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MINUTES OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS EXECUTIVE MEETING  
HELD AT DEPARTMENT OF CONSERVATION, WELLINGTON ON WEDNESDAY, 29TH NOVEMBER  
1989.

1. Apologies: Steve Thompson
2. Minutes of Last Meeting: To be accepted as read.  
Moved J.W.  
Seconded H.S.

3. Matters Arising: Nil.

4. Landscape Editorial Report:

Motion: The Executive expresses its sincere gratitude and thanks for the special efforts of the Landscape Editorial Committee.

Moved J.W.  
Seconded H.S.

5. N.Z.I.A. - N.Z.I.L.A. Issue

Present: Alan Purdie - Chief Executive of N.Z.I.A. and Neil Aitken.

Alan outlined background to issue regarding changes in Architect's Institute and Registration. Target date for Archs. reconstituted institute as an incorporated society is end of February 1990. Repeal of existing Archs Act 1963 is imminent. Following this the executive discussed the issue of the proposed registration of the reconstituted Institute of Architects. Neil Aitken made some very useful comments on the present relationship between the respective institutes and the proposal to require the architects call their institute "The New Zealand Institute of Building Architects (Inc). The discussion lasted approximately 1 hour.

Motion That until a clear indication of membership opinion from throughout New Zealand was obtained the Executive could not make any decision on the matter. Branch AGM are to be held before 17th December 1989 and decisions by the membership will be made then. Exec members to address the branch AGMs on the issue. The President expressed his disappointment that many key members of the Institute had not been canvassed for their opinion on the matter.

Moved Ron F.  
Seconded S.C.

6. Treasurer's Report

Herwi S. presented his report. Letter received from the Chairman of the Canty Branch advising that the profit the '89 Conference was \$9762.83 and recommending that this be invested to provide a scholarship for a second or third year student at Lincoln. The Exec offers its congratulations to the Canterbury Branch on the outstanding success of the 1989 Conference. The Executive also received a cheque for the sum of \$9762.83 from the Canterbury Branch.

The offer of an amnesty on fees has not been particularly successful with only a few responding.

#### Payment of membership subscription - some suggested improvements

In order to improve the cashflow of the Institute and to encourage the following of usual business practices in paying of accounts by the members the following recommendations were made.

To bring ourselves in line with the 1990's and accept normal business practice I would like to suggest that the following is implemented for 1990.

- (1) Send out subscription notices to members as soon after the AGM as is practical.
- (2) Send out monthly reminder notices to members who haven't paid stating that they are in arrears and that payment is due by 1 April if discount is to be applied. This will become easier once membership and payments become computerised.
- (3) Follow the constitution more stringently by:
  - (a) at 3 months send out written warnings advising late payers of the consequence of not paying their sub at 6 months.
  - (b) at 6 months automatically ceasing the forwarding of publications to members who haven't paid.
  - (c) at 9 months a further notice advising of the consequences of non-payment by 12 months.
- (4) Along with normal business practice include a penalty percentage to the fees payable. This should not be seen as a penalty as such but rather a discount. e.g.
  - 1 January subs are due
  - Early February AGM passes fees set for that year
  - Mid February invoices sent out. If paid by 1 April then discounted rate applies, i.e. \$231, if not then the following applies.
 

1 April - 1 July	\$231 plus 12.5%	\$260
1 July - 31 Dec	\$231 plus 25%	\$288

This should bring our incoming revenue forward by several months and overcome the initial hiccups we've experienced at the beginning of this year. It will also allow the payment of branch levies to branches at an earlier date. Branch levies should be paid to the branch at which the member is resident as appears on the register on 1 January. There has been some confusion over branch fees. Cases where members move from one branch to another during the year and the new branch expects payment for that member.

7. Secretariat

Discussion on proposal to move secretarial services to Lincoln and be undertaken on the secretariat of the RNZIH. Concern expressed in geographical location but this discounted as a problem. Ease of communication between members and the executive is the important issue and the use of compatible computers makes that possible.

Motion: That the secretarial services be moved to the secretariat of RNZIH at Lincoln as proposed by Steve Thompson for a trial period until 31 December 1990, that there be a review at the 1990 AGM and a decision be made at the third Exec meeting in 1990 as to the future arrangement.

Moved Ron F.  
Seconded H.S.

8. Ron Flook - Presidential Report

Australian Institute are keen on a joint conference and a committee to consider viability of this. The venue is to be Auckland.

Further investigation is to be made into the display system instand.

9. Alan Titchener - Vice Presidency & Promotions

## \* Conference 1990

- \* Promotion 1989: the response to this has been very encouraging in Auckland, Wellington, Hawkes Bay, Palmerston North, Christchurch and Nelson. Dunedin concentrated their efforts in April. Hamilton is involved in organising the 1990 Conference.

Responses from these activities will be the basis for a report for the AGM.

Journal Promotion - Wellington and Taupo to advise on effectiveness on this.

## \* Policy Statements

Register of Consultant Landscape Archs - the prepared list has several errors in it. These are to be corrected and re-issued and all those members on the list are to be consulted about this.

Draft policy statements - the members of the Exec are to advise Alan of any amendments to these by 10th December.

- \* Regional Councils and Landscape Architects - letter sent to regional councils emphasising the importance of employing in-house landscape architects.

- \* Punchy phrase/key words for landscape suggested - "Our landscape - our well being" translated as "Tatou Whenna - Tatou Wai Ora". More thought to be given to this.
- \* Complaints Procedures - terms of reference are required and these will be prepared by R.T.W. and sent to the branches as a guide to dealing with a complaint.
- \* Members of Executive to prepare strategy plans for Alan to consider in time for our next meeting. To be completed by mid-December. Ron Flook expressed his thanks to Alan for his significant contribution to the promotions this year and the support he has been given by the Branch Chairman.

10. Robert Watson - Legislation  
No current legislation under review.

Complaints - see above.

11. Julia Williams - Education

Lincoln Anniversary: Discussion on making an appropriate gesture to Lincoln to mark the 21st celebration of the Landscape section. Options to be considered by members of Exec in the strategy plans to be prepared over next 10 days.

Reciprocity with Australia:

Motion: That corporate members of A.I.L.A. who have resided and practiced in N.Z. for a continuous 12 month period may become corporate members of N.Z.I.L.A. (on application) without having to sit for the professional practise examination

Corporate membership may be accepted at discretion of respective executives.

Moved	S.C.
Seconded	R.F.

12. Steve Thompson - Branch Management

In absence of Steve his report was accepted by the Committee.

13. Next Meeting - 5 pm Tuesday, 6th. Venue to be confirmed.

Dave Cameron from RNZIH attended meeting to discuss the secretariat issue and outlined the ways in which he would administer the Institute's affairs.

Each of the Executive members is to advise Dave of the requirements of the various portfolios.

The information should be addressed to:

Dave Cameron  
Executive Officer N.Z.I.L.A.  
P.O. Box 12  
Lincoln College  
CANTERBURY

The initial trial period will be for 12 months with a 6 month review. The fee for the 12 months is to be \$6000.00. The arrangement is to be confirmed by letter from RNZIH and reply from NZILA.

14. Remits

14.1 The Proposed Remit to replace 6.9

6.9 FUNDING

6.91 The amount of the subscriptions of the local branches shall be determined by the membership of the Institute at the AGM of the NZILA.

6.92 Branch subscriptions shall fall due on January 1 and shall be collected by the NZILA on behalf of the branches.

6.93 Accrued Branch subscriptions shall be passed on, to the branch secretary by June 1 and September 1 with outstanding subscriptions being paid no later than March 31 of the following year.

Explanation:

- to authorise the NZILA to collect Branch subs.
- to enable branches to make full use of members subscriptions within the year that they are paid.
- to ensure that subscriptions are passed on to branches upon receipt of the subscriptions.

Proposed: Jan Woodhouse  
Seconded: Mary Buckland

15. From Alan Titchener: That N.Z.I.L.A. members be encouraged to observe bi-cultural protocol at official N.Z.I.L.A. events where appropriate.

Endorsed by Exec

16. Conference 1992

The 1992 Conference is to be offered to Nelson.

17. Sarah Collins:     Awards/Membership  
Membership

Associate membership applications:

10 applications were received

1 applicant was not admitted

9 applicants were admitted.

Each of the applications was discussed.

Those applying were:

Don Barham

Robert Day

Tim Porteous

Jonathan Anderson

Anne MacKersey

Sara Gerard

Lionel Fanshaw

Michael Moore

Jill Corson

Fiona Cruickshank

The Executive thanked Sarah for acting as Convenor of the panel.

Recommendations made for future applications included:

- (1) The need to stress requirement for A3 or A4 format. (This to be included in Cuttings and be mentioned in letters from the Institute to graduants.
- (2) The need for applicants to be aware of the commercial business world and relevant statutes such as the Commerce Act. This knowledge should be acquired in practice after leaving Lincoln.

Julia is to prepare guidelines for examination questions based on existing recommendations by the panel and those guidelines from the Landscape Institute in Great Britain.

#### Awards

Sarah reported on the recent Challenger-Malcolm awards. Recommendations included the need for a member of the judging panel to visit the sites which are involved and the need to timetable the competition entrance, judging awards to tie in with Landscape Architect week and publications such as Home and Building, Architect N.Z. and the Journal. A suggestion that the Malcolm Award be presented during Landscape Architect week.

Accepted as a true and correct record.

\_\_\_\_\_  
Date:

General Notes:

- \* Committee on specification in Chch
- \* Canty Branch meeting (AGM)
- \* Complaints and Ron to prepare terms of reference for the branches.
- \* Earl Bennett & corridor
- \* Letter to Kit Toogood - acknowledge involvement in this. See last minutes.
- \* Steve - notify Branches of requirement for AGM.
- \* James Wallace

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MINUTES OF A MEETING OF THE NZILA EXECUTIVE  
HELD AT BOFFA MISKELL OFFICE, WELLINGTON  
THURSDAY 24 AUGUST, 1989 at 9.30am.

PRESENT: Ron Flook (President), Alan Titchener, Herwi Scheltus, Sarah Collins, Julia Williams, Robert Watson, Steve Thompson, John Powell. (Jessica Holden in attendance for first hour)

ABOLOGIES : None

MINUTES: The minutes of the previous meeting, having been circulated, were taken as read. It was moved by Steve Thompson and seconded by Julia Williams that they be accepted as a true and correct record.

CARRIED

MATTERS ARISING

- i) All students proposed at the last meeting have paid their subs.
- ii) IFLA Report - yet to be received from Graham Densem

GD

TREASURER'S REPORT

Herwi Scheltus reported his concern over secretarial costs - unplanned costs difficult to include in budget. He said that it would be easier to have an auditor in Taupo. This change would require AGM approval.

AGM Remits to be called for in next issue of Cuttings.

ST

Herwi noted that less interest was being paid on term deposits than in budget.

Late payment of subs - personal approach better - to be done through branches. Standard letter from the President may be worth considering. In meantime, Steve to approach branches with list of late payers.

ST  
HS

Installments to Branches paid. (Refer to report)/

Payments out: More clarity required on some payments for Landscape. Herwi to review.

HS

Travel Fund: (p. 3 of report) is put aside to assist with travel expenses to IFLA. Herwi to liaise with Jan Woodhouse to clarify what various funds are actually for.

HS

It was moved by Alan Titchener and seconded by Ron Flook That the Treasurer's report be accepted.

CARRIED.



THE LANDSCAPE

Editorial Committee requires reassurance that funds will be available if necessary. Steve Thompson suggested that some of the profit from Conference '89 be tagged to ensure the survival of the Landscape.

The continuation of the Journal is a matter for the members - AGM. Until then assurances are needed for the next year.

Alan Titchener suggested that Herwi and Ron discuss a breakdown of the funding required with the Committee. Herwi also suggested that the Landscape accounts should be audited with the Institute's.

Ron, Julia and Herwi to prepare a report.

MOVED: That the Journal accounts be audited with the Institute Accounts in order that the members have a better understanding of the costs incurred in preparing the Journal.

HS

Ron Flook  
Julia Williams  
CARRIED

That Executive have the opportunity to consider the journal expenses in order to satisfy the membership that funds sought are necessary, and on the basis of the review, Executive agrees to underwrite the request for additional funds.

HS, RF, JW

Alan Titchener  
Steve Thompson  
CARRIED

That the aim in principle be that the journal become self funding.

Herwi Scheltus  
Alan Titchener  
CARRIED

These funds to come from the Conference '89 funds and the Canterbury Branch has agreed to underwrite up to \$8,000.

FINANCE MATTERSThe Executive Moved

That Executive has a subscription amnesty from 1 September to 31 November, 1989, during which period all institute subscription arrears will be waived, but a re-entry fee of \$75.00 plus appropriate membership fee will be payable. This amnesty applies to individuals only once.

Herwi Scheltus  
Ron Flook  
CARRIED

Membership to be advised of amnesty in next edition of Cuttings. ST

MOVED : That the Executive purchase a print out calculator (est. cost \$120) for use by the Treasurer.

HS

Ron Flook  
Julia Williams  
CARRIED

Note on Sub requests for Bequests and Donations.

HS, RW

- 3 -

Jessica reported that she had prepared some information on press releases for Branches. Information to be considered by Steve Thompson and Alan Titchener, and sent out to branches if appropriate.

ST,AT

List of Branches and contacts to be sent to Jessica.

ST

#### THE LANDSCAPE REPORT - Boyden Evans

Boyden reported that the October issue was well underway. The Hillary Commission to fund. (refer Report).

He raised the issue of membership lists being used by potential advertisers to short circuit the journal and go straight to the members. Note to be put in Cuttings advising membership of problems in this area.

ST

Applications for grants have been unsuccessful and the funds available are smaller.

Editorial Committee - fourth person will be added if Journal continues. Boyden was advised of Executives' discussions on supporting the Landscape and a letter confirming the motions passed would be forwarded to the Editorial Committee.

RF

Boyden advised that \$8000 increase was only an estimate for next year as the Budget had yet to be finalised.

Hillary Commission - no tags on grant. Boyden suggested that Commission write an editorial opinion for the journal and that additional copies be made available at agreed cost.

#### PRESIDENT'S REPORT - Ron Flook

NZIA/NZILA : NZIA request for permission was discussed by Executive. Alan Titchener favoured charging administration expenses and requiring building architects to be included in their incorporated name.

Ron Flook suggested that the Institute obtain a legal opinion on the matter.

MOTION: That the Institute investigate the implications of NZIA registering the name NZIA (Inc).

Ron Flook  
Herwi Scheltus  
CARRIED (5-3)

Robert to investigate and fax opinion to Ron who will contact other members of Executive.

RW  
RF

#### VICE PRESIDENT'S AND PROMOTIONS REPORT - Alan Titchener

Conference 1990 : Venue Hamilton, approximately 7-9 February. Preliminary report from organising committee presented. Alan to follow up. He recommended that the theme of "Stewardship" be accepted and that the requested float of \$500 be sent. A further \$500 to be sent at a later date.

AT

HS

Alan Titchener to obtain information for "Cuttings" by end of first week in September, including date, venue, theme and covering statement/ AT

1991 Conference - to be held in February 1991. Committee comprises Mike Steven, Nick Beveridge, Dave McKenzie, Jan Woodhouse and Gavin Lister. Sarah Collins reported that the Conference theme was "Confronting change in the 1990s". Emphasis on first day to be on public with keynote speakers. This to be followed by workshops on the second day and the AGM and conclusion on the third day.

Sarah to contact Robert with further information. Robert to seek potential sponsor. SC  
RW

Promotion: Suggestion that Landscape Week be called Landscape Architecture Week. All agreed on this.

Request from Waikato, Nelson and Manawatu for promotion funds. These are to be made available. Promotion strategy to be finalised and distributed. Funding to be clarified.

Display system and material. Request from Rob Pryor Wellington branch for funding for this. Present material unsuitable. Quality poor. Steve Thompson commented that Conference '89 funds could be used for this purpose. He recommended that the Canterbury Branch consider spending funds on display equipment. Costs and the details to be investigated and on this basis a recommendation to be made to the AGM. RF  
JP

Policy Statement: This had been prepared and to be circulated among Executive prior to next meeting. Is a guideline on authority and functions of the Executive. Copies to go to Branch secretaries when finalised. AT

Ron suggested that a copy of the journal go to the Design Journal (Korea). Letter and journal to be sent. (Copy of the Awards issue) AT

1990 : John Powell said that various opportunities were open in the 1990 celebrations, including Road Show, Sesqu and Wellington 1990. Questions on cost and time involved to be answered before a commitment is made.

LEGISLATION - TOURISM - Robert Watson.

No further developments on RMLR

Conservation - National planting strategy. Input by Institute to be made. Basis - Mr Tapsell's speech and proceedings at seminar in Christchurch. Robert to liaise with Steve Thompson and Clive Anstey and Di Lucas. ST/RW

Disciplinary Committee - Nominee from Wellington should be finalised. Julia Williams to discuss with Wellington Branch. JW

Complaints Panels - yet to be finalised. Steve to contact branches. ST

Tourism : Robert Watson suggested a letter be sent to the Minister of Tourism outlining the Institute's philosophy and objectives regarding tourism and the landscape.

Suggested a policy statement be made by the Institute. This ideally to be made as District Scheme reviews are undertaken. One issue that has arisen is the scenic corridor/transalpine highway in Malvern. Ron to contact Earl Bennett.

RF

Letter to Kit Toogood from President. Draft by RW

RF

#### EDUCATION - Julia Williams

Letters to go out to institutions holding courses in Landscape Design/garden design. Institute to liaise and clarify position and education and role of landscape architects and designers. Enclose Lincoln publication.

JW

#### AWARDS AND ASSOCIATE MEMBERSHIP - Sarah Collins

Associateship panel to be finalised.

SC

NZILA/AILA - letters sent by Institute.

Awards - Sarah satisfied with all categories, but considered another category required for Park and Recreation Design. Judging panels confirmed and meeting on 25 August.

Announcement of awards to be released to relevant magazines to be published at time. Earlier announcements to be made via Cuttings if this approved by sponsors. Presentation at dinner in association with the Conference.

#### BRANCH MANAGEMENT - Steve Thompson

Draft letter to Minister of Conservation from Canterbury Branch concerning changes in role of landscape architects in DOC. Suggestion that this letter be sent from President of the Institute. Amendments to be made and copy sent to Ron to be sent to the Minister.

All Executive members to produce a punchy word or phrase that describes essentially what landscape architecture is about.

ALL

#### GENERAL BUSINESS

Jessica to update student membership list.

Complaints portfolio - Ron Fook approaching various members to co-opt assistance.

RF

IFLA Report - to be obtained from Graham Densem.

IFLA Conference - Ron to approach Frank Boffa regarding 1998

Conference, plans for the event and IFLA proposals.

RF

Student Applications

Applications were received from

Martin Wilkie  
Michael Farrow  
Sion Edwards  
Annabelle Hasselman  
Nigel Higgins  
Louisa Davies  
Kathryn Irving  
April Walker  
Gavin Lister  
Elizabeth Briggs

Resignation was received from Jan Simmons.

ACCEPTED

Meeting concluded at 4.15pm.

Next meeting to be held on November 29, at 9.30 at Antrim House. (Venue to be confirmed).

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MINUTES OF A MEETING OF THE NZILA EXECUTIVE, HELD AT BOFFA  
MISKELL PARTNERS' OFFICE, WELLINGTON, ON THURSDAY 15 JUNE, 1988  
AT 9.30am. 1989

PRESENT: Ron Flook, Sarah Collins, Herwi Scheltus, Steve  
Thompson, Alan Titchener, Rob Watson, Julia Williams, John  
Powell

APOLOGIES

None.

# MINUTES OF PREVIOUS MEETING

It was pointed out that Herwi Scheltus had abstained from the  
following motion:

That the amended annual awards brochure be accepted so that it  
can be sent out by the end of April. Sponsorship will be sought  
but in lieu, Institute funds to be used.

With this amendment, the minutes of the previous meeting were  
accepted as a true and correct record.

## TREASURER'S REPORT - Herwi Scheltus

Monthly report being prepared to have up to date information at  
all times.

63% of budget spent to date - 41% of year. This apparent  
imbalance due to IFLA membership fees and sub to Landscape being  
paid.

Cuttings costs appear high. Increase to be considered after  
breakdown of costs examined. Extra costs may be needed this  
year. Some costs carried over from last year. Some alterations  
to secretarial services also.

Outstanding membership fees. Branches have been advised that  
Branch levies will be sent out only when fees are paid.  
Reminders to be sent.

Branch boundaries same as regional boundaries, although some  
flexibility allowed.

Subscription form could be amended to clarify categories in order  
to save time for treasurer.

No 3 cheque account not now required.

Draft policy on reimbursement - para (i) line 5 - "superthrifty"  
should read "thrifty".

Moved A. Titchener

Seconded Ron Flook

RECEIVED

**SECRETARY'S REPORT - Jessica Holden**

Preparing a report on press releases for branches.

Additional printing quotes being obtained. Herwi Scheltus suggested this also should include note paper with logo for promotional purposes. Alan Titchener and others questioned whether the logo would then be used for unofficial correspondence. Idea to be looked into.

Jessica putting in approximately 5 hours per week rather than estimated 10 hours. Ron Flook thanked Jessica for her report.

**MOTION:** That the Executive considers Jessica's services highly valued and essential and that she be known as Administrator. The position is to be reviewed annually at the January Executive meeting.

Moved: Herwi Scheltus

Seconded: Julia Williams

**CARRIED**

**RECOMMENDATION:** That Executive meetings continue to be held in Wellington because, based on Herwi's report, this is the most economic place for us to meet. However, this is not binding.

**PORTFOLIO REPORTS****PRESIDENT'S REPORT - Ron Flook**

The co-option of John Powell for one year was confirmed.

Comment by Herwi Scheltus that allowance be made for attendance at future IFLA conferences.

**PROMOTIONS - Alan Titchener**

Concern about co-operation of some of the Branches in preparing lists of recipients of the promotional copies of the Journal. These will be completed shortly and the Journal distributed as planned.

Landscape Awareness Week - package to be prepared and sent to branches. Time slot - end of November, beginning of December - same time as awards. Another period to be considered next year - perhaps spring.

**RECOMMENDATION** on brochure (No 5): That 3 colour photographs be selected from examples sent to John Powell. Final print chosen from these three for cover of brochure. Boyden Evans to cost production and mock up costings to be circulated two weeks before next meeting in August.

# LEGISLATION/TOURISM - Robert Watson

Disciplinary Committee. Suggestion that more than two corporate persons be appointed although only two on committee at any one time. Acceptability of Disciplinary Committee. Rob Watson to seek Ministry of Consumer Affairs response to this.

Ross Jackson, Wellington Branch, to nominate lay persons for Disciplinary Committee. The nominations for the corporate members of the Executive Committee are:  
Ross Jackson, Neil Bromley, Neil Aitken. These members are to be approached before confirmation.

MOVED: Alan Titchener  
SECONDED: Herwi Scheltus  
CARRIED

Legal Advisor - suggestion that this be Chris Toogood. Rob Watson to approach him.

# LANDSCAPE REPORT - Frank Boffa

Double issue on sport and recreation next issue (October). Everything is on target and on time. Hillary Commission has given a grant for this issue.

Possibility of selling the Journal in bookstalls discussed, but this dismissed as not viable. There is limited demand and little, if any, profit.

# EDUCATION - Julia Williams

1. Suggestion that NZILA approach directors of Garden Design courses and offer talks on Landscape Architecture. This endorsed by Executive. Action through branches. Directive to branches from Julia Williams.

2. Suggestion that NZILA protest against the proposed government move to have user-pays education. Letter to go to Minister of Education regarding the Institute's concern.

Stephen Thompson to follow up Advisory Committee proposal to question students and Landscape Architects on employment requirements.

# AWARDS AND ASSOCIATE MEMBERSHIP - Sarah Collins

1. Reciprocity with AILA: Recommendation that we proceed to establish arrangement of reciprocal relationship for associate membership NZILA/AILA.

2. Awards: NZ Brickmakers wish to sponsor the Awards. Hicksons have also welcomed involvement. Recommendation that NZILA be associated with one sponsor and develop relationship with this



4

sponsor.

Discussion on this. General opinion that there be a major sponsor for the top award and that other sponsors could be obtained for the other awards.

Judges: Executive members to send names of suitable people to Sarah Collins by end of June.

BRANCH MANAGEMENT - Stephen Thompson

)

Waikato Conference 1990. President to approach Branch and advise on conference organisation and the help available from last year's Conference Committee. Herwi Scheltus and Alan Titchener to provide help and assistance if necessary in early stages of conference organisation.

Paragraph to go in Cuttings on complaints committees.

#### CONSERVATION

Herwi Scheltus to be relieved of this portfolio as busy as Treasurer. Ron Flook and Rob Watson to co-opt members as necessary.

#### GENERAL BUSINESS

1. ~~IFLA Report~~: to be presented by Graham Densem at next meeting (written report).

2. ~~Membership Applications~~

#### Students

Dave Mansergh  
 Claire Withell  
 Heather Ritchie  
 Marina Manning  
 Rebecca Skidmore  
 Susan Asplin  
 Jackie Bowring  
 Pamela Redmond  
 Michael Wright  
 Stuart Read  
 Hong Zhou  
 Peter Kundycki

These were accepted on condition that subs of \$52.00 received.

In future, the application form will include subscription amount and requirement that subscription accompany the application.

5

Graduate  
Members

Bruce Reid  
John Powell  
Brigitte Kammlein  
David Janett  
Bevan Allchurch

Bruce Reid - accepted. Subscription to be full fee as graduate for more than 5 years.

John Powell - accepted.

Brigitte Kammlein - confirmation of qualification to be obtained from Switzerland. Qualification to be IFLA recognised.

[ David Janett and Bevan Allchurch. Applications as sent declined. Letters to be sent explaining reasons for this.

MOTION: That all applications for membership be considered by Executive at meeting.

Moved Alan Titchener  
Seconded Julia Williams  
CARRIED

Affiliate form to be sent to Kim Jarrett. Application fee \$150.00.

### ~~3. Conservation~~

i) Department of Conservation. Conservation week - 'the changing land'. Branches to action.

ii) Tropical Rainforest - Timbers. The Institute will comment on this. Di Lucas, Robert Watson and Alan Titchener to action.

~~4. 1990 celebrations:~~ Garden Festival and celebrations. Alan Titchener raised idea of national garden festival for late 1990s to tie in with IFLA conference.

Suggestion by Herwi Scheltus that Institute be included in proposed travelling road show.

Institute to write to the Centennial Commission to seek information on applying for grants, opportunities. John Powell to approach members of Commission. Letters to follow.

5. ~~Policies of the Institute:~~ Herwi Scheltus remarked that present Executive has no easy access to previous Executive policy decisions. Update is required.

Recommended that we build up a policy file with an updating system for all Executive members. Alan Titchener to prepare update on previous Executive policies.

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6. ~~Fellow Membership~~: Executive members to make views on this known to Sarah Collins by 15 July. Sarah to report back.

7. ~~Register of Consultants~~: Herwi Scheltus commented on inclusion in Register of non-corporate members.

MOTION: That the Register of Consultants be updated each January and that each Register be dated. Requests for inclusion on register to be sought when requests are sent out for subscriptions. January update would then include recent associateships.

Moved Herwi Scheltus  
Seconded Alan Titchener  
CARRIED

8. ~~Membership Drive~~: Herwi Scheltus to prepare a discussion document on membership drive for next meeting.

NEXT MEETING: 24 August. Venue to be arranged.

Meeting finished 5.45pm.

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<u>Executive</u>	<u>Subcommittees</u>
Distribution: C. Anstey	A. Densem (IFLA Delegate)
S. Collins	F. Boffa (IFLA Congress)
S. Dunn	F. Cruikshank (Legislature)
S. Swaffield	B. Evans (The Landscape Ed. Ctte)
A. Titchener	
A. Wilson	<u>Branches</u>
J. Woodhouse	D. Miskell (Canterbury)
R. Flook	R. Jackson (Wellington)
R. Watson	S. Collins (Auckland)
S. Thompson	M. Monzingo (BOP Taupo H.B.)
J. Williams	L. Binnie (Otago/Southland)
H. Scheltus	G. Milligan (Waikato)

MINUTES OF THE NZILA EXECUTIVE COMMITTEE MEETING  
HELD AT NZIA ROOMS, ART CENTRE, CHRISTCHURCH  
ON 5 FEBRUARY 1989 AT 8.30AM.

**Present:** J. Williams, R. Jackson, R. Flook, S. Thompson,  
G. Milligan, L. Binnie, S. Collins, S. Swaffield,  
J. Woodhouse, R. Watson, D. Miskell, A. Titchener,  
A. Wilson, S. Dunn, C. Anstey.

- |   |               |
|---|---------------|
|   | <b>Action</b> |
| 1. Apologies H. Scheltus  |               |
| 2. Minutes of previous meeting<br>Approved without change.  |               |
| 3. Matters arising  |               |
| G Densem had agreed to be IFLA delegate   | G.D.          |
| R. Greenwood reply not actioned.  |               |
| President to reply.   | R.F.          |
| <br><u>Student Merit Award.</u> M. Angelo was recommended for this award.   |               |
| <br><u>Te Aute conference profit.</u> Monies being the basis of a fund for Maori student studies at Lincoln College is being investigated further.              |               |
|   | A.T.          |
| <br><u>Complaints.</u> With the complaints procedure established, a complaint had been received and will be passed to the Branch Chairman of the area involved. |               |
|   | A.W.          |

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#### 4. Treasurer's Report

##### i) Payments for approval

Resolved that the list of payments for approval as well as:

	\$
Unique Services	441.54
Auditor's fees	500.00

be approved for payment.

J.W.

##### ii) Subscriptions outstanding

Resignations received from:

	\$
L. Thompson	140.00
A. Seymour	140.00

##### Arrears

J. Archer	230.00
C. Craig	140.00
N. Empson	50.00
N. Hutton	230.00
M. Wallace	230.00
D. Hansman	140.00
M. Calver	140.00
I. Howell	140.00
J. McLeod	140.00
F. O'Neal	25.00
G. Turnbull	25.00

##### Resolved

i) that the resignations be received and approved, subscriptions being written off.

Sec

ii) that if payment is not received by February 28, those in arrears will be removed from the membership register.

Sec

iii) Auditing: The Institute's books had been audited but accounts of Branches and the Landscape have to be audited after the AGM because of lack of available time.

##### iv) Budget:

Resolved that the budget be presented to the AGM as outlined. JW/AW

J.W.

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## 5. Branch/Executive Committee Liason

- i) Complaints: Branches will be required to establish a complaints committee. Branches
- ii) Legislation: S. Swaffield outlined previous work. Major problem of continuation with S. Swaffield and L. Cadenhead going overseas. Fiona Cruickshank (Convenor) may continue with S. Brown, but new Executive needs to appoint a liaison representative. R.F.
- iii) Promotional Strategy: A Titchener backgrounded topic. Highlighted the need for Branches to set up promotion representative/group. Branches
- iv) Awards: C. Anstey outlined background. <sup>only</sup> Any previous problem was with participants not being notified of results. New Exec

## 6. General

- i) Isthmus Group Letter:  
Resolved that the motion be put to the AGM that graduates attending that meeting be given the privilege of voting on all matters except those relating to Institute funds or constitutional matters. A.W.
- ii) The Landscape Editorial Committee:  
Resolved that the Editorial Committee be empowered to co-opt Yvonne Weeber onto the during the period that S. McCahon is overseas. Ed Ctte

There being no further business, the meeting concluded at 10.00am.

Accepted as a true and accurate record.

----- President  
----- Date