

Circulation
 A. Wilson
 J. Woodhouse
 S. Collins
 A. Titchener
 C. Ansley
 S. Swaffield

S. Dunn.
 A. Petrie
 S. McCalhan
 A. Rackham
 R. Watson
 N. Bromley
 B. Evans.

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON FRIDAY
 NOVEMBER, 1987 AT BOFFA MISKELL OFFICE, WELLINGTON, 8.45
 A.M.

Present:

A. Wilson, J. Woodhouse, S. Collins, A. Titchener
 S. Swaffield, S. Dunn.

1. Apologies: C. Ansley.
2. Minutes of Previous Meeting: Approved.
3. Matters Arising:

Item 13. Examining panel. It was confirmed that no special conditions apply to what particular areas the panel had to look at.

Item 11. Executive travel/fees. A motion will have to be formulated for the AGM for the fixing of fees for the follow year(s) including policy on Exec. travel and penalty/discount payments. Deadline for penalties should be extended to March.

J.W

A rider on this coming financial year's invoice to include notice that a penalty/discount rate, to be finalised at the AGM, will apply as from 31 March 1988.

S.D

4. IFLA

Neither the congress minutes nor the views of the Australian delegate who acted as our proxy have been received. Letter from Polish delegate for the definition of Landscape Architecture to be ratified by member countries. Decided that there will be difficulty in a definition which meets everyone's approval, and this is not a particularly pressing matter at this time.

NZILA has a stated philosophy instead. A.W. to contact IFLA delegate.

A.W

Call for papers in 1988 have been circulated.

Posting of IFLA Yearbook to be with next cuttings using oversize envelopes at full postal rates.

S.D.

5. Awards

KNZB/Printpac

Letter of thanks for NZLIA involvement read out. This to be noted in cuttings. Comments from N Aitken on possibly how the criteria for entry/judging could be improved have been circulated to other judges. These will be collated and sent to KNZB as a formal NZILA submission.

S.D

Challenger/Malcolm Awards

Challenger award judging not completed. Malcolm Award results submitted by C. Ansley in sealed envelope left unopened until Challenger Award finalised.

Comments in cuttings that, because of the good response, particularly with the Challenger Award, and to maximise publicity releases, Awards to be announced at the AGM.

A. Wilson, C. Ansley, S. Swaffield to confirm finalists in confidence to ensure their presence at the AGM presentation, and to contact the secretary to enable preparation of the Challenger Award Citation/Malcolm Award engraving.

AW/SS/CA/SD

Draft of letter notifying entrants of the results.

Arrange publicity for announcement of awards.

AW/SS/CA

Rural Landscape Award

Flyer about to go to the sponsors after minor changes are made.

6. Associate Interviews

The examining panel recommended that all ten applicants be accepted for associate membership. S. Collins read relevant details pertaining to each applicant.

Letters to be drafted and signed by the president.

SC/AW/SD

Certificates to be prepared.

Task; to establish a guideline for applicants on what might be expected at the interview, possibly emphasising some aspects such as a code of conduct /professional practice /ethics /contract /procedures including legal aspects, NZ Standards Professional Liability etc.

AW/SW

Moved that successful candidates be invited to display their folios at the following AGM. Emphasising that the folios are only part of the professional practice interview.

Titchener/Dunn

SC Convenor
SD

7. Correspondence No matters arising.

8. The Landscape

S. Collins & J Woodhouse outlined their discussions with R. Beckett of AGM Publishing, regarding The Landscape. He highlighted points which the Institute should be looking for in the publication. The issues raised were similar to what Jan & Sarah had identified earlier.

Cuttings was regarded as fulfilling its function as a newsletter maintaining social contact.

The Landscape. The objective of the journal is to record & promote the professional activities of the profession/Institute and members to the membership and selected clientele. The primary objective being to retain and promote a corporate professional identity.

To meet these objectives we should;

- a) Aim to publish articles demonstrating the range of practical work by members as well as allied professionals and technical papers.
- b) The content of published articles during the course of a year be a fair reflection of activity/comment of the scale/breadth of types of work and application of the NZILA philosophy.
- c) Promote collectively the values of landuse decisions and broad philosophy of the Institute.
- d) Demonstrate how the Institute is ensuring and deciding the professional standard of its members. The Institutes role being a guarantor of the members standards.
- e) Promote the wide range of services members can offer.
- f) Recognise current financial problems and aim to increase awareness/subscriptions through promotional distributions to targeted decision makers.
- g) Aim to increase publication numbers based on costs for

a black & white publication. That any colour be self supporting. Practices be asked for a commitment to publish their articles in colour.

- h) The editorial committee to maintain an editorial prerogative when publishing articles to ensure required standards are met.

It was agreed that:

- i) If the Editorial Committee can contain costs within budget, the Executive would consider underwriting an increased print run as a promotional exercise, the extra copies to be supplied at cost to the Executive who would arrange distribution. A proposal for this and an increase in membership subscriptions to cover this promotion to be submitted to the AGM.

JW/AW

- ii) The Editorial Committee to continue on the present basis but consider extending the number of persons to reduce the appearance of the committee being dominated by Boffa Miskell, as well as for continuity, Should any member of the committee resign, B Evans suggested an extra person would be helpful in compiling In Brief initially.

ED Cttee

- iii) Promotional copies would be distributed regularly to a set number of people with an additional number being sent to targeted people who would have some interest in the lead articles. Copies to include an invitation to subscribe.

Exec

- iv) The editorial Committee to supply a budget for 1988 to J.Woodhouse for background to the Institute's budget and financing promotional activities.

Ed Cttee

- v) An approach be made to corporate members to ascertain if they wish to have a listing in The Landscape in classified advert. format.

Ed Cttee

9. Treasurers Report

- a) Resolved that approval be given for the listed retrospective payments of \$927.92

Wilson/Dunn CARRIED

- b) Resolved that the treasurer be authorised to pay the outstanding payments of \$2184.04

Wilson/Dunn

JW/SD

- c) Subscription Arrears

A reminder be attached to invoices stating that the Executive will have no option but to remove those in arrears from the Register if payment not received. Approval for removals to be next Exec. meeting.

SD

- d) 1988 Budget

Budget usually based on actual costs of preceding year plus cpi index (17% to Sept 87) Extraordinary items would include promotion of The Landscape and producing the conditions of Engagement.

Treasurer to prepare a budget and look at possibility of pruning operational costs. Subscription rate to be established, annual report to include a pie diagram of expenditure.

JW

Treasurer reported there were insufficient funds to cover general payments until March . Sub. invoices have

to be sent in December with a second invoicing to account for items to be agreed at AGM. e.g. proposed Branch Funding if collected by the main Institute, increase of subs to cover extraordinary items.

10. Membership

Accepted P Winn's resignation. Swaffield/Dunn
Information from the Landscape Institute means P Corfe's application accepted at the last meeting should be as an affiliate, not as a graduate. Secretary to advise change and point out relevant constitution clauses relating to Associate Membership.

SD

Di Lucas has agreed to become a Fellow of the Institute. B Evans or D Menzies be asked if prepared to write a citation.

SD

11. AGM Remits

Remit relating to the election of office of president received from D Menzies/F Boffa was tabled.

The Executive agreed in principle that the Office of President be elected directly by the members in conjunction with electing the Executive Committee. Wilson/Swaffield

Rob Watson be asked to look at the proposed remit and word any necessary changes.

AW/RW

12. Publicity

- a) Brochures. 1700 brochures and 1300 covers sent. Wellington and Auckland areas yet to be distributed. Rather than send brochures to schools via careers advisors, decided in conjunction with union coll. distribution to target Board of Governors. S. Swaffield could supply the relevant addresses.

Agreed that A. Titchener co-ordinate a distribution for secondary schools, teachers college, polytechnic boards of governors.

AT.

Wilson/Titchener

- b) Public Relations. A. Titchener has approached TVNZ and is to prepare a rough outline of a series of programmes based on the evolution of landscape architecture in N.Z. He has also approached Radio NZ and is to supply an outline for possible inclusion on 'Sunday Supplement'.

13. Conference

S. Swaffield reported that there had not been any further progress in planning for the conference. Indications were that sponsorship would increase substantially if Lawrence Halprin was keynote speaker. Halprin not available in August but maybe available early in 1989. For commercial viability of this conference it was recommended it be deferred until 1989. AGREED

SS

The seminar on Landscape Management, towards integration on 4th/5th Feb 1988 with AGM on 6th therefore becomes the substitute for a full conference.

14. Branches

Proposed remit from Canterbury branch re funding, with all members being levied \$20 allocation to branches being on a 6 monthly basis, subs from members not

covered by a branch be placed in a special account for the establishment of branches or promotional activities.

A letter from the Wellington Branch suggesting a similar fees structure was received. The option of a lower levy with a grant from the institute was declined.

Remit to be put forward at AGM.

15. Tasks

SS
Remit notice
SD

- a) Conditions of Engagement. Hold until funds available to implement.
- b) Complaints Rob Watson has suggested a disciplinary committee of the president, five corporate members, one layperson and the Institute's legal advisor. The appointment to be for 3 years.
Complaints to be made to the Secretary of the local branch and then to the Disciplinary Committee if not resolved at branch level.
The Executive Committee to handle appeals. For internal matters the layperson, legal advisor not required.
To be legally binding Corporate Members need to have signed agreeing to abide by the rules of the Institute. Or possibly be struck off if disciplined.
A. Wilson to follow up procedures with R Watson.
- c) Legislation There is considerable strain on the legislative subcommittee to comment on all changes to legislation currently being proposed.
A preliminary submission on the Town & Country Planning Act has been prepared.
Activities to be noted in cuttings.
- d) Continuing Education. Letter and proposed survey for the needs of continuing education from A Rackman.
Survey to be distributed with the next cuttings.

AW

SD

SD

The next meeting to be confirmed prior to AGM on 6th Feb 1988, there being no further business, the meeting closed at 5.00 p.m.

True and accurate record:

President

A. Wilson

Date

17.3.88.

Circulation:
A. Wilson
J. Woodhouse,
S. Collins
A. Titchener
C. Anstey
S. Swaffield
S. Dunn
A. Petrie
S. McCahon
A. Rackham
R. Watson
N. Bromley
B. Evans

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON FRIDAY, 4 SEPTEMBER, 1987 AT MINISTRY OF FORESTRY OFFICE, CHRISTCHURCH, 8.45 A.M.

Present: A. Wilson, J. Woodhouse, S. Collins, A. Titchener,
C. Anstey, S. Swaffield, S. Dunn

1. Apologies: None. Action

2. Minutes of Previous Meeting: Approved

3. Matters Arising: No items.

4. IFLA:

In the absence of a NZILA member being present at the IFLA Paris Congress Ian Delrichs (Aust I.L.A. president) has been nominated to represent the NZILA. From a consensus of exec members, he was instructed to give our attitude regarding dues - costs to be spread equitably amongst member countries.

IFLA Secretariat staffing - conclusive proof for the need for more staff to be given before extra staff employed.

South African membership - prefer to abstain if the motions were not withdrawn as they are counterproductive to the benefit of landscape architects in S.A.

Agreed: A. Wilson make initial steps to foster NZILA/AILA relationships.

A.W.

5. Publicity Brochure:

1650 brochures and 1200 covering letter have been sent to area distributors who are at various stages of sending them out. Distribution to school boards could be in association with Lincoln College. Enquiries to the NZILA as a result of brochure distribution to be noted in Cuttings.

A.T.

S.D.

6. Rural Landscape Award:

A. Wilson has written to Sir Alan Wright in support of the award. Major sponsors, have been approached.

7. NZILA Awards:

a) Challenger/Malcolm awards judging panels were finalised.

Challenger Award: Charlie Challenger

John Hayward

Simon Swaffield (Convenor)

Malcolm Award:

Mike Cole

George Malcolm

Clive Anstey (Convenor)

Professor Kennedy

7. NZILA Awards (Cont'd): Action
Awards Criteria:
 Design: design quality, response to brief, degree of N.Z. design, appropriate to site, implementation quality, graphics presentation, design/professional quality, innovative, contemporary design.
 Written: pertinent issue, relevance to N.Z. today, well-structured argument and substance, originality, clarity of presentation, impact of L.A. contribution.
- Judging to be completed by Friday, 30 October, 1987. SS/CA
- Presentation and subsequent publicity to be organised by Christchurch exec members. Full statement in 1st edition of The Landscape for 1988, interim announcement and presentation by Branches. CA/SS/AW
- b) KNZB/Printpac Award
 Neil Aitken's experience in judging this award for his region was explained. He is currently collecting comments from each regional representative to see if NZILA should continue to be involved. Item to be included in AGM agenda. SD
8. Branches:
 S. Dunn had written to Wellington branch and is to ask Canterbury branch for comment re funding. Comment to be received by 26 November for agreement by Exec if it is to be a remit proposed by the Exec. SD
- Auckland landscape group could be forming a branch in the near future.
9. Conference:
 S. Swaffield tabled Conference outline including proposed budgets.
- Branch to provide a revised budget including inflation contingencies as well as a rolling budget to show maximum loss over time if cancelled. Revised budget to be sent J. Woodhouse to ensure interests of the Institute are preserved. SS
10. Correspondence: Lists tabled.
11. Treasurer's Report:
Resolved that: approval for payments (retrospective) and those listed for approval be approved.
- the Treasurer be authorised to pay invoice for Constitution/Associate guideline reprint when work is received.
- Wilson/Dunn

11. Treasurer's Report (Cont'd): Action
Conditions of Engagement: a one off copyright payment to N.Z. Institute of Architects be deferred.
- Secretary to immediately issue letter to members in arrears outlining financial situation of Institute and request immediate payment. SD
- Recommend to next AGM that all fees be paid by 31 March, with a penalty payment to be added to fees paid after that date. SD
- Exec Travel: Expenses up to the equivalent of a thrifty fare be paid. 1988 budget report to include options for meeting exec travel. JW
12. Membership
P. Baxter: not eligible to return to student category because it is not classified as Landscape Architecture studies and it is understood he still gains part employment from L.Arch.
A. Porteus: On receipt of arrears category be changed from affiliate to graduate.
P. Corfe: approval of graduate application subject to confirmation that the qualification course was an accredited one at the time of graduation. SD
En Chiu: An error was made in changing her category to student. She is to be advised her associate status stands but is charged as a full-time student not employed as a landscape architect. SD
Wilson/Dunn
13. Associateship:
John Ladd Hudson, an AILA associate, is to be notified of conditions for associate interview and practical experience for overseas applicants. SD
- Nick Beveridge: in view of the particular circumstances the Exec have agreed to waiver the application fee. SD
- Steve Drakeford: nomination by 5 associate members received. He is to be advised to submit an associate application and folio. SD
- Examining Panel to look particularly at site planning and contemporary design theory.
- A. Wilson had prepared a set of guidelines for the examining panel's guidance.
- Examining Panel (to be confirmed): S. Collins
A. Titchener
J. Hudson
P. Rough
N. Aitken

13. Associateship (Cont'd):

Action

Recognising the number of special applications it was resolved to co-opt 2 additional members (A. Wilson & S. Swaffield) onto this year's panel to ensure fair assessment of all applicants.

S.Swaffield/A.Wilson

Interviews to be on the 24/25 November.

14. Fellows:

Nomination from F.Boffa/N.Aitken that D.Lucas and R.Flook become fellows of the Institute.



AW

In view of the "significant" contribution in public awareness generally and in the rural scene it was agreed that D. Lucas become a fellow of the Institute.

J.Woodhouse/S.Dunn

15. The Landscape

An outline of projected costs according to various print runs from B.Evans was tabled but it was considered a more detailed outline was required to decide proposed upgrading and amount the Institute would be required to underwrite.

Jan & Sarah to meet Editorial Committee to work out options and establish:

- what is the Editorial Committee's personal position
- what is the commitment from the Institute for 1988 based on upmarketing and increased runs etc.
- projected income/expenditure
- feasibility options formed by Collins/Woodhouse to be discussed with Editorial Committee for production after 1988.

SC/JW

Special issue production offer from Editorial Committee of 200 copies @ \$3.00 each and free thereafter. Decided to target the Auckland area with a follow up questionnaire. Budgeted \$600 for copies of The Landscape and \$200 for follow-up questionnaire.

SC/JW

(S. Swaffield to approach C. Lamb for format.) Auckland landscape architects be asked to contribute towards costs and a list of all corporate members in the area be enclosed.

SS

16. Conditions of Engagement:

Decided to hold copyright payment and production until budgeted costs can be met.

17. Tasks:

Action

a) Legislation: Shona McCahon (Convenor)
Letter to Ministers drafted. Awaiting appropriate time to send submissions R. Gay and N. Bromley joining sub-committee.

SMcC

b) Complaints Procedures: R. Watson actioning.

AW

c) Continuing Education: A. Rackham happy to do this task but thought questionnaire might be necessary possibly actioned through L. Coll. Extensions course survey.

AR

18. General:

Constitution Reprint: Printing in hand and to be distributed with next Cuttings.

SD

Responses to articles in other publications: Soil and Water articles by Fergus Sutherland, "Groundcover". Decided it was not worth pursuing a reply but we could provide positive articles instead.

Distribution of Minutes: Minutes of Exec meetings (excluding items of a personal nature) be also distributed to:

IFLA Delegate: Alan Petrie

Task Group Convenors:
Legislation: S. McCahon
Continuing Education: A. Rackham
Complaints: R. Watson

Branch Secretaries:
Wellington: N. Bromley
Christchurch: R. Watson

Editorial Committee: B. Evans

SD

Cuttings: An item on the proposed promotional exercise and marketing survey using the special issue of The Landscape be included in the next Cuttings.

SC/JW

Next Meeting: 26 November 1987, Wellington.

There being no further business, the meeting closed at 5.45 pm.

True and accurate record.

President

A. Wilson

Date

26.11.87

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON THURSDAY,
11 JUNE, 1987 AT BOFFA MISKELL PARTNERS OFFICE, WELLINGTON, 9 A.M.

Present: A. Wilson, J. Woodhouse, S. Collins, A. Titchener,
S. Swaffield, S. Dunn & C. Anstey (9.30).

1. Apologies: None.

2. Minutes of Previous Meeting

Agreed:

3(i) deletion of "develop a marketing strategy for NZILA".

12(2) change "A. Menzies" to A. Joyce.

20 change title to Garden Festival and delete "garden design competition for" in text.

3. Matters Arising

Regarding item:

2. Continuing Education - Alex Wilson to ask Alan Rackham to evolve a policy and programme for continuing education.

4. IFLA - Alan Petrie is prepared to continue as IFLA delegate. He had thought this was dependent upon him being an Exec member which is not the case.

Graham Densem is prepared to carry out our initial enquiries in preparation for the IFLA Grand Conference to be held in N.Z.

10. Associate Exams - Rather than writing to N. Beveridge points made by A. Wilson were conveyed to J. Woodhouse and verbally made by her to N. Beveridge personally.

4. IFLA

A. Petrie (delegate) has voted on NZILA's behalf:

IFLA Vice President - R. Freeman

Regional Vice President - Santos

Secretary General - H. Mogeridge

Request from IFLA Paris Congress organisers for slides from N.Z. representing significant contemporary landscape design.

S. Dunn to contact R. Flook re any material on Midland Park/Manakau Court.

J. Woodhouse to contact D. Brady re possible examples.

IFLA delegate at Paris Congress. S. Dunn to ask if N. Morgan will be attending and possibility of acting as the NZILA representative.

5. Publicity Brochure

A. Titchener has written to 17 people throughout NZ asking if they would agree to act as regional distributors of brochures. Approximately half have responded.

AW.

MD.

J.W.

SD.

Brochures with covering letter from NZILA will be sent to prospective agencies listed by regional contacts. Distribution anticipated to be complete by next meeting. Postage expenses incurred will be met by NZILA if supported by receipts.

6. Rural Landscape Award

A prospectus has been prepared. G. Stephenson has called for support.

AW

A. Wilson to write a covering letter to the Chairman of Lincoln College Council expressing NZILA's support of the award with an attachment supporting the scheme that will be distributed to potential sponsors.

7. NZILA Awards

Brochure advertising the George Malcolm and Charlie Challenger awards have been produced and are to be circulated with the next Landscape.

SD.

Agreed to extend the closing date to 31 August. S. Dunn to arrange a brochure enclosure with the amended date.

CA.

C. Anstey to draft a criteria for judging and list possible judges.

CA.

C. Anstey to draft wording of the citation that will form the Charlie Challenger award.

8. Branches

Canty Branch is now established.

Debate centred on problems related to Branch funding, if membership is compulsory, how Branches should debate principles/issues of development rather than giving opinions, if all NZILA members should be levied and this be redistributed to Branches.

SD ?

Agreed that Wellington and Canterbury Branches be asked to give their views on how Branches would best be funded, how Branch membership is best defined and possibly define the role of the Branch.

9. Conference

A committee has been established comprised of the Canty Branch committee plus others. Proposed conference theme: "Creative Development", 29/30 August, 1988, Limes Room, Christchurch Town Hall.

NZILA AGM could be linked to a seminar in February 1988 relating to an aspect of professional practice, e.g. microcomputer applications or professional business management.

10. Correspondence

i) Presidential: A. Wilson highlighted letters to B. Sutton & Aila Taylor. Di Menzies' concern that the policy/regulatory section of the new M.O.W.D. would not include Landscape Architects, prompted letters to T. Town, Fraser Colemean.

- ii) Secretarial: Letters were to be raised in later items.
- iii) Executive members are able to use letterhead if under an executive committee or convenor of subcommittee with a copy for NZILA records.

11. Treasurer's Report

- i) Resolved to remove from membership list and write off arrears of Janet Ward and Arthur Chung.

Woodhouse/Dunn

- ii) Resolved that non-earning members in the practise of Landscape Architecture may have their subscriptions levied at the retired category rate; and

that this be reviewed annually by including a clause on the invoices that would be signed by those applying for the reduced rate.

Swaffield/Dunn

- iii) Resolved that the Treasurer's report be received.

Wilson/Titchener

- iv) Resolved that approval for payments be given.

Wilson/Dunn

- v) Resolved that approval for payment to O'Neal Art be given for Awards brochure \$844.52.

Woodhouse/Dunn

12. Membership

- i) Applications for membership were accepted for Sek San Ng (Graduate), William Hansen (Graduate) and Anna Scott (Affiliate).

- ii) Application Fees.
Resolved that these be increased to the same degree (22%) as the 1987 subscription. (\$36.50 associate applications, \$18.50 all others)

Anstey/Woodhouse

- iii) Prepare for the next AGM a review of application fees and a remit for a realistic recovery of costs involved including an annual CPI adjustment.

- iv) Associate Guidelines.
Although the new guidelines were accepted at the last AGM, this years applications will be under the old guidelines because the new ones are yet to be published and will not be circulated in time. 15 October deadline remains.

Associate panel: Sarah Collins (convenor) was asked to confirm and compile a list.

13. The Landscape

- i) Sarah outlined comments received from a survey of selected members.

"Contents of cuttings should be altered to include more social activities/issues.

"The option of combining with Landscape Australia was discarded because of the loss of identity for NZ news.

"For technical & educational communication could be based at Lincoln, possibly an annual or biannual.

"For public promotion need items that appeal more for the home gardener, possibly a more commercial production with the whole of the Landscape industry.

"Potential clients. Given the amount of competition in the commercial market it was suggested we target other professionals, property developers, government/local government decision makers.

"It was suggested that if the orientation of articles be changed to reflect more creative/exciting developments and give better readership appeal.

"That articles be targeted to specific groups or people and that they could be promoted as PR material for those involved in the projects featured by the use of reprints at lower cost.

- ii) The Editorial Committee stated that subject to confirmation later on in the week they would reconsider their resignation and continue with an upmarket approach for 1988 if the Executive was willing to underwrite the proposition.

- iii) Regional sub-editors could in some cases be helpful in providing screened copy and could include a forthcoming seminar.

L'sc. Ed Ctee.

J.W./sc.

The Editorial Committee was asked to submit a projected increased costs to establish the viability of the proposal to be circulated to Executive members as soon as it is received. Jan and Sarah to continue investigating the feasibility of options.

14. Conditions of Engagement

A letter received from the solicitor reviewing the draft conditions of engagement recommended that

- i) we seek approval from the Institute of Architects so that our document does not breach copyright.
- ii) the inclusion of typical charges be removed because this could be interpreted as a restricted practice or collusion under the Fair Trading Act.
- iii) the document should not overstate services offered.
- iv) delete clause on costing, omit typical charges.

Resolved that approval be given to accept the solicitor's recommended amendments, and that D. Miskell/S. Swaffield make the necessary amendments to the draft document.

15. Tasks

a) Legislation

"S. Swaffield tabled M.O.E. letter.

"It was suggested the following structure be formed to handle future legislation submissions: A subcommittee be formed of -

S. Swaffield - convenor of legislative subcommittee.

Subcommittee be comprised of predominantly Wellington members including: D. Menzies, B. Evans, I. Taylor, S. McCahon, N. Bromley (co-ordinator position vacant).

"Terms of Reference.

- 1. Monitor legislation affecting the aims/activities of the Institute.
- 2. Make written and verbal submissions on amending legislation.
- 3. Make personal representations at review meetings.
- 4. Have the authority to prepare submissions in consultation and through Christchurch Exec. members."

b) Complaints Procedure

Rob Watson be asked to recommend how a structure for complaints be set up and what it should comprise of for Executive consideration.

16. General

- a) Keep N.Z. Beautiful/Printpac award. Letter from Keep N.Z. Beautiful Inc requesting nominations for regional judges for the award.

SD.

Recommended the following be contacted by S.Dunn for their consent.

Otago	L. Binnie or A. Petrie
Canty	Position filled
Wellington	N. Aitken
Waikato/Bay of Plenty	M. Monzingo
Sth/Central Auckland	B. Steele
Nth Shore/West AK/Northland	D. Tucker

SD.

b) Tree Care Award

Letter be written thanking D.O.C. for the information and requesting information next year if applicable.

SD.

c) Constitution Reprint

Agreed to proceed with the printing of the revised 300 Assoc membership, 500 revised Constitution and 2,000 cutting envelope reprint based on quote received from Madision print for \$1204.50.

Next executive meeting to be held on Friday, 4 September after a seminar on Marketing/Delivery of Professional Landscape Services at Lincoln on 2/3 September.

There being no further business, the meeting closed at 4.40 pm.

True & accurate record.

President

A. Wilson

Date

4.9.87

MINUTES OF THE N.Z.I.L.A. EXECUTIVE MEETING HELD ON 26TH MARCH 1987 AT 1.30 PM AT FOREST RESEARCH INSTITUTE CHRISTCHURCH

Present: Alex Wilson, Simon Swaffield, Clive Anstey, Jan Woodhouse, Sarah Collins and Alan Titchener.

Absent: Steve Dunn

Minutes of Previous Meeting of 27.11.86 were accepted as a true and correct meeting.

S.D. Sarah Collins and Alan Titchener requested that a copy of the minutes be sent to them as soon as possible.

1. Matters Arising

(1) Code of Conduct. The President explained the background to the question of professional obligations as in item 1 (4) 27.11.86. He explained that he had drafted the letter as requested but had not had it published. The committee agreed that the publishing of the letter should be cancelled as although the matter remained pertinent, the individuals concerned are no longer discordant.

2. Meetings for 1987 (Full Executive)

June 11

September 3

November 26

Non-Quorum meetings - as required

3. Tasks

(1) Professional Conduct - Simon Swaffield agreed to undertake this task and offered to arrange a seminar (1 1/2 - 2 1/2 days) on marketing professional services and professional practise, to be held in July. The aim of the associated workshops would be to:

* Draft guidelines for code of conduct for NZILA.

M/b.

* ~~Develop a marketing strategy for NZILA.~~

A.W. (2) Continuing Education - Alex Wilson will write to Alan Rackham to ask him to take on this task and liaise with Simon Swaffield.

Alex tabled a letter from Di Lucas questioning if Landscape Architects have developed an understanding of ecological values in their work. She asked that the 1988 conference be organized around this topic.

AW.

The committee resolved that Alex write to Di accepting the need for highlighting the issue but pointing out that it was not an issue the Exec considered it should take up. It was felt she should write to the Landscape to air her concerns. Lincoln College's new landscape curriculum has a much stronger emphasis on ecology.

S.C.

3. Associate Exams - Sarah Collins was asked to arrange the Associate Exams for 1987.

A.T.

4. Promotion - Alan Titchener was asked to take on the public relations job.

C.A.

5. Awards - Clive Anstey agreed to continue with the organization of the awards.

AW.
S.S.

6. Legislation and Environmental Issues - Alex to approach Boyden Evans re: handling these issues from Wellington. Simon Swaffield agreed to liaise with Boyden.

J.W.
S.C.

7. Institute Publication - Jan Woodhouse and Sarah Collins agreed to undertake the task.

AW.

8. Publications of Guidelines and Conditions of Engagements - Alex to approach Don Miskell to continue with this task.

4. IFLA

It was moved and passed that IFLA delegate Alan Petrie's letter be received. In it he asked that Cuttings ask if any corporate members are planning a trip to Paris for the IFLA '87 Conference. They could act as NZILA delegate. Alan Petrie also stated that he wishes to relinquish his position of IFLA delegate in late 1987. He suggested Exec contact Herwi Scheltus to see if he would like to replace him. Alex Wilson to action. IFLA Congress 1998. Jan Woodhouse was asked to approach commercial conference organizers in Auckland re: the process for organizing the Conference.

S.D.

A.W.

J.W.

AW?

Graeme Densem to be asked to ascertain NZILA's responsibilities in organizing the Conference.

5. Brochures

The committee agreed that the Brochure was an appropriate promotional vehicle for the NZILA.

Distribution:

- * 5 to each member gratis
- * 5 extra to each member on request gratis
- * Extra copies to commercial firms at a nominal price of \$1.00 each
- * 100 be retained by the NZILA for distribution to interested members of the public

- * That the remaining 1000+ be targeted at specific decision makers likely to be in a position to commission a Landscape Architect.

A.T.

Alan Titchener was asked to write to Neil Challenger in response to his request for 50 copies informing him that the NZILA wishes to target specific decision makers to be in a position likely to commission LAs. It was agreed to send him 50 copies on the condition that he distribute them all over the coast to the appropriate people.

The committee then discussed potential target groups.

- * Secretary of Environment
- * Regional Managers in Govt Depts
- * MPs
- * Education Dept
- * Regional Depts - Architects
- * Hospital Boards
- * Health Dept - Boards
- * Maori Affairs
- * Corporations
- * Ad Hoc Bodies
- * Local Authorities
- * Catchment Authorities
- * Companies - commercial & service

The committee then agreed that Institute members wishing to have more than 10 copies be asked to pay \$2.00/copy. They also asked Alan Titchener to write a letter covering the issue of the Brochure to targeted persons.

A.T.

6. Institute Publications

Suggestions for the future include:

- * The production of an annual and/or improved Cuttings.
- * Combine with another professional magazine i.e. The Planners/circ 1000+ Lands & Survey Landscape Catchment Board.
- * Explore possible contacts with DOC re: a possible environmental advocacy role.
- * Combine with Australian Landscape Design to form Australiasian Landscape Design.

Boyden Evans has pointed out that the production of a glossy would not (in his opinion) be attractive to advertisers. The current income from advertisers is \$7000/annum, most of which is handled by 1 agent.

Objectives of a publication - What do we have to do to:

- * Maintain our sense of identity } within
- * Maintain personal contact } membership
- * Promote excellence of work }

- * Promote good design
- * Promote the profession
- * Promote sound environmental practise

J.W.
S.C.

What are the options? Exec suggested that Jan and Sarah contact the following for information:

Alan Rackham - options	Di Menzies - opinions
Boyden Evans - options	Di Lucas - opinions
Frank - publishing contacts	Alan Titchener - opinions

It was noted that Membership of the existing Editorial committee has changed with Shona McCahon replacing Julia ~~Wilson~~^{Williams} as Treasurer. Boyden recommended that the committee of 3 be retained and that 2 of those be corporate members. Jan to write to Shona telling her of the Institute's requirements re: keeping the books.

J.W.

A.W.

Alex is to write to the Editorial committee accepting their resignation as from Dec '87, thanking them and informing them of the establishment of a task force.

7. Rural Landscape Awards

Val Kirby has prepared a draft prospectus for circulation to the appropriate bodies for sponsorship.

C.A.

8. NZILA Awards

The Exec considered the price received from Landscape publications was too high. Clive was to obtain alternative costings and send Jan a copy for pricing in Auckland - to be ready for the next issue of Landscape.

9. Tertiary Education

Simon Swaffield provided an update on Tertiary education, including:

- * Progress on the LA Degree - to go to UGC in Sept for approval
 - * No PR for the course due to an administrative bungle.
 - * This year's intake numbers 14.
 - * LA section has 3 researchers:
 - Di Lucas - teaching fellow.
 - Dave Richardson - research - school environment as a learning environment for adolescents.
 - Mrs Kumsukio (from Japan) research - development of town belts in NZ and attitudes to garden design.
- and a full time secretary for the academic year.

A.W.

Alex was asked to write to Lincoln College on behalf of the Institute expressing support for the development of a degree.

Simon also reported that Lincoln College has established a board of studies for Landscape

programmes. He would also like to establish a consultative group from the industry to meet once a year to discuss issues pertinent to the education system.

A.W. 10. Associate Examination

Considerable discussion ensued over the conduct of the professional examination in relation to the candidate Nick Beveridge. It was resolved that Exec see that the procedure for examinations be tightened up and that Alex write to Nick apologising where applicable and drawing his attention to the examination procedure.

11. Branches

Christchurch wish to set up a branch to cover the region of north and south Canterbury with associates from other regions of the South Island.

J.W. It was resolved to send them a Branch establishment fee of \$100.00.

S.D. 12. Correspondence - See attached list.

1. Grad membership - Rosemary Wiffen } approved
Mary Wallace } approved

- W/b.* 2. Annabel ^{Joyce} ~~Menzies~~ wishes to change her category to retired - approved.

3. H. Boyd's resignation accepted with regret.

4. En Chiu wishes to change her category to student - approved.

13. Di Menzies and Jim Beard were approved as fellows of the Institute (retrospectively).

14. The Treasurer's report was received and expenditure as listed was approved.

Moved Anstey
Seconded Swaffield

Jan reported that reserves have been considerably diminished by Brochure expenditure and that future 87 expenditure includes:

The Kids Landscape Book	\$1250
Legal Advice on the Guidelines	\$1500 - 2000
Printing Documents	\$2000

S.D. 15. Documents

Steve Dunn is to be asked to get quotes for reprinting the constitution to the existing format. The Conditions of Engagement should also follow the same format with a cover sheet reading - Conditions of Engagement NZILA etc.

Ditto for guidelines for Associates and examiners. The committee resolved to ask Don Miskell to take the conditions of engagement thru to a level suitable for printing.

16. Conference '87

Alan Titchener reported that Ray McTeigue is handling publications and is awaiting final contributions from speakers. Final calculations are in hand and Alan estimates that profit will amount to \$1500 most of which will be used to publish the proceedings.

S.D.

Exec moved a vote of thanks to conference organizers and resolved that Steve Dunn write to them to express that.

17. Conference '88

J.W.

The CLG (Branch) is to organise the 88 conference. Topic still to be decided. Jan W. to write to the group informing them of the required financial records.

18. Conference '87 Petition

AW.

Alex W. is to write a covering letter from the NZILA to go with the petition signed at Conference and send it to Bill Sutton with copies to Aila Taylor.

19. ARA Garden Design Comp

Alex reported that his involvement with the above comp had been satisfactory and interesting.

20. Garden Design Competition Hawkes Bay

AW.

Alan Titchener reported on his idea for running a ~~garden design competition~~ for a garden festival to be run concurrently with the Commonwealth Games. Exec supported the concept in principle but questioned:

1. Timing - is there enough lead in time for organization, design, and implementation?
2. Is Hawkes Bay large enough to support a project financially?

21. The Executive Office Holders for 1987-88 are to be:

President	Alex Wilson
Vice President	Clive Anstey
Secretary	Steve Dunn
Treasurer	Jan Woodhouse

The meeting closed at 7.18 p.m.

Accepted as a true and correct record.

President

A. Wilson

Date

11. 6. 87