

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

HELD ON

THURSDAY 28 NOVEMBER 1985 AT

BOFFA MISKELL & PARTNERS OFFICE, 6 EDWARD STREET WELLINGTON

COMMENCED AT 8.30

MINUTES:

Alex Wilson

PRESENT:

Ross Jackson Chair

Alex Wilson

Ron Flook

Steve Dunn

Clive Anstey

Jan Woodhouse

Diane Menzies joined the meeting at 11.00 am.

1 Apologies

Alan Petrie resolved that the apologies be approved Jackson (Woodhouse).

2 Minutes of Previous Meetings

Ron will check that relevant letters between NZILA and Ministers Re BNZ are being printed in the landscape. Ross will contact Boyden to arrange means for having NZILA News regularly included in the Journal. Approved Dunn/Flook.

- 3 a Associateship Interviews. Alex submitted a report and recommendation of the associateship interviewing panel. Resolved: that the report be received Jackson/Anstey. It was moved by Wilson seconded Flook that N Bromley, J E Chiu, J Hawley, M Nicholls, R Watson be granted associate membership of the NZILA and that N Beveridge and N Empson be notified that their applications have been deferred for 12 months. An explanation note of encouragement be included. Alex to draft letters to all applicants. Applicants were asked if they had any difficulty in following and interpreting the instructions for Associate Membership Application. The meaning of the work implementation caused some concern but not excessively so. It was agreed that the Education committee convener be asked to incorporate the various suggestions for tightening up the instructions before a re-issue of the document.

## b Lincoln College

Ross reported on his meeting and discussions with Professors Ross and Rowe regarding the status of the landscape course at Lincoln. He also sent letters to Ruth Richardson (MP for the Lincoln area and opposition spokes person on Education) and Russell Marshall Minister of Education. Executive supported steps taken so far and Ross was asked to continue to pursue the issue for greater recognition of the teaching load of landscape staff and the status of the course within the college. Ross visited Lincoln on 20-21 November as a member of the panel judging student design projects. He felt the standard of student work was high.

## c Training of Technicians

Diane Menzies reported on moves by MWD to establish a Technician Training Programme. She outlined the needs of the Department for people with draughting skills some supervision capacity and a horticultural and basic design knowledge. It is being suggested that TCI arrange a variation of the NZCE courses to satisfy landscape technician requirements. Diane has approached other Government Departments and local authorities etc for their reaction to the proposal. The attitude of the NZILA to this proposal is now being sought. There was considerable discussion on the implications of this. It was agreed that Di be asked to define the task and skill requirement of landscape support staff and the ways in which these might be met in a formal/informal training situation.

## 4 IFLA

Neil Aitken joined the meeting and presented a report on IFLA activities. It was generally agreed that any student exchange activity should initially be with Australia. Ross will make first approach to the Australian Institute. Rob Gay also attended for this item and spoke regarding the IFLA fees controversy and IFLA finances in general. It appears that the present office holders are working on tightening up the financial management of the organisation. Resolved: that Neil write to IFLA secretariat asking for a copy of the 1984 Audited Statement (which was not available at the Japanese Congress) Flook Anstey. Resolved that the report be received with thanks to Neil and Rob. Wilson Woodhouse.

## 5 The Landscape

Frank Boffa joined the meeting and reported - 1985 Budget Expected a \$996.00 depecit. It is now expected to break even mostly as a result of increased advertising. At the end of 1984 there were 219 subscribers, at the present time there is 206 subscribers that gives a total of 369 paying subscribers, Currently there are 166 paid up insitute members, 7 additional members subs will be paid by the institute to the editorial committee. This include payment for non-paying institute members. 1986 budget not available yet as publishing costs have not been received.

## 6 Conference 86

Programme - November issue at press (John Archer)  
 December issue (May Monsingo) Steve to request  
 following people to be cuttings editors in 1986.

February - K Bannatyne - Wellington, Central North Island

May - Alan Petrie - Dunedin

July - Simon Swaffield - Lincoln

September - Wendy Davies - Auckland

November-december - En Chiu - Hamilton.

Requested that cuttings be a maximum of two pages only and should consist of a summary of interesting work or activities being undertaken by NZILA members plus gossip.

## 7 Treasurers Report

Jan presented her report up to 28 November 1985. Resolved: that the report be received Wilson/Jackson. Resolved: that the accounts be paid \$11.00 stamps, photocopying etc., R Jackson \$7.39 postage, Neil Aitken \$7.39, Wellington Branch \$50.00, The Landscape \$175.00 for seven new members. Moved Jackson seconded Wilson. Resolved: that in order to encourage a facilitate the establishment of branches executive authorise the payment of a once off amount of \$50.00 to approved groups Wilson/Flook.

## 8 New Membership-Resolved: that the following applications for graduate membership be approved:

Simon Smale  
 Paddy Baxter  
 Dunn Anstey.

## 9 Good Farm Landscapes

No action as yet. Ron recommended waiting for further developments.

## 10 Queen Elizabeth II National Trust

Resolved that Clive Anstey be nominated by NZILA to the QE2 National Trust Board of Directors. Moved Jackson seconded Woodhouse.

## 11 Subscriptions

Resolved: that the 1986 subscription be the 1985 subscription adjusted for inflation as authorised by the 1982 AGM. Moved Wilson seconded Jackson.

## 12 Tasks

Kids Landscape Book resolved that landscape publications be asked to provide an estimate for the preparations of the Kids Landscape Book ready for publication. Moved Flook seconded Jackson.

Resolved that Diane MENzies obtain education department Science advises approval to the content before submitting to landscape publications. Moved Woodhouse seconded Dunn.

At the present time there is \$1,000.00 plus interest available from the Environmental Council Grant for this publication.

### 13 Landscape Brochures

Resolved that Clive collect together all the available information on the landscape architectural promotional brochure and submit material for the first publication to Landscape Publications requesting a quote for preparing a mock up of a brochure promoting the profession of landscape architecture. Moved Flook seconded Woodhouse.

### 14 Awards

Resolved that the president discuss with the Landscape Publications the possibility of printing publicity material on the George Malcolm and Charlie Challenger Awards and establish rough orders of costs. Moved Wilson seconded Flook.

### 15 Display Boards

Resolved that exec establish a system of portable permanent display boards and that Landscape Publications be asked to provide an estimate for doing this using the basic material already available. Woodhouse (Dunn). Ron to implement this.

### 16 Secretary

The load of work on the secretary was discussed. It was agreed that assistance is urgently required. Resolved: that Steve prepare a breakdown of secretarial duties that could be done by a secretarial assistant. Moved Woodhouse seconded Flook.

Resolved that the president be given authority to approve urgent secretarial assistance. Moved Wilson seconded Anstey.

### 17 Travel

Servicing of the institute executive is a top priority and Jan recommended an allocation be put into a travel budget to be used as required according to demand for institute business, any excess to be invested for later demands.

### 18 Correspondence

It resolved that the secretarial and Presidential correspondence be received (copies attached). Jackson/Flook!

## 19 Community, Forests, Woodlocks

Ross and Di have attended meetings on this item although the ideals were agreed with, there is a similarity to the beautiful New Zealand scheme. The mechanics and finances still have to be sorted out.

## 20 Complaints System

Further to the letter from Robert Watson, Ross felt the registration of the name Landscape Architect would be ideal but would require alot of lobbying and work to achieve an Act protecting the name.

General - Float for 1986 Conference

It is resolved that appoval be given for the payment of \$300.00 to the 1986 Conference Committee as a loan to be reimbursed less NZILA expenses. Moved Jackson seconded Woodhouse.

## 21 Secretary to approach Annabel Joyce to clarify her Membership status.

## 22 Honorary Fellow

B Evans has nominated Gordon Keith Stephenson as an Honorary Fellow of the NZILA. This nomination was accompanied by a supporting statement and a verbal seconding of the nomination by Diane Lucas. The nomination was discussed and supported by Clive Anstey (from his personal knowledge). Resolved: that the Executive accept the nomination and approve that appointment of Gordon Keith Stephenson to the position of Honorary Fellow of the New Zealand Institute of Landscape Architects subject to his exceptance. Moved Woodhouse seconded Anstey. Ross Jackson will approach Mr Stephenson re acceptance and arrange for a brief outline of the procedure on nominating and appointing Honorary Fellows and fellows together with the citation to be included in the next issue of the Landscape.

There being no further business the meeting closed at 4.45 pm.

The next quorum meeting to be held on January 30 1986 at 8.30 am at Boffa Miskell Partners Office Wellington.

DECLARED to be a true and correct record.

President

*R.P. Jackson*

Date

*FEB 20 1986*

5TE4.94D

MINUTES OF THE NON-QUORUM MEETING OF THE EXECUTIVE  
OF THE NZ INSTITUTE OF LANDSCAPE ARCHITECTS (INC)  
HELD ON THURSDAY 24 OCTOBER 1985 AT  
BOFFA MISKELL & PARTNERS OFFICE,  
6 EDWARD STREET WELLINGTON AT 8.30 AM

PRESENT: Ross Jackson (Chair)  
Steve Dunn  
Di Menzies  
Neil Aitken (9.30 till 10.15 am)

1 APOLOGIES: Alan Petrie  
Alec Wilson  
Jan Woodhouse  
Ron Flook  
Clive Anstey

2 Minutes of previous meeting - held over to full meeting.

3 EDUCATION:

(A) Associateship Interviews.

Ross tabled a programme for interviews to be held on November 27 1985. Steve Dunn confirmed that the PPTA Conference room is booked for the day. It appears that there will be 6 or possibly 7 candidates.

(B) Lincoln College.

Ross advised of meeting with Prof. Ross and Prof. Rowe and letters sent to Russell Marshall and Ruth Richardson.

(NB) - Both have since replied and copies are ajoining for your information.

4 MEMBERSHIP:

Two (2) applications: Simon Smale  
Patrick Baxter

Ross to check with 2 further members of Executive for approval.

5TE4.95D

## 5 CORRESPONDENCE:

To be held over till full meeting with the exception of a letter from John Wendleken asking the Institute to consider nominating him for the Board of QE II National Trust. This was discussed with Neil Aitken present and it was agreed that NZILA should nominate a Corporate member not an Honorary Fellow. Ross to check with other members of executive and write and advise John Wendleken.

## 6 I.F.L.A.

## A Newsletter:

Graham Dense~~se~~ feels it is a wasted effort in its present form. Neil and those present agreed that it could be modified but it should be continued. Neil is to write and will also arrange to send a copy of The Landscape to IFLA on a regular basis.

Ross advised that he has written to Duncan and Davies and NZNA re; advertising in the IFLA Handbook but has not received a reply.

## B Finances:

Steve tabled a full statement and copies of financial transactions with IFLA which he will forward to IFLA with copies to Neil, Jan and Rob Gay.

Graham Dense~~se~~ feels we should give IFLA "the stick" about their finances but it was agreed that we should get all NZILA matters straightened out first. It was decided that this item should be put on the agenda for next meeting and that Rob Gay be asked to attend and ~~speak~~ to it.

## 7 TREASURER'S REPORT:

Jan advised by telephone that (a) the following subs are still outstanding:

G Bostwick	-	Student
S Carter	-	Overseas
J Foster	-	Overseas
G Laws	-	Di Menzies will contact
T Palethorpe	-	Ross will contact
A Vasbenter	-	Steve will write
R Watson	-	(Has since paid)
S Webster		

5TE4.96D

- (b) That there is an "indecent" amount of money on term deposit.  
 She also advised that the \$1500 profit from the 1985 Conference has to be paid into NZILA account for auditing and then can be distributed wherever. This matter was discussed and it was agreed that Ross would prepare a paper for November meeting. (Copy adjoining)

#### General - Wellington Branch

John Hudson attended the meeting and presented the following which was generally agreed to:

All financial members of the NZILA who live in the Wellington area are automatically members of the Wellington Branch. There are, however, a number of people who participate in Branch activities who are not NZILA members. In recognition of the valuable contribution all Branch participants can make, it is proposed to have categories of Branch membership.

- 1 Members (voting). All voting members of the NZILA  
     Corporate members  
     Retired Corporate members
- 2 Members (non voting). All non voting members of the NZILA  
     Honorary Fellows  
     Graduates  
     Students  
     Affiliates

#### All non members of the NZILA

The Branch is to be financed by means of a grant from the NZILA. This pays for NZILA members only. It is proposed that non NZILA members pay a Branch fee equivalent to the value of the grant paid by the NZILA for each of its members. This will enable contractors etc., to join the Branch and participate in its activities without having to join the NZILA as affiliates. This whole topic will be discussed in further detail at the Branch meeting.

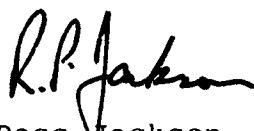


5TE4.97D

8 GENERAL:

Ross Jackson advised that his wife Sally has been awarded a Rotary Scholarship for 12 months post graduate study abroad to ake effect in late 1986. Therefore he will likely have to relinquish the Presidency a few months before the end of the two year term.

There being no further business the meeting closed at 10.45 am.



Ross Jackson  
PRESIDENT

28-11-85

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

held on 22 August 1985

at Boffa Miskell and Partners' office

commenced at 8.45 am

present: Ross Jackson (chair)

Di Menzies

Clive Anstey

Ron Flook

Steve Dunn

Alan Petrie

Alec Wilson

apologies: Jan Woodhouse

1. MINUTES of previous meeting of 30 May 1985 approved with an amendment made to the 12 July meeting, the word 'interest' being changed to 'participation' in the second line of item 10.

Jackson/Wilson

2. TASKS. In relation to education, Clive agreed to liaise with Alec regarding a promotional brochure with the theme of 'What a Landscape Architect Can do for You' or similar.

Ross presented the comprehensive report prepared by Graham Densem on the recent IFLA World Congress and it was decided in appreciation to send Graham a copy of the etching commissioned for the special Wetlands issue with a letter of thanks worded 'in recognition of personal effort and financial costs'.

Ross briefed the Executive on the present situation of the Beautiful New Zealand scheme, and that a meeting was being considered jointly between the Ministers' of Tourism, Employment, and Works to review the decision of winding down this scheme in 1986. Ron felt that all members of the Institute should be kept informed of the issues that have a direct bearing on the profession, and that all relevant letters on this subject should be printed in the Landscape journal.

It was resolved that Ross's letter to the Minister of Works and Development be printed in the next edition along with the most recent correspondence on environmental administration.

Wilson/Anstey

2.

3. EDUCATION. Alec reported that he considered existing guide lines for registration were adequate. However, the examiners needed more clarification on guidelines. Concern by candidates on what the motives were behind the questions required more elucidation. Consideration could be given to the British idea that a graduate requires to have worked under the direction of an Associate of the Institute for two full years before applying to become an associate member.

It was decided to endeavour to reduce the bulkiness of candidates' work folios by having all drawings reduced to an A3 format.

It was agreed that the examination panel for this year would be: Ross (co-ordinator), Alex (convenor), Jan, Ron, Frank Boffa, and Di Menzies, along with Boyden Evans if required.

4. CONFERENCE '86. Steve confirmed that Frank Boffa had made bookings for the in-house conference to be held at Paraparaumu for 21/22/23 February 1986. It was hoped that a section of the conference would be of interest to landscape contractors. Alan reported that a profit exceeding \$1500 had been made on the Queenstown conference and Dunedin members were interested in how this money could be put to best use. It was suggested that it could be used as an opening account for the 1998 New Zealand World Congress.

It was agreed that the 1987 conference will be held on a marae; Ross will write to the Maori Elders confirming that he has had strong support for this proposal.

Di gave an enlightening account of the recent E.C.O. seminar that both she and Ross attended.

5. LINCOLN COLLEGE. Alan Ruff from Manchester University outlined to the executive what direction landscape education should take in the future. Ross will write to Lincoln expressing the Institute's concern on this matter and endorse Alan Ruff's concerns.

6. IFLA REPORT. Neil Aitken joined the meeting and tabled correspondence received from IFLA since the last executive meeting. Neil was authorised to write to IFLA to clarify the financial commitments that the Institute had to make in funding the 1998 World Congress.

Wilson/Anstey

3.

7. FORMATION OF WELLINGTON BRANCH NZILA. John Hudson reported on the establishment of a local branch and required the executives' opinion on several procedural matters. It was resolved that a branch was entitled to use the Institute's logo for correspondence, but all letters had to clearly indicate that it was a branches viewpoint and not that of the Executive.
  8. TOURISM FORUM. Ross reported that ongoing dialogue was being held between the Institute, the Planning Institute, and the Tourist and Publicity Department regarding the possibility of a tourism forum which could be held in Christchurch next year.
  9. ENVIRONMENTAL ADMINISTRATION. Di reported on the recent workshop that she had attended regarding the various options promoted by the various organisations on future environmental administration. Di also reported on the recent NFAC seminar which she considered to have been generally non constructive.
  10. FARM LANDSCAPE AWARD. Ron outlined his recent meeting at Lincoln regarding the possibility of bi-annual farm landscape awards being judged firstly on a regional scale followed by a national award. Ron stressed that landscape awareness was the key element for farms to be judged on.
  11. NATIONAL PARKS CENTENNIAL 1987. Ross tabled a letter from Bing Lucas in reply to his letter outlining the fact that Omstead had played a leading role in the creation of the first American National Park. No further action was felt required on the subject in the meantime.
  12. TRAVEL FUND. It was agreed that Steve should write to Jan seeking her thoughts on what would be a realistic allocation for her to attend Executive meetings.
  13. IFPRA CONGRESS. It was decided that the approach made by the Congress's organising committee for their principal speaker to be made available for extra lectures be respectfully declined.
- The Executive supported Ross's view that he should attend the Congress in his capacity as President.

4.

14. DISPLAY BOARD. Kay Bannatyne would be asked to involve a graphic designer in the general layout of the display.
15. CORRESPONDENCE. It was resolved that all the attached correspondence be received.

Jackson/Anstey

16. TREASURER'S REPORT. It was resolved all accounts be approved for payment. A formal report will be held over until the next Executive meeting.

Jackson/Flook

Meeting closed 3.30 pm

Next Executive meeting

- OCT. 24 (QUORUM)  
NOV 28 (FULL)

APPROVED AS A TRUE AND

CORRECT RECORD

PRESIDENT

DATE

R.P. Jackson

28-11-86

P. ✓  
31.7.85

MINUTES of the Executive Meeting (Quorum) of the NZ Institute of Landscape Architects (Inc) held on Friday 12 July 1985 at Boffa Miskell and Partners Office, 6 Edward Street, Wellington. Commenced 10.00 am, Minutes Ron Flook

---

Present: Ross Jackson (chair)  
Di Menzies  
Clive Anstey  
Ron Flook  
Steve Dunn (from 10.30)

1. Apologies  
Alan Petrie, Alec Wilson, Jan Woodhouse. Resolved that the apologies be approved.  
Menzies/Jackson
2. Minutes of previous meeting to be held over for approval to the next full committee meeting.  
Menzies/Jackson
3. Tasks  
Clive Anstey agreed on allotted task of education promotional literature and as Lincoln link.  
Also agreed to contact Mary Anne Robinson at Lincoln to discuss promotional literature and a timetable for development of the first brochure.
4. Conference 86  
It was agreed to have an in-house Conference at Paraparaumu. To have a conference and a two day workshop on the Taranaki Marae would take a week and this was not acceptable. Frank Boffa to be approached to Chair a conference committee to prepare draft publicity material, document actions and finance and that \$300 be allocated as a conference float with profits being returned to the NZILA Treasurer.  
Menzies/Jackson
5. Ministry for the Environment  
Di Menzies continues to lobby the Minister. It was agreed that the Minister's itinerary tabled by Ross Jackson should be printed in 'Cuttings' so that NZILA members could put forward submissions to the Minister at each point of call.
6. Beautiful New Zealand  
Ross Jackson has written to Minister of Works, Environment, Tourism expressing concern. Any alternative proposals that the Minister might be considering would be of the utmost interest to the NZILA. A further suggestion arising from the discussion was that the National Roads Board should have a landscape architect present. Ross Jackson would investigate the composition of the NRB before presenting the NZILA case.
7. Farm Landscape Award  
Ross Jackson will be attending a meeting in August. This meeting has been organised by Professor Ross. It was agreed to support this award in principle but the NZILA would require further deliberations.  
Menzies/Anstey

8. Membership

It was resolved to accept the following applications:

Ray Wright - renewal of Associate membership

David Bruce - landscape contractor as an affiliate member

Dunn/Menzies

Resignation

It was agreed to accept the resignation of Karen Jerard with regret.

Jackson/Dunn

9. Treasurer's report

(a) A revised report for May was tabled with the deletion of section 4.

(b) A report for July was tabled which noted the transfer of \$10 000 from the current account to investment account for additional interest.

(c) In addition to accounts for payment -

(i) D Menzies \$10.50

(ii) A request for an advance for the production of the George Malcolm Award trophies was declined but that any invoices for production to date could be sent directly to the NZILA for payment with subsequent amendment to allocation to the student organising the production.

It was resolved to approve the reports and accounts for payment.

Jackson/Anstey

10. Physical Landscape Heritage

Ross Jackson reported on a meeting he attended 12 June 1985 with Tony Jackman. He explained that as we were land users the NZILA interest was limited. However Tony Jackman and Bruce Hayward are to continue discussions. The notes of that meeting were tabled.

11. Correspondence (see attached list)

The following points of concern expressed in a letter from Di Lucas were discussed:

(a) Packing and distribution of the NZILA display boards.

(b) The lack of a private practice list of NZILA practitioners.

(c) Concern that some graduate members were receiving commissions ahead of associates.

It was decided that:

(a) the packing and distribution of the NZILA display boards should be the responsibility of one person. Ross Jackson would approach Kay Bannatyne for help.

(b) the editor of the Landscape Journal be asked to include in the Journal a list of Associate members in private practice. It was also agreed that the list be introduced in the following way:

'The following list of private practitioners are associate members of the NZILA and recognised by the institute.'

The committee required a letter to be sent to J E Watson drawing their attention to the inaccuracy in their recent advert which includes the services of a landscape architect.

It was agreed to accept correspondence in and out.

Anstey/Menzies


12. General

Ross Jackson and Di Menzies would attend the ECO seminar 9-11 August 1985. Ross Jackson and Neil Aitken attended a meeting with two members of the NZ Town Planning Institute regarding joint communication with the Tourist Industry to improve liaison in areas of mutual interest. It was concluded that a two day seminar should be held in Christchurch.

The date of the next NZILA Executive is to be 22 August 1985 at 8.30 am. Venue to be advised.

The meeting closed 12.10 pm.

Approved as a true and correct record

President .....  .....

Date 22-8-85 .....



MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
OF N.Z. INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)  
THURSDAY MAY 30 AT M.W.D. DISTRICT OFFICE  
MOLESWORTH STREET, WELLINGTON.COMMENCING 9.45a.m.

PRESENT: Jan Woodhouse, Alec Wilson, Steve Dunn, Ron Flook, Alan Petrie, Di Menzies and Ross Jackson (Chair).

The President commenced by welcoming those present and asked for further items to be listed under "General".

Diane Menzies was noted as attending as a 'substitute' committee member and agreed to take the minutes of the meeting.

Timing and dates for meetings were discussed and it was agreed that meetings would commence in future at 8.30a.m.

1. APOLOGIES: Clive Anstey

Resolved: that the apology be approved.  
Woodhouse/Dunn

2. Minutes of Previous Meetings of Monday April 22 and March 28th:

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

Matters Arizing

It was agreed to proceed with Agenda items which would effectively cover matters arising from the previous meeting. Jan asked whether questions raised at the meeting had been answered. It was confirmed that Neil Aitken had been asked to undertake an I.F.L.A. task and that it was hoped to speak to a future Primary Producer's Council Meeting.

3. TASKS:

The Chairman circulated a list of suggested tasks.

There was discussion on the information required to be recorded in the minutes; who should act as Minute Secretary and whether a tape recorder should be used to assist the Minute Secretary. Alan Petrie agreed to act as Minute Secretary, with Ron Flook fulfilling the function when Alan was not present.

There was discussion on the topic of Education and Academic standards. Ron Flook noted that he considered the bulk of representation tasks to be more appropriately fulfilled by the President.

It was suggested that John Hudson be asked by the Chairman to act as liaison throughout the membership, but particularly in the South Island, especially to encourage people to carry out tasks.

3. TASKS CNTD.....

Resolved: that Diane Menzies be asked to pursue with Government agencies the possibility of the Institute being represented on the Council of Environmental Quality. It was also suggested that representation be made to the National Party. Further that comment be made on the effectiveness of the new Ministry, given the proposed staffing and the input, and the lack of landscape architectural involvement.

KIDS LANDSCAPE BOOK:

The project was discussed in detail following on from comment from the Education Department Science Advisory Unit. Jan Woodhouse agreed to take the project back to David Tucker and Auckland Landscape Group. Di Menzies will post copy plus Advisory Services comments to Jan.

PROMOTIONAL BROCHURES:

The drafts produced by Colleen Priest were circulated. Jan Woodhouse outlined the background of the project.

Alex suggested that pamphlets be directed to secondary school vocational guidance.

Jan Woodhouse suggested that they should also be directed to the general public.

It was decided that Colleen Priest be commended for the graphic style but advised that the topics of the pamphlet should be to promote the profession in general rather than the more detailed aspects such as site design.

Priority should be given to:-

- a) What Landscape Architects can do for you - emphasising the cost benefits of employing Landscape Architects (describing landscape architecture).
- b) What landscape architecture is about - a vocational guidance tool.

It was agreed that Ross should write to Mary Anne (copy Clive and Colleen) stating these points and requesting that the text be drafted for Committee approval.

IFLA:

Neil Aitken joined the meeting at 11a.m. and tabled a record of IFLA correspondence (copy attached). Neil had recently received a letter from IFLA in relation to the promotion and sponsorship of the IFLA yearbook. It was agreed that it would be appropriate for a large exporting nursery such as Duncan and Davies, to be approached about the possibility of sponsorship.

Ross agreed to make contact with Duncan and Davies about possible sponsorship.

Neil tabled a letter received from Katherina Zuma Scuda inviting the Institute to prepare a display board for an Italian landscape exhibition. It was resolved that a letter will be written to Katherina explaining that national priorities outweighed international commitments in promoting the profession.

Wilson/Flook

//....

I.F.L.A. Cntd.....

Because Graham Densem was making a special effort to represent the Institute in Japan and to promote New Zealand for the 1990 IFLA Congress, it was agreed that Graham should receive some recognition for his trouble by the Institute when he arrives back.

THE LANDSCAPE:

Frank Boffa joined the meeting at 11.45a.m. and told the executive that the special issue on Wetlands was ready to go to the printers and that 25 copies of the screen printed cover will be made available to Institute members to purchase.

Future themes for the Landscape

26 General

27 Residential

Frank cautioned the executive that GST may require a 10 to 15% increase in subs next year.

TREASURER'S REPORT:

It was resolved that accounts for payment as indicated be approved and the report be received.

Jackson/Wilson

It was agreed for Jan to investigate the feasibility of adding extra capital into a term deposit.

It was resolved that in accordance with the Institute's constitution that Dennis Scott's name should be removed from the Institute's mailing list.

Woodhouse/Wilson

STUDENT MEMBERSHIP:

It was resolved that the following four applications for student membership be accepted:

S. Morriss

R. Day

A. Mackersey

B. Gilbert

Jackson/Dunn

EDUCATION:

After considerable discussion it was resolved that Alec be asked to prepare a brief in consultation with Don Miskell that will be presented to the executive for vetting during the August meeting.

Woodhouse/Menzies

EDUCATION CNTD.....

It is hoped that this brief will give the education committee more direction for the examination of new members. It was also agreed that two task groups be asked to define the following questions.

1. What is a graduate as far as the Institute is concerned?

Wilson/Robinson/Miskell

2. What is the responsibility of the examiners?

Flook/Boffa/B. Evans

Ross will draft a letter thanking Jim Baird for his contribution on the Education Committee in the past.

TOURIST FORUM:

Ross has drafted a letter on the possibility of a tourist forum, copies of the letter going to Minister of Tourism, Planning Institute, and Tourist and Publicity. The Commission for the Environment has also asked to be kept informed on progress on this matter. Ross suggested that since all the recent political forums had been held in Wellington, it might be a good idea to hold this one in Christchurch.

WORKING GROUP ON PHYSICAL LANDSCAPE HERITAGE

Ross agreed to be the Institute's representative at the coming inaugural meeting of this working group, and will report back to the Institute at the next executive meeting.

1986 CONFERENCE:

It was agreed to explore Frank Boffa's suggestion that next year's AGM and in-house conference be held at Paraparaumu. This could possibly be combined with a two day workshop on a Taranaki marae.

The meeting concluded at 3.30p.m.

Approved as a true and correct record.

PRESIDENT.....*R.P. Jackson*.....

DATE.....*22-8-85*.....

RECORD OF I.F.L.A. - RELATED CORRESPONDENCE:

PRESENTED TO EXECUTIVE COMMITTEE MEETING 30 MAY 1985

SENT

10/5/85 : To Graham Densem enclosing additional information from the I.F.L.A. Secretariat in Japan.

" : To I.F.L.A. Congress Secretariat, Japan, advising of Graham Densem's proxy delegateship at the 1985 Grand Council Meeting.

24/5/85 : To Graham Densem thanking him for representing me and requesting a brief report on the Grand Council Meeting from him.

RECEIVED:

23/4/85 : From Zvi Miller, reminding us that we have not yet supported the 1985 I.F.L.A. Yearbook by way of advertising.

26/4/85 : From I.F.L.A. Congress Secretariat, Japan, enclosing updated Congress and Grand Council information.

N.Z.I.L.A. DELEGATE TO I.F.L.A.

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

1985?  
HELD ON MONDAY, 22 APRIL AT 5.00 PM

AT THE LAKELAND REGENCY HOTEL, QUEENSTOWN

- 1 The purpose of the meeting was to consider the Treasurer's and Auditor's reports and to elect office bearers including the positions of President, Vice President, Secretary and Treasurer for 1985/86 Executive Committee in accordance with article 3.2 of the Constitution.

PRESENT

Diane Menzies (Chair)  
J Woodhouse  
D Lucas  
C Anstey  
S Dunn  
D Miscell  
R Jackson  
A Petrie  
L Binnie

APOLOGIES

R Flook  
J Beard

- 2 IFLA REPORT

Neil Aitken attended for this item and tabled a report. There were two questions for which he requires answers -

- A Could the new Executive look at the Agenda for the IFLA Grand Council meeting and forward some briefing data to Graham Densem who has agreed to act as NZILA proxy.
- B Landscape Architectural Student Graduate Exchange Scheme:  
A lengthy letter has been received from the Department of Labour on this question and Neil wishes to know if he is required to summarise this and put forward a paper for the consideration of Executive.

### 3 TREASURER'S REPORT (See adjoining)

Lois discussed the report and added some additional items for payment. Alex asked what status does the budget have. Di Menzies advised it is a guide only. The question of travel costs were discussed and it was agreed that the incoming Executive should look at a more equitable system and that the time has been reached when Executive members should not have to spend large amounts of their own money to attend meetings.

Di Menzies feels that if branches get off the ground the funding could come through them.

The Treasurer's report was adopted and it was Resolved: That the accounts for payment as indicated be approved and report received. Moved: Binnie; Seconded: Menzies.

### 4 1986 CONFERENCE AND AGM

Di Menzies advised that an invitation to hold a Conference on a marae in Taranaki had been received. While this suggestion was well received it was felt that it may be better to have a workshop at a marae rather than a full AGM. It was agreed that the Conference next year should be in-house and could possibly be held in the Hamilton area or alternatively Frank Boffa has suggested a Paraparaumu type Conference which was held in 1983 which he would be prepared to organise.

### 5 GENERAL

Primary Producers Council has invited Diane Menzies to speak to them in Wellington on 1 May. She is unable to herself, but felt it was important that we should take this opportunity to speak if at all possible. Clive and Diana Lucas are considering if they will be available.

#### ELECTION OF OFFICERS

One nomination was received for the position of

<u>President</u> - Ross Jackson	Proposed: Alex Wilson
	Seconded: Jane Woodhouse
	<u>Carried</u>

One nomination was received for the position of

<u>Secretary</u> - Stephen Dunn	Proposed: Ross Jackson
	Seconded: Clive Anstey
	<u>Carried</u>

One nomination was received for the position of

<u>Treasurer</u> - Jan Woodhouse	Proposed: Alex Wilson
	Seconded: Steve Dunn
	<u>Carried</u>

<u>Vice President</u> - Alec Wilson	Proposed: Clive Anstey
	Seconded: Jan Woodhouse
	<u>Carried</u>

There being no further business, the Meeting concluded at 6.15 pm.

Approved as a True and Correct Record

President

Karl Lenzos

Date

30.5.85



MINUTES OF THE QUORUM MEETING OF THE EXECUTIVE COMMITTEE  
OF THE NZ INSTITUTE OF LANDSCAPE ARCHITECTS  
AT BOFFA MISKELL & PARTNERS, WELLINGTON OFFICE  
AT 1.00 PM 28 MARCH 1985

PRESENT

D Menzies (Chair)  
J Woodhouse  
D Lucas  
J Beard  
C Anstey  
S Dunn  
R Jackson  
D Miskell (arrived 2.00 pm).

1 APOLOGIES

A Petrie  
R Flook  
L Binnie

Apologies were sustained.

Menzies/Jackson

2 MINISTRY FOR THE ENVIRONMENT

Di Menzies reported on her attendance at the Forum which she felt had a very positive feeling about it. A group of six have been selected to put forward recommendations based on discussions at the Forum, (a Summary of the Forum is contained in cuttings 46). Di reported on a meeting that she attended with ECO when they met with Russell Marshall and Philip Woolaston where she expressed her view that discussions seemed to centred around the conservancy aspect with the much attention given to the built environment.

3 IFLA DELEGATE

Ross reported that Neil Aitken is prepared to continue for another year. Members of the Executive committee requested that a vote of thanks to Neil could be recorded in the minutes. The Japanese Foundation are not able to provide any funding to assist members to travel to the conference. Graham Densom is attending and will act as NZILA delegate if required.

Resolved: That Graham Densom be asked to act as New Zealand delegate at the Japanese Conference and that the necessary authorisation be arranged.

Menzies/Dunn

#### 4 ASSOCIATE GUIDELINES

There was general discussion on the two drafts that Jim has produced plus the response that Di Lucas prepared (and was included with the previous minutes) and some written comments tabled by Jan Woodhouse on both Jim's and Di's efforts. There was considerable debate about item 5.6 of the draft regarding implementation. Jim pointed out that submitting a plan, is not an example of implementation, while Di feels that there can be such a long time span between the preparation of a plan and its implementation, that this clause is unreasonable in some circumstances. However it was finally agreed that it has to be a judgemental thing by the examination panel.

Jim then briefly described what his rationale was in re-writing the guidelines. For example, what is a PR exercise? This aspect often seemed to be mixed in with academic categories. Landscape planning area seems to be interpreted in all sorts of different ways. Experience should be not less than 2 years and not a squeezed 18 months.

Don said we should be examining professional competence rather than just experience. Clive said we are trying to judge against standards that largely don't exist yet because as a profession we haven't got a lot to show.

It was generally agreed that a graduate should have at least 2 years work experience before sitting associateship exams. Possibly exams could be held early in the year at a time of less pressure, rather than the end of the year. In Jim's draft guidelines we now have 4 categories, rather than the original 5, and the implementation factor should be included by candidates in at least one of these categories.

#### RECOMMENDATION-

That implementation and what is meant be spelt out more clearly. This should be in a preamble to the guidelines.

#### OVERSEAS WORK

Di Lucas didn't feel that it was necessarily appropriate and therefore not necessary. However Di Menzies pointed out that IFLA has no standards and what may be acceptable in one country may not be satisfactory in another. Most agreed that an overseas candidate should submit material to indicate and show examples of competence in the same manner as one applying for a job in another country would have to do.

#### GRADUATE

Don feels whoever continues to work on this question of associateship guidelines has to work with Lincoln and define what is a graduate. This has to be spelt out and whether a particular course is acceptable or not. Jim agreed to follow the guidelines through to completion, but he won't be able to have it ready for AGM in April. It was agreed that once completed, the guidelines should be put forward as a fully recommended draft to come back to executive and be put to members

It can be circulated to members with an overall explanation note. If acceptable, it will not have go back to AGM.

5      BEAUTIFUL NEW ZEALAND

Ross briefly outlined the reasons for wanting to invite Sir Miles Warren to meet with executive to discuss the Beautiful New Zealand programme. He tabled a draft letter to be sent by the President.

6      CONFERENCE '85

35 registrations has been received by the middle of March and the organisers are happy with the response and progress to date and are confident they will meet their minimum requirement of 50. The current programme still has the AGM in one session, and not the requested 2. There does not appear to be any opportunity to change this as originally requested.

REMITTS FOR AGM

A      Branches

Don has prepared his remit and will include an explanation sheet to go out with the agenda to members.

B      Subscriptions

Lois has prepared a remit whereby members of the Institute who have been in a graduate category for a period of 5 years will have their annual subscription raised to be equal to the subscription paid by Associate members.

Resolved: That the Secretary organise the printing of remits, agenda, previous minutes and to circulate these to members.

Menzies/Miskell

7      THE LANDSCAPE

Frank Boffa and Boyden Evans joined the meeting and presented a verbal report. They advised that the actual shortfall in finances for this current year will be \$424 rather than the projected \$2,500. Executive will have to decide how to meet the shortfall. Currently subscriptions number are - NZILA members 151, others 219. Frank advised that as an objective he has always maintained we should be aiming for 500 subscriptions. In congratulating the editorial committee for their fine work, Di Menzies emphasised that it will be vital to keep the momentum going and reminded members that there has been a \$2,500 grant from the Environmental Council which has helped the situation substantially. It was suggested by Jim that perhaps there should be a 10% increase in the landscape subscriptions. Floated as an idea to be raised at AGM.

There was some discussion on the special issue on Wetlands and where copies should be sent to. The editorial committee are still looking for some general articles for the next edition of The Landscape. Frank also advised that his office now has a Mackintosh computer and the Institute is very welcome to use it providing that 3 discs are purchased at the cost of \$20 (approx) each.

8 CORRESPONDENCE

Held over till next meeting.

9 MEMBERSHIP

It was resolved that the following application for membership be accepted.

GRADUATE

Paul Stevenson

STUDENT

Guy Protheroe

Leo Jew

Shona McCahon

Charles Gordon

Joanne Nuttall

Alan Cutler

Menzies/Miskell

10 NEW EXECUTIVE

Jan offered to phone around members of the new Executive to discuss the various officers positions before the next Executive meeting..

11 COURSES IN LANDSCAPE ARCHITECTURE AND LANDSCAPE TECHNOLOGY TRAINING

Di Menzies spoke briefly on this subject and said that she feels that an NZCE type course held at a Polytechnic is probably necessary but this should be a matter addressed by the new Executive.

There being no further business, the meeting closed at 3.55 pm.

Approved as: a True and Correct Record

President

Jan Menzies

Date

30-5-85

MINUTES OF THE EXECUTIVE MEETING OF THE  
NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS  
HELD ON THURSDAY 21 FEBRUARY 1985  
M W D WELLINGTON DISTRICT OFFICE  
WILLIAM CLAYTON BUILDING, MOLESWORTH STREET, WELLINGTON  
AT 9.45 A.M.

PRESENT:

D Menzies (Chair)  
D Lucas  
S Dunn  
D Miskell  
R Jackson  
L Binne (Arrived 10.15)  
A Wilson  
R Flook

1 APOLOGIES

J Woodhouse, J Beard, A Petrie, C Anstey.

Apologies were sustained.

Menzies/Miskell

The President welcomed new members of the incoming executive to the meeting and explained that the reasons for asking them to attend was to assist in a smooth handing over of responsibilities from the outgoing executive.

2 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 29 November 1984 were accepted as a true and correct record.

Menzies/Miskell

3 AWARDS

Ross advised that Mathew Pascoe will have replica trophies completed next month. The following recommendations were put forward in telephone conversation with Jan -

- A The Award Regulations be printed in the same format as existing Institute documents.

- B That the article just realeased in "The Landscape" be sent to the following journals:

The Architect  
Town Planning Quarterly  
Home and Building  
Institute of Engineers Journal  
Parkscape  
Landscape etc

- C That a press release be sent to the 4 main papers and the Press Association. This will include copies of The Landscape, Information on landscape architecture and NZILA and details on Charlie and George.

Jan will organise detailed and have ready for conference.

In discussing closing date for entries it was suggested self with announcement of awards at the AGM. It was decided to ask Jan to forward recommendations for closing date for the next meeting.

#### 4 TASKS

Don reported that Mary-Anne Robinson has just returned from overseas. Steve Dunn has not had a reply from Colleen Priest yet.

#### 5 LANDSCAPE WORKSHOPS

Don advised that Claire Findley will have the tapes from the Public Participation Workshop transcribed in about 2 weeks.

Herwi Scheltus has had to postpone the February Re-vegetation Workshop due to ill health.

Allan Petrie is organising a Planing Techniques Workshop for Landscape Architects to be held at Manapouri in March.

Mike Barthmew has not been overwhelmed with Local Body comments.

#### 6 MEMBERSHIP

Don tabled a map indicating regional distribution of landscape architects (Associates). Broken into the following 5 regions the numbers look sufficient to establish branches:

- 1 Northern N.I. - 13 Associates
- 2 Central N.I. - 8 Associates
- 3 Southern N.I. - 16 Associates
- 4 Northern S.I. - 23 Associates
- 5 Southern S.I. - 9 Associates

Five associates are required to establish a branch. Don will prepare a paper and the reasons for establishing branches along with an amendment to the constitution to put to membership at AGM.

Don will again speak to the Lincoln Students during their first week and inform them of the Institute and encourage them to join.

## 7 MINISTRY FOR THE ENVIRONMENT

Di Menzies outlined the Insitute's involvement which included early submissions to the committee preparing the report. These submissions really emphasised education and information and not just planning and were very well received.

The "White Paper" was released and comments were called for and again a submission was forwarded together with a request to be represented at the Environmental Forum. Di Menzies has been invited to attend wearing several hats.

After discussion it was generally felt that the proposal put forward by the Environmental Group "Gang of 6" for a very large Ministry was being a little naive and that it is attitudes that have to change. By putting everyone into one group would not necessarily change that.

Di Menzies also advised of the meeting held with the Caucus Committee on Primary production in November 1984.

## 8 I.F.L.A

Neil Aitken joined the meeting at 10.45 a.m. and tabled a record of correspondence (copy attached). He is still awaiting the minutes from Congress in Hungary. Neil will write and ask for the minutes so that we can respond to their request for Agenda items required by the end of March.

Neil feels that while I.F.L.A Congress is a very stimulating forum to attend the Federation is not so effective on global matters away from Congress. It has excellent ideals but is more concerned with house-keeping and remaining apolitical. It has a lot of organisational difficulties and therefore is not as effective as it might be. 1985 I.F.L.A fees will amount to approximately 10% of N.Z.I.L.A income.

Election of Officers - the following were voted for:

1st Vice President - ROBIN GAY

Secretary General - JETTE ABEL

Eastern Region V.P. - JEAN VERSCHUER

Menzies/Jackson

Di Menzies will prepare a short report on the proposed Ministry for the Environment to forward for inclusion in the I.F.L.A No. 15 News required by 15 April. She will also forward a copy to Santos.

After discussion on eligibility to be elected to I.F.L.A it was agreed that a person must have attended 3 Grand Council meetings.

Di Menzies advised that John Boyd has agreed to be nominated for the I.F.L.A Roads Committee.

9 JAPANESE CONFERENCE

Di Menzies has been endeavouring to obtain funds and assist members wishing to attend the Japanese Conference to be held at the end of May. She has written to the NZ Japanese Foundation and if funds are forthcoming, Associate members will be asked who is interested and a sub-committee will allocate the monies. Suggested sub-committee is Steve Dunn, Neil Aitken, Jim Beard and Di Menzies. Neil Aitken will write to Graham Densem and ask if he would act as N.Z.I.L.A. delegate in the event of nobody from New Zealand attending.

10 I.F.L.A. DELEGATE

Although he expressed a preference not to continue as delegate Neil said he would if nobody else was prepared to take on the task.

After discussion it was resolved: That Neil Aitken be asked to continue as I.F.L.A delegate for a further 1 year term.

Lucas/Jackson

Ross to ask Neil and confirm at next meeting.

11 THE LANDSCAPE

No report was received but Don advised that Frank was looking for 2 or 3 articles about the creation of wetlands. Ross will talk to Jim Mitchell and see if he is prepared to write an article about the areas created in the upper Waitaki. All present at the meeting spoke very highly of the latest edition of The Landscape and the Secretary was asked to write to the editorial committee congratulating them.

12 LINCOLN COLLEGE CO-ORDINATOR

Di Lucas said a letter is in the mail to the Institute advising that JOHN TIERNEY has been appointed to the staff on a 1 year teaching fellowship. He is 35 years of age and is in private practice.



Anna Scott has also been employed on a 1 year contract as a studio tutor.

Di Menzies wrote to Graham Densem and he has since written to Prof. Rowe expressing interest and asking for more details.

### 13 GUIDELINES

Di Lucas tabled a list of comments on existing Guidelines and Jim's Draft Revision (copy attached). Any comments should be sent to Jim as soon as possible. Next Quorum Meeting is to be held on 28 March at 1 p.m., at Boffa Miskell and Partners, Wellington Office, to discuss this item.

Also discussed was a letter from Jim regarding the recently held Associate membership interviews. Ross to organise a meeting of the exam panel to discuss this matter along with a letter from Dave McKenzie asking for direction on where he should go.

On discussing the interviews Ron suggested that a referral system could be used whereby a candidate was advised of a deficiency and was asked to come back the following year to discuss that area of his/her work.

It was also suggested that automatically every year that employers of graduates be advised of N.Z.I.L.A requirements.

### 14 MEMBERSHIP

It was resolved: That the following 2 applications for Graduate Membership be accepted:

R L McTEIGUE  
J J KOK

Also a resignation from A Fielding.

Menzies/Lucas

It was agreed that a yearly programmer being developed by Steve should note that the Lincoln College Co-ordinator be asked for a list of people who have become graduates. Don will follow up this question for 1985.

The meeting discussed a letterhead used by Trish Waugh which indicated she was an associate. On notification she has written and apologised and will withdraw the letterhead.

Don advised that the Yellow Pages in Christchurch have printed the N.Z.I.L.A logo and listed members names. He will forward copies to other areas.

Fellows - the meeting discussed a telephone call that Earl Bennett made to Di Lucas on this matter. Again it was agreed that this should be considered annually.

With the newly elected fellows, George Malcolm is preparing Neil's citation while Tony Jackman will write Frank's. Di Menzies will ask Neil if he will write Robin Gays.

Ministry of Works and Development and NZ Industrial Design Council are preparing a Register of Consultants and private consultants are invited to forward details of their area of work. Steve will put a note in Cuttings.

#### 15 SUBSCRIPTIONS

Dennis Scott and Barry Chalmers still have not paid. 70 members have paid so far for this year. Steve suggested that reminder notices be sent out earlier this year.

With graduates who do not bother to apply for associateship, Lois suggested they should be put on an increasing scale of fees. Don suggested a formal letter be sent encouraging these people to sit.

It was agreed that Lois should prepare a remitt whereby graduates will pay the same subs as associates after 5 years.

#### 16 TREASURER'S REPORT (Copy adjoining)

Resolved: That the accounts for payment as indicated be approved and the report be received.

Menzies/Jackson

#### 17 TRAVEL FUNDS

10% of the Institute budget is allocated for this purpose but this only amounts to approximately \$250.00 per person and the true cost is often 3-4 times this amount.

After discussion Lois was asked to prepare for the next meeting a preamble to be raised at AGM for membership discussion.

Resolved: That Di Lucas receive 25% of the travel cost she has incurred.

#### 18 CORRESPONDENCE (Copy adjoining)

To be approved at next meeting.

19 CONFERENCE '85

Lois reported that it appears to be going well. John Darby and Alan Petrie are doing most of the work. They have budgeted for 50 people.

At this stage the AGM is in one session only. It was requested that it be broken into 2 sessions as originally requested to give members a chance to discuss items and think about them. The suggested 1st session could be from 6 p.m. till 7 or 7.30 p.m. on the 1st day.

20 GENERAL

Alec asked about the Queen's Awards and wondered if executive has considered nominating Charlie Challenger again. After discussion it was resolved:

That Charlie Challenger be nominated for a Queen's Award.

Menzies/Jackson

Di Menzies will find the original submission sent forward.

BEAUTIFUL NEW ZEALAND

After discussion it was agreed to invite Sir Miles Warren to meet with executive to discuss the contribution that landscape architects are making and to have him put forward any concerns on areas that he considers could receive direction from the Institute.

Ross to draft up a note for Di Menzies for next meeting.

LETTERHEAD PAPER

Resolved: That Steve Dunn arrange for the printing of 3,000 sheets of letterhead paper at the quoted price of \$539.70.

Menzies/Binnie

CUTTINGS

Suggested list of Editors for 1985:

February - Wellington -	S Dunn
May - Dunedin -	Lois Binnie to organise
July - Lincoln -	Anna Scott
September - Auckland -	David Brady
November - Christchurch -	John Archer
December/January - Central NI -	Mary Monzingo

Steve will contact the suggested list of people and ask them to act as editors.

## INFORMATION SYSTEMS TASK GROUP

Di Lucas has had discussions with Graeme Carroll and suggested that if we want to have any government changes it has to happen this year and we should consider setting up a task group when Tony Jackman's report comes out. Also suggested other activities including sending copies of "The Landscape" to some MP's including David Butcher, Jim Sutton, Roger Maxwell, Clive Matthewson and Michael Cullen.

## ASSOCIATE MEMBERSHIP CERTIFICATES

Ross to organise the printing of names.

There being no further business the meeting concluded at 3.40 p.m.

Approved as a True and Correct Record

President

Alan Renger

Date

30.5.85