

0025



MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS HELD AT THE DEPARTMENT OF CONSERVATION'S BOARDROOM, 9TH FLOOR, 59 BOULCOTT STREET, WELLINGTON ON 27 NOVEMBER 1991 AT 9AM.

PRESENT: R. Flook, President, A. Titchener, Vice President, H. Scheltus, Treasurer, Julia Williams, S. Thompson, A Walker

ACTION

APOLOGIES: C. Findlay, D. Scott

Ron/Herwi

PREVIOUS MINUTES: Paragraph 2.3 - should read members, not member
Alan complimented the Administration Officer on the standard of the minutes.
It was MOVED and CARRIED that the minutes of the previous meeting of 28 August be adopted.

Ron/Alan

MATTERS ARISING: None

1. TREASURER'S REPORT:

1.1 Herwi spoke to his report and stressed the need to keep costs down and increase efficiency. A letter has been sent to those members in arrears with their subscription - there is approx, \$7700 still outstanding and at least 60% of students had not paid. It is difficult getting in touch with them sometimes after they have graduated.

1.2 Herwi has not been able to invoice Monier's for sponsorship money because apart from one account he has not received information that he needs from Dennis in regard to Awards. This money is needed from Moniers before outstanding accounts can be paid.

DENNIS

1.3 Alan and Herwi are to get in touch with Stephen King of Moniers to try to come to a better arrangement in regard to funding.

ALAN
HERWI

1.4 "The Landscape" is still a difficult situation because the Institute has not received any money back - from the money that was advanced in August - from the


.../2

"old" Landscape Committee.

- 1.5 The Administration Officer is to send copies of the Accounting Programme, M.Y.O.B. for Herwi to evaluate to see if it would be suitable for the Institute's use. SHERRYN
- 1.6 Herwi has asked for Executive input into next year's budget.
- 1.7 Herwi has suggested that the Administration Officer's role be expanded to take some of the workload from Executive. It is important that Exec decides on where it wants to go and a long-term strategy needs to be put in place. Alan felt that there must be a compromise - Exec needs to be as effective as possible but not get too large. At the last Exec Ron asked members to forward to him an estimate of the hours they put into Executive work. There were far more hours worked than was realised.
- 1.8 Julia was of the opinion that if more work was given to the administration officer more time would be available for forward planning.
- 1.9 Herwi felt that branches were using Executive as a "clearing house" and they could be doing more, e.g. collecting fees. Alan and Steve disagreed with this - they felt the charging and setting of fees should be done by Executive. Ron felt that the structure of the Institute needs re-definition and maybe branch representation on Executive. There is not enough immediate contact between Executive and branches. One problem for the Treasurer was collecting subs from non-compliers and Exec agreed that the onus should be put on branches to collect subs from non-compliers. Alan suggested a cut-off date for membership fees and if they are not paid by that date the branches lose their part of the fee. The branches would then have to chase the member for the fee.
- 1.10 It was MOVED and CARRIED that to encourage the earlier payment of subscriptions and to streamline branch payments branches would be sent a list of their members whose fees are outstanding at 30 September. At the same time these members will be sent an NZILA overdue notice. Branches would not receive the promotion levy portion of the subscriptions for any subscriptions paid after 31 October.

Alan/Ron

.../3



3.

- 1.11 It was agreed that Associateship fees would need to be raised sometime in the future.
- 1.12 There was a general discussion on raising membership fees to enable more administration/secretarial time to be purchased. Exec were mostly in agreement that raising fees would be the last option to be considered. Ron felt that most expenses this year were one-off payments and particularly "The Landscape" and if those can be avoided next year Exec can still buy more secretarial time and stay within its budget. Steve said if we need more secretarial services we need to decide before AGM but if fees do need to be increased it should only be by a small amount.
- 1.13 Herwi is to send to Executive a scenario of how the budget is looking for next year before any decision on fees is made.
- 1.14 It was MOVED and CARRIED that the Treasurer's Report be adopted.

HERWI

Alan/Julia

2. ADMINISTRATION REPORT

- 2.1 Sherryn spoke to her report and a general discussion ensued. The main point was that she felt 20 hours per week of her time would be needed to ensure adequate coverage of the Institute's administration needs. One of the points raised was administering from Nelson. Ron made the point that it was much less expensive for the Institute to have an administration officer in Nelson rather than in one of the bigger centres. The Executive agreed with this comment.
- 2.2 The recommendation was made that 20 hours per week would try to be accommodated in the budget for next year.
- 2.3 Ron then moved a vote of thanks to the Administration Officer.

Ron/Steve

3. "THE LANDSCAPE" REPORT

- 3.1 Ron welcomed Austen Sinclair at 11am. Austen spoke about Issue 48 and the problems encountered. He presented a copy of Issue No 48 to the meeting and

.../4



although there is no advertising contained in this issue Sinclair Associates have broken even and are now working on the double issue of No's 49 & 50. They have found it difficult obtaining copy for the next issues. Catherine Sinclair has written an article and there is a strong Wellington bias but they are confident that the journal will be published before the AGM so that members can evaluate it in order for them to give approval to renew Sinclair Associates contract. Sinclair Associates are looking for people who have something to say and see the journal as a place to say it. Ron suggested Austen contact Tony Jackman who has just won the Texas Award - the ecological/environmental document of the decade - for National Landscapes and this could be a theme for a future issue. In future Austen is to provide a written report to Executive meeting and Ron has asked him to let Executive know the direction he thinks "The Landscape" should be taking.

3.2 April is to write a paragraph for "Cuttings" reminding members about advertising in "The Landscape" and contributing articles.

APRIL

3.3 There was a general discussion on a tabled report from Rachel de Lambert and Gavin Lister on future issues of "The Landscape". Ron said that the heading "Comment" on page 3, could sometimes lead to problems and would have to be watched carefully. And on page 4, No. 3 The Garden - articles appearing under this type of heading could be influenced by people outside. There needs to be a balance. Executive expressed thanks to Rachel and Gavin for their thorough report.

4. NEIL AITKEN'S REPORT

4.1 Ron welcomed Neil at 11.30am. He verified the comments Austen made about the problems experienced with "The Landscape" and talked about how any re-occurrence can be avoided in future. His relationship with the Sinclairs has been very good; they are under no illusion about the difficulties which had certainly exceeded their expectations. He spoke about Rachel's report and agrees with everything she said. He too, thought that two issues were not enough to judge Sinclair

.../5

5.

Associates. In future he would expect the elimination of all problems encountered with Issues 48. Neil intends to have a debriefing with Austen on an informal basis to ensure that this is so.

4.2

Ron is to write to Austen reinforcing the end of January time frame for the double issue in order to obtain a mandate for the contract renewal at AGM.

RON

5. IFLA REPORT:

5.1

Ron welcomed Rob Gay at 12 noon. Rob reported that he wrote direct to Ted Osmundson, President, ASGA about NZILA's concerns in relation to the IFLA Bogota conference. They were: 1. Qualifications of the new vice-president; 2. Increase in fees and; 3. Non-appearance of the IFLA newsletter. He tabled Mr Osmundson's reply in which he said he agreed about the lack of qualifications. This was not in accordance with the constitution and he is looking at ways of making sure it does not happen again. Ted Osmundson has been nominated to carry on as President. With the Executive's permission Rob is going to write to the Secretary/General about NZILA's concern and state that it wants the Constitution followed. In regard to the increase in fees this was due to a 10% inflationary increase in dues. It was agreed that Executive waits until the Minutes from the Bogota Conference arrive before a decision is made. Ron said the Institute can't afford an increase in IFLA fees and that IFLA could be doing more for it's members. IFLA has assessed New Zealand as being a prosperous nation which can afford to pay the full fees.

5.2

Rob is to set out the problem more graphically for the next meeting.

5.3

It was suggested that New Zealand should be part of the Pacific Region and not the Eastern Region and that this is to be promoted before the IFLA Conference in Christchurch in 1995. Steve asked Rob who is to back the IFLA Conference in Christchurch - he said he had written to Richard Tan asking this same question but had not received a reply. Rob said that Christchurch Branch/NZILA would have to back it.

5.4

Rob was asked if extra copies of the IFLA Yearbook for Students are coming and Rob is to check on this. Corporate members receive the Yearbook as of right and Graduates are to be asked if they would like to purchase it - this to be mentioned in "Cuttings".

APRIL

6. PRESIDENT'S REPORT:

.../6

6.

- 6.1 Ron spoke to his report. He strongly recommended that in future if Executive's reports are not received two weeks before an Executive meeting then they will not be tabled.
- 6.2 Attendance by members of Executive at all Executive meetings is obligatory unless there is a very urgent reason why not - see Section 3.4 , No. 7 of the Constitution. A letter is to be sent to all Executive in this regard.
- 6.3 Ron stressed that portfolio procedures need to be available in document form for when a new Executive takes office and for the Secretariat role in particular.
- 6.4 Alan talked about a role for the past-President and Ron said it was the cost which could prohibit this. Ron suggested that because the Presidential role was much more onerous now then maybe Executive should run for two years and the Presidential role for one. Alan said he would prefer the past-Presidential role and maybe he/she doesn't need to attend all the meetings etc but just co-ordinate and help with the transition of the new President. Ron said that Executive should give the idea some thought and a remit should go to the AGM.

RON

7. VICE-PRESIDENT'S REPORT:

- 7.1 Alan spoke to his report and asked whether the same format for promotion would be suitable for next year. Herwi suggested it could go to smaller areas where there are no branches. It was agreed that the same successful format be followed again. April is to advertise this in "Cuttings" and any requests for the panels should be addressed to the Promotions Portfolio Holder at the Wellington Post Box. Herwi has been in touch with a broker about the insurance on the panels who suggested Marine Insurance would be the best type of cover and this would be about \$300 per year with an excess of \$200 per claim. Moniers would be approached re: insurance funding.

APRIL

ALAN

Bi-cultural policy

- 7.2 Wellington Branch does not want to run the 1993 Annual Conference. There are doubts about Wellington Branch members having the ability to handle the Maori protocol theme.

.../7



7.

Professional Indemnity Insurance

- 7.3 Information will be available as soon as possible from Barry Millage.

International Sustainable Land Management Conference

- 7.4 Alan felt that the conference just built on the frustrations already about. There was more to be done on the Resource Management Bill and the Institute's role in it.

Employment

- 7.5 Alan would like to change his portfolio from Promotions and concentrate on employment of Graduates for his last year in office. There was a general discussion on the lack of work for Graduates. It was felt that Promotions/Travelling Road Show could be run by the Awards portfolio holder and the Secretariat. The Employment portfolio could have a promotional input. This was agreed by Executive.

- 7.6 Julia suggested we co-opt someone from Auckland to liaise with the Awards portfolio holder. Alan said that John Goodwin basically was doing this. April is to mention this in "Cuttings".

APRIL

8. THE 'OLD' LANDSCAPE ACCOUNTS:

- 8.1 Ron welcomed Boyden Evans and Conrad Pharazyn at 1 p.m. Boyden and Conrad presented a Statement of Accounts for the 'old' Landscape which showed that the Institute gets back \$1393.33 of the \$9436.61 it advanced to the committee on 1 August 1991. Julia questioned the item shown in the report "balance \$3116.47". Conrad said the deficiency couldn't be explained and that an auditor would need to clarify this. Boyden said that with the three statements there would be enough information for an auditor to do this. Ron said he is thankful that the Institute has got to this point and the journal is still there. The Institute has to wear the losses but from now on will not have the same problems.
- 8.2 Herwi said Executive will have to get this matter sorted out before the AGM.
- 8.3 Boyden is to pay the subs he is holding direct to Austen. Herwi felt it better to run two cheque accounts - one for "The Landscape" and one for the Institute. There was a general discussion on the report after Boyden and Conrad left.

.../8



8.

9. ASSOCIATESHIP/BRANCHES REPORT

9.1 Julia reported that the Associateship interviews went well - she had straightened out the organisational difficulties which made the process easier. There is a problem with sole practice participants. There were weaknesses in candidates who had not been able to practice with a corporate member. She felt that it might be an idea for the Institute to have sub-interviews in other centres with branches and save on costs. She is to send a standard letter to employers of Associates who have just passed the Associate exams. There were eight candidates and six passed:

Dave Irwin, Sean O'Mahoney, Garth Falconer, Gavin Lister, Hugh Lusk, Yvonne Weeber.

Two failed, Sue Roff and Matthew Lester.

Julia asked for guidelines in the case of Sue Roff - she has failed twice and submitted only one new piece of work this year and had an unsatisfactory attitude. The Executive felt if she wasn't up to standard she could not be passed.

9.2 Julia suggested Lincoln be informed of the many spelling errors and specification mistakes in candidates' work.

JULIA

9.3 It was MOVED and CARRIED that the above be accepted as Associate members of the Institute.

Ron/Herwi

9.4 AGM remits - Jan Woodhouse felt that Auckland Branch should have a representative on Executive. Julia said that they have got the numbers to have someone voted onto Executive.

9.5 AGM remit - the right of AGM to elect Hon. Fellows. Julia said she was to draft a remit for AGM.

10. EDUCATION REPORT

10.1 Chris Glasson has asked about the acknowledgement of entries for the George Malcolm Awards. Two candidates have mentioned to him that two months

.../9



after entering submissions they still have not heard anything. There have also been members asking about the return of entries through Boffa Miskell. Ron said that this was done as a money saving courtesy by Boffa Miskell. It was agreed that in future the convenor for the Awards should return the entries separately to the individuals concerned and not BMP Christchurch.

10.2

Steve said that there were members concerned about the limitation on branches getting sponsorship other than from Moniers. Firth and Canterbury Stone would be candidates for sponsorship in Christchurch and Moniers don't supply many paving materials to the South Island anyway.

Reciprocal Institute Agreements

10.3

Steve suggested we stay with the status quo, i.e. if IFLA recognises overseas applicants NZILA will recognise them also subject to the constitution rules.

Bachelor of Resource Management Studies

10.4

To graduate BLA an ability to design is required. Therefore students not showing design ability should be channelled into the Bachelor of Resource Management Degree.

11. 'CUTTINGS'

11.1

April spoke to her report. She feels most concerned about the employment of Graduates and said that Lincoln doesn't prepare its Graduates for dealing with clients and employers. It is important that when a Graduate gets a degree work can be obtained. Lecturers haven't had recent experience in obtaining employment themselves and can't advise Graduates.

11.2

Ron asked April about her term as Graduate Representative and Editor of "Cuttings". April said it was important that "Cuttings" be edited by someone within the Executive. April has indicated that she will not carry on after her term expires this year because of work commitments but at some later stage she could be interested in serving another term. Julia said that she will be attending the AGM of Wellington Branch on December 12 and would look for someone suitable to take on April's portfolios.

JULIA:



12. CONSERVATION REPORT:

Alan spoke to Claire's report.

13. AWARDS REPORT:

- 13.1 Alan spoke to Dennis' report. Dennis is to be asked to come up with a recommendation for the size of format for Awards submissions. The container should be A3 but smaller pages could be contained inside.

DENNIS

Malcolm Challenger Awards

- 13.2 In regard to Jan Woodhouse's letter of 16 July :

Teams and practices are not to be barred from entering the awards. The person who has carried out the work on the project being submitted should be named, e.g. Steve Dunn, Boffa Miskell Partners. Or, if the firm wants just its name on the Award that is in order provided the member who did the work is agreeable.

- 13.3 The Awards programme starts in February and this is to be announced at the AGM. Alan is to see Moniers in December to reinforce the programme.

ALAN

14. CONSTRUCTION LIAISON GROUP

- 14.1 Tony Jackman, who is our representative on the above has asked if he can provide lunch in conjunction with the Wellington Landscape Group for the group on 4 March. Each member of the group provides lunch during the course of the year. The cost would be \$250. Executive felt that the group was very worthwhile and it was agreed to make provision for this in the next year's budget. This will be a biennial expense.

15. GENERAL BUSINESS

- 15.1 Steve reported that Canterbury would be seeking an opportunity to gain sponsorship for a student exchange. It was felt that the NZILA would be unable to contribute but that should Steve wish to pursue the matter Executive would be agreeable to him doing so. He also put forward a nomination to elect Boyden Evans as a Fellow of the Institute. This was agreed unanimously.

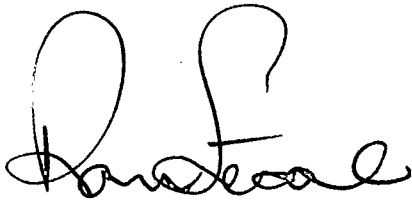
11.

15.2

Ron reported on the Environ 93 exhibition. All agreed that the exhibition convenor be asked to keep the Institute informed as a definite interest in the event was expressed by Executive.

Date of next meeting: 4pm Thursday, 14 February at Outdoor Education Centre, Tataranui

Meeting closed at 5.30 p.m.



Chairman

Date

0025



MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS HELD ON 28 AUGUST 1991 AT THE DEPT OF CONSERVATION CONFERENCE ROOM, 58 TORY STREET, WELLINGTON AT 9AM

ACTION

PRESENT: R. Flook (President), A. Titchener (Vice-President)
J. Williams, S. Thompson, A. Walker, C. Findlay

APOLOGIES: H. Scheltus, D. Scott

Flook/Findlay

It was MOVED and CARRIED that the minutes of the meeting of 26 June be adopted.

Thompson/Williams

MATTERS ARISING: Page 2, 1.5 should read "conference procedures" and delete the words "sent to the National Library".

Page 6, 4.3 should read "Landscape or The Landscape"

Page 7, 6.5 should read "Waiohiki"

Page 9, 9.1 should read "26 September"

Thompson/Williams

1. TREASURER'S REPORT:

1.1 Julia reported that there will be only approx \$2600 and not \$4500 coming to NZILA when the old Editorial Committee disbands. Boyden & Frank are to be asked for a full report.

1.2 Ron suggested that the Presidential travel allowance be transferred to the general fund. Because the Institutes financial situation was tight maybe members would have to look at paying for themselves if travelling.

1.3 Secretarial services are to be discussed in the administration report.

1.4 The Executive were pleased that Herwi had managed to send out membership lists following the confusion in our records held by the RNZIH secretariat. There had been reports of members not being happy.

1.5 It was agreed that it was a good idea to allow commercial fliers to be sent out with Institute mailouts to members in "Cuttings" but it was felt that \$150 would be a more appropriate charge.

.../2

2.

- 1.6 Dennis is to be asked to report to Herwi on Moniers/ sponsorship. ACTION
Dennis
- 1.7 It was of concern that the Auckland conference didn't show a profit. Claire said that we needed to see the final figures. These have been requested by Herwi. Herwi
- Julie asked about the extra copies that were supplied of "The Landscape". Alan said some were sold at various bookshops, 23 were returned to him, 30 were mislaid and the bulk were mailed out to schools etc. Any payments for them have been passed to Herwi.
- 1.8 Julia is to ascertain from Steve Dunn exactly what official Institute papers were sent in the past to new students and others, e.g. people applying to become Associates. April said that Graduates should receive the same information that the Associates receive. Agreed. Julia
- 1.9 Herwi had questioned administration costs for the Executive. The Executive agreed but with the financial situation as it is at the present time there was not a lot that could be done about it. Over-runs in "The Landscape" costs and final payments to the RNZIH Secretariat had been the cause.

2. SECRETARIAT REPORT

- 2.1 There was a general discussion carrying on from the above. Ron asked for each member to give a detailed job description of his/her portfolio and how much time it took each month. He felt that there were two levels to the problem - what can the Executive do about administration and what will happen in the long-term. Sherryn said that from her point of view there was a lot of time involved, far more than the 28 hours a month allocated. She could not see any way of cutting her hours apart from not doing some of the work necessary to keep the Institute appearing as a professional body. Ron said the Executive must be able to estimate what the secretarial expenses for next year are likely to be. Sherryn felt she had been involved for long enough to be able to estimate reasonably accurately what her fees would be. Ron reminded the Executive that a Nelson rather than a Wellington-based secretarial service was already a major saving in overheads.

Steve said that once "The Landscape" was running successfully the Institute would be better able to handle the secretarial costs. Alan felt the membership would have to understand that if the money wasn't available for secretarial services then the subs may have to be raised. The President has set a deadline of

.../3



3.

30 September for a report from each member of the Executive re: what time is spent on Institute business and how it is spent and suggestions for potential additional savings.

ACTION

ALL EXEC

2.2

April said there was a problem with the last issue of "Cuttings - because she wasn't able to oversee the putting together of the magazine it was not exactly as she had envisaged it should be and was not up to standard. She is to liaise with Herwi to see what can be done about this problem and is to ask whether he wants to carry on just photocopying and distributing or whether, to make his job easier, it should go back to Nelson.

April

2.3

It was decided that one membership list a year be sent to the members and not two as at present.

2.4

Sherryn is to liaise with Steve if in doubt about credentials of new students or others applying for membership.

3. BRANCH REPORT: (Julia)

3.1

It was reported that Auckland Branch has reorganised it's committee portfolios and all correspondence for the branch is to go to Melean Absolum.

3.2

The budget for the Associateship panel needs to be investigated next year - should panel members be reimbursed for accommodation? This was in anticipation of a greater number sitting the exam.

3.3

Reciprocity with Australia had been finalised in 1990 providing members have worked there for a year. This also applied to Australians in New Zealand.

'THE LANDSCAPE'

At 11am Austen and Catherine Sinclair were welcomed to the meeting to sign the contract between themselves and the Institute for publication of the next two issues of "The Landscape. Neil Aitken was welcomed in his role as spokesperson for the Editorial Liaison Committee. Austen Sinclair was pleased to announce that he has sufficient funds for a 24-page black and white issue of the journal in September. There will be a major article on Environmental Law Reform. He has also arranged for a colour cover for the double issue to be issued in January 1992 and inside advertising by Electricorp. The major article in that issue will be Protection of Natural Areas. Claire asked that she be able to view copy of the article on Environmental Law Reform. Neil Aitken raised general points about E.L.C. and Sinclair Associates. He also asked if the Executive was happy with him having discretionary power on decisions relating to editorial content of the journal. There are fundamental differences when dealing with a commercial concern as opposed to dealing with in-house matters. This was agreed.

4.

Ron asked Austen about how he would feel if Neil said no to copy to submitted. Austen replied that the copy would have been finalised well before the final submission date, in the interests of Sinclair Associates.

Ron asked that Austen supply telephone numbers to Sherryn of where he can be contacted at all times

Action A. Sinclair

Referring to sections 2.1 and 4.1/2 of the contract, Alan stressed that there needs to be a close association between these two clauses.

At 11.30am Boyden Evans and Conrad Pharazyn were welcomed. They attended in order to discuss "The Landscape" continuity and accounts.

Steve suggested that the membership list be updated two weeks prior to publication of the journal and a copy of same sent to AGM Publications and Sinclair Associates.

Austen suggested that Sinclair Associates should not hold funds from non-members subscriptions. There should be a process by which a portion is paid into Institute general funds and he is to contact Herwi in this regard.

Action A. Sinclair

The members of Auckland Branch were keen to meet with Sinclair Associates to discuss their input into the journal and Sinclair Associates are to arrange a visit to Auckland to meet advertisers and Auckland members.

Conrad Pharazyn spoke to their tabled report and stated that the \$4300 surplus which they expected to repay to the Institute was reduced to \$2636, assuming all outstanding accounts were paid. Of the \$8388 + GST paid by the Institute it had been expected that \$4300 would be returned but this was now reduced to \$2636. Ron asked how much was lost from the advertisers. \$500 was owed by Norbak International but as this firm was now in receivership it was highly unlikely that the money could be recovered and has been deducted from the accounts. Boffa Miskell has paid all small costs in order to get affairs finalised.

Ron spoke of the Executive's appreciation of all Boyden, Frank & Conrad have done to resolve "the Landscape" finances.

The Liaison Committee will communicate mainly by telephone and fax and will be reimbursed for all out-of-pocket expenses, e.g. tolls, faxes, postage, etc. Ron tabled a standard procedure for the spokesperson's and committee member's guidance.

Registration of the title "The Landscape" has not been clarified and it was suggested that Charlie Challenger or Mike Cole could know about this and Steve is to follow this through. Action Steve

Boyden asked about back copies and closed and current files of "The Landscape" that are kept at Boffa Miskell's Wellington office. He has agreed to hold on to them until the final contract for publishing of "The Landscape" had been decided in early 1992.

It was decided that "The Landscape's" bank account be closed after final accounts have been paid.

Boyden agreed to act on the Liaison Committee for the next two issues in order for Boyden to help Sinclair Associates deal with any technicalities. When Austen sends out the final page layouts to the Editorial Liaison Committee Boyden will be able to pick up on anything out of order. The spokesperson's role is to co-ordinate the views of the Editorial Liaison Committee and deal with Sinclair Associates.

5.

Members of the Liaison Committee, after vetting of copy, respond direct to Neil Aitken who reports to Sinclair Associates.

Sinclair Associates are responsible for keeping the spokesperson informed of all copy. Sinclair Associates are not to make judgements as to suitability or otherwise of copy..

Any members of the Editorial Liaison Committee must be of Associate standing.

It was MOVED and CARRIED that the proposed Editorial Liaison Committee for "The Landscape" be accepted by Executive and be reviewed when the contract is renewed early in 1992 subject to a firm date being set.

Flook/Titchener

Alan said that there must be a firm date set for review of the contract and enough lead in so that the proposal can be presented at the AGM in February.

IFLA REPORT

Rob Gay attended at 12.35pm to speak of IFLA activities.

The points raised by New Zealand at the Bogota Conference were:

Concern was expressed regarding the credentials of some IFLA office bearers.

IFLA budget and dues. It has been requested that New Zealand does not vote until there is a national referendum of members on this matter.

There is to be dialogue between Christchurch Branch and Richard Tan, Eastern Region Chairman, in regard to the IFLA conference in NZ 1995.

Ron stated that the IFLA arrangements for reciprocity are very frustrating. Members should be able to work in other countries providing they sit some type of examination.

Rob Gay was thanked for his report.

NOMINATIONS FOR HONORARY FELLOWS

Boyden tabled a report on Ross Jacksons behalf nominating Lady Margaret Trotter and Jock Philips as Honorary Fellows. Recognition by the Institute of their many contributions to landscape architecture would be appropriate. He felt it would be tremendous to have them as members of the Institute as they already serve the Institute in many indirect ways. Ron asked for reasons behind Lady Trotter's nomination and why there were two nominations. Boyden responded by saying that Lady Trotter sits on many organisations dealing with design and architects etc. and is often promoting the work of landscape architects in these forums.

Boyden said that the role of an Honorary Fellow is to promote the role of the landscape architect. He also said that whatever the outcome of this proposal the Institute needs to raise the profile of the judges of the Awards.



6.

It was MOVED and CARRIED that Lady Margaret Trotter and Jock Philips be awarded Honorary Fellowships.

Flook/Findlay

Dennis voted for this proposal by proxy through the President.

The citations and certificates to be done by Steve who will also contact Dennis with a view to announcing it at the Awards function.

Action Steve

4. PRESIDENTS REPORT

- 4.1 Ron spoke to his report and stressed the need for fundraising. The Executive cannot leave Herwi to worry about the financial situation on his own.
- 4.2 He stated that Auckland branch was concerned about "The Landscape." He had received a favourable response following his letter of explanation.
- 4.3 There was a general discussion about the liaison between the Executive and members. Ron suggested that more people, should be co-opted by Executive portfolio holders.

5. VICE-PRESIDENTS/PROMOTION REPORT (Alan)

- 5.1 Conference proceedings for the Auckland 1991 conference were being prepared.
- 5.2 Canterbury branch needs major sponsorship but cannot seek it from paving manufacturers because of the deal with Moniers as the sole major sponsor. It was suggested there was a need to negotiate with Moniers about increased sponsorship to branches or to get another sponsor at branch level.
- 5.3 Bi-Cultural Policy Workshop. The company, IHI Communications is very expensive. Could this workshop be the theme for the 1993 Annual Conference - the Wellington venue needs to be finalised.
- 5.4 Professional Indemnity Insurance - Alan has not heard back from Barry Millage and is to follow this through
- 5.5 The offer from Trends magazine to advertise in their magazine is to be declined but a copy of the Registered Consultants list is to be sent to them.
- 5.6 The Executive is seriously concerned about comments made by Michael Jones in "Groundcover" where he told contractors "to go for it" and he needs to be told of this concern, especially as he is standing for President of the Landscape Guild. Maybe this could be done by way of "Dialogue". The point should also be made the Chapman-Taylor was a designer who also became a builder.

ALAN

ALAN

.../7

7.

Copy for "Dialogue" has to be in by 15 September.
Ron is to speak to John Goodwin asking for other ideas on
how to approach this situation.

RON

6. EDUCATION PORTFOLIO (Steve)

6.1 The archiving of the Institutes papers held at Lincoln is about 1/3rd the way through. Steve is to send to Sherryn the file headings so they can be followed in Nelson. It was agreed that the surplus 4-drawer filing cabinet be donated to Lincoln library in recognition of it's work on NZILA archives. STEVE

6.2 Bachelor of Landscape Architecture Report - Steve suggested the report be adopted. Claire suggested that Mike Cole, who is at Lincoln and has experience could help with evaluation of the review. Steve is to watch the progress of the review. He will call a meeting with the Associates in the mentor scheme for feedback. It was suggested that Charlie Challenger and Brian Halstead could be asked to comment. Steve is to write to Melean Absolum for feedback from Auckland branch and is to give April a copy for "Cuttings". STEVE

6.3 RECIPROCAL MEMBERSHIP - There was a general discussion about this problem and how there would be more opportunities for NZILA members if reciprocal agreements were in place.

6.4 There was a general discussion on the affiliate category which the Executive agreed was too loose and a remit is to be prepared by Steve. STEVE

6.5 The following were admitted to the Institute:

Lindsay Jennifer Macbeth, Jill Leslie Stewart, Christine Hawthorn, Jeremy Everett Head, Alexander Julian Halliburton, and Bridgit Robyn Diprose as Students; Elizabeth Anne Seymour, David Brue Patrick Irwin, and Matthew Neil Charles Lester as Graduates.

It was MOVED and CARRIED that 6 new students and 3 Graduates be admitted to the Institute

Thompson/Titchener

7. CONSERVATION/LEGISLATION REPORT (Claire)

7.1 A draft statement is to be prepared on high country policy in the Resource Management Act. CLAIRE

.../8



8.

7.2

RESOURCE MANAGEMENT ACT - A statement is to be included with "Cuttings" to ascertain members information requirements in this regard. Those in important positions need to be "jogged". Alan said that members need the implications of the Act to be summarised. Ron asked if Claire could do a "viewpoint" article for our journal about seminars on the Resource Management Bill. Claire is to draft this and forward to Ron.

CLAIRE

Claire would like a letter to be drafted and signed by Ron to go to the Minister of the Environment and DOC about the need to look at the landscape definitions more diligently.

Resource Management Bill submissions need to be submitted by 28 September. The Institute needs to monitor and keep it's presence up front. Alan suggested a letter saying the Institute disagrees with the disbanding of regional councils. Claire said to wait until the contents of the proposal are known before proceeding with this.

8. AWARDS (Dennis)

8.1

All judges expected to be present at the Awards function. Airfares need to be negotiated with a view to sponsorship. If they are arranged early enough they would qualify for superthifty fares which is a big saving. Alan suggested that Dennis needs to contact Auckland Branch to tie up the Awards function, arrange sponsorship and airfares - Alan is to get in touch with Dennis in regard to Jan Woodhouse's letter. When Ron travels to Auckland for the Awards he will arrange a meeting with Auckland branch to sort out this and other problems.

ALAN

8.2

A letter was tabled from Jan Woodhouse, Auckland Branch seeking clarification on where the Institute stood in regard to firms entering the Awards. This is to be referred to Dennis who is to be asked for a recommendation for the next Executive meeting.

DENNIS

Graduates are not allowed to enter the Awards.

9. GRADUATES/CUTTINGS (April)

9.1

April has received a letter from Martin Nicholls who is keen to have an employment column in "Cuttings".

9.2

Feedback on design services by local authorities would be of interest to print in "Cuttings". Steve is to draft a letter to send to local authorities asking if they intend tendering out all council work. A copy of this letter should go out to all branches so they can make their own submissions to councils.

STEVE

... /9

10. CONFERENCE REPORT

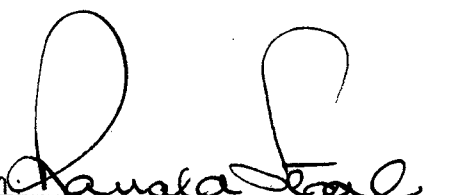
10.1

Claire suggested a change in the wording of the flier which was presented to the meeting. She felt that it was too low key to appeal to Department heads. Sherryn and Ron are to revamp and send a copy out to Executive.

Next meeting to be on 27 November 1991

Meeting closed at 5.20pm

Chairman:



Date:

27 Nov 1991





MINUTES OF A CONFERENCE CALL HELD ON 22ND JULY 1991 WITH A. TITCHENER H. SCHELTUS J. WILLIAMS S. THOMPSON C. FINDLAY ANDR. FLOOK AS CONVENOR. Sherryn Malthus took the minutes.

Re: THE LANDSCAPE

Ron: I have had advice from Rob Watson who contacted a friend of his, a lawyer called Peter Dyhrberg who has given me verbal notes (without charging a fee) on the situation with the Sinclairs and "The Landscape". These verbal notes were then read out. We are now open for discussion. A main point he made was that we should use the word 'undertake' when drafting any agreement. I will be seeing the Sinclairs this week and we need to clarify any points so I can talk them through when I see them.

Herwi: Can we have a precis of the consensus by the Executive on the draft contract from the Sinclairs.

Ron then read his briefing statement faxed to Executive last Friday for this conference call.

Alan: To proceed we need the answers to three questions. Do we go ahead, do we accept the Sinclairs contract and on what sort of basis.

Julia: I was under the assumption that at the last Executive meeting we decided to go ahead with the Sinclairs. Points 1 and 2 were accepted at that meeting.

Claire: That was my understanding too.

Alan: This would be based on the proviso that there is no financial commitment to the Institute

Ron: We have to clear up these points. Should we go back to the Sinclairs and say that we are not happy in this area. I haven't had any contact with them as yet because we needed to have more discussion time.

Herwi: We don't want any financial commitment or to bear any costs relating to the contract.

Ron: I feel we should not be involved in any messy agreement and I can't see us operating without legal opinion.

Claire: I don't understand how we can vet what goes into the journal if we don't accept some responsibility.

Ron: It is by agreement. Any other considerations follow on from it. Final approval rests with liaison committee. Peter Drhyberg recommends that Sinclair Associates provide the liaison committee with proofs a week before publication. Liaison committee approval must be obtained for content and advertisements go in any issues.

2.

- Herwi: We must not be liable for any costs other than buying 211 copies for membership. Individual members can buy extra copies from the Sinclairs. I would rather see all 1991 issues out in 1991 and then re-evaluate the issues that need to be done in 1992.
- Ron: We won't be able to do that. I believe the shortfall on issue will carry on into next year. It has been suggested we have a bumper issue first off or at Xmas - this to me is the only way. We will have to negotiate this with the Sinclairs. How does everyone feel about this.
- Julia: I think we have got to allay the fears of members. We can't produce four issues this year.
- Ron: That is why I suggest we have a bumper issue now or at Christmas then that leaves only one issue for 1991 to be issued in 1992.
- Alan: There are two things I would like to raise. We must fix a date and the risk has to be taken by the Sinclairs. The Institute is not in a position to cover further costs and the agreement must be tightened up to their disadvantage.
- Ron: This has to be negotiated with them. We ask if they can do a bumper issue in either October or at Christmas
- Alan: I would be happy to have one issue then a bumper issue.
- Ron: That would be fair to the Sinclairs because they could be a little wobbly on the first issue. How does the Executive feel if we have the first issue as usual and then a bumper issue in say Jan 1992.
- Alan: I support that.
- Ron: Any other general points. We need to get legal advice. Kit Toogood as NZILA legal adviser would have to be involved. I have no idea of costs. Any views?
- Julia: I totally agree.
- Ron: I know the Sinclairs have taken advice.
- Claire: I agree that we have to have legal advice.
- Herwi: I agree but we should know the appropriate costs beforehand. Just as an aside I would like to say that there are no profits from the Auckland conference.
- Alan: Our views must be put very clearly to the Sinclairs and then a watertight agreement must be drawn up.
- Ron: I will go back with consensus from Executive and then move on to the next stage, legal advice. I will include Peter Dyrhberg's comments.
- Alan: Could Julia assist with this? It would be unfair on Ron to expect him to shoulder full responsibility.
- Ron: That would be very helpful.

... /3

3.

Julia accepted.

Ron: If there are any other comments that occur to you tomorrow please fax them through to Sherryn. Julia and I will go to the Sinclairs this week with our concerns.

Alan: I would like the Executive to receive the comments from that meeting.

Ron: Yes, I will fax Executive members on the final points.

Steve: It is quite normal for the Sinclairs to execute a contract by way of service to the Institute. We should keep the legal beagles out until we know what everyone wants.

Ron: Any other comments.

Herwi: Any time frame/deadlines to work to.

Ron: Boyden & Frank have held Issue 47 back and are keen for the Sinclairs to take over. A letter is to go out explaining that "The Landscape" will continue and we are negotiating contracts. We are not absolutely sorted out. Just say "The Landscape" will continue.

Alan: I don't think we can even say that.

Ron: I propose then that we don't make any statements until we know what we are doing.

Julia: I am concerned that we stand to lose a lot of subscribers and we don't want that. They have not been advised of anything yet and there is also going to be a cash flow problem.

Ron: Most people wouldn't notice anything untoward. We cannot say much at the moment. Do we hold back before announcing any changes?

Alan: I suggest we hold back until the meeting with Julia, Ron and the Sinclairs.

Ron: Should we make an announcement in a special letter to members and subscribers. How does that sound to you Herwi.

Herwi: Yes, that sounds fine.

Ron: To summar^{se}ise, Julia and I meet with the Sinclairs and send you a copy of that discussion. The next stage would be to tidy up the legal aspects and then send a letter out to subscribers explaining the future of "The Landscape". We could introduce the Sinclairs at the same time.

Steve: After the meeting with the Sinclairs the Executive needs to look at the situation again.

Ron: Julia and I meet with the Sinclairs. They agree in principle or they don't. You all get a copy of the minutes of this meeting and feed back to me. Then we say to the Sinclairs - yes or no. I feel the current issue of "The Landscape" should go out. Perhaps we could hold back for 10 days and send a letter to members and subscribers about the new arrangements.

4.

Everyone agreed to this course of action.

Claire: I'm sure members have no idea what Executive goes through to make the right decisions on their behalf.

Ron: I'll get in touch with Boyden & Frank and tell them we wish them to hold back *10 days* the issues of "The Landscape".

Julia: Maybe Ron should phone them. I know they are finding it an encumbrance having "The Landscape" sitting in their office.

Ron: I'll negotiate with them. If they object the journal will be sent out straight

away.

I will be in touch with Julia about the Sinclair meeting.

Then Ron thanked Executive for their time and the call ended.

0025

ACTION

MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS HELD ON 26 JUNE 1991 AT THE DEPT OF CONSERVATION OFFICES, 58 TORY STREET, WELLINGTON AT 9AM.

PRESENT: R. Flook (President) A. Titchener (Vice-President)
H. Scheltus (Treasurer) J. Williams, C. Findlay
D. Scott

APOLOGIES: S. Thompson A. Walker

It was MOVED and CARRIED that the minutes of the meeting of 17 April be adopted.

Flook/Scheltus

MATTERS ARISING: Correction to Vice-President's Report:
Item 3, line 2 should read "in the week prior to the start of the travelling road show".
Item 8, add "the purchase of these cases was approved".
Correction to General Business:
Para 2 should read "Student".

Flook/Scheltus

Herwi reported that members in arrears with their subscriptions had been taken off the register. Mary Wallace & Mike Steven wrote stating they had not heard from the Institute. It was decided that Herwi would write giving them 21 days for all arrears to paid.

HERWI

It was MOVED and CARRIED that the Institute maintain the existing system for mailing out of promotion copies of Issue 46 of "The Landscape".
Herwi abstained.

Flook/Titchener

1. TREASURER'S REPORT: (H. Scheltus)

1.1 There is to be a large mail-out to all members very soon and if anyone has anything to be included please pass it on to the Treasurer.

.../2

A handwritten signature, likely of the Treasurer H. Scheltus, is located in the bottom right corner of the page.

2.

- 1.2 Updated membership forms have now been put together and are available from Sherryn if any are needed.
- 1.3 The amended "Complaints Procedure" is to be send to Julia for registering with the Department of Internal Affairs. Julia
- 1.4 An amended NZILA "Policy Statements, July 1991" was tabled. Alan spoke of the amendments that have been made. In regard to No. 4.5.2, Julia is to send to Herwi the wording for the Australian Reciprocity Agreement. Julia
- To be added under "Complaint's Procedure": Members should refer to the Articles of the Constitution.

The President thanked Herwi and Alan for their work on the complete Policy Statements for 1991.

- 1.5 It was decided that the 1991 Conference Proceedings be published and lodged with the National Library and included with other conference procedures. Jan Woodhouse to be asked, because of her experience with the Auckland Conference, to update and provide a copy of the Conference Proceedings to be sent to the National Library. Dennis
- 1.6 There seems to be general confusion with the membership lists because of the changes of address for Institute mail. Ron suggested a "change of address" tear-off in "Cuttings". Julia

It was MOVED and CARRIED that the Treasurer's Report be adopted.

Flook/Williams

2. SECRETARIAT REPORT

- 2.1 Sherryn is to investigate the best way of getting a filing cabinet with the last two years' Institute papers to Nelson.

It was MOVED and CARRIED that one of the vertical filing cabinets bought from the Ministry of Forestry, Christchurch should be sent through to Nelson to Sherryn Malthus to be kept at 20 Parere Street.

Flook/Scott

- 2.2 The Executive approved the purchase of two reams of follow-on paper to be used in conjunction with the new official letterhead. Sherryn

.../3

3.

- 2.3 It was agreed that Executive members send their Executive reports to Sherryn two weeks before the next Executive meeting.

3. "THE LANDSCAPE" REPORT: (Ron Flook)

- 3.1 There was a general discussion on various options for "The Landscape" including Austen & Catherine Sinclair's submission, Terra Nova's proposal, "Landscape Australia's rough draft, and Associated Group Media's proposal.

- 3.1.1 Dennis felt that the other proposals were "messy" compared to the Sinclair's but felt it would be possible to have articles published in "Terra Nova" and still retain the Institute's own magazine.

- 3.1.2 Ron pointed out that the Executive was representing all the members of the Institute and should not make any decisions on personal preferences.

- 3.1.3 Herwi stated that he felt uncomfortable with the Sinclair's proposal and felt more comfortable with the "Landscape Australia" proposal.

- 3.1.4 Alan had misgivings about the Sinclair proposal and felt that they would not be able to overcome the difficulties that the Institute had encountered with "The Landscape" in the past because of the small population and lack of advertisers. The Australian option would only be possible if New Zealand was incorporated in the title.

At 11am Mr Austen Sinclair was welcomed and spoke to his proposal.

- 3.2 Ron asked about sponsorship for "The Landscape" and how the Sinclair's intended to make the Journal viable.

- 3.3 Mr Sinclair replied that each issue of the Journal would not be published until it had enough sponsorship to break even. Money would not be spent without the approval of a Liaison Committee to be set up. He felt he was very experienced in raising funds.

- 3.4 Herwi asked what the Sinclair's hoped to gain after all costs had been met. He was also concerned about the way the proposal was worded in that the Executive Committee would have to take all the financial risks.

.../4

5.

The President then congratulated Mr Sinclair on his presentation which concluded at 11.25am.

3.16 After a discussion on the above it was agreed by the Executive that Austen & Catherine Sinclair be invited to meet with the Editorial Committee, i.e. Frank Boffa, Boyden Evans, Neil Aitken & Julia representing the Executive and after such meeting if they think it is still viable to go ahead and publish the next two journals but they have to carry the full financial responsibility.

3.17 The setting up of a Liaison Committee was discussed to cover finance, philosophy, advertising and editorial content.

3.18 Some other matters to be considered:

1. Meeting with Boyden Evans & Frank Boffa
2. Setting up of Liaison Committee
3. Publication date
4. Subscription list
5. All finances their responsibility
6. 400 promotional copies not budgeted for
7. Neil Aitken to have copy of proposal

It was decided that Julia liaise with Austen Sinclair to set up an appointment with Frank Boffa, Boyden Evans and Neil Aitken.

It was MOVED and CARRIED that the Sinclair proposal be accepted subject to further discussions between the Sinclairs, Boyden Evans, Neil Aitken, Frank Boffa and Julia Williams and that there would be no financial commitment from the Institute

Scott/Findlay

3.18 Claire asked if the Executive was going to respond to the "Landscape Australia" proposal if the above falls through. It was felt that the door is still open and the Executive does not need to agree to anything in this regard at the present time. The general feeling was that "Landscape Australia" was reluctant to make any decision on the matter just yet. "Landscape Australia" is to be told that the Institute is investigating an interim arrangement but would still like to see a cover design and some type of formal arrangement from them. Ron is to write to the Australian Council stating that we are investigating all possibilities and

.../6



6.

have made an interim arrangement. He is to mention that the Executive is not fixed on "Landscape Australia and New Zealand" but, subject to mutual agreement we would like to look at a new format.

Ron

- 3.19 It was suggested that if the proposal with Austen Sinclair goes ahead someone from outside the Executive be seconded on to the Liaison Committee.

4. BRANCH REPORT: (Julia Williams)

- 4.1 Julia read out a letter from Melean Absolum regarding Associate Membership for Graduates who stated that there is very little incentive for Graduates to become Associates. It was suggested that Julia write to her asking what she suggested.

Julia

- 4.2 Julia feels that mail to the Institute could go astray very easily and it was agreed that a leaflet go in "Cuttings" with an update of addresses.

Julia

- 4.3 Now that the new branch boundaries are known an updated membership list is to be mailed out and Northland members are to be asked if they would like to be included with Auckland branch.

Dennis

At 12.30pm Mr Frank Boffa and Mr Boyden Evans were welcomed. They attended in order to discuss the last issue of "The Landscape" - No. 46. They stated that the issue was approximately \$8368 over budget and will not have a breakdown of this figure until they have discussed the situation with Conrad Pharazyn. Part of the debt, i.e. \$1600, is a shortfall from the 1989 budget which was not realised and was not included in the last year's budget. There is also \$1300 owed from advertisers who had since gone into receivership etc. and this was not likely to be recovered. The final figure is to be forwarded to Herwi as soon as it is available.

Ron then asked if Frank and Boyden would meet with Austen & Catherine Sinclair to discuss their proposal and this they agreed to. It was also agreed that the Executive needs to make arrangements for the filing cabinet with miscellaneous material and back journals held at Boffa Miskell.

The title "Landscape" / "The Landscape" should be registered.

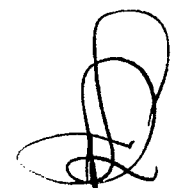
Herwi

5. IFLA REPORT: (Ron Flook)

- 5.1 The Executive approved the suggestion from the Eastern Regional Conference that the NZILA hold the 1995 Eastern Regional Conference in New Zealand. This would be subject to Christchurch Branch approval. Claire felt there would be a great deal of support for this idea in Christchurch and that sponsorship would not be a problem. Richard Tan is to be contacted about procedures for such a conference.

Ron

.../7



7.

5.2 There is to be informal correspondence between Ron and Adrian Pilton, AILA about a return joint conference after the successful conference held in Auckland earlier this year. Ron

5.3 Our Australian proxy voter to IFLA has resigned and NZILA does not have a delegate for the Conference in Bogota. It was agreed that the Executive write to AILA asking if they were sending another delegate and if so could they represent NZILA. Failing that Richard Tan is be asked to represent us. Ron

6. VICE-PRESIDENT'S REPORT (Alan Titchener)

6.1 Monier's official sponsorship figure annually is \$26,500 which is slightly different to that in Alan's report but he recommends that the Institute gratefully accept the offer and the conditions.

6.1.1 Herwi said he was concerned that the Awards budget was not enough and suggested the budget be reassessed to see if the shortfall could be made up elsewhere.

6.1.2 Alan said that the condition about inflation-proofing needed to be clarified with Moniers and whether it includes G.S.T. Alan

It was MOVED and CARRIED that Monier's offer of sponsorship be accepted subject to clarification about inflation in years two and three, whether the offer includes G.S.T., and the situation in regard to the one-off payment for the display system - can it be considered part of the annual grant?

Titchener / Flook

6.1.3 It was agreed that a letter be written to Moniers saying that the Institute is delighted with their response. Ron

6.1.4 Alan is to advise the branches of the conditions of sponsorship. Alan

6.2 The carry cases for the panels have been purchased.

6.3 It was agreed to plan a workshop as suggested in Alan's report on bi-culturalism. Alan and Herwi are to make preliminary arrangements and report back. Alan/Herwi

6.4 Holding an NZILA event. Alan is to make amendments and send back to Sherryn. Alan

6.5 Alan is to send a report to "Cuttings" on the successful visit of Lincoln students to the Waioheke Marae. Alan

.../8

8.

7. EDUCATION PORTFOLIO: (Steve Thompson)

Steve was absent and Claire spoke to his report.

- 7.1 Re course recognition – Julia reported that there were no changes required.
- 7.2 Questions were raised on the matter of Cranwells being in possession of the Institute's mailing list and it was reaffirmed that this list is to remain restricted.
- 7.3 Design services offered by local authorities is of concern to the Institute but it appears that there is very little that can be done about the situation. It was suggested that informal pressure be put on the New Zealand Local Authorities Association. It is to be discussed with Tony Jackman on how best to express the Institute's concerns.

Ron

All regional councils, district councils, & city councils are to be sent the Registered Consultant's list and a letter expressing the Institute's view that council services should only carry out council work

Steve

8. CONSERVATION & LEGISLATION PORTFOLIO: (Claire Findlay)

- 8.1 The Resource Management Bill is due to be finalised soon. Ron sent a fax submission to the R.M.L.R. Select Committee. A working party is to be set up to monitor the Institute's interests. A lot of work needs to be done on this Bill and feedback is necessary. Different types of definition to the landscape are needed and we should ensure that each branch is involved in the definitions which go into the Act. We must be ready for amendments & changes. Claire suggested a mail-out to members about the Act and their role in it. There is a big opportunity for our profession to become the key profession in this legislation. Michael Jones, Steve Brown, John Goodwin from the Auckland Branch were suggested to be involved in this and also Ross Jackson and Irene Taylor from Wellington.

- 8.2 Claire suggested a letter be sent to branches about Regional Councils and their regional plans and how they need to monitor their briefs. Alan is to provide a copy of his submission to his Regional Council about this matter to go with the letter.

Claire



9.

8.3 It was noted that the Minister of Tourism and Mr Geary are to decide on the composition of the New Zealand Tourism Board. It was decided that Claire is to write to Mr Banks suggesting that the NZILA could assist with this process so that the Institute's concerns could be represented.

8.4 Claire raised the matter of "Marketing our Wares" to local and regional authorities. Diana Shand has "the utmost sympathy" for our cause and is willing to help us with this for a nominal sum. It was suggested that because this was of interest to all branches they could contribute towards the \$250 (approx) cost.

Claire

9. AWARDS: (Dennis Scott)

9.1 The Award's announcement will be made on 27 September 1991.

9.1.1 There was a good response to the George Malcolm Design Award with 16 entries received which could be a record and 18 for the Charlie Challenger Award. Everything is now in place for the Awards event. Landscape weeks are to be promoted at the Awards judging and the August "Home & Building" will also focus on Landscape Weeks.

9.1.2 Two A3 format submissions have been received and because non-regulation formats have been disqualified on previous years Executive felt the same criteria should apply this year. Guidelines for the Awards next year are to be considered at the next Executive meeting in August.

Dennis

9.1.3 It must be ensured that all who should be invited are invited to the Awards night and that the judges be invited to the presentation also.

Dennis

9.1.4 All news items on the Awards are to be embargoed until the date of the announcement.

9.1.5 Dennis is to advise Herwi when to invoice Monier and also the budget proposal for the Awards programme.

Dennis

9.2 Alan enquired about the difference in the price of the display panels from what Monier pays and what they actually cost.

.../10



10.

Employment

- 9.3 Dennis said that Graduates are ringing him personally about being prepared to travel around the country for short or long-term work. He suggested a list of people prepared to do this should be drawn-up. He is to contact Steve to resolve this.

Dennis

There are also people from Germany volunteering to work for nothing just to gain experience. Comments are needed for next Executive meeting.

10. NELSON CONFERENCE 1992

- 10.1 The proposal to hold the above at Totaranui in the Abel Tasman National Park on 13, 14, 15 February 1992 was approved in principle.
- 10.2 Alan said that the Maori welcome would need to be held on the evening of Wednesday 12 February.

11. GENERAL BUSINESS

It was reported that Jim Clements has had a major brain haemorrhage. Dennis is to write on behalf of Executive. Dennis

Next meeting to be held on 28 August 1991

The meeting closed at 5pm

Chairman 

Date 28 August 1991

0035



MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS HELD ON 17 APRIL 1991 AT THE DEPARTMENT OF CONSERVATION OFFICES, 58 TORY STREET, WELLINGTON AT 9.30AM.

A welcome was extended by the President to Claire Findlay and Dennis Scott, new members of the Executive Committee, and Sherryn Malthus who would be taking the minutes.

Action column

PRESENT: R. Flook (President) A. Titchener (Vice-President)
H. Scheltus (Treasurer) J. Williams S. Thompson
D. Scott A. Walker

APOLOGIES: C. Findlay Rob Gay IFLA

It was moved and carried that the minutes of the meeting of 20 February 1991 be adopted.

Titchener/Scheltus

MATTERS ARISING: Correction to Treasurer's Report in Minutes of 20 February 1991, 3rd line of Item 5 on Page 3 should read "Landscape".
Correction to Page 7, Administrative Costs, 3rd line should read "unsubstantiated".
Annual Conference at Wellington in 1993 - this needs to be finalised and Julia is to action this.

Action Julia

TREASURER'S REPORT:

1. The Treasurer suggested that now he has all subscriptions set up on a Microsoft Works computer programme the NZILA might look at buying a Macintosh computer at some later date.

2. Herwi suggested a letter should be written to all Associate Members with annual subscriptions outstanding.

It was moved and carried that all names marked with an asterisk on page 3 of the Treasurer's Report be removed from the Register for unpaid subscriptions excluding that of Sek San Ng, who had a query. Associate Members will be asked to return their certificates and will be required not to use the letters "ANZILA". They are to be recorded as having fees outstanding.

Flook/Williams

Action Herwi

.../2

2.

3. The Treasurer reported that there was a \$5000 profit from the Auckland Conference and the NZILA is to get approximately \$3000 after completion of disbursements to Auckland Branch are allowed for.

It was noted that the NZILA Executive would like to see a breakdown of the \$2000 disbursements.

4. \$6000 is to be paid to Boffa Miskell Partners for their assistance with the promotional display panels. These panels are to be used for promotions throughout New Zealand. A letter is to be sent to John Goodwin and Logan Anderson complimenting them on the panels.

Action Ron

5. Promotional copies of the "Landscape" stated by the Conference committee as in excess of requirements have not been returned.

It was moved and carried that the Treasurer's Report be adopted.

Flook/Williams

At 10.30am a welcome was extended to Barry Dacombe & Barry Millege from the N.Z. Architects Co-operative Society Ltd who gave a presentation on Professional Indemnity Insurance. They explained how members of the Institute could obtain low-cost insurance through Acanthus Insurance Company, a wholly owned subsidiary of the N.Z.A.C.S. they explained how members of the Institute could obtain low-cost insurance. They recommended that members be insured through Acanthus and, in time, the NZILA could set up its own insurance scheme in partnership with the N.Z.A.C.S.

It was decided by the Committee that a special flier would be made available by the N.Z.A.C.S. for publication in "Cuttings". Alan is to continue with the negotiations.

The Executive Committee then went into committee to discuss the administration of the NZILA Secretariat.

Report from Dennis Scott:

1. The main issue was Sponsorship. It was suggested that M. Hall, R. M. Trotter, A. Wilson, J. Phillips, J. Usher could be likely members for such a panel. It was also suggested that the panel could be changed periodically. A room needed to be organised for the judging of the event.

2. It was stressed that any approach for sponsorship from Moniers must be made through Dennis Scott. It was suggested that the Institute would be able to budget if a package deal was agreed with Monier Brickmakers. If a term plan was in place there would be more stability with the Awards and it was decided an approach should be made by Ron, Alan, Sarah, and Dennis. Ron to approach Moniers about this suggestion after receiving suitable dates for such a meeting from Alan.

Action Alan

.../3



3.

3. Funding for the annual National Agricultural Field Days in Hamilton should be considered. Dennis to provide a recommended budget to Herwi so that a decision by Executive can be made.

4. It was suggested that Dennis take on the responsibility for encouraging employment awareness among Graduates; as a guide to seeking employment. Dennis assisted by Steve to have a package on student employment for the next Executive meeting.

It was reported that Rob Watson was prepared to help with complaints procedures. When a complaint was received Rob would advise the Executive through Julia, on the best course of action.

The meeting was adjourned for lunch at 12.30pm.

At 1.30pm the President welcomed Mr Mike Oates, Chairman of the Royal New Zealand Institute of Horticulture to the meeting. Mr Oates was attending in order to discuss a disputed Secretariat account between the RNZIH and the NZILA. He referred to the President's letter to the RNZIH dated 5 April and suggested that Items 1 and 3 should be honoured by the RNZIH and Items 2 and 4 should be honoured by the NZILA. After Mr Oates left a general discussion ensued and the suggestion was agreed to.

Action Ron/Herwi

"THE LANDSCAPE" REPORT

After a general discussion it was decided that "The Landscape" should cease as a quarterly publication as from 26 April 1991 and the President was to continue exploring the option of joining forces with "Landscape Australia" on the condition that the title of the journal becomes "Landscape Australia and New Zealand" and the NZILA has at least a quarter of that journal for its own articles and advertising. If this option fails "The Landscape" would become a high-quality annual journal. The President to ring Mr Ralph Neale, Editor of "Landscape Australia" journal, to ascertain his interest in the above suggestion.

Action Ron.

Vice-President's Report: (Alan Titchener)

1. Each branch was to have the set of panels from the Auckland Conference to display in their own centre for a week. Herwi to arrange for insurance of the panels.

Action Herwi

2. Graduates should be able to display their own work provided the work was of a satisfactory standard and Affiliates could also display their work at the discretion of the committee. Professional and trade advertising would be allowed but must not be dominant. These conditions would be at the discretion of each branch.

3. A National Display would be held by the Awards convenors. It was suggested a major night be arranged to launch the Awards and that a week prior to this event the launching of the travelling road show should be arranged.

4. Alan to make a simple one-page list of guidelines for meetings and promotional events.

Action Alan

.../4



4.

5. In regard to the Bi-cultural Policy Discussion Document, Simon Swaffield made the point about actual mentors being bombarded with requests. The President asked about the next stage after the discussion document has been considered. If in agreement the document becomes the NZILA's guideline and goes into it's policy document. A draft document is to be prepared for the next executive meeting.

Action Alan

6. Alan has had a discussion with Fiona Cruickshank and Tony Jackman about the International Conference on Sustainable Land Management. Eighty offers of papers have been received so far and it is felt the Institute needs to be assertive to get it's voice heard.

Action Alan

7. Executive believed that Regional Councils should continue to exist. Claire is to write to the Ministers of Science & Technology and the Environment outlining the Institute's position on this matter.

Action Claire

8. John Goodwin has asked about the cost of branches producing their own panels, which would be \$400 per panel. Two carry cases are needed for shipping the existing panels around the country.

Action Alan

Education Report: (S. Thompson)

1. BLA course review. Action team is to be set up. Were there any suggestions of names for this team. Tony Jackman, Peter Rough, Don Miskell were suggested.

2. There are 16 corporate members available as mentors in Canterbury, 2 in Auckland and 1 in Hawkes Bay/Manawatu.

Conservation Report: (Claire Findlay)

As Claire Findlay was not present at the meeting a copy of her report was presented by the President. Claire is to be the main co-ordinator for the Conservation Portfolio with assistance from T. Jackman or to co-opt members when the need arises.

It was noted that for the first time the Institute had received a copy of a district scheme; this from the Manawatu District and it is important that it should be actioned direct.

Action Claire

Branch /Associate Portfolio Report: (Julia Williams)

1. Julia requested that the constitution be typed onto disks.

Action Herwi

2. Alex Wilson has agreed to give guidance on Institute matters and it was agreed that a copy of the minutes and reports be sent to him.

Action Julia

3. In item 3.3.2 of this report change 1st and 2nd line to "examining" On page 3 , 4th item change to "liaise".

/5



4. After each branch AGM the Institute should be notified of changes of office holders, addresses and list of members. Has there been any progress with the establishment of branch procedures.

Action Julia

5. Ron is to continue with the editing of the Minutes for branch chairmen.

Graduate Representative/Cuttings Report: (April Walker)

1. Graduates need to know how the NZILA is administered and a letter should be sent to them with this information. Steve Thompson is to draft this.

Action Steve

2. Steve would provide an article for "Cuttings" for Graduates about office procedure.

GENERAL BUSINESS

Six applications for student membership had been received. The procedure for processing is that Julia to collate and send then to Herwi. They are then sent on to the President's secretary who sends signed Presidential standard letters of welcome before filing. The six applications that have been received are from: Simon Bruce Morrison, John Sinclair, Martin Cleland, Lindsay Brian Philps, Michael Graham, Philippa Ann Fincham.

It was moved and carried that they be admitted as Graduate members.

Scheltus/Thompson

Alan advised that there is to be a Lincoln student field trip from 13 to 17 May to the Waiohiki Marae to view the community housing scheme and an urban marae.

He also advised that the first application has been received for a Maori NZILA Bursary.

It was decided that the evening before the June and November meetings the Executive would meet at Julia's house for a social evening.

A draft agenda three weeks before Executive meetings as a reminder is to go out to Portfolio holders. All reports are to be sent in two weeks before Executive meetings.

Julia asked if guidelines for Fellowships could be brought up at the next meeting.

New Associates voting at Executive elections are entitled to vote at AGMs and need to be advised of this promptly and in time for elections and the AGM. Ron advised that the Nelson conference committee for 1992 had its first meeting last week. It was suggested that it be held about 20 January and then families could combine it with school holidays. It was anticipated that there would be a social gathering at the beginning of the conference with families staying at various camping sites around Nelson and the next day they would be taken by boat across Tasman Bay to Totaranui where everyone would camp for the duration of the conference.

Action Julia

Next meeting to be held at the same place on Wed., 26 June 1991 at 9.30am

The meeting closed at 4.25pm.

Chairman

Dated

26 June 1991

0025



Minutes of a meeting of the Executive Committee of the New Zealand Institute of Landscape Architects, held at the Ministry of Forestry, Hobson Towers East, 37-39 Federal Street, Auckland on Wednesday, 20 February 1991.

Present: R. Flook (Chairman), Alan Titchener, Herwi Scheltus, R. Watson, Steve Thompson, Sarah Collins.

Apologies: Julia Williams, April Walker.

It was moved and carried that the apologies be accepted.

R. Flook/A. Titchener

It was moved and carried that the minutes of the meeting of 28 Nov 1990 be adopted.

A. Titchener/H. Scheltus

Corrections to the minutes of the meeting of 28 November 1990 are:

Spelling corrections -

- p. 6 last paragraph - Chris Bently should read Bentley.
- p. 11 under results of 1990 Associate Interviews - Ron Flook as President edited items from Sue Roff to end of action H. Scheltus prior to copies of minutes being sent to Branch Chairman for reasons of sensitivity.
- p. 11 "Julie" should read "Julia".
- p. 14 Item (d) "were" should read "where".

It was moved and carried that the Minutes and Corrections relating to the meeting of 28 November 1990 be confirmed as a true and accurate record of the decisions taken at the meeting

.../2

Matters arising from the minutes of 28 November 1991

1. Chris Bentley attended the meeting later and gave a full account of AILA/NZILA joint conference budget which was satisfactory.
2. A filing cabinet purchase approved has not been ordered.
3. Ron Flook sent profiles of speakers at Conference 1991 to Australian Landscape Journal.
4. Ron Flook sent April Walker details of Dial-a-Kiwi for inclusion in "Cuttings".
5. Ron Flook has liaised re: "The Landscape" with Ralph Neale, "Landscape Australia" and Kirsty Robertson AGM.
6. Ron Flook has not sent letter of thanks to Editorial Committee. Will do so at the appropriate time.
7. Ron Flook has not developed a proposal on Past President or President Elect roles.
8. R. Watson to finalise corrections to Procedures and Code of Conduct and submit to Consumer Affairs Institute.
9. J. Williams to prepare report for "Cuttings" on Associate Interviews 1990.
10. Student Merit Award amendments to be sent to Val Kirby, Lincoln, by Executive Officer.
11. Ron Flook sent letter to Alex Wilson inviting him to attend AGM in Auckland but he has declined. The ceremony is to be held in Christchurch and the President has been asked to attend.
12. Not as yet verified as to whether Rob Gay has sent NZILA Coastal Landscape Submission to IFLA.

General Note arising from future minutes

The auditor requires signed minutes to be kept in a NZILA Minute Book and the original signed minutes to be sent to the auditor.

.../3



3.

These procedures will be elaborated on and included in the NZILA Minute Book for guidance in future.

Treasurer's Report

Herwi Scheltus spoke to his report and highlighted the following points:

1. The Treasurer emphasised the importance of minute taking and attaching the adopted Treasurer's Report.
2. It was noted that 24 people had been advised regarding overdue subscriptions.
3. The Treasurer tabled payments for Executive approval.
4. The Secretariat situation with the RNZIH had proved exasperating in terms of keeping records.
5. It was reported that the AILA/NZILA Conference had been under-written \$6500 out of our \$8000 funds kept for insolvency of the NZILA.
6. The Treasurer expressed satisfaction that the budget was on target.
7. The need for economies on postage was emphasised.
8. The RNZIH Secretariat account is in dispute as it exceeds the agreed contract sum.
9. Considerable difficulties were experienced in getting an account from the RNZIH for audit purposes.

It was moved and carried that the Treasurer's Report be adopted.

R. Flook/A. Titchener

REPORTS FROM PORTFOLIOS

President's Report

The President spoke to his report which was tabled and then spoke to some more general points as follows:

... /4



1. Circulation of AGM Minutes to all members was expensive and recommended that in future that only Branch Chairmen and Executive received copies. Members would be supplied on request.
2. "The Landscape" report was tabled and that efforts were being made find alternative methods of producing the Journal.
3. Our nominated representative for the IFLA Congress was the AILA Past President on advice from both myself and Rob Gay. The nominee has since declined too late to nominate a further representative.
4. The President expressed a wish that the formal nomination of Alex Wilson as Fellow be completed urgently. It was moved and seconded that:

Alex Wilson be awarded a Fellowship of the NZILA

R. Flook/A. Titchener

5. The ballot papers for the 1990 Election should be destroyed. Action S. Thompson.
6. The Secretariat would be managed, in the meantime, by the President and a secretary from Nelson. Assistance will be from S. Thompson on Lincoln records and Julia Williams for mailbox clearance and sorting.
7. A possibility for the future Secretariat management should be put to the AGM - that any member with spare time and compatible equipment would be welcomed and receive remuneration. In-house management would be preferable.

At this point in the meeting the President, due to other appointments vacated the chair to A. Titchener.

Vice President's Report

The Vice President spoke to his report itemising the following:

1. He had contacted the NZIA re: Professional Indemnity but without response as yet.

.../5



2. The promotion strategy for 1991 had been sent to Ron Flook. This promotion strategy was tabled.
3. Emily Williams had expressed concern re: Complaints Procedure. In brief she was keen to see that the President, or his representative, did all that was possible to mediate before formal procedures were lodged.

It was decided that this would be done in any case without stating the obvious efforts which would be undertaken to mediate the situation. It was suggested that someone outside Executive should be the mediator. It would be preferable for Executive to maintain control in-house and that Julia Williams, as official secretary, should hold this responsibility.

Portfolio Responsibilities

Portfolio responsibilities were discussed briefly. It was agreed that these would be allocated by the President in consultation with the incoming Executive.

Alan Titchener suggested the introduction of an Employment Portfolio and it was suggested this might well be handled by Dennis Scott, assuming he agreed to do so.

Herwi Scheltus suggested that key roles within Executive should develop an understudy so as to minimise the disruption to Executive business when changes of personnel occur. Herwi said the coming term would be his last on the Executive and that he intended to train up an understudy on the financial matters to facilitate a smooth transition.

"Cuttings"

April was commended on the job she had done on the latest "Cuttings". Alan indicated that the list of procedure etc for holding meetings had not been drawn up and so was not yet available on request, as had been indicated in "Cuttings".

Conference

Sarah briefly reported that Conference was all set, and that the necessary numbers were coming to make it financially successful.

.../6



Alex Wilson Fellowship Presentation

Because Alex Wilson was unable to attend Conference it was agreed his Fellowship should be presented at an appropriate function in Christchurch, to be organised by Canterbury Branch. If possible the President to attend to make the presentation.

Year Planner

Steve to liaise with Ron regarding Portfolio responsibilities. Minor amendments and additions were made. Steve to make the changes to the draft, and circulate the amended version to members as soon as possible.

Selection of Graduate Member

It was agreed April should remain the Graduate Member for this year. Her replacement is to be co-opted in time for approval at the November Executive meeting. The lack of a fixed procedure for co-opting a Graduate Member was mentioned. It was agreed that the out-going students from Lincoln should have a say in this, and nominate a person in October. April is to be consulted on this.

1992 Annual Conference

The need to confirm Nelson as the venue for the 1992 Conference, at the AGM was noted.

The Vice-President said it was also policy to nominate the venue for the Conference two years ahead, and suggested the 1993 Conference be held in Wellington. Wellington Branch to be approached about this.

Meeting Dates

All present agreed Wednesday suited as a meeting day, and that the proposed meeting dates suited.

The Student Mentor Scheme Policy

Steve spoke briefly on his proposed policy statement regarding the Student Mentor Scheme.



It was moved and carried "That the policy statement submitted by Steve Thompson regarding the Student Mentor Scheme be approved and incorporated into the NZILA Policy Statement:.

S. Thompson/H. Scheltus

Administrative Costs

Herwi voiced concern about the cost of toll calls and postage and that we need to be careful to keep these costs to a minimum. In particular he was concerned about receiving invoices for unsubstantiated expenditure and that we needed to be sure to account for costs etc. clearly.

Sarah Collins and Robert Watson

Herwi Scheltus moved a vote of thanks to both Sarah Collins and Rob Watson for their considerable contribution to the Institute through their efforts whilst on the Executive. This was firmly endorsed by all present.

Student Merit Award

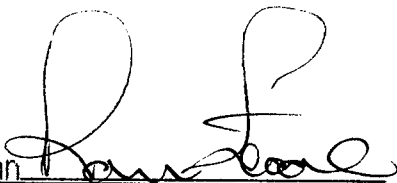
It was approved by Executive that the 1990 Student Merit Award be presented to Dave Mansergh as recommended by the Lincoln University staff.

Next meeting

Date to be advised.

The meeting closed at 7pm.

Chairman



Date

17 April 1991