

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)

EXECUTIVE MEETING 28 NOVEMBER 1990

MINUTES OF A MEETING OF THE EXECUTIVE OF THE NZILA, HELD AT THE DEPARTMENT OF CONSERVATION, SCIENCE CENTRE, 58 TAY STREET, WELLINGTON, ON WEDNESDAY, 28 NOVEMBER 1990.

PRESENT: Mr R. Flook (in the Chair), Mr A. Titchener, Mr R. Watson, Mr H. Scheltus, Mr S. Thompson, Ms J. Williams, Ms A. Walker (Graduate Student Representative)

In Attendance: Sherryll Wilson (Executive Officer)

APOLOGIES:

Ms S. Collins.

It was Moved R. Flook, Seconded A. Titchener:

That the apology be accepted.

CARRIED

CORRECTIONS TO THE MINUTES OF THE PREVIOUS MEETING (23 AUGUST 1990):

(i) Associateship / Branch Management

It was requested that the Minutes record that Ms J. Williams and Mr H. Scheltus had abstained from voting on the motion:

That the postal address of NZILA change to:

*P.O. Box 13
Lincoln University
CANTERBURY.*

(ii) 1991 Conference

An aggregate amount of up to \$6,500.00 be made available to the NZILA / AILA 1991 Conference Committee, not \$5,000.00 as recorded in the Minutes.

(iii) Cuttings

Under Item No. 1, Di McKenzie's name be amended to Di Menzies.

MINUTES OF THE MEETING OF 23 AUGUST 1990:

It was Moved R. Flook, Seconded A. Titchener:

That the Minutes and corrections relating to the meeting of 23 August 1990, were confirmed as a true and accurate record of decisions taken at that meeting.

CARRIED

MATTERS ARISING FROM THESE MINUTES:

- (i) Under item matters arising from the Minutes of 14 June 1990:
Payment of \$200.00 had been received from the Canterbury Branch.
- (ii) Under Treasurer's Report:
Clarification was sought by H. Scheltus concerning the International Travel Account
Action: H. Scheltus to attend to the previous Note of Action recorded in the Minutes concerning the International Travel Account.
- (iii) R. Flook advised that in his capacity as President, the following items were removed from the Minutes that were circulated to branches:
 - (a) Treasurer's Report
 - Professionalism of Members
 - (b) Associateship / Branch Management Report
 - Waikato Branch formation
 - (c) Matters Arising from the Minutes
 - (iii) Correspondence

TREASURER'S REPORT:

H. Scheltus spoke to his report and highlighted certain parts.

- (i) Subscriptions
It was again emphasised how important it was to receive subscription payments early. The present rate of payment table was discussed and 1990 appeared in general to be no different than 1989. Subscription monies pertaining to 1990 were still being received.
- (ii) Central North Island Branch
The branch, incorporating Bay of Plenty, Taupo, and Waikato areas was recently established with eight members. Confusion has arisen concerning the interpretation by members of branch funding. A policy statement is required to avoid future misunderstandings.
Action: H. Scheltus to word and insert an appropriate clause in the policy document currently being developed, concerning branch funding.

(iii) Policy Document

H. Scheltus is working on the document and once completed this document is to be forwarded to all branches.

Action: The Executive if they have items that they feel are relevant to be included in this document are required to forward them to H. Scheltus.

(v) Cuttings

A. Walker has received a breakdown of the Cutting's budget for the current year. A. Walker expressed her concern if she was the appropriate person for the position of Editor. The Executive endorsed her appointment, and stated that they would like A. Walker to retain the position until the end of 1991. A Graduate Representative would then be elected from Lincoln University and attend the first meeting of the Executive in 1992. Hopefully this Graduate would live in the Wellington area to reduce the high travel costs associated with these meetings.

(vi) Filing Cabinet

Action: The Executive Officer to purchase a four drawer filing cabinet at the lowest price available.

(vii) 1991 Budget

H. Scheltus advised that responses for budget requirements had been received from most members.

(a) Subscriptions

It is H. Scheltus' recommendation to the Executive to maintain the current subscription rate with only an adjustment to the Fellow category of \$10.00 reduction to bring them into line with Corporate subscription rates. A \$5.00 increase to Student fees would allow for the Mentor Scheme to be accommodated.

It was discussed that subscription levies are usually tied in with the cost of living. Both R. Flook and A. Titchener wanted to see the principle of index linking remain.

Action: H. Scheltus to prepare two budgets, one relating to CPI and another maintaining subscriptions at 1990 level.

It was suggested that when the Institute has a good financial base, it may be appropriate to pay members on the Associate Panel.

It was Moved R. Watson, Seconded S. Thompson:

That the Treasurer's Report be accepted and it was now open for discussion.

CARRIED

R. Flook advised H. Scheltus to proceed with Budget proposals despite any responses still not yet to hand.

It was important that a budget figure be included for the reprinting of stationery-letterhead, envelopes and branch paper. Lengthy discussion took place concerning the various options available to the Committee.

It was finally Moved by R. Flook, Seconded A. Titchener:

That the official stationery of NZILA be modified to incorporate the following:

The vertical black logo as used in the past be reduced in size to be placed on both letterhead and envelope items. The postal address to be incorporated at the bottom of these items.

CARRIED

Action: The Executive Officer to confer with H. Scheltus on design, quality of paper and pricing.

Clarification for the October 1990 balances was sought, and the following advised by H. Scheltus.

Monier Brickmakers:	\$5,625.00	
From Term Deposit Account		
1006	\$5,500.00	= \$5,000 to 1991 Conference \$500 LAW posters
From Term Deposit Account		
1004	\$500.00	= Grant to Robin Gay to attend IFLA Conference

The subscription form in the Landscape Journal had not been actioned, due to the expense and difficulty of doing this.

A letter had been received from the New Zealand Institute of Architects in regard to Professional Group Indemnity. As A. Titchener has some knowledge in this area, it was agreed to leave this matter with him.

Action: A. Titchener to follow up the letter received from NZ Institute of Architects and report back to the next meeting.

It was Moved by S. Thomson, Seconded R. Flook:

That the Treasurer's Report be adopted.

CARRIED

1991 CONFERENCE:

At this stage in the meeting, Chris Bentley, a member of the 1991 Conference Committee joined the meeting and was welcomed by R. Flook.

C. Bentley, tabled a report that had been prepared by the Conference committee and advised that Mike Stevens had resigned as Convenor.

(i) Sponsorship

Monier Brickmakers were the main sponsor of this Conference, and confirmation was being sought from Firth and Stephenson.

(ii) Trade Displays

21 booths were available, and to date, all but 6 booths have been taken. C. Bentley advised the Executive that his Committee was confident that the remaining booths would be filled.

(iii) Promotion

John Bridges of David Lawson Public Relations, Marketing Consultants, had been engaged for Conference promotion. Due to past experience all articles produced were now being vetoed by the Committee.

Conference flyers had been sent to 13 organisations and their members, and 700 Conference programmes and registration forms had been forwarded.

Monier Brickmakers will sponsor a NZILA national display which was portable and would be used throughout New Zealand.

Conference kit which will contain a 16 page Home and Building supplement, sponsors' trade literature, and complimentary copy of the special issue of the Landscape Journal was planned.

(iv) Guest Speakers

Jim Bolger and Kit Toogood were to give an address at the Cocktail Party and Dinner respectively.

(v) NZILA Annual General Meeting

Pembridge Conference Room has been booked for this meeting.

Budget

Conference Management Services has been employed and the Registration fee of \$343.10 including GST per person, was required in order to break even.

The report tabled was then open for discussion.

R. Flook raised the question if any of the Conference flyers had been specifically addressed to International Presidents. According to C. Bentley nothing had been done directly in this area.

Action: R. Flook to check with Robin Gay, and forward personal letters to Presidents within the Pacific Basin.

The Australian Landscape Journal had requested profiles of guest speakers.

Action: R. Flook to forward these profiles immediately when they are received from the 1991 Conference Committee.

Clarification was sought concerning the employment of a Public Relations consultant which had been budgeted to cost \$10,000. John Bridges role is to co-ordinate articles for AGM, writing articles, press releases, etc.

A number of queries concerning the budget were raised:

(i) Insurance

It was thought not appropriate to provide insurance for the Conference.

(ii) Guest Speakers

Clarification is required concerning the \$2,000.00 figure which has been budgeted.

Powhiri (Koha) budgeted figure of \$500.00 also needs clarification.

(iii) Contingency Fund

In the past this figure has been around 20% but the figure indicated is only 5%, but as the fixed costs are clearly known this was not a matter of great concern.

(iv) Fixed Cost

Fixed cost total of \$19,029 needed 95 people to register in order to break even.

(v) Advancement of \$6,500.00

Executive were given assurance that this money would be repaid, and the Treasurer would like to see those monies accounted for in two ways, one by income and the other expenditure.

(vi) \$5,000 - This cheque given to Conference Committee as at 31 October 1990 had not been banked. The delay is causing the Executive concern.

It was thought appropriate that an area be set aside at the Annual General Meeting to enable a display of the portfolios submitted by the recently approved Associate Members.

The South Eastern region Council is also having a meeting and will require a room. Costs will be met by the Executive Committee.

Action: C. Bentley to book the Pembridge Room for the whole day on Sunday, 24 February 1991.

The Executive agreed to provide funding for four of the promotion panels in the National display which was being set up. Clear instruction of setting the display up and other information will need to accompany this display.

The Executive expressed their thanks to Chris Bently and stated that they were not aware how good the Conference was going. However there is still a need to keep this Committee fully informed.

Action: R. Flook to write to the Conference Committee recording the Executive Committee's thanks and best wishes for the 1991 AILA / NZILA Conference. A request that copies of the Minutes of their meetings to be faxed to H. Scheltus and R. Flook, is to be included in this letter.

A Dial-a-Kiwi scheme will be available to enable guests to have contact and hospitality with New Zealanders.

Action: R. Flook to forward to A. Walker information concerning this scheme for inclusion in "Cuttings".

EXECUTIVE OFFICER'S REPORT:

The Executive Officer spoke to her report; and advised that a separate postal box has been established for the NZILA, after discussions with the RNZIH.

Some objections had been raised concerning information that nominees were requested to complete on the candidate form for the forthcoming elections. The format used was agreed upon with the exception that completion of candidate's age become optional.

LANDSCAPE JOURNAL:

Neil Aitken, Frank Boffa, Boyden Evans, attended the meeting and were welcomed by R. Flook.

The future of the Landscape Journal was in doubt because of a financial shortfall and that some members of the Editorial Committee were resigning. Neil Aitken advised that he would reluctantly remain on if the new Committee was based in Wellington.

The financial arrangement at present, has seen the Executive Committee underwriting the Journal to an amount of \$8,000.00 per year in addition to buying extra copies. The Desk Top Publishing costs were greater than anticipated due to a higher work involvement required, although the actual printing costs were lower. An indication was given that invisible costs totalled \$20,000.00 which were never reimbursed. The present subscription level is 420 which is insufficient.

The various options previously given to Executive members prior to the meeting were discussed at length.

Option I: This was an agreement to explore the other options before considering one.

Option II: Difficulty in finding a replacement Editorial Committee and the problems associated with the Journal still remain.

Option III: At past Annual General Meetings members had indicated that they did not wish to see a cheaper version. However, one must be realistic and realise that it is a new ball game.

Option IV: This option could have some merit, although there would be restrictions placed concerning format etc. It was important that if this option was chosen that the right professional body was approached.

Option V: There was a belief that a commercial publisher would not see a separate magazine for NZILA as viable and there would be a heavy emphasis on advertising.

Option VI: This was the most attractive option if members wish to retain a professional Journal, although an Editorial Committee to some degree would be required. There was some concern expressed regarding the present Editor of the "Australian Journal".

It was agreed that Option 6 followed by Option 5 were the best options available. R. Flook advised that some preliminary investigations need to take place with Kirsty Robertson of AGM, John Bridges and AILA.

It was Moved H. Scheltus, Seconded A. Titchener:

That R. Flook liaise immediately with Ralph Neale, Editor of Landscape Australia and AILA. Discussions also to take place between Kirsty Robertson of AGM, Ron Flook and Sarah Collins.

CARRIED

The final issue of the Landscape Journal will be coming out January / February 1991. H. Scheltus requested that the estimate deficit figure be given to him to enable this to be incorporated in 1991 budget. H. Scheltus gave a vote of thanks on behalf of the Executive to the Editorial Committee for their work undertaken. The Journal was a superb publication and indeed something to be proud of.

Action: R. Flook to forward a letter of thanks to the Editorial Committee.

REPORTS FROM PORTFOLIOS:

President's Report:

R. Flook presented his report, and outlined his recommendation for a Past President's position to be created. It was agreed that this would provide for continuity without having any formal connections. The timing of the proposal was important and it was decided to hold the recommendation until 1993.

Action: R. Flook to approach British and Australian Landscape Architects Institutes to obtain information of how they have adopted the role of having a Past President.

R. Flook spoke of the recent Post Graduate Student's submissions which took place at Lincoln University. Three students were advised not to submit because of the standard of their work, and A. Titchener endorsed this, as he would have been concerned if all students had passed based on what he saw during his visiting lectureship.

There appeared to be a problem of getting students into gear, and first and second year students were experiencing lack of basic written skills. Students do appreciate guidance and assistance should be given early rather than too late.

R. Flook expressed his concern that Landscape Architects did not mix with other guest during promotional functions, and seemed to have no clear statement in mind when giving interviews. Identifying key people and providing key phrases that Landscape Architects could use may get around this problem to some extent.

Tony Jackman had been co-opted onto the Construction Liaison Group as the NZILA representative. Other members of this group Soil and Water Association, NZPI, LGA, Dept. of the Environment had been amazed at the amount of lobbying that NZILA have already done.

The Reform Bill submission hearing is due to take place on:

18	December	- Auckland
19	"	- Wellington
20	"	- Christchurch.

The team which submitted the NZILA submission will meet to go over the documentation before the hearing. Copies of the submission will be available if members require it from Branch Chairpersons, Executive Committee members and the Executive Officer.

The Auckland Regional Council advised that Landscape Architects have been retained within the Parks and Recreation Department.

Vice President's Report:

A. Titchener spoke to his report and expressed his disappointment of the recent LAW, and it is envisaged that next year no LAW will take place. A Titchener expressed a wish to see the National promotional display currently being set up, go around New Zealand as a "Road Show" and branches could therefore focus on that week the "Road Show" was present in their area. Local Branches could compliment the display with their own members' work, and if they wished could develop the LAW around that.

A promotion strategy needs to be developed and tabled at the Annual General Meeting in February. At present we are not obtaining maximum coverage from the Awards, and there is a need to develop a timeline. The direct benefit to the sponsor would be evident in that national coverage would be gained. As the Award coverage received from AGM was not extensive it was suggested that John Bridges may be employed to develop a Promotional Strategy.

A. Titchener indicated that he wishes to relinquish this portfolio and recommended that the Awards and Promotion portfolios become one.

The withdrawal of A. Titchener's nomination for President was explained as a vote of support for the nomination of R. Flook.

Legislation / Tourism: R. Watson

R. Watson advised that the draft document on Procedures and the Code of Conduct had been altered due to recommendations made at the last Executive meeting.

Advise from Kit Toogood is still deemed necessary on whether this document and the NZILA Constitution conflict at all. It is important to clarify the role of Secretary and Executive Officer.

Further recommendations:

- (a) Under point 3, Clause 5:
delete the word "although" and begin a new sentence with this.
- (b) Complaints from the public against a member:
this area still needs to be addressed.
- (c) Under page 3, point 3:
amend the wording from "Acts on the" to "Acts in the"
- (d) Under page 5, point 8:
An amendment to the constitution will be required.

Action: R. Watson to check with Kit Toogood re the legality of both documents and make alterations to the document as listed above. Before the Annual General Meeting. R. Watson to obtain a response from the Consumer Affairs Institute.

The amount of money to be set aside in the budget is difficult to calculate. Although one particular complaint cost \$900.00. It may be appropriate to incorporate an amount for Complaint Procedures into the subscription. This money would be withdrawn and placed into a term deposit account.

It was agreed that an introduction statement to this document be prepared before it is tabled as a remit at the Annual General Meeting. This would provide members with an insight into the procedures which have taken place and hopefully give them a clearer understanding.

Action: R. Watson to prepare an introduction for this document before the Annual General Meeting.

Discussion took place concerning if a member was struck off the register what happens to any fees paid. H. Scheltus advised that as fees are due 1 January of each year, by forfeiting membership, they automatically lose the right of a refund.

R. Flook tabled a vote of thanks to R. Watson for all his work done with this document and extended the gratitude of the Committee.

Action: R. Flook to write a letter of thanks to the other members of this Subcommittee and forward a bottle of whisky to Kit Toogood as an acknowledgement for the number of hours he has give to the Institute free of charge.

Associateship / Branch Management: J. Williams

(a) Associateship

J. Williams spoke to her report, and made some recommendations in improving the Associate Procedures.

The Committee were in agreement with J. Williams that a letter of intent be completed by intending applications for Associateship prior to the closing date in September. It was also thought appropriate that the interviews take place in July which effectively gives Graduates another six months experience - a total of two and a half years.

It was Moved by J. Williams, Seconded by R. Flook:

That the Associate Interview Panel convene in August, prior to the August Executive meeting.

CARRIED

It was explained to the Committee that the Examining Panel was made up of five members. For those applicants applying under the 12 year scheme, all five members took part, however in other cases, only three examiners interviewed at any one time, although the other two interviewers did sit in.

Payment to the Panel Members was discussed, but it was agreed to leave this until a later date, perhaps when members were not in a position to give their services free of charge.

Stricter guidelines need to be put in place, in order to have uniformity and a new set needs to be issued for candidates applying under the 12 year rule. Members signing any Associate application forms need to be fully aware of what they are signing.

Action: J. Williams to prepare a report for Cuttings on the Associate Interviews that have taken place, with advice to members of changes in format in the future.

Copy to be forwarded to the Executive Officer.

A. Walker: Reminder notice in "Cuttings" next year concerning Associate applications and bring to the attention of members the constitutional requirements concerning this.

When advising the results to the Committee, J. Williams advised that many applicants failed to provide the information required, and it would appear that keeping documentation was the biggest weakness in the profession at the moment.

Results of 1990 Associate Interviews

Julie Adams	Admitted	
Felicity Campbell	"	
Hugh Nicolson	"	
Ines Stager	"	(under 12 year rule)
Patrick Corfe	"	(under 12 year rule)

(b) Branch Management

J. Williams spoke of a need for a watching brief on employment that Branches should undertake along with lobbying for future employment opportunities.

It was recommended that a member of each Branch be appointed to assist with members applying for associateship but it was thought that the Mentor Scheme should cover this. Branches may be able to play a more active role in seeking out members who should be applying for Associateship.

It would be helpful to obtain information from British and Australian Institutes concerning their qualifications for Associateship.

The Committee extend their thanks to J. Williams for her time and effort with the Associate Interviews and the work required both before and after.

Action: J. Williams to forward a letter of thanks / Christmas Card to all members of the Associate Panel.

Education / Executive Officer Support: S. Thompson

S. Thompson tabled his report and informed the Committee of the Landscape Architect Advisory Committee meeting which had taken place. This meeting was poorly attended which was a reflection of the high travel costs and the Committee was trying to address this problem with the Registrar of Lincoln University. Indications at this stage would appear to be successful.

The recent departmental review recommended that the Landscape Architects become an independent department, and the close relationship between Lincoln and this Institute will remain. S. Thompson however, will be looking at the Australian scene in the near future. The issue of staff consultancies was raised at this meeting, but it was a relative minor issue and as IFLA educational guidelines encourage teaching staff of academic programmes to consult, no further action was taken.

Whitecliff Art School correspondence received was discussed, and although it was recognised that the Institute has a role to play in endorsing courses, the approach must be made by the educational organisation concerned. S. Thompson had replied to the Auckland Branch of NZILA original complaint concerning Whitecliffs Art School.

Action: S. Thompson to send copies of correspondence to all Branches with a covering note.

Errol Bennett, a member of the Institute brought a matter to the attention of S. Thompson concerning three students from Lincoln University who were told to resubmit because of the standard of their work. One of the three students had approached a member for assistance, but this member thought it was not appropriate and suggested that the student seek help from Lincoln University staff. However, one of the conditions of resubmitting work was that it was to be done without staff help, and the student was claiming his rights under the Student Mentor Scheme. It was reported to the meeting that the Student Mentor Scheme was not designed for this.

Action: S. Thompson to prepare a policy statement concerning the Student Mentor Scheme, and a suitable notice to be placed on the departmental notice board at Lincoln University.

As Di Lucas had been unable to accept the Conservation Portfolio, S. Thompson was happy to accept it with members being co-opted as required.

Awards: S. Collins

As S. Collins was absent from this meeting, H. Scheltus had spoken to S. Collins and conveyed to the members present that S. Collins was confident that Monier Brickmakers sponsorship would come through.

A. Titchener would like to see one approach to Monier Brickmakers be made for a bulk funding arrangement.

The Executive were happy with the suggested amendments to the award procedures. Although it was felt appropriate that a shortlist be viewed rather than all works submitted. Clarification was obtained and it was intended that only semi-finalists work be viewed.

An endorsement was received of S. Collins' suggestion of colour slides although it was felt that in order to give top presentation that only Ektrachrome be used in the production. Two copies should be taken, one remaining with the Institute.

H. Scheltus tabled his vote of thanks to S. Collins for her well prepared budget. It was excellent to receive a well presented budget and S. Collins is to be congratulated.

Minor amendments were suggested to the Charlie Challenger and George Malcolm awards of excellence booklet. Under Landscape work in written form on the last page the sentence now to read:

"Submissions for both awards must be made to "the selection committee convenor by....."

More spacing between the paragraph ending, "categories" to the next paragraph beginning "submission for both awards".

For future award ceremony it was imperative that a sound system be used, and a checklist be available to all branches and individuals who may be planning conferences, meetings, seminars etc.

Action: A. Walker to place an item in "Cuttings" advising members of the availability of a conference checklist from the Executive Officer.

The Student Merit Award

Correspondence had been received from Lincoln University. The prize associated with this award is currently \$150.00 not \$50.00 as stated in the letter. It was agreed however, that the Executive formally acknowledge the change in qualification and confirm that only one award will be given, although from 1992 two streams will be graduating each year.

It was Moved by R. Flook, Seconded by A. Titchener:

That the wording of the New Zealand Institute of Landscape Architects Inc. Landscape Architecture Merit Award, be amended to read:

"to be made annually at a value of not less than \$150.00 for the purpose of recognising diligence and achievement in Balchelor of Landscape Architect Student in the final year of the course."

CARRIED

Action: Executive Officer to respond to the letter from Val Kirby, Lincoln University.

Cuttings: A. Walker

A. Walker advised that Simon Swaffield had been approached to do an article on Law and the Landscape Architect, but as Simon was so busy, Rob Watson agreed.

Action: R. Watson to prepare a suitable article on Law and the Landscape Architect for inclusion in "Cuttings".

Confirmation was sought by A. Walker to include in Cuttings, requests from overseas students and job vacancies. Approval was given.

The deadline for the next issue of Cuttings is 10 December and the first issue in 1991 will be the middle of March 1991.

Items for inclusion in Cuttings:

(a) Conference:

Background information of the guest speakers attending the NZILA / AILA Joint Conference in February.

(b) Lincoln University:

Action: A. Walker to contact S. Swaffield to see if she is able to use his press release concerning the new status of the Landscape Architect Department. Failing that, approach S. Swaffield to prepare a news release especially for Cuttings.

(c) Hawkes Bay Branch

Action: A. Titchener to forward information to A. Walker re the inaugural meeting of this branch.

(d) LAW Week

Action: A. Walker to congratulate branches where appropriate and include any relevant items from A. Titchener's portfolio report.

STRATEGY FOR 1991

As this had been dealt under each portfolio report, no further discussion took place.

GENERAL BUSINESS

- (a) A letter had been received from Neil Aitken, wishing to nominate Alec Wilson of Christchurch as a Fellow to the Institute. At this stage agreement in principle was sought. A. Titchener and S. Thompson spoke to the nomination.

Action: R. Flook to verbally advise N. Aitken of the Executive's approval in principle to this nomination.

Executive Officer to forward relevant nomination form to Neil Aitken to complete.

Letter to be sent to A. Wilson inviting him to attend the next meeting.

- (b) With the relocating of the postal address of the NZILA, advice needs to be obtained from Kit Toogood if the Justice Department needs to be aware of this change.

Action: R. Watson to obtain K. Toogood's advice in this area.

- (c) Venue for meetings.

Action: Executive Officer to write to Jane Pack, Executive Officer for the Department of Conservation and Science, expressing the Executive's sincere thanks for the use of the meeting room.

- (d) Year Plan

Action: S. Thompson to prepare and table a Year Plan for 1991 by the next meeting date.

- (e) Next Meeting

The next meeting of the Executive Committee will take place in Auckland on Wednesday, 20 February. Venue as yet undecided, but left with John Goodwin to arrange.

IFLA REPORT:

Robin Gay, delegate to IFLA was introduced by R. Flook and welcomed to the meeting. R. Gay expressed his sincere thanks to the Executive for their financial and moral support, which enabled him to attend the IFLA Conference.

S. Thompson requested information concerning IFLA Education Directory, however the booklet on approved courses published in 1982 has not been updated.

Action: S. Thompson to provide an update on current details of landscape courses etc. available in New Zealand, and forward this to IFLA. Copy to be placed on file with the Executive Officer.

R. Gay advised if New Zealand still wishes to host the 1998 Conference it would be advisable to confirm this with IFLA within a couple of years. Registration fees to cover the holding of congresses up to 1987 have been received by the secretariat and R. Gay advised that 20% of registration fees are required.

Action: R. Flook to draw this to the attention of the 1998 Conference Committee.

R. Gay has accepted the position as advisor to this Committee, and R. Flook requested that he keeps a watching brief.

The Eastern Region Conference will be held in Singapore mid 1991. There will be an invitation to NZILA to attend and possible reduction for airfares and other subsidies had been talked about, but nothing formally has come to hand.

Action: A. Walker to place an item on this Conference in the March 1991 issue of Cuttings re the Eastern Region Conference.

IFLA Year Book was discussed, and the availability of being able to give a copy to members and students.

Action: S. Thompson to contact the Secretariat of IFLA and Editor of the Year Book of the number required.

R. Gay advised that a clear direction and statement concerning the urgency of protecting coastal landscape internationally was given at this Conference.

Action: R. Flook to forward a copy of the NZILA Coastal Landscape submission to IFLA and endorsing IFLA direction in protecting coastal landscape internationally.

In further, copies of any submission on conservation, environment etc. are to be forwarded to Robin Gay.

R. Gay was asked about the possibility of overseas students being able to complete their final year of study at Lincoln University. However it was not viable due to admission requirements.

Ms J. Le Fontante from USA will be visiting New Zealand as a recipient of a scholarship. S. Thompson and R. Gay will be liaising with Ms Le Fontante during her time here in New Zealand.

Action: A. Walker to place an item in Cuttings concerning Ms J. Le Fontante's visit.

S. Thompson / R. Gay to forward a Conference kit to Ms Le Fontante.

R. Gay spoke of Mary Chapman and her role as Chairperson of the Programme and Publications Committee for the IFLA Symposium to be held in Malawai, April 1991. Information from M. Chapman was circulated to the members present.

Action: R. Flook to write to M. Chapman confirming the information has arrived safely and extend the thanks of NZILA.

The meeting closed at 4.49 p.m.

PRESIDENT

DATE

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)

EXECUTIVE MEETING 23 AUGUST 1990

MINUTES OF A MEETING OF THE EXECUTIVE OF THE NZILA, HELD AT THE DEPARTMENT OF CONSERVATION SCIENCE CENTRE, 58 TORY STREET, WELLINGTON, ON THURSDAY, 23 AUGUST 1990.

PRESENT: Mr R. Flook (in the chair), Mr A. Titchener, Ms S. Collins, Mr R. Watson, Mr H. Scheltus, Ms J. Williams, Ms A. Walker (Graduate Member Representative)

In attendance: Sherryll Wilson (Executive Officer)

APOLOGIES:

Steve Thompson

It was Moved H. Scheltus, Seconded A. Titchener:

That the apology be accepted.

CARRIED

MINUTES OF THE MEETING OF 14 JUNE 1990:

The Minutes of the meeting held on 14 June 1990, were confirmed as a true and accurate record of decisions taken at that meeting.

MATTERS ARISING FROM THE MINUTES:

(i) 1991 Conference

Clarification was sought concerning the Conference deposit under item 5 of the Treasurer's Report. The aggregate amount available to the Auckland Branch to help with the initial expenses incurred on behalf of the 1991 Conference was \$5,000.00. One payment of \$1,500 has already been forwarded.

It was Moved H. Scheltus and Seconded R. Watson:

That no further payments would be made to the Auckland Branch until a full report was received by the Executive detailing the expected expenditure for the 1991 Conference.

CARRIED

(ii) Branch Management

Further explanation took place for the benefit of the new Executive Officer.

(iii) Correspondence

In future R. Flook, A. Titchener and H. Scheltus to receive in advance of the Executives' meetings, a copy of inward/outward correspondence. One copy to be tabled at these meetings. The correspondence list in future to include all of R. Flook's correspondence.

(iv) Treasurer's ReportThe Conference Deposit

A cheque for \$1,500 has been sent to the Auckland Branch but to date no acknowledgement has been received.

(v) Report from Portfolio Holders - Education

An invoice for \$200 has been sent to the Canterbury Branch but no response has been received.

Action:

R. Watson: To follow up on this matter.

(iv) General BusinesNew Zealand Local Government Diary

The letter has been forwarded and acknowledgement received.

Student Award

This matter is currently underhand.

CORRESPONDENCE:

A list of inward / outward correspondence was tabled.

TREASURER'S REPORT:

H. Scheltus spoke to his report and advised that by encouraging members to pay their subscriptions earlier had been successful and thus enabled the bulk of income to come two or three months earlier and has helped the cashflow situation.

(i) Auckland Conference

No acknowledgements of cheque forwarded or the report requested has been received. In future all correspondence concerning the 1991 Conference to be sent to the Auckland Branch Secretary, David McKenzie.

Action:

H. Scheltus: To establish a direct relationship with the Treasurer of the Auckland Branch and obtain monthly financial statements. An appropriate reminder by Fax would be in order.

(ii) Professionalism of Members(a) Jim Clement

H. Scheltus provided background information concerning this member and the need to address the following matters has arisen:

- Jim Clement is still using ANZILA letters.
- Subscription arrears (receiving goods and services for the last eight months).
- Membership list.

A cheque (\$296.00) has been received in the last days as part payment.

Action:

Executive Officer: To send an acknowledgement of payment to Jim Clement and advise that the NZILA is looking forward to receiving the balance in due course.

All correspondence pertaining to Jim Clement be placed in his personal file.

A. Walker: To include membership categories in the next issue of "Cuttings" and advise members if they wish to change categories, notification in writing to the Executive Officer is required.

(b) Wendy Davies

H. Scheltus again provided background information concerning this member, whose late payment of membership fees meant that her name was not placed on the updated Consultant's Register.

Action:

Executive Officer: To acknowledge payment of membership fees and advise that the Executive Committee are looking forward to reinstating her name on the next Consultant Register List.

Note: In future when similar situations arise, these will be dealt with by the President of the NZILA, rather than involving individual Executive members.

(iii) Financial Balances

A question was raised concerning the International Travel Account which presently holds a balance of \$2,683.70.

Action:

H. Scheltus: To verify how the International Travel Account was established, and to provide a policy statement concerning this account. The amount is to be reduced by transferring \$1,683.78 into another appropriate account and retaining a balance of \$1,000.00.

(iv) Over Expenditure

This has occurred in the following areas and careful monitoring will be required.

(a) Landscape Subscriptions

Four issues are published each year with a membership of 222 members. It is very hard to provide an accurate budget.

(b) IFLA Dues

Over expenditure has occurred due to the fluctuations in the exchange rate. Current payment requirement is 1,500 Swiss Francs, however converted into New Zealand currency this represents \$2,360.

Action:

H. Scheltus: To look at the possibility of establishing an overseas account in Switzerland.

R. Flook: To write to IFLA concerning their levy and the need for it to be held at the present level.

(v) Complaints Procedure

Discussion took place concerning the possibilities of an insurance policy. However, it was generally felt that insurance companies would not be interested. The amount budgeted for has to be high in order to cover all eventualities. A recommendation was received that the funding of the complaint's procedure may come from within the subscription fee, however this will need to be discussed at the next Annual General Meeting.

Action:

A. Titchener: To draw up a remit for discussion at the next Executive's meeting.

(vi) Software Budget

This figure was originally budgeted for to enable the purchase of the NZILA database from the RNZIH.

(vii) Audit Fees

A savings of \$500.00 has occurred in this area.

(viii) CuttingsAction:

H. Scheltus: To provide April Walker with a breakdown of the Cutting's budget for 1990.

It was Moved by R. Flook, Seconded J. Williams:

That the Treasurer's Report be adopted.

CARRIED

EXECUTIVE OFFICER'S REPORT:

The Executive Officer spoke to her report and explained the present situation concerning the contract "Offer of Service: Administrative Support Between the NZILA and RNZIH". It was agreed to delay the signing until all members of the Executive had an opportunity to look through the document. Lack of storage space for the NZILA records and documentation is causing a problem.

It was Moved by H. Scheltus and Seconded Ron Flook:

That a four-drawer filing cabinet be purchased by H. Scheltus for delivery to Annex A, Farm Road, Lincoln University.

CARRIED

There was a need in the future for a NZILA sign on the outside of the building at Lincoln University for people, in particular Lincoln students, to be aware of the location of NZILA.

Action:

Executive Officer: To approach the RNZIH Executive Committee to obtain their views on this matter.

(i) Applications for Membership

The following applications for membership have been received:

Graduate: Sally Heritage
Nicholas Penman
A.W. Craig

Associate: Charles Brabant

Affiliate: C.G. Goom

It was Moved J. Williams and Seconded A. Titchener:

That:

- (i) *Verification from overseas institutes was required for Sally Heritage and Nicholas Penman before approval is given.*
- (ii) *Evidence of qualification gained by Charles Brabant is sought before approval can be given.*
- (iii) *A.W. Craig can be admitted as a graduate member as soon as application payment of \$36.00 is received.*
- (iv) *C.G. Goom be admitted as an affiliate member.*

CARRIED

Action:

Executive Officer: To seek verification of qualifications and payment to items (i), (ii) and (iii) above. Advise and congratulate C.G. Goom of his successful application.

Executive Officer: To table at the next Executive Meeting a list of Student Members who have joined the NZILA since the previous meeting on 14 June.

LANDSCAPE

An invitation for Boyden Evans to attend all further Executive Meetings at 10.30 a.m. was extended. The next issue of the Landscape is due out now with a colour supplement of student designs over the years. R. Flook has successfully initiated requests for the next issue of Landscape to be devoted to Spacial Art. Problems have occurred with the Post Office sending larger items back to the sender and in fact the two overseas items not received may have been returned. Advertising has been pulled back due to the current economic conditions and may mean that colour cannot be used in the future.

Action:

Sarah Collins: To approach the Auckland Branch to see if it is possible to have available copies of the Landscape Journal, either on a promotional or paying basis. Numbers required to be notified to Boyden Evans.

Ron Flook: To follow up with Auckland Branch, the idea of the 1991 Conference becoming a special issue of the Landscape. This needs to be established on the same basis as the Spacial Art Issue.

Boyden Evans: To place subscription reminders in Issues 3 and 4 only of the Landscape Journal.

Alan Titchener: To draft an appropriate letter to send with compliment copies of the Landscape Journal.

Sarah Collins: To submit to Boyden Evans, the judges' reports concerning the NZILA Monier Brickmakers Award 1990 for inclusion in the fourth issue.

REPORTS FROM PORTFOLIOS

President's Report

Ron Flook spoke to his report and in particular his involvement with the NZLG Awards, which has enhanced the relationship between the NZLG and NZILA. Weaknesses in design elements were noticeable and in future better plant detailing is required.

Action:

Steve Thompson: To continue to liaise with Lincoln University as they definitely have a responsibility in this area.

Alan Titchener: To informally pass on Ron Flook's report to Lincoln University.

Ron Flook: To advise details to Sarah Collins concerning the criteria / guidelines that the NZLG Award judges used, to enable Sarah to look at the format currently being used for our own awards.

Di Lucas has accepted the Conservation Portfolio and she will report either to R. Flook or A. Titchener. Under this portfolio a report of approximately half a page is required for each Executive Meeting.

Action:

R. Flook: To write a letter to Di Lucas confirming her appointment to the Conservation portfolio.

Promotions - Alan Titchener

Alan Titchener spoke to his report and highlighted the forthcoming Landscape Architect week (8-13 October) which is an excellent prelude to the 1991 Conference. The Hawkes Bay Branch has opted to coincide the week with their show week later on in November. A one-off poster is to be designed to promote LAW week, which when circulated would enable branches to insert their own dates, time and place. The number of posters distributed will depend on the size of membership of each branch. Discussion took place concerning the financial commitments of focusing on one week of the year as opposed to promotional funds being spread over 52 weeks. There was some doubt too whether branches would be required to meet all or some of the costs associated with the production of the poster.

There was a need to establish priorities concerning the surplus funds available from the Christchurch Conference and the recommendation was:

- \$5,000.00 = to provide an advance to the Auckland Branch for the 1991 Conference
- 500.00 = production of 500 posters including postage of \$100 for LAW week
- 4,500.00 = maximum amount available to establish a permanent display.

It was Moved by H. Scheltus and Seconded R. Flook:

That the funds be made available from the Christchurch Conference proceeds up to a maximum of \$500.00 for the production and distribution of the LAW Poster. (Note that this is a one-off payment.)

CARRIED

The Maori Education Foundation has undertaken to advertise the NZILA scholarship for Maori Students under a package arrangement which deals with other scholarships available to Maori students.

A. Titchener would like to see a strategy develop in the near future with Lincoln University concerning the acceptance of taha Maori with the possibility of including this into the training of a Landscape Architect. There needs to be an increased awareness of Maori involvement in this field, along with an understanding of the Treaty of Waitangi.

Legislation/Tourism Portfolio - R. Watson

R. Watson spoke to his report. It was important that the document tabled was not seen as a 'legal document' and after general discussion the following alterations were made:

- (i) **Code of Conduct:**
Extend the opening introductory paragraph and seek clarification from Kit Toogood concerning a name change to Principles of Practice. Points 1 to 5 need readdressing, point 6 remains unchanged.
- (ii) **Complaints from the public against a member:**
Under No. 8 insert a clause / statement concerning Right of Redress.
Under No. 9 the word 'breach' to be replaced with a suitable word.
- (iii) **Complaints from one member against another member of the Institute:**
Under point No. 2 - delete the financial penalty statement
Re: membership of the Disciplinary Committee
Amendment: The addition of the words "in attendance" to clarify the position of the Institute's Legal Advisor.
- (iv) **Conclusion:**
Remove the words "in general".
- (v) **Last Paragraph of Document to Read:**
There is no property in a client. Clients may choose who they wish to employ and change consultants. It is the client's responsibility to advise the consultant of any change, but the recently appointed consultant, as a matter of courtesy would then advise the original consultant.
- (vii) **In General:**
Where Institute Secretary is mentioned, replace with Executive Officer.

Action:

R. Watson: to re-submit the draft proposal for further consideration to the Complaints Procedure Subcommittee, Kit Toogood and Consumer Affairs Institute.

The Subcommittee to prepare and table for discussion at the next Executive Meeting, a draft remit which will eventually go forward to the Annual General Meeting.

Associateship / Branch Management - J. Williams

Julia Williams presented her report.

- (i) Julia advised that there were problems with the mail box at present and the redirecting of mail to Lincoln University.

It was Moved R. Watson, Seconded A. Titchener:

That the postal address of NZILA change to:

*P.O. Box 12
Lincoln University
CANTERBURY.*

CARRIED

April Walker to place in the next issue of "Cuttings", an item advising members of the administration and postal address change that has taken place. The Landscape Journal postal address will remain unchanged.

Julia Williams to write an official complaint to the Chief Executive, New Zealand Post, concerning the lack of service received from the Terrace Post Office.

- (ii) Clarification is sought concerning the transferring of Associate Members between AILA and NZILA. Criteria of one year's residence needs to be confirmed.

Action:

Executive Officer: to confirm the status of Associate Members wishing to transfer from AILA to NZILA.

- (iii) British Exchange Landscape Architect Students will now come under the Associate / Branch Management Portfolio.

H. Scheltus reported that a branch of the NZILA had been set up in Waikato. The Treasurer, along with some other members of this newly formed branch were not financial members of the Institute. It would seem now that the Waikato Branch was experiencing financial trouble.

Action:

H. Scheltus: to outline the main points to enable R. Flook to write a letter to the branch concerned to try and tidy this matter up.

Education - Steve Thompson

In S. Thompson's absence, the Executive Officer advised that no response had been received from Cranwell's publication. It was confirmed that the Register of Consultant Landscape Architects is to be updated six monthly. Consultants will be informed by letter of their subscription arrears before being taken off the Register. All enquiries concerning the Consultant's Register is to be addressed to the Executive Officer.

Action:

A. Walker: to place an article in the next issue of "Cuttings" concerning the Register of Consultant Landscape Architects.

Awards - S. Collins

S. Collins spoke in length to her report and recommended that an award list be established showing full details and criteria for each award offered.

The results of judging of the NZILA Monier Brickmaker's Awards are known and all award winners will be notified, however, the top winners will receive additional confirmation two - three days before the presentation. In some categories this year, highly commended awards will be given. Sponsorship once again has been forthcoming from Monier Brickmakers for a total of \$5,000 and this also included the use of the PR Consultant to arrange media coverage and production of award certificates. The judging criteria at the moment is loose and one of the judges in particular would like to see it further defined. Guidelines no doubt would assist those judges who are not Landscape

Architects. Maximum media coverage would be achieved by announcing the award winners just prior to LAW.

AGM wishes to give considerable coverage of the awards in its magazine with the possibility of an eight page supplement. However, such factors like the time restraints would need to be considered. Monier Brickmakers are interested in upgrading the award certificates. It was agreed that a plaque be awarded to the major winner and the other award recipients would receive certificates.

Action:

Sarah Collins: to approach a fellow staff member to see if he could do the design work, with Sarah providing strict guidelines.

It was envisaged that the cost involved would be approximately \$200 which the NZILA would initially pay. An approach to Monier Brickmakers to meet all costs associated with the production of both plaque and certificates would then be made.

A copy of the design work is to be faxed to all Executive members.

Awards 1991

Information in the form of a flyer needs to go out in the December issue of "Cuttings", advising members of the awards. Some alterations may be necessary in light of information received from the current judges and Ron Flook.

Action:

April Walker: to record "Awards" for inclusion in the December "Cuttings".

"Cuttings" - A. Walker

The Auckland Branch queried the editing of some items where the intent of what was being said did not come across. It was agreed that the matter be left with the Editor, along with trying to eliminate dullness and making the "Cuttings" more informative and interesting.

Suggested newsworthy items were:

- (i) News from Abroad
Approach members such as Colleen Priest, Steve Thompson and Di McKenzie who are either currently overseas or planning an overseas trip.
- (ii) Births, Deaths and Marriages.
- (iii) Resignations.

Action:

A. Walker: to remind Bay of Plenty / Hawkes Bay Branches for their contribution for the next issue of "Cuttings".

Executive Officer: to keep the Editor informed of Computer Equipment available at Lincoln University.

GENERAL BUSINESS

1. 1991 Conference

Mike Steven will have an opportunity next week to speak to the AILA on the 1991 Conference. Honorarium has been requested by one American Guest Speaker but this was declined. However, a good time and hospitality can be guaranteed. The question of promoting this Conference in Australia was raised, and R. Flook kindly offered to go to Australia to give an address at the Australian Conference towards the end of September.

Action:

S. Collins: to convey R. Flook's offer of giving an address during the Australian Conference to the Conference Convening Committee.

It was stressed that no members of the NZILA were to enter into any financial contract following questions raised concerning J.L. Goodwin's letter to the Executive. The Executive were happy to:

- (i) Approve and support the promotional strategy of the 1991 Conference and associated events
but
- (ii) no additional funds would be granted until H. Scheltus received a detailed report on expected expenditure.

The programme for the Conference was discussed and the following recommendations were made:

- (i) Combine the Presidential Welcome and Powhiri.
- (ii) Dinner, then presentation of Awards followed by Poroporoake.

It was important particularly for overseas guests and visitors to be aware of the role of a Poroporoake and A. Titchener agreed in his capacity as MC for the evening to outline the importance of this to people present.

Action:

A. Titchener: to advise David McKenzie of these recommendations.

AGM were keen to do a number of articles and supplement issues on the Conference. The supplement issue would precede the Conference and include a selection of Conference papers, photographs, personalities and social pages. There was some concern that the proposal put forward by AGM may conflict with earlier proposals concerning the Landscape Journal. A. Titchener stated that our professional magazine was targetted at a different market, and yes, there would be conflict if we used a similar magazine to AGM like "Trends".

A. Titchener offered his services to assist with promotional material concerning the work of a Landscape Architect.

Action:

Sarah Collins: to advise John Goodwin of A. Titchener's offer to assist in this area.

Sarah Collins advised that the workload for the Conference was increasing and the Committee required as much help as possible.

Action:

A. Walker: to write to David McKenzie requesting information on the Conference which would be suitable for inclusion in the next issue of "Cuttings".

2. Auckland City Council Landscape Architects

Landscape Architects within the Auckland City Council could disappear within three to five months. It would appear that the Council had overspent on the Aotea Centre and was therefore looking to cut costs. Managers within the Council were cutting out all professionals not just Landscape Architects and allocating the work to private consultants.

Action:

Sarah Collins: to keep the Committee informed of progress in this matter and develop a package detailing what Landscape Architects have done in the Auckland region.

It may be appropriate to extend an invitation to members of the Council to attend sessions during LAW.

3. Job Vacancies

Two vacancies for Landscape Architects in Palmerston North and the North Shore had to be left vacant. It was agreed if a situation becomes vacant, the person who had previously held the position should notify the Institute to enable appropriate advertising to take place through the "Cuttings".

Action:

April Walker: to draw members' attention with regard to job vacancies in the next issue of "Cuttings".

4. Policy Statements

After a brief discussion due to lack of time available, H. Scheltus agreed to continue to work on the Institute's Policy Statements. It was recommended that a selection of policy statements and perhaps legislation that could prove helpful to the general membership become a regular feature of "Cuttings".

Action:

H. Scheltus: to continue working on the Institute's Policy Statement document.

5. Elections 1991

The following members have indicated their unavailability to stand for re-election:

Sarah Collins
Rob Watson
Ron Flook

Sarah Collins advised that the "Award Convenor" needs to be dealt with in future, under a separate portfolio.

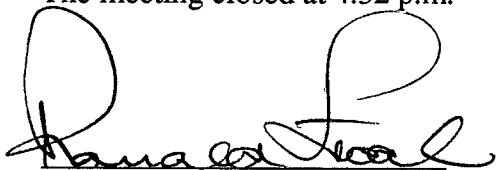
Action:

Executive Officer: to forward nomination forms to all corporate members with the next issue of "Cuttings" and write to each branch requesting them to remind and encourage their members to make themselves available for the 1991 Executive Committee.

NEXT MEETING:

The next meeting of the NZILA Executive Committee will take place on 28 November 1990 at the Department of Conservation Science Centre, Wellington.

The meeting closed at 4.32 p.m.

 ~~Chairman~~ President

28th Nov 1990. Date

0028

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)

EXECUTIVE MEETING 14 JUNE 1990

MINUTES OF A MEETING OF THE EXECUTIVE OF THE NZILA, HELD AT THE DEPARTMENT OF CONSERVATION SCIENCE CENTRE, 58 TORY STREET, WELLINGTON, ON THURSDAY, 14 JUNE 1990.

PRESENT: Mr R. Flook (Chair), Mr A. Titchener, Ms S. Collins, Mr R. Watson, Mr H. Scheltus, Mr S. Thompson, Ms J. Williams, Ms A. Walker (Graduate Member)

1. APOLOGIES

There were no apologies.

2. MATTERS ARISING FROM THE MINUTES

Amendments to Minutes:

- i. p.3 (4) Complaints Procedures : Line 9 'students' should be amended to 'graduates'.

- ii. p.3 (4) (Addition) Corporate Members.

Alan responded from the perspective of having been a 1989 Associateship examiner and as Chairman of the Disciplinary Committee. He agreed that there was inconsistency between what was the expected response of Associateship candidates, and the finding of the Disciplinary Committee. However Alan asserted the decision reached by the Disciplinary Committee was unanimous, clear-cut and correct in terms of the Institute's Code of Conduct, and that the Disciplinary Committee had followed the procedures as set out in the complaints guidelines, in a manner consistent with the interests of the Institute.

- iii. p.4 (7(b)) Sir John Bennett had suggested that preference in awarding the bursary should be given to post-graduate students.

3. MINUTES OF THE MEETING OF 15 MARCH 1990

The Minutes and amendments related to the meeting of 15 March, were confirmed as a true and accurate record of decisions taken at that meeting.

4. CORRESPONDENCE:

It was considered by the Committee that correspondence is all that needs to be recorded rather than incoming subscriptions and similar matters.

5. TREASURER'S REPORT:

Herwi Scheltus tabled his report. It was noted that payment of subscriptions were better this year since the introduction of the new system. There are still some communication problems between Herwi and Administration at Lincoln which can be overcome. In the meantime Herwi has prepared his own membership lists which are updated weekly. Steve Thompson queried doubling up on data-bases. No reminders have gone out to those members who have not paid as yet. Herwi has recommended an advance of \$1,500 be paid immediately to Auckland Branch for Conference and that further requests be substantiated.

It was MOVED A. Titchener SECONDED R. Flook

That the Treasurer's Report be received.

CARRIED.

Discussion on Herwi's additional list. Herwi's list is a supporting list only. He considers Lincoln's list unsatisfactory for his purpose i.e. the accounts system. Steve Thompson is concerned by use of more than one data base within Institute. Ron Flook suggested we wait for the system to be improved before making any decision on this.

Herwi's list for his purposes only and it will be updated as Lincoln forwards information to him.

The Conference Deposit: Sarah Collins explained \$1,500 required for Aotea Centre payment. Sponsors will not make payments until later. Auckland Branch requires other funds now to meet initial expenses. It is considered that it is very important for the Auckland Branch and for future organisers of Conferences to prepare and present a thorough breakdown of projected expenses that are to be met and

that payments from Executive be made progressively.

It was MOVED Ron Flook SECONDED Alan Titchener:

That the Conference organising Committee is to prepare an outline of projected expenses to substantiate the need for the advance they request.

CARRIED

Action: Auckland Branch

Steve Thompson reported on decision on how the Conference funds were to be used - Promotion or Student Award. 23 notes received, 12 for Promotion, 9 for Student Award, 2 votes illegible.

Voting papers to be recorded.

It was MOVED Ron Flook SECONDED Steve Thompson:

That some of the funds from the Christchurch Conference profits be loaned for the Auckland Conference initial expenses.

CARRIED.

6. THE SECRETARIAT:

Steve Thompson presented his Draft offer of Service for Administration Support. Decisions by the Executive to be made after the RNZIH representative attends later in the meeting.

7. THE LANDSCAPE REPORT:

Boyden Evans attended the meeting.

Issue 45 to be on Lincoln. Articles from teaching staff.

Issue 46 Sculpture and Art in the Landscape.

Issue 47 Design Awards and Projects.

Subscription renewals later this year. Some subscriptions have been cancelled.

The Landscape data-base subscription list is on BMP computer and is regularly updated. Mailing list done from Lincoln. Some mistakes including omissions from this list. Therefore preferable to maintain a separate Landscape subscription list. This is updated from Lincoln list.

Concern expressed (by Boyden and Committee) at delays in producing Issue 44 and omissions of some of Conference proceedings from this Issue.

8. REPORTS FROM PORTFOLIO HOLDERS:

a) President's Report – Ron Flook

Ron Flook tabled his report.

It was MOVED Ron Flook SECONDED Alan Titchener:

That Tony Jackman be representative of Executive on the Construction Liaison Group in place of the President and that he report back to Executive.

CARRIED.

b) Promotions – Alan Titchener

Alan presented his report and there was some discussion on the various points.

c) Complaints Procedures – Robert Watson

Robert Watson presented the Sub-committee's report on Complaints Procedures. Members of the Executive were asked to respond to the report within the next two weeks. Ron suggested the report be sent to selected other senior members also including Frank Boffa, Di Lucas, Angela Porteous, Jan Woodhouse, Simon Swaffield, Neil Aitken.

Action: Executive.

d) Branch Management – Julia Williams

Julia Williams presented her report and elaborated on the points in Newsletter being sent to Branches.

Note: Branch Chairpersons are not to receive Portfolio reports. They are to receive only the Minutes of the Executive Meetings edited as necessary.

F.O.

e) Education – Steve Thompson

Steve Thompson presented his report. He commented on the Lincoln/Australian Student project in April.

Lincoln/Australian Student project in April.

It was MOVED Herwi Scheltus SECONDED Alan Titchener:

That the Canterbury Branch be reimbursed for the amount of \$200.00 for the Student Mentor Scheme.

CARRIED.

Action: H.S.

Alan Titchener raised the subject of the Chair in Landscape at Lincoln University. Alan and Steve to follow up the present situation.

Action: A.T./S.T.

April Walker queried NZILA responding to complaints and comments of students at Lincoln. Steve explained the Mentor Scheme was introduced in part to satisfy this situation.

Ron queried why more information about members' travels, resignations, births, deaths, etc. could not be included in Cuttings. This might liven up the newsletter.

f) Awards

Sarah Collins presented her report on the NZILA Monier Brickmaker's Awards Report. Sarah expressed her disappointment at the number of submissions but not at the standard of submissions. There were a greater number of submissions last year. It was suggested that the membership be reminded of closing dates and encouraged to submit.

g) IFLA – Ron Flook

Ron reported on IFLA matters including asking Robin Gay to represent NZILA at the International Conference this year at Bergen. Ron suggested we contribute something towards the trip.

It was MOVED Herwi Scheltus SECONDED Ron Flook:

That the Institute provides a \$500 grant to Rob Gay to assist with travel costs to attend the IFLA Grand Council Meeting and that Rob Gay be the NZ delegate and report back to Executive.

CARRIED.

Action H.S.

h) Conservation:

Di Lucas is to be asked to act for the Institute in conservation matters because of her involvement in this area.

9. GENERAL BUSINESS:**NZ Local Government Diary:**

A request is to be made that the NZILA address be included in the list of professional institutes.

Letter to go the NZ Local Government Diary,
Mr L.J. Parkin,
PO Box 3079,
Wellington,
requesting this be done.

Action: Executive Officer

Student Award:

\$150 is to be sent to the 1989 Student Award winner. Address to be obtained.

Action: H.S.

Cuttings:

This is to be edited by April Walker.

Secretary of Institute:

It was MOVED Alan Titchener SECONDED Ron Flook:

That Julia Williams be the Institute Secretary.

CARRIED.

10. NEXT MEETING:

The next meeting of the NZILA will be held on 23 August 1990.

The meeting closed at 4.05 p.m.

_____ Chairman

_____ Date

0078

NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS (INC.)

Minutes of a Meeting of the Executive of the NZILA, held at the Department of Conservation Science Centre, 58 Tory Street, Wellington, on Thursday, 15 March 1990.

PRESENT: Mr R. Flook (Chair), Mr A. Titchener, Ms S. Collins, Mr R. Watson, Mr H. Scheltus, Mr S. Thompson, Ms J. Williams.

In attendance: Mr D. Cameron.

1. APOLOGIES

Mr J. Powell.

2. MINUTES OF MEETING OF 6 FEBRUARY

The Minutes of the meeting of 6 February were taken as read and it was confirmed that they contained a true and accurate record of decisions taken at that meeting.

3. MATTERS ARISING FROM THE MINUTES

- a) Meeting with Architects, Engineers, Quantity Surveyors and Master Builders.

As Ron Flook had been in Australia on 7 March, Tony Jackman had attended this meeting in his place. Julia Williams reported that Tony had been very well received at the meeting.

- b) IFLA Delegate

It was noted that Graham Densem had agreed to continue in the role of IFLA delegate. It was agreed that he should be asked to provide a report to each Executive meeting in future.

- c) NZIA

Ron agreed to write to Neil Aitken and Frank Boffa thanking them for the submission regarding the NZIA.

5. TREASURER'S REPORT

Herwi Scheltus tabled his report. It was agreed that due to delays in obtaining deposit slips, the deadline for payment of discounted subscriptions be extended to 30 April.

It was further agreed that with respect to Executive travel costs, members be reimbursed to the value of a return thrifty air fare, or the actual airfare, whichever is the lesser amount.

Concern was expressed at the cost of auditing Branch financial statements.

It was MOVED Ron Flook, SECONDED Alan Titchener:

That the Treasurer's Report be received.

CARRIED.

9. ADMINISTRATIVE PROCEDURES

A general discussion was held dealing with how the Institute should arrange its various administrative procedures now that the Executive Officer and all NZILA records were based in Christchurch. All procedures would be reviewed at the next meeting following the end of the first six months of the new arrangements. In the meantime it was agreed:

- i) That all NZILA mail would be redirected to PO Box 12, Lincoln University. Julia agreed to set this up with New Zealand Post.
- ii) No further stock of letterhead paper should be purchased until the next meeting at which time a decision would be made regarding the "official" address of the Institute.
- iii) All subscription notices to be sent out from Lincoln, and all cheques received to be forwarded to Herwi for receipting.
- iv) Other details regarding maintaining of an accurate database of membership details to be mutually agreed upon between Herwi and Dave.

4. COMPLAINTS PROCEDURES

Frank Boffa joined the meeting for this item. He read out a letter, which was tabled, to the Executive setting out a number of points that he considered were unsatisfactory with respect to the outcome and handling of the recent complaint involving Angela Porteous and himself. He stressed that his major concern was with the Institute's future handling of complaints, and the confusion that seems to exist with the existing "Code of behaviour" rather than the outcome of his complaint. In particular it appeared that the Institute was operating a "double standard" in respect of what attitude it expected from students on the one hand and what now appeared to be acceptable behaviour by corporate members.

After a further period of discussion, Frank Boffa thanked the Executive for allowing him to attend and he then left the meeting.

It was agreed that there was need to make it clear to all NZILA members that the 1975 Code of Conduct had been superceded and replaced by the more generally worded 1982 document.

Rob Watson agreed to convene a meeting of a subcommittee consisting of himself, Alex Wilson, Earl Bennett and other co-opted members as he saw fit, to draft a report to be considered at the next meeting. This report should review the underlying philosophy of what was or was not acceptable professional behaviour for members of the NZILA and also look at all aspects of the existing procedures for the handling of complaints. The report should conclude with a recommendation as to how the Institute should proceed in the future.

6. LANDSCAPE REPORT

Julia Williams said that the next issue of Landscape would be published in April, and that she would discuss with Boyden Evans the possibility of Dave providing a set of mailing labels for posting out to members. This would save duplication in maintaining membership records.

It was agreed that a stock of Journals should be sent to Lincoln so that new members could be serviced by Dave and his staff with respect to back copies of publications.

It was agreed that the "Landscape" should be informed of meeting dates for the Executive and that a member of the Editorial Committee be invited to attend.

7. REPORTS FROM PORTFOLIO HOLDERS

a) President's Report

Ron Flook's report was approved. Ron expressed his concern at comments made in a recent issue of "Groundcover" concerning relationships between the NZ Landscape Guild and the NZILA.

Ron advised members that the Institute's submission on Resource Law Reform, which had largely been compiled by Tony Jackman, had been very well received indeed. It was agreed that Tony's contribution be recognised with a token of appreciation. Julia to action.

b) Vice President's/Promotions Report

Alan Titchener outlined details of his report. Since writing the report Alan had been advised that the proposed Maori bursary had been approved and it was possible that the total value of the bursary fund might be \$5,000. Sir John Bennett had suggested that the bursary should be for postgraduate studies.

c) Legislation/Tourism

Rob Watson outlined details of a complaint from an Auckland member over non-corporate members of the Institute using the letters "MNZILA" after their names. Ron Flook agreed to write to the Chairman of the Auckland branch asking him to take informal action with both parties.

e) Education and Associates

Julia Williams spoke to her report. After a brief discussion it was agreed that the Education portfolio should be handled by Steve Thompson in Christchurch.

Steve agreed to continue editing 'The Cuttings'.

It was MOVED Alan Titchener, SECONDED Ron Flook:

That Steve Thompson be delegated the authority to approve applications for student membership subject to their having the required Lincoln University endorsement. All such approvals to be ratified at the next meeting of the Executive.

CARRIED

f) Awards

Sarah Collins' Report was tabled. Progress towards the 1990 Awards was discussed.

g) Other

Steve Thompson reported on critical dates for 1990.

He also reported that over 50% of the students enrolled in Landscape architecture at Lincoln University had applied to take out student membership of the NZILA.

8. APPLICATIONS FOR MEMBERSHIP

Twenty one applications for Student Membership of the Institute were approved.

An application from Anna Whitmore for Graduate Membership of the Institute was approved.

A second application for Graduate Membership was deferred until further information was available regarding the applicant's overseas qualifications.

10. GENERAL BUSINESS

- a) Steve Thompson said that the cost of the "mentor scheme" was being carried by the Canterbury Branch and wondered if it would be possible for the Executive to consider making a grant to the Canterbury Branch to ease the burden.

It was agreed to provide assistance to the Christchurch Branch provided the Treasurer was able to make funds available.

- b) Criteria for Selection of Fellows

Steve Thompson suggested that to follow up a suggestion from Di Lucas further clarification of the criteria for the selection of Fellows was required.

It was agreed after a brief discussion that no further action could be taken at the present time.

Ron Flook said it was important for portfolio holders to make recommendations to the Executive as appropriate when submitting their reports.

11. NEXT MEETING

The next meeting will be held on 14 June 1990, probably at the Department of Conservation Science Centre in Tory Street. This will be confirmed when the agenda is circulated. Executive Members are asked to note that a draft agenda will not be circulated prior to the next meeting. Reports are required by Dave Cameron 14 days before Executive meeting for processing and despatch to Executive members seven days prior to meeting.

_____ Chairman

_____ Date

0023

MINUTES OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS
EXECUTIVE MEETING HELD AT THE RITZ LOUNGE, COMMERCIAL
ESTABLISHMENT, VICTORIA STREET, HAMILTON, ON 6 FEBRUARY 1990.

1. **APOLOGIES**

Julia Williams, Rob Watson, John Powell

That apologies be accepted.

Moved: Ron Flook

Seconded: Sarah Collins.

CARRIED

2. **MINUTES OF LAST MEETING**

Up-date of Dave Cameron's address - now to read Lincoln University,
not Lincoln College.

Moved: Steve Thompson

Seconded: Herwi Scheltus

CARRIED

3. **MATTERS ARISING**

Ron reported he had arranged for a letter to be sent to Jan Woodhouse
as agreed.

4. **"THE LANDSCAPE" REPORT**

Conrad Pharazyn will present the report of "The Landscape" Editorial
Committee to the Annual General Meeting.

5. **PRESIDENT'S REPORT**

Ron reported the vote amongst members at Branch meetings regarding
allowing the N.Z. Institute of Architects to become an incorporated
society, as N.Z.I.A. (Inc.) resulted in 45 for allowing 12 against. There
being a clear-cut margin in favour. Ron has notified the N.Z.I.A.
formally of our approval.

The N.Z.I.L.A. will be invited join an existing liaison committee of
Architects, Engineers, Quantity Surveyors and Master Builders planned
for 7 March. Ron will attend this meeting.

Tony Jackman is co-ordinating the N.Z.I.L.A. submission on the
Resource Management Bill, for submission on 23 February. A five-
page submission is anticipated, and will be circulated to Executive
members prior to the submission deadline.

Ron to ensure Rob Watson is kept informed of progress, in his capacity of Legislation Portfolio convenor.

Action

R.F. & A.E.J.

Executive to review the complaints procedures and the implications as a matter of urgency. Alan advised Kit Toogood (N.Z.I.L.A. Legal Advisor) is collating recommendations made by the Disciplinary Committee for consideration at next Executive meeting.

Executive Officer, Dave Cameron will attend and take minutes at the Annual General Meeting.

6. TREASURER'S REPORT

Herwi presented his report, including:

- Monthly balances for November and December 1989;
- Summary of Term Deposits as at 8 January 1990;
- Financial Report as at 8 January 1990;
- Outstanding membership fees as at 1 January 1990;
- Payments for approval - retrospective;
- Treasurer's report, Budget 1990 and Auditor's Report for presentation to 1990 A.G.M.

Herwi included a call for members' comments re the use of the \$9,762.83 profit from the 1989 Conference. Within Executive, after discussion, it was agreed that investing the sum and using the interest in the form of a bursary for a Lincoln Student would not be in the best interests of the wider membership.

Herwi also questioned the value, in promotion terms, of the promotional copies of "The Landscape". Alan advised that the continuation of this programme was part of the Promotion Strategy for 1990 and 1991, in that it achieves exposure for the profession and helps with the financial viability of the Journal itself.

Procedure for distribution and use of Institute documents to be clarified re which documents can be used by which membership category. Steve offered to look into this and include note in Cuttings.

Action

R.F. & H.S.

Re overdue subscriptions, Herwi to draft and send a strongly-worded letter to members whose fees are outstanding. If payment is not received by 31 March, their names will be removed from the register, in bad standing.

It is hoped that the more business-like procedures for advising membership of overdue subscriptions etc. will minimise the on-going problem of outstanding fees.

Herwi was congratulated on his excellent, clear report.

Motion: Ron Flook
Seconded: Sarah Collins

CARRIED

7. VICE-PRESIDENT/PROMOTION REPORT

Alan presented the Promotion Strategy for 1990,, including:

- an evaluation of the 1989 promotion;
- the proposed strategy for 1990.

Main items are:

The use of the theme Our Landscape, Our Well-Being (Tatou Whenua, Tatou Wai-ora).

The continuation of focussing on Landscape Architecture Week.

Bring Landscape Architecture week forward to 8-13 October inclusive.

Greater efficiency and co-ordination between branches.

Greater promotion benefit from the Awards

A nation-wide display to be put together for use at times other than Landscape Architecture Week suggested this would be best co-ordinated by an Auckland person and to be used as well for 1991 Conference.

The need for Landscape Architects to put more effort into becoming involved in regional and national issues.

The highlighting of the 21st anniversary of the establishment of the Landscape Architecture course at Lincoln.

The **tone** of the promotion to be **positive**.

Motion: That the promotion strategy be accepted and implemented, subject to A.G.M. approval.

Moved: Herwi Scheltus
Seconded: Ron Flook

CARRIED

8. BRANCH LIAISON/CUTTINGS

Steve presented his report.

Re Register of consultants proposed that this be prepared annually with a deadline of 30 April, and that a draft be circulated to all Executive members prior to final printing. Branch Liaison Officer to liaise with Treasurer particularly, re financial status of members. Steve to draft procedure and forward to Dave Cameron for inclusion in policy statements

Action
S.T. & D.C.

9. AWARDS

Sarah advised successful awards submissions will be displayed during Conference.

The awards programme can be brought forward to fit in with the earlier time for Landscape Architecture week, although this leaves a tight lead-in period.

An additional category is proposed for Parks and Recreation projects, in the George Malcolm Award.

Sarah to forward the call for submissions for inclusion in the next Cuttings.

Sponsorship (via Monier Brickmakers) has been arranged for this year's awards.

Action
S.C. & S.T.

10. ASSOCIATESHIP EXAMS

Sarah has written to the employers of all the successful 1989 candidates advising them of the new status of the candidates.

Associateship certificates will be presented at the A.G.M., and the folios of the successful candidates will be available for inspection.

11. EDUCATION/ADMINISTRATION

Julia's written report was presented. The Lincoln Landscape Architects Advisory Committee meeting was cancelled. Next date of meeting not decided, but Julia intends to visit Lincoln in the next few months.

Julia proposed sending a letter to each new student starting the landscape course welcoming them and introducing them to the N.Z.I.L.A. Steve commented this would be best done in parallel with a personal visit by Steve and the Canterbury branch liaison person. This was agreed.

Action

J.W. & S.T.

Julia has also been putting in time (Canterbury B.L.O.) assisting with the changeover of the Secretarial work from Wellington to Lincoln.

12. COMPLAINTS

A written report from Rob was tabled, and accepted.

Alan tabled the written recommendations of the Disciplinary Committee hearing of the F. Boffa complaint against A. Porteous.

The Disciplinary Committee found in favour (unanimously) of A. Porteous. The relevant facts concerning the complaint were included in the report, and the obsolete status of the 1975 N.Z.I.L.A. Code of Conduct was confirmed.

Alan repeated that recommendations re matters of detail concerning complaints and the hearing of complaints would be submitted by the N.Z.I.L.A. Legal Advisor for consideration at the next Executive meeting.

Motion: That Executive accept the report of the Disciplinary Committee and approve the recommendations contained therein.

Moved: Steve Thompson

Seconded: Herwi Scheltus

CARRIED

Ron Flook abstained on the basis of having a personal interest in the complaint.

Comment was made regarding the decision to advise A. Porteous informally that no formal hearing would be held, and that in future, either both parties should receive the same advice, or that no informal advice should be given prior to the Executive meeting.

Alan to draft a letter to each of the parties to the complaint advising them of the outcome, and enclosing copies of the Disciplinary Committee's report.

Alan to draft a report on the findings of the Disciplinary Committee outlining the result of the hearing and clarifying in general terms the issue which was the essence of the complaint, without referring to the specific details of the complaint itself, for publication in the next issue of Cuttings.

Action
A.T. & S.T.

Ron advised that a second complaint has been received.

13. CRITICAL PATH/YEAR PLANNER

Steve to prepare 1990 Critical Path. Executive members to send to Steve key dates for inclusion in the Critical Path/Year Planner.

Action
All Exec. & S.T.

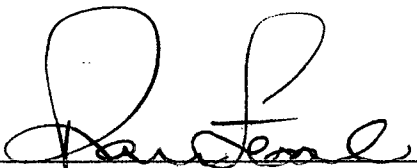
14. I.F.L.A. DELEGATE

Ron to contact Graham Densem to see whether he wants to retain responsibility for this responsibility, and, if so, to arrange for assistance for Graham in performing, particularly the provision of regular reports to Executive.

15. NEXT MEETING

Next meeting to be held in Wellington on 15 March, beginning 9 a.m. at a venue to be confirmed (tentatively Department of Conservation).

Accepted as a true and accurate record.



Date: 15th March 1990.