

0022

	<u>Executive</u>	<u>Subcommittees</u>
<b>Distribution:</b>	C. Anstey S. Collins S. Dunn S. Swaffield A. Titchener A. Wilson J. Woodhouse <u>R. Flook</u> (Pres-elect)	A. Petrie (IFLA Delegate) F. Boffa (IFLA Congress) F. Cruikshank (Legislature) B. Evans (The L'sc Ed. Cttee)  <u>Branches</u> R. Watson (Canty) N. Bromley (Wellington) S. Collins (Auckland) M. Monzingo (BOP Taupo H.B.) L. Binnie (Otago/Southland) S. Thompson (1989 Conf.)

**MINUTES OF THE NZILA EXECUTIVE COMMITTEE MEETING  
HELD AT BOFFA MISKELL PARTNERS, 6 EDWARD STREET, WELLINGTON  
ON 30TH NOVEMBER 1988 AT 8.45 AM**

**Present:** Quorum of: S. Collins, J. Woodhouse, S. Swaffield, A. Titchener, S. Dunn began meeting. A. Wilson arrived 11.15 due to air-traffic delays.

1. **Apologies** C. Anstey
2. **Minutes of previous meeting**  
Accepted with the following amendments:  
  
Item 4 IFLA spelling "Ian Lyne".  
  
12(ii) Complaints procedure should read "minimum of 5 corporate members including the President."  
SS/JW
3. **Matters arising**  
11(ii) Kids Landscape Book. Grant of \$1800 has been given to Conservation N.Z. to help produce teachers' notes for the next conservation week with theme of 'The Changing Land'. D. Sissons is NZILA representative on panel draughting teachers' notes.
4. **Associate Interviews**  
The Associate panel recommendation was the approval of applications from S. Bassett, L. Cadenhead, N. Challenger, K. Bannatyne, R. Pryor, M. Steven, D. Sissons, R. de Lambert, Ng Sek San, A. Greenup.

Recommended that R. Day and D. De La Mare be encouraged to reapply next year.

Recommendations of panel were accepted.

S.C./J.W.

Confirmation in writing to be sent out today.

An outline of recommended folio size, binding, layout to be prepared by S. Collins for circulation to all graduates.

SC

## 5. **Branches**

Wellington has had its AGM. Yvonne Weebers concerns at Wellington Branch AGM regarding lack of graduate involvement and representation in the NZILA was discussed. Suggested she and other graduates could submit a remit for the AGM such as at each AGM corporate members vote to allow graduates voting rights, except on constitutional matters, for that meeting; graduate representation on Exec, etc.

SD

Other branches: H/B Taupo quiet. Auckland - Jan to encourage activity.

## 6. **Correspondence**

B. Sandford - Exec would like to projected cost, more information in setting up and upgrading costs, what are the benefits to the NZILA when there is less than 1/3 of current students members of NZILA.

L. Binnie re: Otago and Southland Polytech landscape design. While sympathising and sharing the concerns of the Otago Southland Branch the Executive did not see the matter as a national issue. It would be libelous to state a certain contractor was incompetent. The Branch could only promote the professional standing of its members, and cite Chch Girls High as an example of professional input. With Institutions being required greater accountability it could be pointed out use of professional advise has the background of quality and standards as well as avenue of recourse for complaints. The Branch is strongly advised to seek legal advice on contents of any submission sent to the Polytech.

QEII National Trust. Nomination for Board of Directors. D. Lucas and F. Boffa were nominated by the NZILA.

**Boston Congress Delegate.** J. Volpe was unavailable, S. Swaffield had difficulty contacting I. Oerlich but Ian Lyne (Aust) had acted as N.Z.I.L.A. delegate. No report on Boston Congress received yet.

## 7. Membership

Resignations from Christine Thomas, Sarah de Renzy, Leo Jew and Lyn Cadenhead were received.

Re-Application from Glenda Bostwick.

Resolved that the resignations and applications be accepted.  
S.D./S.S.

## 8. I.F.L.A.

S. Swaffield had written to Ian Lyne but had not received any report on I.F.L.A. Boston Congress.

Letter from A. Petrie wishing to resign as NZILA delegate. G. Densem to be asked if willing to act as NZILA delegate.

IFLA to be advised of change of delegate and president by end of December.

AW

SD

## 9. Tasks

### Conditions of engagement

Agreed publication of 400 copies at \$1.65 each including GST with colour cover.

Approved NZIA payment of \$2,000 for copyright. Jan to contact George Patterson.

SS

### Legislation

Comments from Dr. Blakely to C. Anstey has shown NZILA submissions have been well received and worthwhile. S. Swaffield to convey comments to Fiona Cruickshank.

JW

Comments on 2nd Phase RMLR required by end February. F. Cruickshank organised to implement. S. Brown has been approached to help but need new Exec member to liaise between Exec and sub-committee.

SS

### Complaints

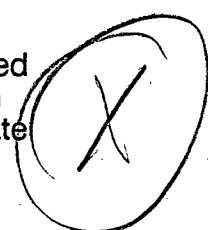
A.W. cited a Consumer article re professional complaints procedures. They should have panels of a majority of laymembers, should cost the consumer nothing, should be well promoted, and have a regular review system.

Decided that an initial complaint be investigated at Branch level by a layperson dominated committee. Minor matters would be resolved by peer pressure. If complaint a major concern or deemed 'unprofessional conduct' the determination required at national level.

Recommended Policy, Complaints Committee

Complaint received and investigated by Branch chairman and 2 laypersons who are nominated annually as is the auditor. A copy of their report is for Exec who contact complainant to ensure a satisfactory resolution has been received.

If not satisfactorily resolved or disciplinary action required then a Disciplinary committee be convened to ascertain action. Committee composition of 5 person: 3 corporate NZILA members including the President, 2 laypersons appointed by Exec, with legal advisor.



**10. The Landscape**

The Editorial Committee presented a report including a budget for the coming year.

It was noted the Landscape promotional income was important and if not continued there would be an estimated \$2,000 shortfall.

Value of promotion seen in Survey results to be publicised in the Landscape, the additional income support through promotion.

SS

Exec to send letter to R. Greenwood for his comments on the Landscape.

AW

**11. Promotion Strategy**

Report by A. Titchener was tabled.

Resolved that that the strategy as amended be adopted for presentation to the AGM.

S.S./S.C.

Strategy to be circulated with remits.

A.T.

**12. Awards**

The awards for 1988 were announced by A.Wilson.

Malcolm Award

Manukau Court submitted Boffa Miskell Partners.

Challenger Award

Expanding System Capacity HVDC Corridor Study submitted by Boffa Miskell Partners.

Review of Awards to be implemented.

RF

- . Annual or biennial
- . Sponsorship
- . Subdivision into categories with commendations.
- . An overall winner being selected from category winners.

Press release to be implemented by Di Menzies.

### 13. Treasurer's report

Resolved that the report with additional payments of The Landscape subs \$300, A. Wilson \$180, S. Dunn \$30 be received and payments approved.

S.S./A.W.

- . 1989 subscriptions to be adjusted on a 6% C.P.I. level.
- . 1987 Te Aute Conference profits \$1131 be kept separate from general account for special purpose such as setting up a Maori scholarship.
- . Purchase of vertical filing cabinet for Secretary approved \$350.00.

J.W.

S.D./A.W.

### 14. Conference 1989

Fax ex S. Thompson outlined progress. Sponsors have been arranged and budget adjusted per NZILA Treasurer's request. At this stage fixed costs are equivalent to sponsorship.

AGM to be held on Sunday, 5 February 1989 at Institute of Architects Rooms, Arts Centre, Christchurch at 10 a.m.

S.D. to arrange meeting with outgoing/incoming Exec and Branch Chairman prior to AGM. (Contact R. Watson re available office?) 8.30 am.

SD

### 15. Executive Elections

Results were declared as follows:

R. Flook (President), S. Collins, H. Scheltus, S. Thompson, A. Titchener, R. Watson, J. Williams.

Candidates to be advised of results. Recommended use of standard format for candidate background notes.

SD

**16. General Education**

S.D. to check the Landscape Institute's recognition of the BLA course/recognition to graduate level.

SD

S.S. to notify recommendation for student merit award.

SS

**17. General**

Design and Build An extension of discussions which occurred in the Associate Interviews suggested the Institute should draw attention to the ramifications of design and build with the accompanying standards of performance required of professionals involved.

Promotion through . professional practice course  
 . seminars  
 . Cuttings

A list of successful applicants with general comment from the Associate panel to be included in Cuttings.

SC

There being no further business, the meeting closed at 4.30 p.m. Next meeting to be held prior to AGM at Christchurch 5 February 1989.

Accepted as a true and accurate record.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

President

Date

old 0051

**Distribution:**

Executive

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

Subcommittees

A. Petrie (IFLA Delegate)  
F. Boffa (IFLA Congress)  
F. Cruikshank (Legislature)  
B. Evans (The Lsc Ed. Cttee)

Branches

R. Watson (Canty)  
N. Bromley (Wellington)  
S. Collins (Auckland)  
M. Monzingo (BOP Taupo H.B.)  
L. Binnie (Otago/Southland)  
S. Thompson (1989 Conf. Treasurer)

**MINUTES OF THE NZILA EXECUTIVE COMMITTEE MEETING  
HELD AT MINISTRY OF FORESTRY OFFICES, VICTORIA STREET CHRISTCHURCH  
ON 1ST SEPTEMBER 1988 AT 8.45 AM.**

ACTION

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

1. **Apologies** C. Ansley
2. **Minutes of previous meeting** - Approved without change.
3. **Matters arising**

Item 4. J. Woodhouse to clarify auditor's requirements and advise Branches/Editorial committee what records and format of finances are needed for auditing purposes for the 31st December each year.

J.W.

Item 4 (iv) F. Boffa formally appointed as convenor of IFLA congress steering sub-committee. To be advised in writing by Sec.

SD.

Item 16 General - Lincoln Advisory committee A. Wilson to write to practices seeking support to employ students.

A.W.

4. **IFLA**

A. Petrie had nothing to report re correspondence from IFLA.

**Boston Congress Delegate.** J. Volpe was unavailable, S. Swaffield had difficulty contacting I. Oerlich but Ian Lion (Aust) had acted as N.Z.I.L.A. delegate. No report on Boston Congress received yet.

## 5. The Landscape

Positive feedback received from production of Maori issue 37/38.

**The Landscape promotion.** All issues are to be posted this year, 37/38 mid Oct., 39 beginning Dec.

Exec Responsibility for issue 38 articles from: M. Absolum, A. Greenup, A. Bateman, B. Chalmers (incl colour centrepiece) V. Kirby (Viewpoint). Also a short article promoting ANZILA as giving an assurance of quality/"value added" when using a landscape architect with these qualifications.

AW/SS/KA

It was agreed that:

"promotion of the profession is still needed and a percentage of income should be allocated to active marketing."

The Landscape is the most cost effective means of promotion to reach a wider audience as well as cross subsidising production to ensure continued publication.

The Executive confirms the need for the same level of promotion as at present by buying extra issues and target a lower level of administrators compared to those being circulated in 1988. Distribution of copies, possibly at Branch level to be investigated, to get the membership more involved.

SD.

Promotion strategy to be formulated by A. Titchener for next meeting.

AT.

The Editorial Committee to be advised that the Executive intend recommending to the AGM a promotional package.

A preliminary budget for next year's expected costs of production is requested from the Editorial Committee for the next Exec. meeting. Base line costs to be the basis of this budget and that subsidies or grants from NZILA/external sources be excluded. These additional sources to form the basis of an alternative budget.

SD.

ED. CITE.

## 6. Awards

### (i) Malcolm Award

Award has been judged with D. Menzies preparing press release. Letter of thanks to N. Aitken, D. Menzies, C. Aasen for participating to be sent.

AW

### (ii) Challenger Award

E. Bennett to return from overseas shortly. Request completion of judging as soon as possible.

A.W.



**Award Results** - Authority was given to A.W. to open results as soon as judging of both awards complete ready for announcement at next Exec. meeting. Presentation of trophy/certificate to be at conference. Advise conference convenor.

S.D.

## 7. Branches

Bay of Plenty/Taupo/Hawkes Bay Branch formation confirmed with receipt of signatories.

The changing role of Executive is more of an overview one with more responsibilities delegated to Branches. The need for a meeting of Branch Chairman/Executive was highlighted. Seek to arrange a meeting at next AGM.

S.D.

## 8. Correspondence

D. Clutterbuck Differential Branch levies too complicated to be feasible.

S.D.

P. Baxter Constitution doesn't allow student status in his case. Only alternatives to be graduate member or resign and subscribe to the Landscape.

S.D.

D. Lucas re. Kunie Sugio

Hospitality afforded persons of her status to be emphasised, particularly at Branch level. When permanent residency confirmed a formal approach be made to join as a graduate landscape architect.

A.W.  
R.W.

### Policy re Eminent Overseas Visitors

Branches be encouraged to involve visiting landscape architects in their activities and where it is thought the visitor be of particularly high status within the profession, the Branch may recommend to the Executive that the visitor be accorded the privileges, excluding voting rights, of that of an Honorary Fellow during the period of their time in N.Z.

Branch  
Secy.

## 9. Membership

J. Dyer resignation accepted.

S.D.

L. Fanshaw application for graduate membership accepted.

S.D.

## 10. Associateship Panel

Confirmed appointment of S. Collins (convenor). Other panel members to be A. Rackham, J. Hudson, R. Jackson, J. Woodhouse, E. Williams - subject to their availability. *S.C.*

Interviews to be held 28/29 November. Application fee for 1988 to be \$43.00 incl GST. J. Woodhouse to report to AGM costs of Associate exams. *J.W.*

## 11. Treasurer's report

### (i) Arrears:

Check if H. Baxter has resigned. *J.W.*

Advise R. Watson non-payment of 87 sub. *J.W.*

Advise J. Clement full payment is required, add \$180, not retired rate. *S.D.*

### (ii) Kids Landscape Book

Letter to D. Menzies expressing Executive's concern that we are unable to get anything done and that we are obliged to produce something or send the grant back. Seek report for next meeting. *S.D.*

### (iii) Awards

Obviously not self-funding. Biennial awards and sponsorship of \$2500 needed.

**RESOLVED:** the treasurer's report be accepted. *S.S.D.*

that payment be approved of items under sections 1 and 2 of the treasurer's report and in addition, payments to Branches of half yearly subscriptions (BofP/Taupo/HB \$140, Otago/Southland \$90, Auckland \$210, Canterbury \$470, Wellington \$390).

## 12. Tasks

### (i) Conditions of engagement

30 pages of text on disc now available, print off copies as necessary. One copy to be given free to members, additional copies to be charged. Folded A3 a stapled format agreed.

\* Authority given to S Swaffield to proceed with production of 400 copies. Cost not to exceed \$1000. *S.S.*

EXEC. ONLY

\* Release of \$2000 copyrite to N.Z.I.Arch. authorised.

J.W.  
D. Miskell

(ii) Legislation

Extreme pressure on limited number of active subcommittee members. S. Brown to be contacted to see if he would consider continuing liaison/formulation of policy with subcommittee.

S.S.

(iii) Complaints procedure

R. Watson has advised complaints procedure and committee is seen to be in place. Disciplinary committee to consist of legal advisor, NZILA president, 5 landscape architects, 1 layperson. Resolved: establishment of committee and include C. Challenger, E. Bennett, D. Menzies, B. Halstead, R. Watson. (P. Durberg legal advisor). Duties of committee to be drafted and persons cited to be approached to confirm availability. Presentation of duties and committee at AGM.

A.W.  
R. Watson

13. **Conference**

1989 S. Thompson now treasurer. No major changes or commitments made. Requested revised budgets based on 100 participants and confirmation of sponsors.

S. Thompson

1990 G. Mulligan to be advised the conference would be an "in-house" one with relaxed timetable. Content of conference e.g. Wetlands papers or location of conference could provide possible conference themes.

S.D.

**GENERAL**

(i) Local Body materials catalogue

Approach be made at Branch level for practices to advertise in this publication. Those involved to cover the costs of Advert. insertion.

S. Thompson

(ii) Medical Insurance

Offer by Southern Cross Medical Care Soc. Insurance to extend their professional plan to NZILA members was explained. Information to be sent direct to members by SCMCS.

There being no further business, the meeting closed at 3.40 p.m. Next meeting to be held at Boffa Miskell Partners, 6 Edward St Wellington, 8.45 am on 30 November 1988.

Accepted as a true and accurate record.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

DistributionSUBCOMMITTEESBRANCHES

EXEC.

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

A. Petrie (IFLA delegate)  
G. Denson (IFLA congress)  
F. Cruickshank (Legislature)

R. Watson (Canterbury)  
N. Bromley (Wellington)  
S. Collins (Auckland)  
A. Titchener (B. of Plenty Taupo, Hawkes Bay)  
A. Petrie (Otago Southland)

Minutes of the NZILA Executive Committee Meeting Held At Boffa Miskell Partners, 6 Edward Street, Wellington, on 16th June 1988 at 8.45 a.m.

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

Action

1. Apologies. None.

2. Minutes of the Previous Meeting.  
Approved without change.

3. Matters Arising.

- Item 3 Executive Timetable

Confirmed next Executive meeting to be Thursday, 1st Sept.

- Item 9 (i)

Local Government Yearbook will include a temporary listing until next publishing. Cranwells have expressed interest in listing firms and addresses. Secretary to confirm correct list to submit by beginning of August.

Exec Policy: Listing of company and address to include responsible corporate member.

SAD

- Item 9 (iii)

Letter from Isthmus Group. In reply an undertaking was given to include voting rights for Graduates to be included on AGM agenda.

SAD

4. Confirmation of Sub-committees

Legal position explained by R. Watson:

The Editorial Committee is an agent of the Institute responsible to the Executive. There should therefore be a formal appointment and auditor should request what information is required for auditing purposes.

JW  
ED CTE

Resolved: that the following sub-committees be confirmed.

(i) The Landscape Editorial Committee

F. Boffa (Convenor), B. Evans, S. McCahon, N. Aitken,  
Appointed for a two year term.

AW/JW

(ii) Legislation Sub-Committee

S. Swaffield (Exec Rep/Co-ordinator),  
F. Cruickshank (Convenor), C. Anstey, N. Challenger,  
W. Davies, S. McCahon, N. Bromley, R. Gay, D. Menzies,  
B. Evans, I. Taylor.

Appointed for one year term subject to individuals confirming acceptance of nomination.

AW/SD

Action

(iii) Continuing Education Sub-Committee  
Allowed to lapse.

(iv) I.F.L.A. Congress Steering Sub-Committee  
G. Densem, F. Boffa, J. Woodhouse.  
Appointed till completion of Congress.

Committee to in first instance establish Congress location, I.F.L.A. requirements and background information in preparation for Congress.

AW/SD

Subcommittee responsibilities:

- Report to each Executive meeting giving past activities and intentions for future.
- Verified expense will be met if within a budget approved by Executive.
- Maintain a file of all correspondence for inclusion in Institute's records.

5. I.F.L.A.  
Ian Oerlichs (A.I.L.A. President) has offered to act as N.Z.I.L.A. delegate at I.F.L.A., Boston Congress.

Resolved: to contact Joe Volpe immediately to ascertain if he would be available as N.Z.I.L.A. delegate. Alternatively Angela Porteous may be available as an observer.

AW

AILA Conference, Melbourne February 1989.  
S. Swaffield to contact A.I.L.A. regarding possibility of A.I.L.A. and N.Z.I.L.A. conferences to be arranged consecutively.

SS

6. Awards  
Judging guidelines to remain as at present. Need for a sponsor was established.

J. Woodhouse to establish cost of past award and make a preliminary look at sponsorship of 1990 award.

JW

Possible persons for judging panel subject to individuals confirmation. C. Anstey to organise.

CA

Malcolm Award.  
N. Aitken, *Clarence Aasen* (Canadian Architect, School of Architecture, Victoria), D. Menzies.

Action

Challenger Award

C. Challenger, Christchurch Geography person or B. Priestly (journalist), E. Bennett.

7. Branches

Branches boundaries confirmed.

Auckland

Bay of Plenty, Taupo/Hawkes Bay region acting as 2 sub-branches joining together as required.

Wellington: includes as far north as Palmerston North/Wanganui.

Canterbury: including south Canterbury and Westland.

Otago/Southland: centered in Dunedin, includes Queenstown

Resolved to accept and confirm application from 5 corporate members to establish a Bay of Plenty, Taupo/Hawkes Bay Branch (subject to completion of documentation) and Otago/Southland.

AW/SD

SD

Establishment grants of \$100 to be released to new branches.

JW

8. Correspondence

Ltr from E.B. Jule thanking for H. Einhorn condolences.

Ltr from M. Taylor re: use of The Landscape for promotion. Reply included suggestion to write article for the Journal.

Ltr from Design Review. Secretary to send requested addresses and information.

SD

J. Woodhouse asked to comment on Carrington Tech Course. The meeting confirmed that the course does not meet our professional standards but could offer help to N.Z. Landscape Guild to push for higher standard.

JW

Isthmus Group - A. Wilson's reply tabled.

9. Membership

Resolved to accept resignations from:

B. MacKay, A. Joyce

J. Beard - constant concerns in the past regarding level of standards have proved to be justified and resignation is very reluctantly accepted.

SD

Action

Applications for membership approved:

Associate: M. Littlewood (reapplication)

Graduate: J. Corson, F. Hodgkinson

Student: A. Oaks, Y. Memmott, M. Angelo, P. Stuart-Jones,  
F. O'Neill, J. Maze, G. Turnbull, J. Weston,  
B. Sandford, C. Heremaia.

Affiliate: A. Tombs

SD

Remit defining requisites for conferring "Visiting Fellow" to overseas visitors to be prepared by A. Wilson for presentation at next AGM.

AW

# 10. Treasurer's Report

## Arrears

Resolved that the following members in arrears for 1987 subscription be removed from the Register:  
M. Nichols, S. Carter, P. Baxter.

SD

EXEC DISTRIBUTION ONLY

## Subscriptions

E. Williams - letter table and comments noted.

C. Allington - student status confirmed.

J. Dyer - request reduction in subscriptions due to overseas travel.

C. Thomas - request "semi-retired" rate.

J. Clement - Query status of employment.

SD

## Policy

- Retired rate - for those permanently retired eg over 60 years.
- Resign in good standing (no reapplication fee liable).
- full subscription where using ANZILA credentials.
- a reduction only for members permanently resident overseas or reason of maternity/paternity, to be confirmed by membership at AGM.

J. Dyer and C. Thomas to be advised of Exec policy on subscription reduction.

SD

## Payment

Resolved that payments as listed in Treasurer's report be approved for payment.

AW/JW

JW

J. Woodhouse to prepare a statement of accounts relative to proposed 1988 budget for the next meeting.

JW

Action

11. Professional practice guidelines/standard contract documents.

i) Professional Practice Guidelines

D. Miskell be asked to proceed with finalising draft and provide a budget to print 300 or 500 copies.

AW

ii) Standard Contract Documents

At a previous Lincoln Seminar it was decided not to pursue standard contract documents because of the high cost to establish in case law. Recommended the use of NZS 3910 1987 or standard on small works contract.

iii) Ethics

An extended code of conduct not thought practical because unsure of the extent an Institute can make (relative to Commerce Act, Fair Trading Act) but when complaints committee set up then guidelines will have to be drafted.

P. Rough to be advised of alternatives available.

AW

12. The Landscape

Maori values issues deferred to winter issue. Sufficient copy for double issue with some production cost saving but loss in advertising revenue.

Editorial committee amenable to theme articles. For final issue Executive undertook to identify a theme, formulate what was needed to be covered, list possible authors including one for "viewpoint". Minimum 4 quality articles required. Need a balance range of work in project and research fields. For spring issue require material by mid September. Exec to provide suggestions within next fortnight.

SS/CA/  
AW/

13. Graduate Membership Involvement

- Voting rights for graduate members to be raised at next AGM.
- Advertising under NZILA logo only for practices where the principal is a corporate member of the Institute with that name listed under the practice.

14. Tasks

Condition of Engagement (actioned).

Legislation sub-committee resolved to concentrate on local Government reform and Natural resource legislation. Have missed first deadline on principles but important to formulate submission on details of legislation for Natural resource legislation.

SW/FC



Promotion: A. Wilson has drafted a letter setting out logic for promotion at national, branch and individual level. Resume to be put in Cuttings. Action

AW/SD

A. Wilson/A. Titchener to confirm address list.

AW/AT

S. Dunn to action production of address labels and cover letter. Invitation to subscribe to be enclosed in last 2 issues but not a list of practicing corporate members.

SD

Media A. Titchner suggested T.V. promotion not viable due to expense, possibly better to mobilise own members e.g. landscape awareness week. Call for submissions in Cuttings.

SD

#### Continuing Education

Accepted recommendations from A. Rackham.

- Not to pursue N.Z.I.L.A. organised refresher courses.
- Encourage Lincoln workshops.  
(Microcomputers in spring and workshop on modern design in conjunction with conferences planned.)
- Commission or list articles of preferred subjects.  
(Awaiting contemporary design workshop.)

#### 15. Conference

R. Watson has advised organising committee should register as a limited liability company. Would this involve appointing a director who would be personally liable? Alternative of insurance against loss due to conference failure discussed. A.W. to confirm with R.W. options.

AW

Conference budget. Expenditure dependent upon numbers attending. Liability of approximately \$4,500 on fixed costs from one month prior to Conference.

Conference 1990. Grant Mulligan to be approached to see if Waikato members would host 1990 Conference. S. Dunn to write in 2 months time.

SD

#### 16. General

Lincoln Advisory Committee. B.L.A. course have requested Institute support to:

- place students over practical periods. AW to write to  
practices. Sept Exec?
- set up register to line up work.
- support college careers advisors.
- assess potential employment opportunities.
- comment on types of research.

AW

Rural Landscape Award.

Prospectus being printed prior to approach to sponsors.

Picot Report.

Submissions by 20 June. Resources will be allocated but landscape or condition of grounds not mentioned. A. Titchener to send comments to S. Swaffield for submission.

TB

There being no further business the meeting closed at 5 pm.

Accepted as a true and correct record.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

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S. Collins  
S. Swaffield  
S. Dunn  
C. Anstey  
J. Woodhouse  
A. Titchener

A. Rackham

IFLA delegate: A. Petrie  
Branch secretaries: R. Watson (Chd)  
N. Bromley (nd)  
S. Collins (AIC)

MINUTES OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS INC  
EXECUTIVE MEETING HELD AT MOWD OFFICES 271 MADRAS STREET,  
CHRISTCHURCH ON 17 MARCH 1988 AT 8.45 AM

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

Action

1. Apologies: from Jan Woodhouse and Alan Titchener were sustained.
2. Minutes of Previous Meeting: Amend date to 26 November.
3. Executive Timetable:  
Tentative:

Wellington 15th or 16th June

Christchurch <sup>THUR. 1st</sup>  
~~7th or 8th~~ September  
(subject of confirmation from  
J. Woodhouse)

Wellington 30th November  
(Associate exams 28/29 November)

JW

Secretary to arrange yearly timetable showing key dates for Award flyers/judging, Cuttings timetable/Graduate notices/Elections/Associate interviews/AGM agendas and remits/journal closing dates and projected publication dates, etc.

SAD

4. IFLA  
Boston Congress information was being distributed directly by Alan Petrie. Minutes of Paris Congress were recently received.
5. Matters Arising from AGM  
Resolved to establish a category of "visiting fellow" to distinguish persons for the time that he/she is in the country.

Swaffield/Anstey

Jun Exec

Details to be resolved at next meeting.

AW/R Watson ?

6. The Landscape

- Letter from A.E. Jackman tabled.

Circulated

- Decided that sponsorship for colour production in the Landscape shall be acknowledged but editorial discretion remains with the editorial committee. Ed Cttee

- Sponsorship conditions are to be made clear to potential sponsors including cost, conditions and to inform author of any riders proposed for the article. Suggested terminology "Sponsorship of colour reproduction of this article has been by ....." Ed. Cttee

- if article wanted as an "advertisement feature" then it shall be acknowledged as such i.e. content controlled by advertiser, and charged at advertisement rates. Ed Cttee

- there is a need to define responsibilities/ legal liabilities of the Editorial Committee, financial relationship/Ed.Cttee status/ auditing procedures for balance sheets.

Resolved that a professional opinion be sought to establish the legal relationship between the Executive/Editorial committee/NZILA.

Wilson/Anstey

AW/R Watson

## 7. Awards:

### (i) Malcolm/Challenger Award

- Decided to call for Awards in 1988 and thereafter be called on a biannual basis to coincide with major Institute conferences.

- Notice for submissions to be sent out end of April, receipt of Awards 31 July.

- Establish judging panel at next Exec. Jun Exec

- S. Dunn to check numbers of pamphlets from last year Awards and check possibility of overprinting date. SAD

- C. Anstey to review conditions for judging panel. CA

- S.Swaffield has written to judges and will return submissions with covering letter on letterhead ex A.W. SS

(ii) Student Merit Award

Confirmed the 1987 Student Merit Award to Dinah Hansman.

8. Branches

(i) Auckland Branch

Application from five corporate members to form an Auckland branch was tabled and received.

Approval given for \$100.00 for setting up Branch to be released by NZILA treasurer.

Dunn/Anstey

JW

(ii) Branch Boundaries

Branches in Canterbury, Wellington and Auckland are now established.

In establishing branch boundaries the Exec are to seek consensus from the membership by outlining options available for those in outlying areas to become affiliates of established branches or amalgamating on a regional basis.

Possible senario could be:

Hamilton - join Auckland or establish own group.

Bay of Plenty/Taupo/Hawkes Bay -  
amalgamate on a regional basis.

Wanganui/Palmerston North - join Wellington or  
amagamate on regional basis.

Nelson/Marlborough - join Canterbury.

Westland - join Canterbury.

South Canterbury - join Canterbury.

Queenstown - join Dunedin.

Alternatively those in outlying areas remain unrepresented with funds normally allocated to Branches being placed in a consolidated fund specifically for this purpose (AGM resolution).

Options to be notified in Cuttings.

SAD

9. Correspondence

(i) Letter from environmental Council requesting our support for the Queens Award for Gordon Stevenson.

AW

(ii) Letter from Di Menzies. NZILA not included in Local Government Yearbook under Associations/Institutes section.

Secretary to contact Trade Publications, PO Box 37549, Parnell, Auckland, to place a listing in Local Government Yearbook. Also investigate a listing in Cranwells.

SAD

✓ Editorial committee to approach private practices to include a listing in Landscape.

Ed Ctte

(iii) Letter from Isthmus Group

- Contrary to the view of graduates expressed in the letter, the Executive saw benefits afforded to graduates by the NZILA including providing a programme to full corporate membership, general promotion as Landscape architects, publishing a magazine, lobbying on behalf of L.A.'s in legislation drafting. By proceeding to associateship the additional benefits are recognised by graduate applicants.

CHECK || - Exec saw some merit in giving non-corporate members rights to vote at an AGM on a resolution of the meeting.

Steve = add to AGM agenda.

Either Grad members should organise a person to move a motion at the next AGM which as an Executive we would support or provide an amendment to the Constitution in the form of a remit.

✓ A.W. to reply.

AW

(iv) Native Conservation Council

Designation of areas of special management along national highways.

Earl Bennett represented the Institute at Forum and took the view that the National Roads Board be a willing partner in any proposal to ensure success and that the NZILA encourage this. (Refer Melbourne University, NSW, Study on roadside management.)

- 2
- (v) Landscape Yearbook published the Landscape Guild Felicity Campbell. Anomoly in listing in that "member of NZILA" is not a category. Only corporate members can append ANZILA but she could list "graduate member of NZILA" in full.

Secretary to notify.

SAD

# 10. Treasurer's Report

Resolved: that the report be received.

Wilson/Swaffield

that "Item 1 Payments for Approval" be approved.

Wilson/Dunn

that the additional listed payment be approved.

Wilson/Anstey

Payments to be released according to available funds.

# 11. Membership

- i) Resolved: that resignations from

Fellows: J. Beard and H. Einhorn

Graduate: H. Forsyth  
be accepted.

SAD

that the Secretary investigate reasons behind Jim Beard's resignation and ask him to reconsider if appropriate.

SAD

✓ that the retirement of Fellows be announced in The Landscape.

Ed Cttee

- (ii) The following applications for membership were accepted:

Students: David Hamlen-Williams

David Dreadon

Angela McArthur

Affiliate: Sue Stannard

Dunn/Wilson

SAD

# 12. Promotion:

- i) Conference

A. Titchener requested a final notice in Cuttings for Conference proceedings and group photo.

ii) Television

Letter from A. Titchener giving an outline of suggested T.V. programmes to F.Torley, "Design of the Land". An alternative approach could be conscious design of the land rather than the cultural impression on the land, e.g. spiritual design by Maori/Recreation of European imagery even during early clearance/early 20th century garden designs (C. Challenger, T. Strongman, R. Tipples)/Post War expansion, Hydropower, roads, housing/ Present consciousness - urban design and rural design (rural design award).

Take reply.

(iii) The Landscape Promotion

Outline of this year's editions:

AW

Summer (March) Maori values.

Autumn (May) Community recreation, playgrounds, Rimutaka incline, Victoria Square, Awards: Christchurch Girls High.

C. Anstey to approach General Manager for Council of Rec and Sport. Theme next year to be children/open space/ communities, i.e. parks and local Govt emphasis.

CA

Winter (Aug) Possibly requesting key articles from B.Steele, ARA, B. Chalmers, WRC, P. Sergel, Hamilton i.e.local/regional emphasis.

has to be reviewed.

Spring (Nov) Combination of development and local body emphasis. Planning by design, L.A./planning team relationship, e.g. community development, Lambton Harbour, QEII trust development in rural areas. Preview for NZILA Conference "Creative Development".

In conjunction with the Editorial committee, when seeking articles request emphasis on the role of the Landscape Architect in local/regional government, quality environments/ community pride resulting from L.A. involvement, the use of L.A. in co-ordinating a variety of roles e.g. planning, forestry, recreation, etc.

Objective of targeted promotion: to promote the contribution of L.A.s can make and that they are a necessary component of the new structures.



Strategy:

- Outline to Editorial Committee what the Exec would like to do.
- Approach Branches for a contact person as a contributing Editor and arrange additional journalistic input.
- Lincoln College Lsc staff willing to undertake investigative articles.
- A review of names and locations of L.A.s in local and regional government.

Also.  
promotion  
contact!!

Distribution

- Distribution to core group of local bodies, regional govt, developers.

Floating group according to theme of edition articles.

- Need two persons from each area to establish distribution lists/ contributions editor. Possibly use A. Titchener contacts in distributing the brochures.
- Covering letter emphasising L.A.s currently in local/regional government and review of coming editions outlining the issues culminating in creative development. Invitation to subscribe also to be enclosed.

AT

SAD

Resolved AW/SS/CA to meet and draft formal strategy. Local reps for mailing lists be contacted through A. Titchner distributor contacts.

AW/SS/CA

Secretary to obtain costs from Unique Services for labels/ personalised letters. Prepare preliminary budget for promotion exercise. Posting to be done through Wellington using the Landscape envelopes/ permit postage rates.

SAD

13. Tasks

i) Conditions of Engagement

- If sufficient funds allocated to project, D. Miskell to action redraught. J. Woodhouse to first confirm available budget.

✓  
Take  
Draft

under  
14 tasks.

- Free distribution initially to all members but thereafter available at a cost.

ii) Legislation

- S. Swaffield has written to former members thanking them of their involvement.
- Fiona Cruickshank to take over from Shona McCahon. Timetable for submissions to be sent to Fiona.

14. Conference

- Lawrence Halprin has pulled out.
- Due to preoccupation with the Victoria Tower controversy the Cnty Branch hasn't considered alternatives. Approaches may be made to Bruce MacKenzie, Rodney Beaumont, Martha Schwartz.

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

Approved as a true and correct record.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date