EDUCATION COMMITTEE

Neil and Di Menzies will collectively put their thoughts together to formulate a brief to relook at examination procedure for 1985.

Examination Panel: In the absence of Jim Beard (overseas on holiday) the following names were put forward as suggestions for the 5 required.

Jim Beard	-	Private Practice
Frank Boffa	or	Tony Jackman
Di Menzies	-	Local Bodies
Ross Jackson	-	Central Government
Boyden Evans	or	Peter Rough - Lands background.

Don feels that a panel of 3 should contain 2 with previous experience.

22 CONFERENCE 85

Lois reported that planning is progressing and the proposed format is:

Day 1	Keynote people presenting papers.
Day 2	Field Trip
Day 3	Board Spectrum of Landscape Architects giving short papers.

The committee is considering approaching Mike Moore to open the conference.

Don asked if one person could be appointed as convenor. Mike Field and John Darby have tended to take the role.

4TD2.19A

8

23 CONFERENCE FUNDS

Di Menzies said that in the past any profits from conferences have been given back to the Institute. Jan said some funds were being used to have the display boards upgraded and some of the paper and notes retyped where necessary. She said the profit would be passed over to the Institute but the 84 Conference Committee would like to see it placed in a consolidated fund for a specific purpose.

24 ESTABLISHMENT OF ADVISORY SERVICES

To be discussed at next full meeting of executive.

25 CORRESPONDENCE

Attached.

26 GENERAL

- (a) High Country Seminar to be held at Lincoln and the proposed NZILA members to attend are John Darby, Alan Petrie, John Hudson, Clive Anstey - Reserve Alex Wilson. Di Lucas will likely attend separately.

Di Lucas advised that the Institute of Agriculture and Science is having a seminar on water which she has been asked to attend.

(b) CUTTINGS

Ross to ask Neil Bromley to be editor of the next issue of "Cuttings".

LANDSCAPE ARCHITECTURE MERIT AWARDS

Resolved: That Di Lucas be the N.Z.I.L.A. representative on the Landscape Architecture Merit Awards at Lincoln College.

Menzies/Jackson

There being no further business the meeting concluded at 4.05 p.m.

Approved as a True and
Correct Record

President

Date

Di Menzies
Nov 29 - 84

4TD2.20A

OUTWARD CORRESPONDENCE

TO

Mr T Naito
Japan

Ms M A Robinson

Hon R Marshall

Auckland Civic Trust

N Z F S

Prof Rowe

R Watson

M Barthelmch

Miss M Gora

Env. Council

Mayor WCC

Sec. Countryside Contracts

D Tucker

P Sergel

Wellington Civic Trust

F Bolt

IFLA Delegate

A L Vasbenter

IFLA President

S Collins

RE

Forest Recreation
Information

L A Merit Award

Meeting

A.L.G.

Las in Forestry

Co-Ordinator

Thanks

Thanks

Employment

Grants to NZILA

Wellington Club

Draft

Kids Landscape Board

Plant Design

Harbour Conference

" "

Thanks

Graduate Training

Various

Conference

INWARDS CORRESPONDENCE

J Woodhouse

Various

Consumers Institute

Survey

N. Z. I. L. A. TREASURER'S REPORT27 SEPTEMBER 1984.1. ACCOUNTS FOR EXECUTIVE APPROVAL:Cheque No.

735975	N. Z. I. A. Practice Bureau-Publication	12.00
735976	QE II National Trust - Annual Sub.	15.00
735977	Instant Bureau Services - A. G. M. report printing	258.14
735978	Landscape Magazine - New members sub.	248.75
735979	Madison Print - Cuttings Envelopes	206.40
735980	Instant Bureau Services - Print Cuttings 42	107.63
596051	S. Dunn - Secretarial Expenses	241.50
596052	N. Z. Post Office - Cuttings Registration	12.00
596053	L. Binnie Secretarial Expenses	15.32
596054	D. Lucas - High Country Workshop Expenses	42.35
Bank Transfer	19.6.84 - IFLA - 1984 Members Sub.	450.53
596055	RENZIE HANHAM - GRAPHIC DESIGN	90.00
596056	M. BARTHELEMY - L.A.L.A. INSERT	5.86
596057	N. A. HEDDER - B.R.C. Technical Support Costs	42.93

2. OUTSTANDING SUBS:

Subscriptions remaining unpaid as at 17.9.84 total ^{934.00}~~\$1203.00~~. A list of members yet to pay their subs. is attached.

3. MONTHLY SUMMARIES:May 1984:

Opening Balance		5662.13
In	1654.09	
Out	<u>1196.75</u>	
Closing Balance		6119.47
Bank Statement Balance 31 May 1984	6327.79	
Cheques No. 735971 - 735974 not presented	<u>208.32</u>	
		<u>\$6119.47</u>

JUNE 1984:

Opening Balance		6119.47
In	Nil.	
Out	<u>450.53</u>	
Closing Balance		<u>5668.94</u>
Bank Statement Balance 29.6.84	5818.94	
Cheque No. 735971 not presented	<u>150.00</u>	
		<u>5668.94</u>

JULY 1984:

Opening Balance		5668.94
In	319.00	
Out	<u>533.89</u>	
Closing Balance		<u>5454.05</u>
Bank Statement Balance 29.7.84	5852.80	
Cheques No. 735971 & 735978 not presented	<u>398.75</u>	
		<u>5454.05</u>

AUGUST 1984:

Opening Balance		5454.05
In	Nil.	
Out	<u>Nil.</u>	
Closing Balance		<u>5454.05</u>
Bank Statement Balance 31.8.84	5604.05	
Cheque No. 735971 not presented	<u>150.00</u>	
		<u>\$5454.05</u>

4. CURRENT BALANCE:

The approximate balance as at 24.9.84 is \$5492.85. This of course includes the Environmental Council Grants of \$3500.00

L. Binnie,
TREASURER.

24 September 1984.

SECRETARIAL CORRESPONDENCE 25 MAY 84 - 21 SEPT 84

INWARD:

- 29 MAY A Titchener ;television appearance
QEII National Trust ; sub
NZ Sign & Display Ass;membership list
- 1 JUNE M Cullen;Labour Party environment policy II
P Gibson; LA private practice list
B T Robertson; Landscape policies for high country seminar
Sarah Collins; NZILA folders
ECO; newsletter
G Densem; COA
ECO; landscape policies
- 8 Hugh Lusk; Cuttings
R Pryor;sub,COA
D Brady ; Associate info
- 12 D McKenzie; Cuttings info
University of Canty; Design Retreat pub
T Disbrowe; private practice list
C Priest; student membership application
F Cruickshank;student membership application
- 15 F Bartholomew; Private practice list
D Brady ;sub
I Lawrrence; Wellington Club buildings
- 19 National Trust; newsletter
Land Settlement Board; revised High Country policy
EAR; newsletter
- 26 Nature Conservation Council; Indigenous planting on rural lands
S Collins; Private practice listing
S Wilson; Cuttings info.
Cr. D Bull; Wellington Club building
J Woodhouse; graduate training
- 27 NFAC; newsletter
J Roy; C.O.A.
Land Settlement Board ; policy comment deadline
NFAC ; promotion pamphlets
- 6 JULY International Labour Office ; scale of fees
C Paatesch ; Employment in N.Z.
D Delamare ; Cuttings 42 returned
M Absolum ; Cuttings 42 returned
Westpac ; statement
D Feild ; sub
Madison Print ; Cuttings envelopes invoice
- 10 NFAC ; newsletter
M Buckland ; sub
ECO ; newsletter
- 14 People and Parks conference info
J Darby ; Remarkables project
S Clement ; sub
R Watson ; sub
- 20 The Copying Machine ; invoice
- 27 G Milligan ; associate application form
QE II Trust ; receipt
Soil & Water ; publication
H Evans ; sub & C.O.A.
UNESCO ; Info bulletin World Cultural Heritage
- 4 AUG N Challenger ; sub
H Boyd ; sub
L & S/ Forest Service ; Seminar registration form
Land Settlement Board ; Crown land policies
ECO ; newsletter
Westpac ; statement
- 7 IFLA ; Budapest congress info
- 14 Greenpeace ; Antartic campaign membership approach
Madison Print ; invoice
P Lynch ; Who's who advertising
R Mayer ; Cuttings info
Land Settlement Board ; visitor farm policy
SPA ; abstracts
Consumers Institute ; 'Consumers in law'updating
- 20 J Volpe ; sub reminder
Instant Bureau Services ; invoice
E Dickie ; sub
D Clutterbuck ; Conf. receipt
SPA ; abstract
B Steele ; Cuttings copy
A Town ; Japan Conference display material
- 24 J Archer ; sub
IFLA ; 1984 dues receipt
T Grerar ; student membership enquiry
K Jerard ; sub
- 28 R McTeigue ; Affiliate membership enquiry
- 31 D McKenzie ; Cuttings copy
Toastmistresses ; Wellington I T C award
M Barthlmeah ; Cuttings copy
- 6 SEPT NZPO ; Cuttings bulk postage renewal invoice
Westpac ; statement
ECO ; nweletter
- 12 Madison Print ; invoice
Noxious Plants Authority ; Clematis vitalba info
Centre for resource management ; '82/83 activities
A Porteous ; applic. for affiliate membership
- 17 A Jackman ; sub

SECRETARIAL CORRESPONDENCE 25 MAY 84 - 21 SEPT 84

OUTWARD :

- 30 MAY I.L.O. ; scale of fees
 - 8 JUN D Brady ; Associate info.
 - 12 D Lucas ; High Country seminar/ policies
P R Gibson ; private practice list
M Barthelmeh ; Institute stationery
W C C Mayor & Councillors ; Wellington Club Building
 - 28 F B Bartholomew ; private practice list
T Disbrowe ; private practice list
 - 5 JULY D Menzies, D Lucas, D Miskell, J Beard, L Binnie,
R Jackson, J Woodhouse, N Aitken, C Anstey,
K Ballentyne, M Barthelmeh, E Bennett, G Blackley,
F Boffa, S Carter, J Chin, M Conway, J Darby, B Evans
R Flook, R Gay, G Griffin, B Knox, M Absolum,
T Porteous, P Rough, J Simmons, J Williams,
E Williams ; brochure informatio for M A Robinson
S Carter ; subscription arrears
B Goodwin ; associate certificate
J Darby ; Cuttings
L Binnie ; Institute accounts
NFAC ; pamphlet enclosure for Cuttings
 - 6 J Roy ; Associate info.
 - 23 L Binnie ; Institute accounts
 - 24 C Paatesch ; employment in NZ.
 - 25 F Cruickshank, N Challenger, L Cadenhead, A Chung,
C Preist, ;student membership acceptances
A K Clark ; employment in NZ.
 - 31 F Cruickshank, N Challenger, C Cadenhead, A Chung,
C Preist ; The Landscape/Cuttings backcopies
 - 2 AUG C Pharazyn ; associate info.
G Milligan ; Associate application form
M A Robinson ; Associate guidelines draft
D Miskell ; associate guidelines draft / members in
arrears
J Woodhouse ; members in arrears
L Binnie ; members in arrears
H Lusk ; associate application form
 - 28 P T Coney ; private practice list
 - 7 SEP D Lucas ; Land Settlement Board High Country policies
 - 8 J Beard ; IFLA Budapest congress info.
 - 6 N Aitken ; IFLA receipt
A Titchener, N Henderson, J Beard, D Miskell, P Rough,
J Archer, D Lucas, J Marsh, S Collins, J Woodhouse,
B Halstead, J Parkinson, ; Japan conference display
 - 12 B Steele ; Cuttings copy
T Crerar ; student membership enquiry
R McTeigue ; graduate membership application
L Binnie ; Institute accounts
 - 14 NFAC ; return excess brochures
- Native Forest Restoration Trust ; circularising of brochures
Noxious Plants Council ; Old Man's Beard brochure

filed in Exec Minutes folder

NOTES FROM MEETING HELD ON 20.8.84

PRESENT: Frank Boffa
Rob Gay
Neil Aitken
Dianne Menzies
Ross Jackson
Tony Jackman

LINCOLN CO-ORDINATOR:

Senior Staff at Lincoln and Mary Anne Robinson support a New Zealand person for this position. Frank feels we may get into trouble with members if we suggest to Lincoln that they employ an overseas person as it may look like we aren't supporting our own members who may have applied for the position. Di Menzies said the Institute had put forward one name originally and that was of a non-member, Harry Turbott. At the 31 July Lincoln didn't have who they consider any suitable applicants. Because we are working on hearsay, as an Institute we can't do a lot at present. Writing a letter was considered but it was agreed that it would be more suitable for Dianne Menzies to call on Prof. Rowe personally and offer our services. She should arrange to take Dianne Lucas to the same meeting as well in her capacity as Vice President. If Prof. Rowe wishes to invite Mary Anne Robinson to the meeting then it is up to him, as an Institute we want to avoid personalities.

IFLA

Last year the Institute paid \$450 for affiliate subscriptions. This coming year it is going to be \$1250. If graduates are included it will be \$2300 and if full membership is included it will be \$2600. Subscriptions for the past year totalled \$6000. Dianne Menzies has prepared a full letter outlining the situation to send to IFLA threatening withdrawal.

MINISTRY FOR THE ENVIRONMENT

It was agreed a delegation of Dianne Menzies, Neil Aitken and Tony Jackman should make an appointment to see Russell Marshall and inform him of what the Institute is doing, in particular the work that Tony Jackman has carried out and to give him the background on our activities and where the Institute is going.

Minutes of the Executive Meeting (Quorum) of the
New Zealand Institute of Landscape Architects held
on Friday July 27 at James Beards Residence,
17 Talvera Terrace at 12.15 pm.

PRESENT D Menzies, R Jackson, S Dunn, J Beard,
D Lucas joined the meeting at 12.30 pm.

1 Co-Ordinator and Senior Lecturer - Lincoln College

Di Menzies has received a letter from Prof. Rowe asking what did the Institute see as necessary requirements in any appointee to the position. This was discussed and it was generally agreed that the person should have a background in planning as well as have had practical experience and an understand of the profession overall.

Comments to the submitted to Di Menzies to include in her reply.

2 N.Z.I.L.A. Auditor

Sophia Economou has left New Zealand and Di Menzies has approached Kerry Hollingsworth who has agreed to be honorary auditor. He has a BCA Hons and ACA and is employed by the Dairy Board.

Resolved: To accept the verbal resignation of Sophia Economou and to appoint Kerry Hollingsworth to that position.

MENZIES/
JACKSON

3 Associate Membership Guidelines

Jim Beard submitted a draft for comment. There was some suggested minor modifications but the full document to be discussed in detail by Education committee.

4 High Country Workshop

Di Lucas reported that 14 landscape architects were present and it was considered very successful. A N.Z. High Country policy has been prepared to submit to next executive meeting and then to the Land Settlement Board.

Di Lucas advised that the Technical support Group are staying together to prepare a 10 page "Flyer" summarising Tonys report to be released later this year.

This will have to take place between January 24 and March 26. Members must be advised by April 2 for A.G.M. on April 23.

Di Lucas advised this will be held in Christchurch in the 1st week in October.

A Resolved : That N.Z.I.L.A. pay Di Lucas
the following :

	- \$35.51
xerox, postage	6.84
	<u>\$42.35</u>

MENZIES/
JACKSON

MENZIES/
JACKSON

Approved as a True
and correct record

President
Date

Linda Gonzales
Sept 27-84

MINUTES OF THE EXECUTIVE MEETING (QUORUM)
OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS
HELD ON THURSDAY JUNE 28 AT
BOFFA JACKMAN MISKELL AND PARTNERS OFFICE WELLINGTON AT 10 A.M.

PRESENT: D Menzies, R Jackson, S Dunn, J Beard joined the meeting at 10.45 and D Lucas at 11.00 a.m.

1 APOLOGIES:

L Binnie, D Miskell, J Woodhouse.

Apologies were sustained after the arrival of Di Lucas.

Menzies/Jackson

Matters covered between 10 and 11 a.m. were housekeeping and discussion and voting was held over till a quorum was present.

2 MINUTES OF PREVIOUS MEETING:

Approval held over till next full meeting of executive.

3 MATTERS ARISING THAT REQUIRED ATTENTION:

Awards: Ross advised that Matt Pascoe has been ill and unable to photograph trophy or prepare a summary of his concept. This is holding up the calling of nominations for the award. The suggested closing date for nominations is October 15.

4 TASKS:

Di Menzies has corresponded with Mary Anne Robinson enquiring whether she required any assistance due to her current heavy workload. Mary Anne advised she is able and wants to complete the work. In the latest addition of Cuttings she has requested information from members. To ensure she gets a quick response it was decided to make it compulsory for executive members to respond and that a note be included with Cuttings to 25 members asking them specifically to respond. Di will send a note to Mary Anne advising her and also suggesting that some of the Environmental Council grant could be spent on materials now.

5 GUIDELINES

Jim is attempting to rewrite the objectives as he feels this is where there has been some confusion and problems have arisen. He considers the problem is related to the different philosophical approach of the profession in the U.S. as compared to Britain.

6 PUBLIC RELATIONS:

Di Menzies feels she has insufficient time to attend to this task and she will talk to Gabrielle Blackley and see if she is prepared to take it on.

7 I.F.L.A.

Due to I.F.L.A. maintaining they have not received 1984 N.Z.I.L.A. subs, Di Menzies to send repeat payment to ensure the Institute still has voting rights. The bank is checking to find out where the money has gone.

Resolved

That approval be given for a repeat payment of 1983 dues on the understanding that proceedings against the recipient be taken as soon as the bank advise who the recipient was.

Menzies/Beard

Jim Beard will follow the matter up with the bank.

Elections for President and Treasurer. It was agreed that Neil Aitkens suggestions be accepted.

8 WORKSHOPS:

High Country Seminar: Di Lucas advised that it is being held 4-5 July.

9 B.R.C. JACKMAN REPORT

Di Lucas advised that Tony's report is really exciting and has tremendous possibilities and also implications. It is basically accepted in its present form but will require a lot of P.R. work.

Neil Aitken will report back to the next meeting.

10 TREASURERS REPORT

Lois reported she has not received a bank statement and almost nothing has happened since last meeting.

11 APPLICATIONS FOR MEMBERSHIPResolved:

That the following student applications for membership be accepted:

FIONA CRUICKSHANK
COLLEEN PRIEST

Menzies/Lucas

12 THE LANDSCAPE

Ross reported on meeting held with The Landscape Editorial Committee on 26 June. Frank Boffa had advised at the A.G.M. a shortfall of \$2,500 was expected. However, through additional advertising and some new subscriptions it is now expected to be \$1,100. It was agreed at that meeting that it is still very important to keep working to increase the numbers of subscribers and it was suggested that large private firms may be a possibility. From experience it appears that personal contacts are the most successful way to make in-roads.

Continuation of The Landscape in 1985 will have to be assessed later in the year.

The Editorial Committee felt the quote from Taupo to produce the magazine was not possible and logistically it would not be possible to handle from Wellington. The magazine would have to be produced from Taupo.

Frank will write to the Environmental Council requesting a grant representing the editorial committee rather than N.Z.I.L.A.

13 PLANT COMPETITION:

Di Menzies reported that Ron Flook has prepared a summary of what he terms a "Green Outline Competition". Once Peter Sergels comments are received Di will circulate to executive for comments. She has advised Dr Philip Simpson (Commission for the Environment) what the Institute is doing to assist.

14 GENERAL:

Wellington Club Building: Di Menzies reported she sent a letter to the Wellington City Council asking for a deferment on the application to demolish the building until all interested parties have had an opportunity to comment.

There being no further business the meeting concluded at 12.00 noon.

Approved as a True and
Correct Record

President

Date

Liane Menzies
Sept 27 - 84

MINUTES OF THE EXECUTIVE MEETING OF THE NEW ZEALAND INSTITUTE
OF LANDSCAPE ARCHITECTS HELD ON WEDNESDAY 30 MAY 1984 AT
MINISTRY OF WORKS AND DEVELOPMENT WILLIAM CLAYTON BUILDING
MOLESWORTH STREET, WELLINGTON AT 9.30 AM

PRESENT

D Menzies, D Lucas, J Beard, S Dunn, D Miskell, L Binnie,
 J Woodhouse, R Jackson, N Aitken joined the meeting from
 11.00 am until 1.30 pm.

1 APOLOGIES

There were no apologies.

2 MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held 7 February and the Quorum
 meeting held 29 March were accepted as a true and correct
 record subject to the following -

A February meeting should read 7 and not 2.

B March meeting in the Treasurer's report photocopying
 payment should read \$20.04 and not \$20.00; Under
 Membership David DEHAMARE should read David DELAMARE;
 and under "The Landscape" Herwi SCHLTUS should read
 Herwi SCHELTUS.

From the March meeting the President understood that she
 was to liaise with Jim Beard on the purchase of a type-
 writer and not to report back as was noted on Page 2 of
 the Minutes. Jim confirmed that this was correct and not
 as stated. It was agreed the minutes should be amended
 as approval had been given and the president proceeded on
 that basis and purchased a 2nd hand electric golf ball
 typewriter for \$600.

Menzies/Jackson

3 MATTERS ARISING FROM PREVIOUS MINUTES

A Awards - 8 of the trophies produced by the Polytechnic
 students were on display. Ross and Jan to liaise on

publicity and announcement of awards scheme and to organise the calling of nominations for the awards in June.

B Tasks

Don reported that Mary-Anne Robinson is under pressure due to Allan Rackham leaving and had asked if the Environmental Council grant could be carried over to next year. Di Menzies expressed concern that the Institute is not keeping faith with the Environmental Council. Don to discuss with Mary-Anne whether she needs or wants additional help.

Resolved: That Mary-Anne Robinson be given authority to spend \$150.00 out of the grant to purchase materials.

Menzies/Miskell

Executive to be advised by 28 June how she proposes to do the project, the likely completion date, and by 30 August would like a draft and costing. Di Menzies will write to Mary Anne.

Planting Workshop

Di Lucas reported that the workshop held at Lincoln College on 26 May was most successful. It was attended by over 60 members of the Landscape Architecture fraternity from both North and South Island. The question of plant supply was discussed in detail.

It was agreed that the Institute should be asked to explore the possibility of improving dialogue with the nursery supply industry, with the objective of minimising conflicts over plant material requirements for broadscale landscape design.

Di Lucas will write to NZNA.

Don reported that it is proposed to hold a workshop in Christchurch on 1 September with the objective being to have more impact on decision makers. It is suggested that numbers attending be limited to 20 by invitation and broken into 4 sessions:

- Public Participation
- Private Practice
- Local Body
- Governments.

In the next issue of Cuttings Don, Claire Findlay and Clive Anstey will float ideas.

Di Lucas reported that the Land Settlement Board is holding a seminar on land values in the high country. Di would like the Institute to organise a workshop on this issue rather than a Government Department. Suggested date is 6-7 July at Omarama. Di Lucas will discuss with Rob Gay and if he is agreeable she will send letters to Government Departments advising them.

Resolved: That Executive and NZILA support the holding of a high country seminar.

Menzies/Lucas

The question of funding to be left to a future meeting.

Local Bodies

Mike Barthelmeh and Jenny Roy have only had 4 replies and Mike requested permission to write to the 20 or so people involved on NZILA letterhead.

Resolved: That the Secretary supply Mike with 30 sheets of letterhead and envelopes.

Menzies/Jackson

Questionnaire

Ross reported that a large percent of members still have not returned their forms. It was agreed that fresh questionnaires should be sent out to those who have not made a return.

Membership

- A Year 1 Student Seminar has been completed at Boffa Jackman Misell and Partners office - topic NZILA/ Profession/Students.
- B Allan Rackham has been contacted - he has a note of students that are presently not members of NZILA, ie 4 second year students; 9 first year students.

He said he will talk with them and does not expect any reluctance to join NZILA.

C Only 2 graduates from 1984 who are not graduate members
Ray McTeigue, Simon Smale.

Jan will contact Ray and Don will contact Simon.

Public Relations Strategy

Jan gave a progress report (copy adjoining). She wants to ensure that key people know what members are doing e.g. Alan Titchener will be on T.V. shortly and Di Menzies should be advised as she is the T.V. person.

Jan will (hopefully!) have a display format by 7 July. A display should be available for moving around. It will be Conrad Pharazyn's responsibility and people should contact him.

4 I.F.L.A.

(TO FOLLOW)

Neil Aitken presented a report (copy attached).

In response to an IFLA request for a quarterly report on NZILA activities such as conferences, workshops, major projects etc.

Resolved: That Executive members or regional delegates should report to Neil with a summary of activities from their area 4 times per year.

Woodhouse/Miskell

Ross to prepare a check list for Neil.

IFLA Membership Fees

A general discussion was held on the question of IFLA requiring fees for affiliates. It was agreed that NZILA should not have to pay for them as they are supporting members not landscape architects. Neil will prepare a letter to put to IFLA. Steve to discuss with Rob Gay and ask him to attend next meeting to brief executive members.

International Student Exchange

Neil will pursue this and contact Jo Carpenter. Apparently Lincoln has 2 overseas students. Neil will follow this up.

Hungary - IFLA Congress

Nick Morgan offered his services as delegate. Neil will write and thank him and advise that Jim Beard will be the delegate but the Institute would welcome him as an observer.

Resolved: That the proxy delegate at the Grand Council meeting in Hungary be Jim Beard.

Miskell/Woodhouse

Di Menzies advised that in a letter from ZVI Miller he stated the following -

"With regards to eligibility to IFLA's Executive Committee I can already inform you that every person who has officially represented his country at a Grand Council meeting, even as proxy for the current national delegate, is considered as a country's delegate and credits for attendance are given to him."

Further to AGM decision, Jim does not require any NZILA assistance. Neil will organise proxy form and will write to IFLA confirming Him as proxy delegate.

Diane Menzies presented the following format for the IFLA Delegate role -

- A That the IFLA delegate be nominated biennial by the incoming Executive Committee immediately upon election of those officers.
- B That the term of the delegate be for a 2 year period.
- C That the Executive Committee gives such assistance as is possible to support IFLA delegate to Conferences etc.
- D The IFLA delegate in return liaise and report to Executive Committee on IFLA news, etc.

Resolved: That the above become official and NZILA policy.

Menzies/Jackman

5 B.R.C. Jackman Contract

Neil advised that Tony's contract did not finish well and he had a lot of difficulty in completing his report due to clerical holdups. The draft report is being considered by the Support Group who are expected to approve

and forward it to the Advisory Committee in 3 weeks.

The Advisory Committee have suggested the report should be edited as it was felt Tony's previous writing "had not been conducive to communication". This was discussed and Neil agreed to report back to the next Quorum meeting.

6 Nuclear Disarmament Proposal

Neil advised that he and Jim are organising an informal group (LASER ROUNDTABLE INC) independent of the Institute but involving members. This was discussed extensively and it was resolved:

That the Executive Committee agrees with the creation of a group concerned with landscape architecture and nuclear disarmament as a separate organisation.

Menzies/Woodhouse

7 The Landscape

A letter from Herwi Scheltus with a very low quote to produce "The Landscape" was discussed but rejected as the feeling of members closely involved (including the editorial committee) that it would not be possible for the printer to keep the price down. Ross to write to Herwi and thank him for his efforts and explain committee's feelings.

Ross is looking at the question of funding and is forming a small committee to assist.

Jan considers this item should be included in every edition of "Cuttings" to keep reminding members.

8 Treasurers Report - ^(TO FOLLOW) Copy adjoining

Discussed overdue and it was agreed that Executive members should contact local people and advise them.

It was decided that the 9 students who joined during the year will only get 3 issues of "The Landscape" and not 4. This should be an incentive to join at the beginning of the year.

Resolved: That the Treasurer's Report be received and accounts be approved for payment.

Beard/Miskell

- 9 Correspondence - ^(TO FOLLOW) Copy attached - to be approved at next meeting.

Letter from ANTARCTIC SUPPORT GROUP requesting support and financial assistance. Secretary to advise we support but can not assist in funding.

10 Cuttings

It was resolved: That the Secretary accept a quote from Madison Print for \$206.40 to produce 3000 envelopes.

Menzies/Binnie

Secretary to put note in Cuttings advising members of Executive meeting dates.

11 Civic Trust Conference

Resolved: That NZILA pay \$70.00 for Frank Boffa to attend. It was requested he report after the Conference.

Menzies/Binnie

Don Miskell abstained from voting.

12 Applications for Membership

Resolved: That the following student applications for membership be accepted -

Neil Challenger
Lynn Cadenhead
Arthur Chung

Menzies/Miskell

Don will call the students and informally welcome them to the Institute.

13 Kids Landscape Book

Dave Tucker has agreed to work on this but wants to alter it to fit the school syllabus and will therefore take longer. Secretary to advise Environmental Council.

14 Conference 84

Jan reported that there will be a significant profit. She will write a note for "Cuttings" listing price of papers presented at Conference if members wish to purchase.

Resolved: Secretary to write and congratulate the organising committee on their fine achievement.

Menzies/Miskell

15 Conference 85

Lois reported that the Conference will be April 23-25 at Lakeland Inn, Queenstown. Dave Mackenzie is the Secretary.

16 Lincoln College and Academic Training

The future of the course was discussed and Jim was supported in stating that who Lincoln appoint to run the course is of major importance to the Institute and he sees 3 issues -

A Course format

B Lectures

C Approval of Course.

The course requires NZILA approval for graduates to gain entry to the Institute therefore the Institute should be involved. As Allan Rackham will not be here when interviews take place Di Menzies will contact Prof Langer and Prof Rowe and offer assistance. Jim feels it is timely to push for a chair vice chancellor of Otago, to discuss methods of approach to the matter.

Jim to call meeting of Education Committee to further discuss the matter and will invite Simon or Mary Anne to replace Allan.

17 Associate Training

Jim has started on a redraft and will circularise it to the Guidelines sub-committee. Fee of \$20.00 to remain the same. Secretary to put a notice in "Cuttings."

18 Landscape Guidelines

Stephen Brown has sent a MK II copy out. Don to check with Anna if she has any comments.

19 Nature Conservation Council

A recent meeting was held on Indigenous Plants. Di Lucas to examine material and report back.

20 Plant Competition

Commissioner for the Environment at the RNZIH conference suggested an inner city plant design competition. Emphasis is on plants and the inference was public and commercial areas, not domestic. Di Menzies will contact Ron Flook or Peter Sergel and see if one of them will look at this and come up with recommendations.

21 Tourist Design Award

Frank Boffa attended as NZILA representative.

22 National Parks Centenary

Item held over until next full meeting.

23 1985 Executive Committee

The President asked if the Committee would consider whether they are available for nomination and what aspects they are interested in.

24 Auckland Heritage Trust

Jan advised this has been set up to protect areas not covered by Historic Places Trust or other organisations.

25 "Dig This T.V. Programme"

Concern was expressed about the garden design programmes not using suitably qualified people. Di Menzies to contact the T.V. Director to discuss.

There being no further business the meeting concluded at 3.45 pm.

Approved as a True
and Correct Record

President

Jan Menzies

Date

Sept 27. 84

PRESIDENTIAL CORRESPONDENCE TO MAY 30, 1984OUTWARDS

C. Chang	I.F.L.A. Conference
F. Boffa	Harbour/City Conference
Hong Kong Landscape Group	I.F.L.A.
Wellington Civic Trust	"
N.Z. Native Forest Restoration Fund	Fundraising
Antarctic & Southern Ocean Coalition	Funds
Bryan Mc Donald Exteriors	Advertising
Zvi Miller	I.F.L.A. Delegates
N. Naito	Research
H. Koshimizu	"
A. Vasbenter	Graduate training
Mary Ann Robinson	Publicity
Port Hills Appeal	Funds
Tourism Design Award	
Dolly Perez	
Dr Min Kyung Hyin	Korea
I.P. Santos	Regional School
Mr Kitamura	I.F.L.A.
C. Anstey	Research
Rob Watson	A.G.M
R. Gay	Research
N.C.C. Chairman	Meeting
D. Tucker	
Wellington Regional Council	Research

INWARDSFrom

Commission for the Environment
 Hazime Koshimizu
 Di Lucas
 Di Lucas
 Allan Rackham
 Allan Rackham
 Mr T. Naito
 Hong Kong Landscape Group

Subject

Year of Urban Tree
 Research
 Meeting dates
 Land Settlement Board
 Exam fundings
 Regional Landscape School
 Forestry Research
 I.F.L.A. Conference

- 2 -

Inwards Correspondence cntd ...

From

Stephen Brown
J. Woodhouse
Bryan McDonald Exteriors
Wellington Civic Trust
N.Z. Native Forest Restoration Trust
Antarctic & Southern Ocean Coalition
Lincoln College
A. Rackland
Di Lucas
J. Woodhouse
I.F.L.A.
N. Aitken
Jim Beard
D. Tucker
Port Hills Appeal
Rob Watson

Subject

'Guidelines'
Education etc
Book
Conference
Fundraising
Funds
Job Advertisement
Job vacancy
N.Z.I.L.A. Involvement in
Academic Training
" "
Nuclear disarmament
(copy)
Nuclear disarmament
Nuclear disarmament
Kids Landscape Book
Funds
A.G.M.

NZILA TREASURER'S REPORT30 MAY 19841 ACCOUNTS FOR APPROVAL ARECheque No

735964	Adler Business Machines	600.00
735965	S Brown - Travelling Jackman Seminar	45.00
735966	ECO 1984 Sub	25.00
735967	Instant Sureau Services - Cuttings 40	68.05
735968	M Moore - Refund difference between "Landscape" Sub & Student Sub	6.00
735969	Westpac - Transfer of funds to Student Award Investment A/c	667.50
735970	S Dunn - Secretarial Expenses	176.88
735971	M A Robinson - Petty cash for pamphlet production	150.00
735972	N Aitken- IFLA & BRC costs	28.46
	Ponsonby Secretarial Services	24.90
	Jan - Postage	4.96

2 MONTHLY SUMMARIES UNTIL 30 APRIL 1984 AREJANUARY 1984

Opening Balance		4348.73
In	4484.00	
Out	<u>1285.00</u>	
Closing		7547.73
Bank Statement 31.3.84	7597.73	
Cheque No 736000 not presented	<u>50.00</u>	
		<u>\$7547.73</u>

FEBRUARY 1984

Opening Balance		7547.73
In	2984.00	
Out	<u>743.40</u>	
		9788.33
Bank Statement 29.2.84	10088.33	
Cheques Nos 736000 & 736006 not presented	<u>300.00</u>	
		<u>\$9788.33</u>

MARCH 1984

Opening Balance		9788.33
In	593.03	
Out	<u>3776.24</u>	
		6605.12
Bank Statement 30.3.84	10374.16	
Cheque Nos 736009, 736010, 735960 & 735961 to 735963 not presented	<u>3769.04</u>	
		<u>\$6605.12</u>

APRIL 1984

Opening Balance		6605.12
In	-	
Out	<u>942.99</u>	<u> </u>
Closing		<u>5662.13</u>
Bank Statement 28.4.84		<u><u>\$5662.13</u></u>

3 The approximate balance for the end of May is \$6327.19.

4 Outstanding Subs for 1984 total \$2198.00.

5 It appears that Ms S Carter has not paid her 1983 sub. Could the Secretary please notify her that she is in arrears.

L Binnie
TREASURER

Wellington Civic Trust - Harbour City competition
A F Samad - 84 sub
Michael Ashdown - student application
Anne Greenup - student application
David Delaware - student application
ECO - presentation to Dr Prior
Martin Nicholls - 84 sub
Human Rights Commission Newsletter
J Ladd-Hudson - 84 sub
J Dyer - 84 sub
T&C Planning Division 'Plantech'
D G McKenzie - sub
Soil and Water publication
G Milligan - Associate membership record sheets
S Mort - advertising format
Neil Challenger - student membership application
Westpac statement
Lynn Cadenhead - student membership application
NFAC Newsletter
ECO Newsletter
C Glasson - sub
S Webster - sub/membership certificate
Science Information Publishing Centre - Newsletter
IFLA constitution and Bylaw amendments
E Dickie - C.O.A. (9 Devon Street, Greymouth)
G Blackley - sub/C.O.A. (80 Upland Road, Kelburn)
J Hudson - sub
Hong Kong I'sc group Newsletter
Felicity Cambell - sub/The Landscape backcopies
- C.O.A. PO Box 199, Lincoln College
Wendy Davies - sub/The Landscapae/Cuttings backcopies
- C.O.A. PO Box 29, Tai Tapu, Canterbury
Clare MacMurray - sub
Erlan AG - Erlan park furniture
A Chung - Student membership application
Stephem Brown - seminar cost reimbursement
Instant Bureau Services - invoice
Janet Ward - sub
David Goodyear - sub
David Delamare - sub
Michael Cullen - Labour party policy on native forests
Christchurch Civic Trust - Port Hills appeal
Simon Swaffield - Associate application fee
M Cullen - Labour Party environment policy
Michael Heintz - employment in NZ
David Tucker - C.O.A. (64 Koraha Street, Remuera)
ECO Newsletter
Robert Watson - 'Cuttings' information
N Fowler - LA in private practice
Land Settlement Board - Commercial and public recreational use
of Crown land
R S McKenzie - LA in private practice
B J Wyatt - LA in private practice

INWARDS SECRETARIL CORRESPONDENCE 25 MARCH 1984 - 25 MAY 1984

W Baker - membership list
Monika Gora - employment in NZ
L Binnie - receipts
N Drain - Kristen Clark employment
D McKenzie - Associate information
Bryan McDonald Exteriors - "Homet Exteriors" publication
ECO - Antarctic and Southern Ocean Coalition appeal
J Burke - LAs in private practice
R Gay - employer list
Commission for the Environment - Year for Urban Trees
Alan Fielding - sub
Friend of Bolton Street Cemetery - AGM
D J Moore - Private practice list
Erlau AG - park furniture advertising

OUTWARDS SECRETARIAL CORRESPONDENCE 25 MARCH 1984 - 25 MAY 1984

Payment of accounts to: J Woodhouse, NZPO, Instant Bureau Services

L Binnie Institute accounts

S Economou - 83 audit

Peter Hubbers - membership

E Dickie - 84 sub

Mathias Kleinow - employment in NZ

G Ikin - LA courses overseas

Claire Findlay - 83 membership arrears

Simon Swaffield - Application fee for Associateship

Clare MacMurray - Graduate membership acceptance

Richard Mayer - student membership acceptance

Hugh Forsyth " " "

Glenda Bostwick " " "

David Goodyear " " "

Michael Moore " " "

Michael Ashdown " " "

Anne Greenup " " "

David Delamare " " "

John Goodwin - Associate certificate copies

Susan Mort - NZILA advertising format

Alan Titchener - NZILA advertising format

Wendy Davies - The Landscape backcopies

Felicity Campbell - The Landscape backcopies

Lois Binnie - Institute Account

S Webster - NZILA membership certificates

B Katzer - employment in NZ

G Milligan - Associate record sheets

N Fowler - members in private practice

M Heintz - employment in NZ

B J Wyatt - members in private practice

R S McKenzie - members in private practice

W Baker - membership list

D J Moore - private practice list

R P Gay - private practice list

H Houben - employment in NZ

MINUTES OF THE EXECUTIVE (QUORUM) MEETING OF THE NZ INSTITUTE OF
LANDSCAPE ARCHITECTS HELD ON THURSDAY, 29 MARCH, 1984 AT JAMES
BEARDS, 17 TALAVERA TERRACE, WELLINGTON AT 9.30 AM

PRESENT

D Menzies, D Lucas, J Beard, S Dunn, R Jackson, N Aitken joined the meeting from 10.30 am until noon.

1 APOLOGIES

Lois Binnie

2 MINUTES OF PREVIOUS MEETING

Approval to be held over until next full executive meeting. However one amendment was raised Page 4, Item F, para 1 - "also" to be replaced by "secretary". Steve Dunn to liaise with Neil Aitken on this item.

3 MATTERS ARISING

Awards - Ross advised that discussions were held with Mathew Pascoe, the Polytech student who produced the trophy which will become the Geo Malcolm Award, and he was requested to provide the costs to reproduce the trophy and to prepare drawings and specifications.

His cost estimate is \$192.00 to produce the trophy. It was decided to commission him to produce 3 trophies but with a better quality of finish to the base. Ross to obtain black and white photographs and a brief dissertation on the concept from Mathew Pascoe to include with an article for the next copy of "The Landscape". Also required is a public notice advising that Executive is inviting nominations for both Awards with suggested closing date of 15 November. Ross to liaise with Jan Woodhouse.

4 I.F.L.A.

Neil Aitken made a verbal report and advised the following:

A Submitted the names of P Tattersfield for President and A Schmid for Treasurer.

B He would like to write to I.F.L.A. to seek an update on their peace policy.

C Raymond Miller has replied to Neil but he still has to consider the details.

Di Menzies will draft up an outline of NZILA activities for Neil to include in an article for I.F.L.A. Newsletter.

Jim Beard advised that he will likely be in Hungary for the IFLA Congress and could attend as delegate if required.

Di Menzies gave a brief summary of the Hong Kong Conference. She and Catherine Bull (Australian I.L.A. President) discussed the possibility of a representative from Australia attending our AGM and vice versa.

She discussed the internal problems with different nationalities and the efforts being put in by Zvi Miller trying to pull it all together.

5 B.R.C. JACKMAN REPORT

Tony is preparing final document and will complete by mid April. Neil is confident it will have some "trickle down" effect. He will prepare a report for next meeting and a suggested course of action for NZILA. It was recommended that Neil, Jim and Rob Gay meet to discuss Jim presenting a report to IFLA including Tony's work.

6 TASKS

Di Menzies will contact Don to report to next meeting on the question of workshops.

7 TREASURER'S REPORT

Copy adjoining.

Di Menzies discussed the possibility of purchasing a typewriter due to problems and dealys experienced. She has a person who will charge \$7.00 per hour if we provide the typewriter. She will look into costs and alternatives for next meeting.

A letter has been received from Emily Williams requesting retirement subs as her earnings for the year are only \$2000.00. After discussion it was agreed that persons claiming hardship should write to Executive and nominate a figure which could be considered.

Secretary to prepare a note for "Cuttings" on this item as it also applies to members who are temporarily out of work.

Resolved That the Treasurer's Report be Received and Accounts be approved.

Menzies/Lucas

8 MEMBERSHIP

Resolved That the following applications for membership be accepted -

Clare MacMurray	Graduate
Richard Mayer	Student
Hugh Forsyth	Student
Glenda Bostwick	Student
David Goodyear	Student
Michael Moore	Student
Michael Ashdown	Student
Anne Greenup	Student
David Dehamare	Student

Menzies/Jackson

9 GENERAL

- A Nature Conservation Council requested a representative to attend a meeting concerned with the change in the landscape due to exotic plantings, loss of wetlands etc. Di Lucas will attend if she is not able then Ross will take her place.
- B Allan Rackham is leaving Lincoln in July and the Institute is concerned that the current standard of the landscape programmes be at least maintained. Di Menzies will draft a letter in discussion with Jim to be sent to the University Council and Prof Rowe. It should advise that IFLA has a standard and the only training acceptable to them in NZ is that at Lincoln College. Therefore the NZILA is very concerned professionally and not just academically.
- C A letter expressing concern re an account for \$156.00 (cost of air tickets) for Jim to attend major design presentations at Lincoln. It was felt that the Institute has a responsibility on behalf of NZILA and IFLA to assess the training courses and that the cost of tickets alone is quite reasonable. In the past, members from Wellington attending have had their fares covered by their Department. It was agreed this question must be resolved before major design presentations take place at the end of the year.

- D Kids Landscape Book - Di Menzies is to send draft to David Tucker to look at with the view to relating it to the school curriculum based on his teaching knowledge. Di requested approval to contact David Bellamy on this matter during his impending visit.
- E Associateship Committee - A substitute for Allan Rackham will be needed. Di Menzies will approach Bob Gay and Tony Jackman. A note should be included in "Cuttings" advising that there will be no changes to the Guidelines for Associateship for 1984 but recommendations will be considered for 1985.
- All prospective applicants should be advised to contact the secretary now and if they have any queries these should be sorted out well in advance of the examination.
- It was felt there should be somebody from Lincoln on the Committee. To be discussed at next full meeting.
- F Wellington Civic Trust - An NZILA rep has been requested to attend a conference on 4-5 July to discuss Wellington Harbour Development. Di Menzies to contact Frank Boffa to see if he will be the Institute rep.
- G The Landscape - Herwi Schlus has been researching costs to print the journal and has written advising of the costs. Letter to be circulated by the Secretary to executive and "The Landscape" committee members.
- H Tourism Awards - The Tourist and Publicity Department has called for a rep to be on the Judging panel. It was agreed that Neil Aitken should be asked to continue.

There being no further business the meeting concluded at 1.15 pm.

Approved as a true
and correct record

John Menzies
President

May 30-84
Date

NZILA TREASURER'S REPORTMARCH 1984

1. The following accounts require ratification by the Committee

Cheque No	Details	Amount
736009	Instant Bureau Services - photocopying	\$ 20. ⁰⁴ 00
736010	J Woodhouse - Typing	64.00
735960	A J Beard - registered postage	7.20
735962	The Landscape - Landscape Levy Payment	80.00
Auto payment	1984 IFLA dues	
Auto payment	Auditor's Confirmation Report fee	
	19 January 1984	5.00
735963	S Economou - 1983 Audit	200.00

- 2 The 1983 audit isolated a number of outward payments made last year which were either not ratified by executive or not recorded in the minutes. The following accounts therefore require ratification to set the record straight

Cheque No	Details	Amount
Auto payment	IFLA Dues Bank Charges 19/12/83	\$ 10.00
Auto payment	IFLA Dues 1984 25/11/83	446.64
271515	Audit Fee 20/2/83	200.00
Auto payment	Auditor's Confirmation Fee	
	18 January 1983	9.00

- 3 The minutes of 16/11/83 show a payment to Fentograph Print as \$17.00. This should read \$17.70.

The minutes of 24/3/83 show a payment to Fentograph Print as \$20.83. This should read \$20.53.

- 4 The audit discovered that Claire Findlay appears not to have paid her 1983 sub as a graduate. Could the secretary please remind her that it is due for payment.
- 5 It appears that Simon Swaffield did not enclose the \$20.00 application fee when applying for associateship. Could he please be notified that it is due for payment.
- 6 S Brown has submitted a letter asking for reimbursement of travel expenses of \$45.00 to the Jackman Seminar. The

seminar ran at a \$60.00 profit so we can afford to pay it. The issue was raised last meeting but no decision was made pending Neil contacting Stephen Brown. If it is decided to reimburse Steve please ratify this as an account for payment.

7 Current Balance

Statement Balance 29/2/84		10,088.33
Deposits	517.00	
Payments	3,776.24	
Balance as at 26/3/84		6,829.09

- 8 The above balance would suggest that the NZILA can afford to invest in a second hand electric typewriter at say \$750.00. It is recommended that the NZILA purchase such a typewriter provided that future typing for executive members be done in Wellington wherever possible in an effort to reduce secretarial costs.
- 9 Emily Williams questions the payment of full Associate fees when her income for 1984 is likely to be only \$2000.00. It may also be timely to discuss the appropriate category for those taking maternity leave. Currently they are placed in the retired category. Would affiliate be more appropriate?

L Binnie
Treasurer
26 March 1984

INWARDS SECRETARIAL CORRESPONDENCE 7 FEB 84 - 25 MARCH

T Waugh - subscription
D Lucas - subscription
Clare McMurray - application for membership
C Anstey - conference apology/sub
N Aitken - Sub
D Miskell/H Boyd - sub
J Williams - sub
Auckland Public Library - Infobank Information
T Ower - sub
J Wierenga - sub
N.F.A.C. Newsletter
A Clayton - sub
N Empson - sub
J Simmons - sub
S K Brown - change of address
G Millman - sub
Werner Fischer - employment in NZ
Instant Bureau Services Limited invoice
J Beard - associate panel expenses
E Williams - sub
King Bodulaziz University, Saudi Arabia - university vacancies
B Mitchell - Members in private practice
J Woodhouse - sub
N.W.S.C.O Publication
S De Renzy - sub
T Waugh - unpaid item
B Halstead - sub
R Batty - sub
B.R.C. Newsletter
S Collins - Conference correspondence supplies
E Bennett - sub
G Bateman - sub
N Morgan - seminar payment
Federated Farmers of NZ - March seminar?
S K Brown - sub
A M Skelton - employment in NZ
Dunedin Public Library - request copy of Design retreat
Melean Absolum (nee Waters) - sub
L&S - Land settlement Board draft policies
Alan Titchener - Cuttings/sub
G Ilken - LA courses overseas
D Goodyear - student membership application
Post Office - private box rental invoice
ECO Newsletter
C Pharazyn - sub
C McMurray - Graduate membership application
Michael Moore - student membership application
Mathia Kleinow - employment in NZ
L Thompson - sub
Instant Bureau Services invoice
Sara Gerard - sub
E Dickie - sub enquiry
J Woodhouse - 'Cuttings' insert
D Barham - sub
H Forsyth - student membership application

INWARDS SECRETARIAL CORRESPONDENCE 7 FEB 84 - 25 MARCH

J E Chin - C.O.A. Box 9512 Hamilton North
A Rackham/J Foster - sub
G Bostwick - student membership application
D Lucas - Comments on Land Settlement Board policy
Victoria University - re Design retreat, request copy
J Boyd - sub
R Player - Student membership application
L Kerkmeester - sub
D Barham C.O.A. 31 Arthur Street, Dunedin
Nature Conservation Council - meeting re native bush on public
land, request representative from NZILA
B Steel - sub
J Beard - sub
D Tucker - C.O.A. 64 Koraha St, Remuera Auckland

OUTWARDS SECRETARIAL CORRESPONDENCE 7 FEB 84 - 25 MARCH

Auckland Public Library - Infobank Information
J Marsh - NZILA logo
S H Webster - affiliate membership acceptance
Rachel De Lambert - student membership acceptance
R Young - resignation acceptance
M Conway - resignation
J Walker - resignation acceptance
Birgit Wiesel - employment in NZ
Clare McMurray - student membership information
L Binnie - Institute accounts
A Titchener - 'Cuttings 40'
B Mitchell - List of members in private practice
S Collins - Correspondence materials
L Binnie - Institute accounts
A M Skelton - employment in NZ
Werner Fischer - employment in NZ

MINUTES OF THE EXECUTIVE MEETING OF THE NEW ZEALAND INSTITUTE
OF LANDSCAPE ARCHITECTS HELD ON TUESDAY, 2 FEBRUARY 1984 AT
MINISTRY OF WORKS AND DEVELOPMENT WILLIAM CLAYTON BUILDING,
MOLESWORTH STREET, WELLINGTON AT 9.30 AM

PRESENT

D Menzies, D Lucas, J Beard, S Dunn, D Miskell, L Binnie, J Woodhouse, R Jackson, N Aitken joined the meeting from 10 am until 1.30 pm.

1 APOLOGIES

There were no apologies.

2 MINUTES OF PREVIOUS FULL MEETING

Of 16 November 1983. RESOLVED: That the minutes be accepted as a true and correct record. Menzies/Miskell

3 MATTERS ARISING

A Awards

Trophies and Regulations. Jan tabled an amended Award Regulation to be presented for approval at AGM.

Jim asked how are nominations to be called and what sort of deadline. Jan will consider and report back.

It was agreed the Geo Malcolm trophy should be presented on its own and not include a money prize. Ross to investigate cost of having the trophy reproduced.

After discussion about the Challenger Award it was agreed that the word communication should be included in 2:1. The feeling was this award should be in the form of a framed citation.

B Tasks

- i Don tabled 1983 Review and list for 1984. He also tabled a report on the formation of branch chapters and proposed constitutional amendments for presentation at AGM.

Di Menzies advised that as a specific amendment it is too late for AGM but it can be discussed as the topic is on the Agenda and if necessary it could be resolved by postal ballot.

Don explained the value of Chapters and how this will allow local members of the Institute to respond to local issues. Jim said this should not be the only reason for setting up a chapter and that anyone giving evidence at a hearing would be doing so on his own behalf and not the Institutes. Don would like to keep it as simple as possible but he was advised by the Justice Department that even if the Chapter rules are the same as NZILA the chapter still has to be incorporated as a separate body. He was asked to clarify this point and to check on liability, financing and whether it can be put to a postal ballot.

Di Menzies also asked Don to approach Rob Watson to see if he would be prepared to act as the NZILA honorary legal advisor.

RESOLVED That the means by which local branches can be created should be put to the members at AGM.
Miskell/Woodhouse

ii Workshops

Don advised that Claire Findlay is prepared to organise a workshop on Political skills and that Tony Jackman would be willing to conduct one on computers.

Allan Packham suggested that members should be asked at AGM do they want workshops and if there is a positive response then we should organise them.

Di Lucas suggested standard specifications should be a long term objective or possibly a task. It was agreed this should be put to AGM to see what is the response.

iii Local Authorities

It was suggested by Mike Barthelmeh and Jennifer Roy that landscape architects employed by local authorities should have a group discussion on

mutual problems. Jan will arrange a slot at AGM and make an announcement and Lois agreed to be the convenor.

Jim suggested there could be a similar session for consultants.

iv Promotion

Mary Anne Robinson would like to undertake the publication of brochures. While this was supported some reservations were expressed and it was agreed that we require:

- Overall pamphlet strategy and budget
- Cost of 12 preliminary draft brochures
- All accounts need approval prior to commitment
- An overall statement on landscape architecture.

v Public Relations Strategy

Jan pointed out that much of the work indicated in her report is being carried out by individuals but it all requires coordination and she is prepared to take on the national responsibility. She has listed contact people in each area and intends to present the report to AGM.

C The Landscape

Di Lucas reported the next issue due out this Friday. A budget is being prepared and will be presented by Frank Boffa at AGM. The President requested that the report be definite.

Considerable discussion was held on the future of The Landscape and many of the questions raised at 1983 AGM were again brought up. The required minimum number of 500 subscribers obviously can not be secured by members and Jan said unless the Institute can realistically fund the journal then we should go commercial.

Di Lucas stated the present editorial committee would not continue if the journal is handled by a commercial firm. Jim again raised the question of the standard and the likelihood of ending up like "Home and Building".

Di Lucas will talk to Boyden and Frank re budget figures and the possibility of producing an annual edition while Jan will investigate possibilities with Associated Group Media Limited (AGM).

D Cuttings

Alan Titchener will have the next edition ready by the end of February. Jan will organise someone to report on the Conference.

E Conditions of Engagement

Jim has nothing to report at this stage.

F IFLA

Neil Aitken joined the meeting at 10.00 am and presented a verbal report. Neil wrote to IFLA re conditions of engagement and professional charges and asked if there were any international regulations. Zvi Miller replied that he did not know of any such regulations but suggested he contact IFLA legislation committee Chairman Raymond Freeman. Neil will write to Freeman and also to the ILO.

Neil tabled a report from Barry Knox which could be included in The Landscape if it is thought to be suitable (copy adjoining these Minutes). Ross to write and thank Barry and ask if he wants any alterations made for The Landscape if it is to be published.

Neil tabled a report on the state of landscape architecture in New Zealand which he wrote for Di Menzies to present at the Hong Kong Conference.

G Education

Discussed some details of recent examinations and the concerns of Mary Anne Robinson voiced through Jan. It appears that a number of verbal questions have been raised but Jim hasn't received any written feedback.

It was agreed that Jim should convene a subcommittee of Allan Packham, Peter Rough and Di Lucas to discuss details of guidelines and prepare a final draft for approval at the same time as approval on Chapters.

Di Menzies to advise AGM that a number of modifications will be forthcoming.

H Funding

No reply from Todd Foundation. Di Menzies will make an application for "The Landscape" and Promotion to ICI.

4 CORRESPONDENCE

A Presidential - see attached copy

B Secretarial - see attached copy.

Letter from John Marsh on behalf of several Christchurch members requesting approval to include the NZILA Logo with names of corporate members in Yellow Pages.

In supporting this, Executive would like to see it included in cuttings as members in other areas may wish to do the same.

Letter of resignation received from Martin Conway. Stephen Dunn to write and enquire and ask Martin to reconsider.

RESOLVED: The inwards correspondence be received and outwards approved. Lucas/Beard

5 TREASURER'S REPORT

(Copy adjoining.) Neil Aitken to contact Stephen Brown suggesting he write outlining his out of pocket expenditure from the Jackman Seminar.

The budget was discussed and a number of readjustments were suggested and no surplus should be shown.

For overseas travel it was agreed that as a general policy no assistance should be given to overseas travel unless approved at AGM.

Membership - 3 resignations received from R Young, J Walker and M Conway and 1 sub written off.

RESOLVED: That R Young and J Walker resignations be accepted (Secretary to write to M Conway) and G Webbers subscription of \$46.00 be written off. Menzies/Binnie

Membership Total is now 135

RESOLVED: That the report and accounts be approved and the Treasurer make changes to budget for approval at AGM. Menzies/Binnie

3.00 pm the President left the meeting and Di Lucas continued in the chair.

6 APPLICATION FOR MEMBERSHIP

RESOLVED: That the application for membership by Stephen Webster (affiliate) and Rachael De Lambert (student) be accepted.
Miskell/Lucas

7 MEMBERSHIP SECRETARY

Don Miskell agreed to take on this duty.

8 NEW WATERTANK DESIGN

Letter from Alan Petrie suggesting that Executive write and congratulate the firm who are producing a wooden tank as it is visually sympathetic. Di Lucas agreed and will write to the firm.

9 COUNTRYSIDE APPRECIATION

Letter from Lands and Survey requesting data from NZILA of members involved in the above. Ross to summarise for inclusion in "Cuttings".

10 BRC JACKMAN REPORT

Neil reported that Tony Jackman's contract terminates in 1 month but his final report is being delayed by internal logistics.

Tony has to set the format for a national level assessment to be presented to Dr Shearer for continuation. It is generally felt by those involved that this work should be tied in with LIS (Land Inventory System). Neil has drafted a letter to Dr Shearer plus a statement from Shearer to Elworthy which will be sent by Di Menzies.

Don Miskell asked Neil to prepare a summary of all this action behind the scenes to be included in "Cuttings" as members are not aware of all the work being carried out.

11 STUDENT AWARD

Allan Packham recommended that no award be made for 1983 as there was no clear leader and he feels the standard should be raised not lowered.

RESOLVED: That Allan Packham's recommendation be accepted
not to present a student award for 1983. Menzies/Beard

12 QUESTIONNAIRE

Ross reported that 65 returns have been recieved and an interim report will be presented at AGM.

13 DAVID BELLAMY VISIT

Held over to next meeting.

14 NATIONAL PARKS CENTENARY

Letter tabled. To be circulated with minutes and discussed at next meeting.

15 GENERAL

Jan would like the editorial committee to prepare a report for "Cuttings" on the result of "The Landscape" questionnaire - where the money goes and general information for the membership. Ross to contact Frank.

Conference 85

Lois reported that the Otago people have considered aspects for NZILA conference for Queenstown in 1985. Suggested tourism theme is Preservation V Exploitation possibly held at Anzac weekend. Di Lucas said she would like to see theme broadened into cultural landscapes. To be discussed at AGM.

Permaculture

Di Lucas is investigating the possibility of a Permaculture Conference to be put on by NZILA and conducted by Bill Mollison.

Minutes of Executive Meeting of 22 June 1983 - there was an error in not approving these.

RESOLVED: That the minutes of the NZILA Executive of 22 June 1983 be approved as a true and correct record.
Menzies/Beard

There being no further business the meeting concluded at 3.50 pm.

Approved as a true
and correct record

President

David Lenzies

Date

May 23 84

PRESIDENTIAL CORRESPONDENCEInwards Correspondence

<u>From</u>	<u>Regarding</u>
L Binnie	Audit
N Aitken	Jackman work
N Aitken	Jackman work
S Collins	Posters
S Swaffield	AGM Apologies
B Goodwin	AGM Apologies
J Darby	AGM 1985
S Read	L A Training
Womens	
Nature Conservation Council	Threatened Plants
M A Robinson	Environmental Grant
S Thompson	AGM

Outwards Correspondence

M A Robinson	
Hon Shearer	Landscape Data
Waimariri County Council	Award Scheme
Department Lands and Survey	Countryside Interpretation
Womens File	
T Shadbolt	Conference

Inwards Correspondence

From

David Bellamy
James Beard
Simon Swaffield
Simon Swaffield
Jim Beard
Ministry Internal Affairs
Minister of Lands
A Rockham
Waitaki Catchment Commission
Di Lucas
A Rockham

Regarding

Here - June 1984
Landscape
Student Presentation
Student Presentation
NZ Historic Places Trust
NZ Historic Places Trust
QE II Trust
National Parks Board
Ahur
Gardens of World
Which Way County

Outwards Correspondence

Mr P Jew
Secretary Internal Affairs
Mr Cummings
Mr B Hay
Project Director, National
Art Gallery
S Swaffield
Canterbury United Council
Martin Ferner
John Wendelken
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 Matthews

Studies
NZ Historic Places Trust
Trophy
Trophy
L A Involvement
Student Presentation
Which Way County
Presentation
Presentation
Fencing Swimming Pool
Appointment to NZ Historic Places Trust
Local Chapters

Hong Kong Conference Sec

NZILA Inc
TREASURER'S REPORT FEBRUARY 1984

1) ACCOUNTS FOR APPROVAL

Accounts requiring executive approval are

- i) Victoria University - School of Architecture 736002 ✓ \$50-00
- Donation for use of facilities 10/1/84
- ii) Landscape Magazine - 736003 ✓ 1230-00
- Payment of special levy 10/1/84
- iii) J. Woodhouse
secretarial expenses 7/2/84 736007 ✓ 34-84
- iv) J. Woodhouse - travel expenses 1983 7/2/84 250-00
- v) D. Miskell - travel expenses 1983 7/2/84 736006 ✓ 250-00
- vi) Instant Bureau Services 736008 ✓ 48-85
- printing cuttings '38 7/2/84
- vii) Landscape Subscriptions 3375-00
- viii) N. Aitken - Secretarial Expenses 7/2/84 736004 ✓ 20-25
- ix) S. Dunn - Secretarial Expenses 7/2/84 736005 ✓ 94-46

2) ACKMAN SEMINAR

This seminar eventually ran at a profit of \$60.00 as a mislaid cheque reappeared & has been banked since the last meeting.

3) LANDSCAPE LEVY

\$1230 has so far been paid to the landscape as a result of the special levy. A further \$80.00 has been banked this year and will be paid with members subs.

4) 1983 SUBSCRIPTIONS

Unpaid subs for 1983 total \$46 with ~~total \$13.00~~

~~Laws~~ ~~\$46.00~~ and Webber \$46.00 not paid -
^{Laws \$46.00} Beveridge ^{Bald \$13.00} \$46.00 and R. Young \$46.00 whose 1983
 sub was deferred have ~~both~~ paid since the last meeting.

5) MONTHLY SUMMARIES

Monthly summaries for November & December
 1983 ^{and January 1984} ~~and January 1984~~ are attached. The current
 balance is approximately \$ ^{7597.73} ~~7462.73~~. This includes
 2 Environmental Council Grants totalling \$3,500,
 \$500 for 1983 travel expenses, ~~\$80.00~~ + \$3395
 for landscape levy and landscape subx, and
 \$100 for student award to be shifted to alternative
 account.

6) BUDGET 1984

To be ^{discussed} ~~determined~~ at meeting - Expected Income for 1984
 should be approximately \$13,000

L. Birnie

Treasurer

5/2/84

MONTHLY SUMMARIES

NOVEMBER 1983

Opening balance		2600 - 67
Inwards	1843 - 00	
Out	620 - 05	
Closing balance		3823 - 62

DECEMBER 1983

Opening balance		3823 - 62
Inwards	2058 - 00	
Out	1532 - 89	
Closing balance		4348 - 73

Error by Westpac debited ~~\$305 - 00~~ ~~\$215 - 00~~ in December. This transaction was reversed on 12/1/84.

JANUARY 1984

Opening balance		4348 - 73
Inwards	4394 - 00	
Out	1280 - 00	
Closing		7462 - 73

JANUARY 1984

Opening Balance		4348 - 73
Inwards	4484 - 00	
Out	1235 - 00	
Closing Balance		7597 - 73

Other Accounts

Savings Investment	\$ 500 - 00
Term Deposit	859 - 66
Term Deposit	3555 - 18



SECRETARIAL CORRESPONDENCE

OUTWARD

NOV. 15. 83 — 6 FEB. 84

L. Binnie - Institute A/cs.
 R. Gay - Associate Interviews
 D. Menzies - NZILA correspondence
 J. Woodhouse - Members in private practice list
 D. Miskell " "
 L. Binnie " "
 D. Lucas " "
 H. Aitken - Jackman Seminar
 M. C. Mathias - private practice list
 Mr Kidd - " "
 G. Hopcroft - career in L.A.
 I. Stäger - Affiliate membership acceptance
 M. Monzugo - Associate information
 S. Provost - Employment in H.Z.
 W. Anst - " " "
 R. Tompkins - " " "
 L. Binnie - Institute A/cs.
 S. Collins - membership addresses.
 L. Binnie - Institute A/c.
 Todd Foundation - '82 Financial statement
 L. Binnie - Institute A/c.
 D. Lucas - Info for Dr. Turpin
 M. Lodder - sub. receipt
 F. Campbell - 'The Landscape', address change
 A.F. Samad - Membership category

1984.

L. Binnie - Institute a/c.
 R. Jackson - Exec meetings 84
 J. Beard - " "
 J. Woodhouse - " "
 D. Lucas - " " / Land Settlement Board
 D. Miskell - " "
 T. Waugh - Scale of fees
 D. Manz - " " / members in private practice
 S. Webster - Affiliate membership forms.
 R. De Lambert - student membership.
 G. Robinson - Associate eligibility
 G. Milligan - The Landscape
 M. Barthelmeh - Cuttings

2.



SECRETARIAL CORRESPONDENCE
OUTWARD NOV 15. 83 - FEB. 6. 84

R. I. Mouncey - members in private practice list
A. Rackham - student verification.
J. Woodhouse - Conference registration forms.
L. Engleback - Employment in H.Z.
D. Wells - " "
W. Fischer - " "
L. Binnie - Public Library - Design Retreat - copies.
Institute A/c.

INWARD CORRESPONDENCE
15. NOV. 83 - 6. FEB. 84

B. Reid - A.E.J. seminar social
H. Preston Jones " "
J. Goodwin - Associate membership application.
W. Aust - employment in N.Z.
A. F. Samad - membership sub/levy
M. C. Mathias - Private practice list
Sylvain Protost - employment in N.Z.
Lands & Survey working party - Countryside Interpretation/appeal
S.H. Webster - application for NZILA membership.
R. Brocock - subscription
M.W. Kidd - members in private practice.
N. Aitken - seminar expenses.
R. Tomkins - Employment in N.Z.
Victoria University of Wgtn - Gallery hire.
N.F.A.C. - Newsletter.
F. Campbell - 1'sc. levy.
Social Impacts publications - publication list
J. Hudson Seminar social.
Westpac statement.
Comm. for Environment - Environmental ^{council} Grant.
C. F. Bentley - Address change.
Human Rights Commission - Newsletter.
E.C.O. - Newsletter
D. Lucas - Institute info/expenses.
Planning Research Index 83.

3.



SECRETARIAL CORRESPONDENCE
INWARD 15 NOV. 83 — 6 FEB. 84

- G. Glasson - Associate application
- C. Thomas - L'sc. levy
- L. Binnie - Treasurers Report
- N. Beveridge - subscription (83)
- A. Rackham - R. Tompkins
- G. R. Milligan - L'sc. levy
- Lands & Survey - Land Settlement: tree planting on leased land
- T. Waugh - scale of fees.
- National Trust - Newsletter
- Soil & Water publication
- Environment Auckland Region Newsletter
- D. Tucker - Address change.
- R. De Lambert - Application for student membership.
- J. Beard - Assoc. information
- Building & Construction
- Wellington Public Library - Design Retreat copies
- Westpac statement.
- Raewyn Young 83 sub/resignation
- T. Shiel - sub.
- N. Morgan - "
- G. Robinson - sub / Associateship
- A. F. Samad - (84) Subscription
- J. Marsh - "
- C. Thomas - "
- M. Conway - " / resignation
- J. Parkinson - "
- M. Monzingo - "
- D. Manz - private practice list.
- A. Morgan - subscription
- K. Banatyne - "
- S. Mort - "
- S. Dunn - "
- S.P.A New Dehi - publication
- T. Porteous - subscription
- A. Petrie - "
- S. O'Mahoney - "
- P. Serger - " / levy
- D. Sissons - "
- G. Edge - "

4.



SECRETARIAL CORRESPONDENCE
INWARD 15 NOV 83 - 6 FEB 84

J. Walker - resignation
 L. McCaskill - Conference 84 apology
 Town & Country planning M.W.D. Newsletter.
 M. A. Robinson - Subscription.
 H. Schellus - "
 M. Calver - "
 C. Bentley - "
 T. Emmitt - "
 R. Flook - "
 The Copy Machine Invoice.
 L. Engleback - Employment in N.Z.
 R. Jackson - subscription
 F. I. Mouncey - Private practice list
 R. De Lambert - student membership application.
 N. Beveridge - subscription
 H.Z.E. - notice to creditors.
 B. Brown - subscription
 J. Marsh - N.Z.I.L.A. practicing members advertising
 D. Clutterbuck - subscription
 B. Chalmers - conference registration
 Wellington Civic Trust - meeting on Hgtn harbour city interface.
 F. Boffa - subscription
 N. Aitken - L. Engleback.
 J. Woodhouse - subscription
 J. Adams - "
 J. Hawley - "
 J. Darby - "
 G. Philpott - "
 D. Wells - employment in N.Z.
 A. Wilson - cuttings info.
 W. Fischer - Employment in N.Z.
 S.H. Webster - Affiliate membership application
 A.F. Samad - Address confirmation.
 S. Smith - subscription
 M. Barthelmeh - "
 G. Laws - " (83/84)
 B. Evans - "
 A. Joyce - "
 D. Menzies - "
 B. Knox - "
 J. Moore / S. Snaffield - subscription.

5



SECRETARIAL CORRESPONDENCE
INWARD 15 NOV. 83 - 6 FEB. 84.

Eco Newsletter.

A. Wilson - subscription

I. Stäger - "

B. ~~Bae~~ Mackay - subscription

D. Tucker "

H. Lusk "

S. Collins "

I. Howell "

W. Rimmer "

R. Gay "

J. E. Chin "

H. Einhorn "

Westpac statement

Birgit Wiesel - Employment in H.2.