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MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE  
NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS HELD ON  
2 DECEMBER 1992 AT THE DEPARTMENT OF CONSERVATION'S  
BOARDROOM, 58 TORY STREET, WELLINGTON COMMENCING AT 9AM

KARAKIA

PRESENT: R. Flook President, A. Titchener Vice President,  
H. Scheltus Treasurer, J. Williams, S. Thompson  
C. Findlay, D. Scott

PREVIOUS MINUTES: 49.2, line 3 change words "put in" to "investigate"

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

Ron/Herwi

MATTERS ARISING: The original carrier bags for the Awards display  
have now been repaired.

52. TREASURER'S REPORT:

Herwi spoke to his report.

52.1 Ron asked that the 10% increase in IFLA fees  
for 1992, which has been withheld by NZILA, be  
put aside so that it can be paid readily if the need  
arises.

52.2 It was MOVED and CARRIED that the Farm Environmental  
Sponsorship sought by the Central North Island Branch  
be funded from their own resources.

Herwi/Steve

52.3 It was MOVED and CARRIED that a deposit of \$500  
be forwarded to the Central North Island Branch for the  
National Field Day at Mystery Creek.

Herwi/Ron

A handwritten signature in black ink, consisting of a large, stylized 'D' or 'P' shape with a loop at the bottom. To the right of the signature is the text "/2".

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- 52.4 Herwi is to table a discussion paper at the next Executive meeting following an enquiry about paying a retired subscription rate for part of the year.
- 52.5 There was a general discussion on next year's budget which was presented by Herwi. Some minor alterations are to be made. An increase in the President's travel was thought necessary.
- 52.6 Ron commented on the need to refund subscription money to members for non-publication of "The Landscape" should the journal fail to be published.
- 52.7 Ron, on behalf of all members of the Executive congratulated Herwi on his excellent management of the NZILA finances and month by month reporting. Exec's thanks to Mary Monzingo were also recorded.
- It was MOVED and CARRIED that the Treasurer's Report be adopted.

Alan/Steve

### 53. ADMINISTRATION REPORT:

Sherryn spoke to her report.

- 53.1 It was agreed that Sherryn arrange for a Nelson member of the Institute to help count votes for the NZILA Executive election. All election papers are to be destroyed at the AGM Wellington 1993 by a general vote.

Sherryn

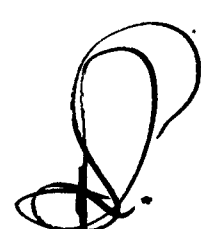
- 53.2 An official procedure for the election process is to be retyped.

Sherryn

Sherryn was asked to leave at this point.

- 53.3 A discussion followed on the Administration Officer's role within the Institute. It was agreed that an interim period to the end of the AGM 1993 be offered and reviewed by the incoming Executive for the new financial year.

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54. "THE LANDSCAPE" REPORT:

Ron welcomed Neil Aitken & Austen Sinclair at 11am.

54.1 Ron stressed the Institute's grave concern about the lateness of the publication of "The Landscape" and asked for Austen's reasons.

54.2 Austen said the current issue, No 52 is at the printers at the present time. Major delays occur because of the lateness of contributors articles. He feels because most contributors are unpaid they are not so committed to deadlines. He spoke also of the problems finding alternative contributors.

54.3 Issue No. 53 is well on track for publication mid-late January; issue No. 54 on education is quite difficult to put together but there is definitely a place for this type of information.

54.4 Alan asked what Sinclair Associates has done to get the material from contributors; Austen replied that he could only use the Liaison Committee to put pressure onto them. Ron said there seems to be a communication problem and maybe a phone call could be followed up by a letter. Austen also said there were no reserve funds to employ outside contributors. Ron said that outside contributors did not always expect payment. Alan said there should be a cut-off point for receiving material from contributors and the Journal shouldn't be held up if it didn't arrive on time.

54.5 Neil reported that 2 factors held up production of Issue No. 52 and they were a key paper which didn't arrive on time and a misunderstanding with a Viewpoint article not received.

54.6 Austen reported that the Educational issue should be published in March. Steve felt that Simon Swaffield must be contacted because he would be a key figure and needed time to prepare for it. He was very keen to raise education issues at the IFLA Conference in

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Christchurch in 1995 and would be able to gather some very good papers for this.

54.7

Herwi asked about advertising and Austen said that lately advertisers seem a little more interested. He said advertisers feel the Journal is not a very cost effective place to advertise because only 670 copies were produced and advertising rates were the same as for much larger publications.

54.8

Steve said that Austen must follow up on requests for finance. Steve had previously mentioned that the Ministry of Forestry might agree to sponsor some colour in an article but that it takes a couple of months for this type of request to be approved. Ron confirmed that Steve had offered this at the Executive meeting in August 1992.

54.9

Austen suggested that if the Executive Committee would like to take a more hands-on role it could solicit contributions. Ron said he wouldn't like to see it go back to what it was with a voluntary Editorial Committee.

Austen left at 11.30am and there was a general discussion with Neil Aitken.


54.10

Neil felt that a lot of the stress associated with publication of the Journal was unnecessary and that Austen is not entirely at fault. Steve should not have to prod him about sponsorship from the Ministry of Forestry which was first mentioned in August. His failure to follow-up the Viewpoint contributor was the reason for it being late. Neil feels Austen is a re-active manager and that combined with problems not entirely his had held up production. Julia felt not all problems were unusual because they occurred with other concerns.

54.11

Neil said he can't see the situation coming right under the present regime. Ron also commented that the Liaison Committee is not functioning as intended.

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54.12 Alan asked Neil for his recommendations and Neil said his inclination was to continue but not under the present system and look to producing the Journal another way, maybe with AGM or somebody like David Young. Herwi also felt that Exec couldn't continue to support this situation for much longer.

54.13 Ron said that both Austen and Catherine Sinclair were working at other full-time jobs but that they wanted to develop their publishing interests. Ron also had had a long talk with David Young but he didn't seem too interested. He suggested that Austen may be able to handle a six-monthly production.

54.14 Alan felt Exec should try AGM and if that didn't work out make it an annual production and both Herwi and Julia agreed with this suggestion.

54.15 It was agreed that nothing will be said except that Exec is concerned that both Issue 53 and the Educational issue, No 54 should be published to fulfil Sinclair Associate's contract.

54.16 Ron asked if Executive agreed that an approach be made to other sources to get a proposal and costings. It was agreed that this be done.

It was MOVED and CARRIED that Executive requires Sinclair Associates to produce production deadlines for issues 53 and 54 as promised by Austen.

Ron

Steve/Julia

## 55. IFLA REPORT:

Ron welcomed Rob Gay at 12 noon.

55.1 The key points to the IFLA re-organisation are restructuring and decentralisation. The secretariat is also to be re-organised. Rob said he felt very pleased at the way the situation was shaping up.

55.2 Rob's recommendation was to see the restructuring go through and to review NZILA's

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membership annually. Ron emphasised the need to be very active in steering the Eastern Region.

55.3 Executive decided to renew NZILA's sub to IFLA for 1993

55.4 Steve asked for a brief report from Rob on the IFLA Congress at Seoul so he can brief his Christchurch branch chairman on the key points.

55.5 Rob is to supply a report to "Cuttings" on the IFLA situation.

55.6 Alan asked that a vote of thanks be registered to Ron, Rob and Mike Barthelmeh for unravelling the IFLA situation and suggested that Mike should continue his involvement with the IFLA situation because of the knowledge he has gained from Seoul.

#### 56. PRESIDENT'S REPORT:

Ron spoke to his report which affirmed his reasons for recommending remaining in IFLA.

56.1 Following on from his attendance in Christchurch to judge 4th year Lincoln students he spoke of his concern at the calibre of 4th year students. This was not a reflection on the Landscape Dept staff.

#### 57. VICE-PRESIDENT'S REPORT:

Alan spoke to his report.

57.1 Alan is to present his Strategy Plan for employment at the AGM meeting.

57.2 It was decided that the new Executive meet with the old Executive prior to the AGM. Alan will arrange this when he contacts the new members of his Executive after the election.

Alan



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58. ASSOCIATE/BRANCH REPORT:

Julia spoke to her report.

58.1 It was agreed that all outgoing Executive would send their NZILA files for 1989/91 to Steve who would archive them at Lincoln.

58.2 Ron said that all filing for 1991/93 should be sent to Sherryn.

59. WELLINGTON CONFERENCE REPORT:

Ron welcomed Ross Jackson at 2pm.

59.1 Ross presented a general and financial report and mentioned that he had received positive feedback from organisations in regard to sponsorship.

59.2 There was a need for clarification on Maori protocol as two Iwi owned the site of the venue. Alan and Neil will assist Ross with this.

Alan

60. EDUCATION REPORT:

Steve spoke to his report.

60.1 It was MOVED and CARRIED that Canterbury Branch be reimbursed \$381.98 for IFLA ERC in Christchurch, 1995 promotion material.

Herwi/Ron

60.2 The most likely date for the IFLA Eastern Region Conference will be from 6 - 9 March 1995 so as to be as far away as possible from the IFLA Congress to be held in Thailand at the end of 1995.

60.3 Steve is working towards securing sponsorship for the Overseas Study Award to be announced at the AGM.

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A large, stylized handwritten signature in black ink, located at the bottom right of the page. It appears to be a cursive or calligraphic signature, possibly reading 'D. P.' or similar.

8.

- 60.4 There was a general discussion on reciprocal recognition of corporate status between the Hong Kong Institute of Landscape Architects and NZILA. It was decided that Steve will prepare criteria for reciprocal arrangements between for the AGM
- 60.5 Steve has not had a reply from Ruth Moorehouse of NZQA in regard to NZILA serving on the NZQA advisory group of key "end users" to review design. Steve will advise members of this matter in "Cuttings"

## 61. CONSERVATION REPORT:

Claire spoke to her report

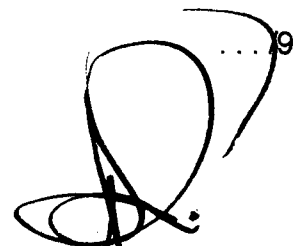
- 61.1 Claire has received replies from three branches in regard to her letter sent to all branches asking them to comment on the desirability of having an environmental policy. Claire suggested getting a consensus and making a submission to AGM. Claire is to get in touch with Auckland and Wellington for their views which have not been received as yet. If there is no response from them then the environmental policy will have to be dropped and energy concentrated on making the RMA Seminars a priority

Claire

## 62. AWARDS REPORT:

Reports from Chris Glasson and Melean Absolum were tabled

- 62.1 The major problem for Christchurch was timing the announcement of the Award winners. Christchurch Branch arranges its programme for the year ahead in February and it is not easy to change dates to fit in with an Awards ceremony if the winner is from Christchurch. In its opinion three Awards launches are necessary in Auckland, Wellington and Christchurch. Alan suggested combining the actual presentation of Awards with the yearly conference but this idea would need to be talked over with





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Moniers. Alan is to liaise with Melean, Jan and Steve to ask their opinions on a solution to the problem and to work out a strategy with a view to meeting with Moniers prior to Christmas.

Alan

62.2 Herwi commented that Moniers still owed \$3500.

### 63. GENERAL BUSINESS:

63.1 A nomination for Fellowship was received and declined for the present.

63.2 Lincoln graduates will be canvassed with a view to electing a graduate representative on to Executive and this will take place following the taking up of office of the incoming Executive.


63.3 Ron reported Dr Tony Jackman was still attending the Construction Liaison Group. He is also to attend a meeting of the Ministry of Environment Professional Group to support Clive Anstey, the NZILA representative.

63.4 Ron is to write to Richard Hart, President of the NZLG in response to his suggestion of a joint conference and will say that Richard's letter will be referred on to the new Executive. The present Executive feels a joint conference is not possible at the present time but a yearly meeting with the NZ Landscape Guild could be beneficial to both bodies. There is no hope of a joint conference until 1996 because of forward planning already in operation with booked conference themes.

Ron

63.5 A request was tabled from a Graduate member to have his fees reduced this financial year because of his financial situation. This was accepted after some discussion and graduate rates are to be halved. This member will return to full graduate rates next year. Confirmation of the graduate's income was received from his employer and this confirmation will now be a requirement for future applications.

Steve/Herwi



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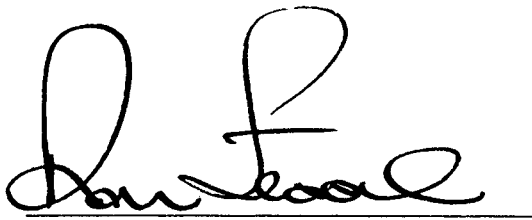
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63.6

Reports from Steve (Reciprocal Status), Herwi (Treasurer) Ron ("The Landscape"), Alan (Employment), Dennis (RMA) and Rob Gay (IFLA) are to be received by the Admin. Officer by 11 January to be sent to the membership with notice of AGM and Agenda etc.

The next meeting will be on 18 February 1992 at 3pm in the Boardroom of the Department of Conservation, 58 Tory Street, Wellington. This meeting will also be attended by the incoming Executive.

The meeting closed at 4.40pm.

  
Chairman

2 December 1993.  
Date

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MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE  
NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS HELD ON  
26 AUGUST 1992 AT THE DEPARTMENT OF CONSERVATION'S  
OFFICES, 58 TORY STREET, WELLINGTON COMMENCING AT 9AM

Action

PRESENT: R. Flook, President; A. Titchener, Vice President;  
H. Scheltus, Treasurer; J. Williams, S. Thompson  
C. Findlay (from 9.35am), D. Scott (from 11.20am)

APOLOGIES: Nil

PREVIOUS MINUTES: Page 2, 16.3, spelling "guidelines"  
Page 6, 21/3, should read NZQA  
Page 1, spelling "Waiata"  
Page 3, 18.2, spelling "Barthelmeh"

Herwi commented on the excellent presentation of the  
minutes

It was MOVED and CARRIED that the minutes of the  
previous meeting of 10 June be adopted.

Herwi/Julia

MATTERS ARISING: On page 4 of the previous minutes it was MOVED and  
CARRIED that the Executive provides a maximum of  
\$500 to Mike Barthelmeh to represent the NZILA at  
the IFLA Congress at Seoul. The amount of \$500  
with Exec approval was increased to \$750 due to the  
importance of the IFLA Congress meeting in Seoul.

30.1 TREASURER'S REPORT:

Herwi spoke to his report.

30.1 It was MOVED and CARRIED that cheque nos. 309,  
008311 & 008327 be cancelled.

Herwi/Ron

30.2 It was agreed that "Cuttings" could be issued to a  
maximum of 8 pages and the Treasurer is to be consulted  
if it needed to be any larger.

Ron commented on the excellent work of the new  
editor of "Cuttings" Lynn Cadenhead and thanked  
Steve Thompson for co-ordinating the production  
of the newsletter.

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30.3 It was agreed that the funds allocated to Presidential/ Vice Presidential Travel in the Budget could be used by Ron while he is in the United States to see Ted Osmundsen, IFLA past president about the current IFLA situation.

30.4 It is to be noted that the Institute box number 10-022, The Terrace, Wellington is for official use only and not for branch use. Herwi is to write to Wellington Branch in this regard.

Herwi

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

Ron/Steve

### 31. ADMINISTRATION REPORT

Sherryn spoke to her report.

31.1 It was agreed that prices for full-sized A4 envelopes be obtained. Claire asked that quotes using re-cycled paper be obtained if possible.

Sherryn

31.2 Herwi is to reprint the mock-up of a form for members wishing to re-join the Institute.

Herwi

### 32. AWARDS REPORT

Melean Absolum's report was tabled.


32.1 Claire asked about the resolution spoken of in Melean's report not being recorded in the previous minutes.

It was MOVED and CARRIED that the responsibility for running the NZILA Awards Programme be delegated to a sub-committee based in Auckland comprising of Melean Absolum, Jan Woodhouse, Sarah Collins & Rachel de Lambert and that Dennis Scott be responsible for the RMA Seminars.

Alan/Steve

32.2 In regard to carrier bags for the display it was decided to ask Melean to get a costing to repair the existing bags and Herwi is to

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liaise with her to check the brief for specifications and with the courier company to ensure that the bags will stand up to wear and tear.

Herwi

32.3

Branches have been informed that the \$3000 set aside for branch promotions is to be used to meet the costs of courioring the display about the country. NZILA & Moniers funding for this to be reviewed in the 1993 budgets.

32.4

Steve is to locate and reword the existing display material to NZILA/Moniers Awards.

Steve

32.5

Because this year's winner is from Christchurch Steve said that Christchurch Branch could not have an Awards Evening function as well as a Landscape Architecture Week function in the same week at such short notice. It was stressed that winners and branch chairmen need to be notified in confidence as soon as possible so that arrangements can be made for the Awards Evening and the Landscape Architecture launch week. It was noted that the announcement of winners must be made to coincide with the Associated Group Media's publication to achieve maximum publicity.

It was MOVED and CARRIED that the Awards announcement be made as per year planner and branches winning an award may have to anticipate two functions and prepare 2 dates for the Landscape Architecture Week.

Ron/Herwi

32.6

Restrictions by Moniers on sponsorship from other competitors is still a problem but Christchurch is managing. Herwi is to ask Melean to speak to Moniers again about this problem.

Herwi

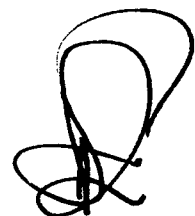
32.7

Julia is to report about her experience as judge in the Levene Awards. Judging is on 9 September.

32.8

The winners of this year's Awards are already known to people other than the judges and it has to be assumed that the 'leak' has come from the judging panel. It is to be spelt out about the need for confidentiality at all times for the sake of the sponsors and advertisers.

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The impact of the programme is dependent on this.

32.9

Steve said that Canterbury Branch gained great publicity from their regional awards programme and this type of event should be encouraged. Ron felt it could interfere with the national programme but Steve said the objective of the exercise was to get more work entered for the national programme.

A vote of thanks was extended to Melean & her team. Executive was delighted that the Awards Programme was being efficiently run.

#### 40. PRESIDENT'S REPORT

Ron spoke to his report.

40.1

Ron reported on his work on a joint standard for Tree Evaluation for New Zealand and Australia. He was also representing the RNZIH, the Arboricultural Association and the NZLG. He saw it as important that the NZILA spearhead this work.

40.2

Ron commented on the re-arrangement of the Awards Programme and thanked Dunedin Branch for changing the date of their Landscape Architecture Week.

#### 41. "THE LANDSCAPE" REPORT:

Ron welcomed Neil Aitken and Austen Sinclair at 11.30am.

41.1

Austin said the next issue of "The Landscape" is late because of production problems, some of which were not Sinclair Associates fault. He has changed printers and this has helped with production and costs. The next issue is on garden designs with an article from Graham Densem. Ron asked that there should be a deadline for contributors which is earlier than the official deadline to meet publishing dates and avoid delays.

41.2

Neil asked about issue 54 on Education - there will be a review of courses here and overseas Lincoln will be asked to review their position. Should representation on NZQA be mentioned?

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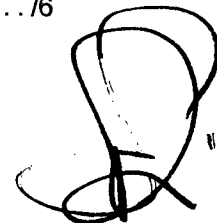
- 41.3 Ron asked about the timetable for future issues. Austen said that many of the problems have been ironed out and there should be fewer delays from now on.
- 41.4 It was decided that there should be a listing in the next issue of "Cuttings" telling members that they can buy extra copies of "The Landscape" from Sinclair Associates, P. O. Box 10181, Wellington at a discounted price.
- 41.5 After Neil Aitken and Austen Sinclair left there was a general discussion. Herwi suggested a performance contract should be implemented that must be followed. Ron will confirm with Neil about obtaining a performance schedule from Sinclair Associates for tabling at each Executive Meeting from now on.
- 41.6 It was noted that the National Agricultural Fieldays were very well attended. It was agreed that the Institute would participate again next year.

#### 42. VICE-PRESIDENT'S REPORT

Alan spoke to his report.

- 42.1 He wanted his displeasure registered about the way the New Zealand Landscape Guild had edited his article in "Groundcover".
- 42.2 Alan is to follow-up with the Awards Sub-Committee the suggestion from Nicola Henderson in regard to reducing the presentation level for the Awards initial submissions. Alan
- 42.3 Alan is to write to the Ministry of Employment about the lack of reaction from his local regional council that it should be employing landscape architects if it met the conditions of the Resource Management Act.
- 42.4 Herwi thanked Alan for the waiatas he provided and branches are to be informed to make use of these. Alan
- 42.5 In regard to Professional Indemnity Insurance nominations are needed for a claims committee; Ron felt that the Executive needs representation. Any member on the committee would need to be participating in the scheme. It was decided that a representative from each of the main centres

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should be approached. Ron is to check members in Auckland and Wellington and Steve is to do same in Christchurch.

Ron/Steve

#### 43. EDUCATION REPORT

Steve spoke to his report

43.1 Steve tabled a copy of a letter to Carrington Polytechnic about qualifications the Institute required for students/graduates from Universities/Polytechnics for entry into the NZILA other than for Lincoln graduates. He felt that this letter from Carrington was the forerunner of further correspondence from other institutions who may be wanting to run courses for landscape architects and should be answered with caution.

43.2 Steve is to write to the Academic Audit Unit registering the Institutes interest in being represented on that body.

Steve

43.3 Steve is to follow up the Institute's letter to NZQA because a reply has not been received to date.

Steve

#### 44. ASSOCIATES/BRANCHES REPORT:

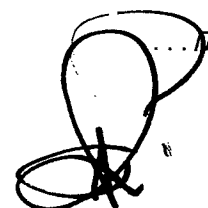
Julia spoke to her report.

44.1 Four graduates passed the Associate examination this year.

It was MOVED and CARRIED that Paula Smith, Mike Farrow, David de la Mare, Stephanie Morriss be admitted to the Institute as Associate Members.

Ron/Herwi

44.2 Julia spoke of problems arising in the future in regard to Associates. Because of the shortage of employment people were not leaving jobs to gain experience in other areas and therefore not fulfilling the criteria for Associateship. She felt that job record sheets were not being filled in progressively with work experience. She suggested Simon Swaffield should give them to students on graduating from the Professional Practice Course. Julia is to write to the 12 people who asked





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for Associateship papers to ascertain why they didn't proceed any further. She will also write to those students graduating informing them of the process by which they progress towards Associate membership of the Institute

Julia

- 44.3 It was decided that a paragraph is to be inserted in each copy of "Cuttings" about where official mail for members of the Executive, Administration, etc is to be sent.

#### 45. EXECUTIVE RESPONSIBILITIES

- 45.1 There was a general discussion on the above draft from Auckland Branch and it was decided that a response be made to Melean that Executive felt portfolio holders must be on Executive and not tagged to branches. Executive appreciated the effort that went into the report and because of the important issues raised would like Melean to submit a discussion paper to AGM.

Ron

- 45.2 Steve felt a mechanism should be put in place to overcome the problems which could arise if all of the present Executive stood down at the next election. It was suggested that the budget should include funds for an existing member of Executive, ideally the immediate past president, to attend the new Executive meetings for, say up to one year as required. This suggestion is to be tabled at the 1993 AGM.

Steve

#### 46. CONFERENCE 1993

Ron welcomed Ross Jackson, Wellington Branch at 2.30 pm and formally apologised on behalf of the Executive for the oversight in not conferring with the Conference Committee about the RMA Seminars

- 46.1 Ross presented a budget based on 40 people attending Conference 1993 although more than this was expected.

- 46.2 It was decided that the AGM would be held on Sunday, 21 February at 9am after discussing issues informally on Friday evening, 19 February 1993.

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47. RMA SEMINAR

Dennis spoke to his report.

48. IFLA

Ron welcomed Di Menzies and Robin Gay at 3.30 pm.

48.1

Robin reported that Richard Tan, Vice-President of IFLA called an extraordinary general meeting in Versailles where the 10% increase in fees was rescinded.

48.2

Robin has received a letter from Ted Osmundsen setting out a proposal that all elected officials of IFLA resign and that a new executive committee be formed for an extraordinary meeting. Robin has replied stating how NZILA would like to see the situation resolved and what it would like to happen, e.g. a PacRim Region.

48.3

Di Menzies spoke about the meeting she attended in London on the Institute's behalf in regard to the suggested Landscape Alliance. The spirit of the meeting and clear intent was not to pull the rug out from under IFLA. A Heads of Agreement would be drawn up and go into a holding pattern for six months while other matters were sorted out.

Education would be the main theme and the key to doing things on a low budget rather than a high one. The benefit would be particularly the computer package that would be made available. A minimal funding would be required and then it would be "pay as you go". One possible way would be looking to members in private practice, Associate members and maybe Lincoln paying extra to receive the benefits. The Alliance would welcome smaller countries to provide a balance.

48.4

In regard to what IFLA was doing to resolve fragmentation Robin replied that the meeting in Seoul at the present time would be helping with this.

48.5

Ron asked about IFLA's liability and if it collapsed and went bankrupt would NZILA be liable for costs. A French lawyer is reported to be investigating this.

48.6

Herwi commented that if NZILA didn't withdraw from IFLA before 1 January 1993 it would be committed to paying 1993 fees.

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- 48.7 It was decided that following Mike Barthelmeh's report on the Seoul Congress a paper will be prepared and sent with the next mail out advising corporate members of Executive's views on belonging to IFLA.

#### 49. CONSERVATION

Claire spoke to her report.

- 49.1 Claire tabled a report from Val Kirby on the Historic Places Trust Bill which will be circulated to Executive.
- 49.2 Claire feels the Institute should have an environmental position paper. After a general discussion it was decided to put in place environmental guidelines and she is to ascertain from the RMA Seminar on 27 August what members might require in the way of an environmental policy. She will then get back to Dunedin Branch with her observations and ask their views and then approach other branches to ask their views and report back to the November Executive meeting.

#### 50. MEMBERSHIP

- 50.1 It was MOVED and CARRIED that Anita Nicola Pearson, Lisa Jennifer Patterson and Denise M. Saussey (subject to receiving her subscription cheque) be admitted to the NZILA as students.

Herwi/Steve

#### 51. GENERAL

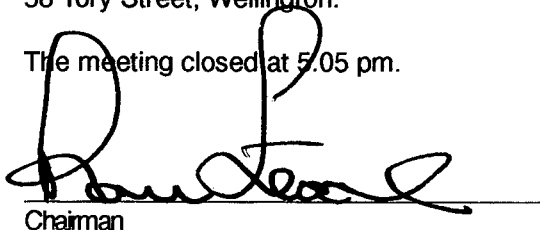
- 51.1 In light of present members standing down from Executive their portfolio descriptions are to be sent to members of Executive for updating and then attached to relevant portfolios for incoming Executive's information.

Sherryn

- 51.2 Herwi would like to receive requests for budget allocation for next year.

The date of the next meeting is 9am, 25 November 1992 at Department of Conservation Offices, 58 Tory Street, Wellington.

The meeting closed at 5.05 pm.

  
Chairman

Date 2 Dec 1992



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Action

PRESENT: R. Flook, President; A. Titchener, Vice President;  
H. Scheltus, Treasurer, J. Williams, S. Thompson,  
S. Malthus, Administration

APOLOGIES: C. Findlay, D. Scott

It was MOVED and CARRIED that the apologies  
be accepted.

Ron/Alan

PREVIOUS MINUTES: Page 2, item 6.6, change the word "could" to "might"  
Page 4, item 8.4, add "Alan agreed to prepare some  
Wiata for use by the Institute on appropriate  
occasions and would be persuing bi-cultural  
protocol at the NZILA Central North Island  
Conference in 1994."  
Page 6, item 13.1, should read Executive recommended  
that there should be 2 landscape architects on  
the Awards design panel with a landscape  
architect as chairperson.

It was MOVED and CARRIED that the minutes of the  
previous meeting of 8 April 1992 be adopted.

Julia/Herwi

MATTERS ARISING: Nil

15.0 TREASURER'S REPORT:

Herwi spoke to his report and commented that it was  
pleasing to see members paying their subs promptly.

15.1 Julia is to research and catalogue past AGM minutes to  
check when changes were made to the Constitution  
so they will all be included in the update of the  
Constitution.

Julia

15.2 It was MOVED and CARRIED that Simon Mahoney,  
Lionel Fanshaw, MNC Lester, Sam Martin,  
Martin Nicholls, Adrienne Oaks, Angela  
Porteous, Pamela Redmond, Rebecca Skidmore,  
Paul Stevenson be removed from the register in  
bad standing.

Ron/Steve

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Payment of outstanding subscriptions and a fee of \$50 will apply to all those wishing to rejoin the Institute after being removed from the register.

It was MOVED and CARRIED that the Treasurer's Report be adopted and that the accounts, as listed, be approved for payment.

Steve/Ron

16.0 ADMINISTRATION REPORT:

16.1 Any past member wishing to rejoin the Institute will need to supply information as to when they resigned and in what standing. If this information is unavailable then it will be assumed that the member resigned in good standing.

16.2 The final accounts for the Sundew Conference were presented and showed a shortfall of \$617.75. This over run occurred because of last minute cancellations.

16.3 Herwi commented that the administration costs were unnecessary and that members should do this. Ron replied that there were only three members available to organise the 1992 Sundew conference and it would have been impossible for such a small number to carry out all the tasks involved. In future at least 5 members would be required to run a conference.

Julia suggested guidelines be made available. Alan said that Jan Woodhouse had written notes after an Auckland conference and he will see if a copy of same is available.

Alan

16.4 Herwi would like copies of the official documents and all standard letters of the Institute to be spiral bound and sent to all branches.

Sherryn

16.5 Ron raised the matter of a letter received from Steve Dunn criticising the raising of subscriptions without prior warning being given. Herwi answered that it was impossible and costly to get the Treasurer's Report to members before the AGM (as suggested in Steve's letter] because there were difficulties getting it back in time from the auditor. However, if anyone particularly wanted to see it before the AGM they should get in touch with the Treasurer directly

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who would endeavour to post out a copy just prior to the AGM. It was also costly to distribute the AGM minutes to all members but if any member wanted a copy they should get in touch with the Administration Officer, P. O. Box 917, Nelson.

16.6 Ron brought up timing of conferences but Herwi replied that owing to the need to set fees it was impossible to change the time of the annual conference.

16.7 A paragraph is to go in "Cuttings" to say there is an obligation on members to attend AGMs to discuss concerns or else to vote by proxy.

16.8 Stephanie Morriss has applied for a reduction in her subscription on grounds of hardship.

It was MOVED and CARRIED that under the hardship clause the Executive approve the reduced subscription of Stephenie Morris from Associate to Graduate level for 1992.

Herwi/Alan

#### 17.0 "THE LANDSCAPE ":

17.1 Ron spoke to this report and said that while Sinclair Associates have had several mishaps with the publication of Issue No. 51 he will be stressing to them that the Executive is disappointed and concerned that the issue has not been published and it is now June.

17.2 Alan felt the Institute is owed an explanation and they have until the end of the year to get production into shape.

#### 18.0 PRESIDENT'S REPORT:

18.1 Ron reported that Di Menzies was attending a meeting in London arranged by Ted Osmundsen in regard to IFLA's problems.

18.2 Mike Bartelmeh has offered to represent the Institute at an IFLA conference in Seoul and is requesting \$500 towards his costs. Steve produced a budget of his costs. Steve also said it would be helpful to the Christchurch Committee preparing for the IFLA Far Eastern Region Conference in 1995 because Mike

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would report back as to how the conference in Seoul was arranged.

It was MOVED and CARRIED that the Executive provides a maximum of \$500 to Mike Bartelmeh to represent the NZILA at Seoul.

Steve/Herwi

18.3 Ron reiterated that the Institute should pay its IFLA fees this month but hold back the 10% increase in fees. Herwi agreed and suggested the 10% be paid at the end of the year. Alan felt that all the fee should be paid now.

18.4 There was general consensus that the fee be paid now less 10% levy which was not budgeted for.

#### 19.0 VICE-PRESIDENT'S REPORT:

19.1 Alan produced presented a Draft Employment Opportunities for Landscape Architects in diagrammatic form. This diagram showed the inter-relationships of a comprehensive employment programme. Ron suggested presenting Alan's draft to the Conference Committee 1993

19.2 It was noted that Tony Jackman would like some assistance on the Construction Liaison Group.

19.3 Clive Anstey was suggested as convenor for a workshop to be held on the Resource Management Bill on 27 August the day after the next Executive meeting.

#### 20.0 REPORT BY AUSTEN SINCLAIR & NEIL AITKEN:

Ron welcomed Neil and Austen at 11.30am

20.1 Austen said that the current format of the Journal is to be retained but livened up. The lateness of the current issue is due to factors not encountered before. They have now received the final article for Issue 51 and hope to have the Journal mailed out within two weeks. Issue No. 52 is on track and the theme is New Zealand Gardens. The majority of the articles are from individuals based in Christchurch. The theme of issue No. 53 is Visual Assessment. An Auckland journalist has been employed to write for this issue. Issue No. 54 has an educational theme. A method needs to be established in order for the publisher to co-ordinate dates e.g. Awards.

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20.2 Advertising agents need to be informed of the publishers address. Canstone could not advertise because their advertising agents did not know where to send copy. It was decided that Austen would approach these advertisers again.

20.3 Neil spoke of his concerns in regard to "The Landscape". He mentioned that he had a useful meeting with John Powell, Rob Watson's Design understudy in Wellington and that Rachel de Lambert has retained her topics portfolio. Ron asked why Austen and Rachel were liaising when the convenor should be used for this purpose. Neil said that Austen and Rachel had an informal liaison.

20.4 Ron asked about the advertising space booked for issues 47, 48, 49 & 50. Austen said he didn't know anything about it.

20.5 Ron said that the Executive is increasingly anxious and concerned about the lateness of the issues; the Institute members have paid for 4 issues a year and asked if there was anyway Exec could be advised beforehand of the actual dates of the issues.

20.6 Herwi said members need to be reassured that "The Landscape" is going to be issued on time.

20.7 Austen asked if an announcement could be placed in "The Landscape" asking for items and giving dates. This was agreed

20.8 Neil is to write the Editorial slot.

## 21.00 THE LANDSCAPE GUILD

21.1 Ron welcomed Richard Hart, President, Ann Halligan, David Soul, Gordon McCallum, David Muir, Mike Jones and Melanie Watts from the Landscape Guild at 12 noon and introduced the two executives respectively. Richard Hart, President of the Guild raised the subject of standards and stressed the importance of related industries communicating with one another. A strategy plan was also needed and perhaps the NZILA would be interested in co-operating with same. Ron intimated that the Institute would be interested in looking at a shorter strategy programme.



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- 21.2 Steve asked about the guild's attitude to minimum training standards and what liaison it has with current training institutes. Richard Hart replied that the ultimate aim is to obtain a say in the major trade training programme which is before Parliament. However, this legislation is in a major state of flux because it appears the Government doesn't want to inject funds into these programmes. A seat on the National Co-ordinating Committee would be desirable for the Guild. There is a lot of pressure on the Government to keep apprenticeships going.
- 21.3 Steve mentioned liaison with Nequa. Polytechnics and NZLG have 2 members on the Carrington Committee. Ron said we need an informal joint landscape association for the purpose of lobbying and liaison. The Institute needs well trained people. Gordon said the next stage is getting I.T.O's set up and the Guild would ask the Institute to support this.
- 21.4 Richard Hart asked how the Institute perceived the NZLG fitting in with it.
- 21.5 Alan said he had reservations about anyone using the term landscape architect without professional qualifications and support from the NZLG would be appreciated to see that this term was not used except by those with professional qualifications.
- 21.6 Richard Hart asked that if the guild didn't have "designers" would the Institute support them as a trade organisation and could the "designers" belong to the Institute.
- The Institute would encourage them to join as Affiliates, i.e. that is anyone who works in the field or has an interest in landscape can belong to that category. Anyone who has demonstrated by their performance that they have the skills can be an affiliate. Alan is to write an article on this subject for the Guild's Groundcover in the Dialogue column.
- 21.7 Ron referred to the Joint Council of Landscape Industries, U.K. which was an example of landscape industries coming together. Alan mentioned that it is desirable that there be some differentiation between groups. Ron also said it makes matters easier in the public's mind if there is some differentiation.
- Ann Halligan said there needs to be education in the public arena about the landscape industry.
- 21.8 David Sole explained that to become a member of the NZLG a person applies and is nominated by two existing members. Reference and credit references need to be supplied. It then

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goes before a membership committee. At least one inspector inspects the candidate's work. An application for membership is also advertised in "Groundcover" for any objections prior to membership being granted.

21.9 Michael Jones suggested a joint brochure was a possibility for educating the public about the two organisations or rearranging an existing one to be sent out.

21.10 Ron said that both organisations need specifications. Herwi suggested a facts sheet.. Guidelines are also needed for the landscape architect and the contractor. A set of references would be valuable, e.g. nursery tree quality specifications for a start.

21.11 Richard Hart said that the Guild has not progressed very far on the use of hardwoods but members have an awareness that tropical hardwoods should not be used indiscriminately. Both organisations should be aware of alternatives to hardwoods. Herwi mentioned that there are New Zealand hardwoods available from N.Z. Hardwoods Timber Ltd, P. O. Box 71-082, Rosebank, Auckland 7.

## 22.0 1993 CONFERENCE REPORT

At 2.00pm Ron welcomed Ross Jackson and Jon Anderson.

22.1 Ross said there is a strong preference for the 1993 conference to be centred around the Resource Management Act. A committee of 9 is now in place. There was a general discussion and a draft programme was presented. The conference float was requested and Herwi asked for a draft budget at which time he will pay the float.

## 23.0 IFLA REPORT

Ron welcomed Rob Gay at 2.30pm.

23.1 The winner for the UNESCO Prize for Landscape Architects was from China.

23.2 A paragraph about the IFLA situation is to be inserted in "Cuttings".

23.3 Ian Oelrichs has offered a \$100 donation to the Institute from his personal funds for a member of the Executive to travel to Australia to discuss the IFLA situation. Ron has acknowledged this offer with thanks.

8.

#### 24.0 ASSOCIATESHIP/BRANCHES

- 24.1 Members are reminded that elections for the Executive are to be held at the end of this year and they should be thinking about their availability to stand and/or who they might nominate.

#### 25.0 EDUCATION REPORT

- 25.1 Steve spoke to his report. There is a lot of opportunity to get involved with qualification courses. He sees no need for NEQUA to get involved with the NZILA qualification certificates. Steve mentioned that Massey University is advertising for a lecturer in landscape management. NZILA doesn't have the right to ask the University what is it doing. What the Institute could do would be to write and suggest that the person who obtains the position should be a landscape architect. The question to be addressed is are we against other universities teaching landscape architecture. We believe that we should have some input into qualification standards set by NEQUA.
- 25.2 Alan said the Institute needs to approach NEQUA and seek their position on courses which have some landscape ingredient. Places like Carrington can offer a Bachelor of Landscape Design which creates a problem. We must not lose opportunities to have a say in policies. It also has to be paid employment.
- 25.3 Steve said that the current structural tertiary level will survive and that is what is important to the Institute.
- 25.4 Alan said it is an opportunity for graduates to get into polytechs etc. The point needs to be made about the quality of graduates.
- NEQUA needs qualified landscape architects to assess courses and teach. These courses don't need to be stamped out as some people suggest.
- 25.5 Steve is to liaise with NEQA on any contribution the Institute can make to the quality of course developments and status and is also to seek an evaluation and accreditation advisory role on a paid employment bases.
- 25.6 Steve presented a budget for the 1995 Eastern Region IFLA conference.

9.

26.0 CONSERVATION

Claire's report was tabled. Ron is to discuss it in more detail with Claire.

Ron

27.0 AWARDS

Ron spoke to Dennis's report. It must be clearly spelled out that in future the chairperson of the Design Panel must be a landscape architect.

28.0 MEMBERSHIP

6 students were admitted to the Institute: Timothy J. Church, Mary F. B. Gauden, Timothy J. Fitzpatrick, J. Robin Duncan, Steven Robert Miles, M. R. Lockhart.

Herwi/Ron

29.0 GENERAL BUSINESS

Herwi asked that a subscription of "The Landscape" be donated to D.O.C.'s science library in return for their permission to use their premises for NZILA Executive meetings. This was agreed.

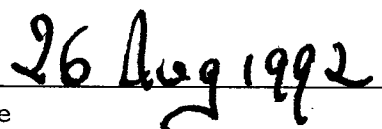
Herwi

The next meeting will be on 26 August 1992.

The meeting closed at 4.30pm



Chairman



Date

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MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE  
NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS HELD ON  
8 APRIL 1992 AT THE DEPARTMENT OF CONSERVATION'S OFFICES,  
58 TORY STREET WELLINGTON AT 9 AM

Action

PRESENT: R. Flook, President; A. Titchener, Vice-President;  
H. Scheltus, Treasurer, J. Williams, S. Thompson  
C. Findlay, D. Scott, S. Malthus, Administration

PREVIOUS MINUTES: In the Treasurers Report after item 1.11 add "Ron/Herwi".

It was MOVED & CARRIED that the minutes of the  
previous meeting of 13 February be adopted.

Ron/Julia

MATTERS ARISING: It was agreed that Sinclair Associates open their  
own box at NZ Post on the Terrace and not use  
NZILA's box.

#### 6.0 TREASURER'S REPORT:

6.1 It was agreed that the following motion taken from  
the report of the auditors, Iles & Campbell of 13  
February 1992 "That the Treasurer's Report be  
accepted and that the accounts as listed be  
approved for payment" be adopted for future  
minutes.

6.2 Alan said he has heard from several members  
concerned at the rise in subscriptions. A further  
letter is to be sent with the mail out of "Cuttings"  
next week explaining in more detail why subs  
have been raised.

Herwi

Julia asked if the Treasurer's Report could be  
circulated prior to the AGM. Herwi said that  
because of the time constraint between getting  
the report back from the auditors and the AGM  
this was not possible.

It was decided that any future notice of an  
increase in subscriptions would be accompanied  
by the relevant extraction from the Treasurer's  
annual report.

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6.3

A notice is to be put in "Cuttings" reminding members that they can request a copy of minutes.

Ron

It was MOVED and CARRIED that the Treasurer's Report be accepted and that the accounts, as listed, be approved for payment.

Ron/Claire

6.4

Sherryn spoke to her report. The Constitution will not be ready for the mailout to the membership this week but should be included in the next one. It has been requested that a new item be added to the agenda, i.e. Membership.

Sherryn

6.5

Ron spoke briefly at this stage of the meeting about IFLA and recent events. Australia has pulled out, the United States is on the verge of doing so and if this happens Canada would almost certainly follow. Britain has already broken away and joined an European Federation of Landscape Architects. Ron has written to IFLA stating that NZILA would not be paying the increase in subs because advice of same had arrived too late to be included in NZILA's annual budget. He mentioned that Simon Swaffield is very alarmed about this turn of events because his accreditation for Lincoln University could cease if NZILA pulls out. AILA has been asked about its accreditation but does not seem concerned about this. The general feeling amongst the Executive was to retain the status quo and review the situation in June when the IFLA subscription is due. Ron felt that it would not be in the NZILA's best interests to resign.

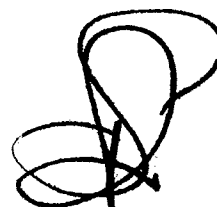
6.6

Alan asked if IFLA could survive with the above-mentioned pulling out. He feels it is urgent that the Institute approach National Education Qualifications Authority in terms of landscape courses in New Zealand. He is favour of staying with IFLA but thinks it could not be viable if the US pulls out.

6.7

Rob Gay will be asked to write to IFLA asking what course of action is going to be adopted and how the present situation is going to affect it. He will approach the new president and also Ted Osmundsen, the immediate past president. It appears that the cost of administration is one of the main reasons for countries pulling out.

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7.0 PRESIDENT'S REPORT:

- 7.1 Ron spoke to his report and expressed concern that there was not a graduate representative on the Executive. A local Wellington graduate could not be located and it was decided that the Treasurer would have to budget for someone to travel to Wellington next year to represent graduates if a graduate based in Wellington could not be found. A notice is to be published in "Cuttings" asking for a volunteer. The dates of the Executive meetings for the year are also to be published. Herwi  
Sherryn
- Claire suggested that a graduate from outside Wellington be appointed who could liaise with an Executive member in the same location who would report to the Executive on the graduate's behalf. This was agreed as an alternative
- 7.2 Ron suggested that Dennis and his Awards team organise the Awards display. Dennis agreed and said that any promotional work hooked up with the Awards programme should also be done by his committee. Dennis
- 7.3 Val Kirby has asked that disciplinary principles be published - what constitutes a complaint? Ron is to write to Rob Watson about an update on the Code of Ethics. Ron
- 7.4 Claire is to approach Clive Anstey about representing the NZILA on the Ministry for the Environment Liaison Committee. Claire, after consulting with Clive, will report to Executive meetings on the minutes from these meetings.
- 7.5 At 11.30am Ron welcomed Catherine and Austen Sinclair from Sinclair Associates and Neil Aitken Convenor of the Editorial Liaison Committee.
- 7.6 Ron spoke of the change of Item 2.11 on the contract between Sinclair Associates and the NZILA. The word six is to be changed to 4 and the words "each calendar year" to be added after the word "intervals". Item 5.3 after the word "members" is to read "by the 20th of the month following".

These amendments were agreed to by both parties.

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- 7.7 Neil asked for reassurance that the new contract will avoid the difficulties of the current issue. This is to be negotiated between Neil & Sinclair Associates. Austen spoke of market retail sales and whether these would prove successful. The retail price of "The Landscape" would be approximately \$9.90. Sinclair Associates are to send a proposal to Executive.
- 7.8 Sinclair Associates ideally would like someone locally-based to represent the ELC for Topic and Design. Neil concurred and said he would be looking for someone in the Wellington area. It was suggested that maybe that person does not need to be a corporate member of the Institute.
- 7.9 Rachel de Lambert has asked if she could do topics but not design. Neil is concerned about another change in the Editorial Liaison Committee in relation to continuity. There was a general discussion about suitable people to be on the ELC. Procedures need to be re-considered.

Ron/Neil

#### 8.0 VICE-PRESIDENT'S REPORT

- 8.1 Alan spoke to his report. Claire asked what initiative was being taken with Central Government in regard to landscape architects being used to help train the unemployed. Ideally these landscape architects should be employed by Central Government. This was an area where landscape architects could be of national assistance.
- 8.2 It was suggested that Ross Jackson, Convenor of the 1993 Wellington Conference be approached and given some idea of what is being done in regard to the above and this could be used as a topic for one of the seminars at the 1993 conference.
- 8.3 Professional Indemnity Insurance. The Executive agreed to the recommendations in Alan's report. Alan is to follow up with Barry Dacombe of Acanthus and request a draft memorandum for the June Executive meeting for approval and for mailing out to members
- 8.4 There was a general discussion about bi-cultural policies.
- 8.5 A letter of Appointment is to be drafted for the Administration Officer.

Alan

Alan

Ron

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- 9.0 Ron welcomed Rob Gay at 1.30pm. He was asked from his point of view as the NZILA delegate on IFLA where the Institute stood in the light of recent events. Rob said that there were still 52 members left in IFLA and in his opinion the Institute should stay in IFLA and push for a strategy development. A new approach is needed and maybe the world should be quartered and then this region would become the Pacrim, i.e. Pacific rim, following the Australian Institute of Landscape Architect's suggestion.
- 9.1 Rob said there had been an orchestration against Ted Osmundsen from countries like Europe, Japan, Singapore etc. His suggested strategy for the NZILA was to approach Ted Osmundsen and the new president and ask what strategy IFLA is going to develop for Pacrim countries and Rob has agreed to write this letter. Rob Gay
- 9.2 Rob sought confirmation of his nomination to membership of the IFLA Dues Task Force. It was agreed that this would be an excellent move.
- 9.3 In regard to Item No. 2, page 3 of Rob's tabled report it was decided that subject to IFLA's continued existence and NZILA's membership a donation of \$500 toward's Mike Barthelmeh's' expenses would be made after his budget is presented by Steve at the next Executive meeting in June. Steve
- 9.4 Rob asked whether an account for the freight for the IFLA yearbook had been received. Herwi has not received this as yet.
- 9.5 Rob is to draft a letter to members to be presented at the next Executive meeting for approval setting out the benefits of belonging to IFLA. Rob
- 9.6 Steve asked if the Executive had a brief to withdraw from IFLA and does the NZILA have to go through a special vote. Ron is to verify this at next Exec. Ron

#### 10.0 ASSOCIATESHIP REPORT:

- 10.1 Julia spoke to her report. Rob Pryor, Simon Swaffield, and Graeme Densen are to be approached to sit on the Associateship panel this year.

#### 11.0 EDUCATION REPORT:

- 11.1 Steve spoke to his report. He confirmed that the IFLA Eastern Region Conference is to be from 18 to 21 October 1995 at the Christchurch Town Hall.

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The tentative theme is Cultural/Natural Heritage. Steve said that this was not definite and the Christchurch Branch is happy to look at suggestions. The committee comprises Earl Bennett, Rob Watson, Mike Barthelmeh, Don Miskell and Steve Thompson. Chris Glasson is the Chairman.

## 12.0 CONSERVATION REPORT:

- 12.1 Claire spoke to her report. The Executive agreed that the Institute had an attitude of encouraging the use of alternatives to tropical hardwoods. The NZ Timber Importers Association is to be asked to provide copies of its pamphlet on tropical hardwoods for mailing out to the membership to go with the next general mailout. Steve is to write an article for the "Landscape" on the pros and cons of the use of tropical hardwood. Claire
- 12.2 There was a general discussion on the Queens Chain and Riparian Rights. There was agreement that the Institute make submissions on this matter to the appropriate authority, i.e. a natural pattern or a 20m wide strip. Claire is to draft a review on this, check with Executive and submit to Rob Storey, Minister of the Environment. Steve
- 12.3 Claire is to draft a review on this, check with Executive and submit to Rob Storey, Minister of the Environment. Claire

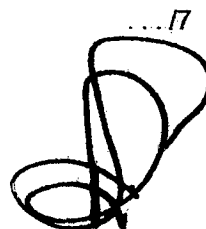
## 13.0 AWARDS PORTFOLIO:

- 13.1 Dennis spoke to his report. Executive was adamant that a landscape architect be on the panel. Rob Watson was suggested as co-ordinator, with Min Hall and Mike Cole. For the written word Neil Bromley, Dave McKenzie and Tony Walker or John Morton.
- 13.2 Moniers have stated very strongly "no" to Christchurch branch seeking outside sponsorship from others in the same business as they are.
- 13.3 Additional sponsorship is needed for couriering the Awards panels around the country due to NZ Couriers being unwilling to continue their sponsorship because of: 1. not enough coverage for them; 2. bulky items; 3. backtracking between various centres. Dennis was asked to make a further approach to NZ Couriers. Dennis
- 13.4 There was a general discussion on Chris Glasson's letter to Ron of 16 January 1992. Dennis is to reply to Chris. Dennis

## 14.0 GENERAL BUSINESS:

- 14.1 It was decided to invite the Landscape Guild for a working lunch with the Executive at it's next meeting. Ron

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14.2 The Arboriculturalists would like to meet with the Executive and Julia suggested the Conference 1993 would be an ideal opportunity. Alan suggested Ross Jackson be approached to check that this would be in order. Julia

14.3 The Student Merit Award for 1991 has gone to Mr Jeff Weston and is to be presented to him at a Canterbury Branch evening function. Steve

14.4 An Offer of Service has been received from Herwi's typist to go out with the next mail out. Ron said that the same opportunity should be given to Sherryn, the NZILA's administration officer. Sherryn thanked the Executive for the opportunity

14.5 The NZILA Policy Document Strategy Plan needs to be reviewed and a new strategy plan developed for the next Executive meeting.

14.6 Four new students were admitted to the Institute:  
Katrina Maria Simon, Linda J. Horrill, Thomas Nelson Abraham, Anna E. Glausiuss;

It was MOVED and CARRIED that these applicants be admitted to the NZILA

Herwi/Ron

Two graduates were admitted to the Institute:

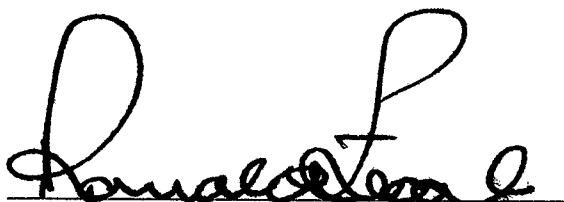
John Anthony Clayden, Katherine Crolus Rhee

It was MOVED and CARRIED that the above be admitted to the NZILA

Herwi/Claire

The meeting closed at 5pm

The next meeting will be on Wednesday, 10 June 1992 at the Department of Conservation's Offices, 58 Tory Street, Wellington.



Chairman

10 June 1992.

Date

0035



MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE NEW ZEALAND INSTITUTE OF LANDSCAPE ARCHITECTS HELD AT THE OUTDOOR EDUCATION CENTRE, TOTARANUI, ABEL TASMAN NATIONAL PARK ON 13 FEBRUARY 1992 AT 4PM

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

APOLOGIES: Dennis Scott

Alan/Ron

PREVIOUS MINUTES: Item 11.1 April has requested that this paragraph be changed to read: "April spoke to her Graduate report. She believes that the most serious issue facing graduates is lack of employment, and that NZILA should respond. There may be serious repercussions for the whole profession if we do not. One new trend is for graduates to start straight into private practice. Because there are more graduates than in the past and less opportunity for the previously expected 'apprenticeship' in a government agency before going into private practice, April is concerned there may be repercussions of lower quality, reputation, and income for the whole profession. By offering more specific preparation and support to such graduates, the Institute and Lincoln may be able to protect our professional reputation etc., as well as helping graduates."

Item 7.2 should read Wellington Branch is showing a reluctance to run the 1993 conference.

Alan has asked that the Executive Agenda should be started with the word 'Karakia' rather than the word 'Prayer'.

It was MOVED and CARRIED that the minutes of the previous meeting of 27 November 1991 be adopted.

Herwi/Ron

MATTERS ARISING: Ron said he was confused by the statement that 17% of members have not paid their subscriptions. Herwi replied that a further \$3000 has been paid but there is still 13% of all subscriptions unpaid.

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A handwritten signature in black ink, consisting of a large, stylized 'P' or 'R' shape with a loop at the bottom.

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It was suggested that Institute members could be uncomfortable with Sinclair Associates having unrestricted access to the Institute Post Box. This is to be considered.

# 1. TREASURER'S REPORT:

- 1.1 Herwi spoke to his report. He mentioned the members who have not paid their subs and how those who have paid subsidised those who have not.
- 1.2 He said the auditors questioned the Institute underwriting Issue No. 47 of "The Landscape" and said they were most concerned as to what would have happened if, for example, \$15,000 had been spent instead of the \$8000 which was spent. Alan said that Executive must front up to the AGM and be completely honest about the Institute's financial situation. Herwi went through the Outward Cashbook and talked about where the Institute Executive could make savings.
- 1.3 An asset register is to be put together.
- 1.4 Monier's are to be informed that the display stands are available to them if they are required.
- 1.5 Herwi is to make a recommendation to the AGM about a disciplinary fund and a decision is to be made at the next Executive meeting.
- 1.6 Steve suggested that after 3 reminder notices had been sent to those members who have not paid their subscriptions that their names be published in "Cuttings". The Executive generally disagreed with this suggestion.
- 1.7 Membership fees for 1992 were raised.
- 1.8 It was agreed that the Construction Liaison Group be offered a \$1 : 1 subsidy for a luncheon this year.
- 1.9 The auditors have requested that there must be two signatories to all cheques. Each page of the Treasurer's Report and Minutes must be initialled by the President.



3.

1.10 Alan spoke of his concern about the feelings of previous Editorial Committees for "The Landscape" when high costs are mentioned at Exec meetings and in the minutes and who, through no fault of their own, incurred extra costs when publishing "The Landscape" .

1.11 Steve queried the extraordinary item of \$17000 shown in the accounts.

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

## 2. ADMINISTRATION REPORT:

2.1 Sherryn spoke to her report. She was asked to monitor her time and there was a general discussion as to where her time could be cut. It was agreed that a further discussion on this subject be held over the next two days of the annual conference

## 3. "THE LANDSCAPE"

3.1 Ron spoke to Sinclair Associates Report. April asked if Sinclair Associates were obliged to have advertising in the Journal. Ron replied that this was not a requirement.

3.2 Neil Aitken from the Editorial Liaison Committee for "The Landscape", suggested in his report that the Executive continues with Sinclair Associates as publishers. There was a general discussion about the terms of the contract and whether it should be for one or two years. It was suggested that Sinclair Associates be given a year's contract which would give them time to improve on the standard of the last two issues and then extend it after that. Alan suggested that this was hardly fair to Sinclair Associates from a financial viewpoint and said the contract should be for 12 months but for Sinclair Associates to be given six months notice of the renewal of the contract.

It was MOVED and CARRIED that the contract between Sinclair Associates and NZILA be

.../4



4.

reviewed on an annual basis subject to confirmation from 1992 AGM that the contract between Sinclair Associates and the Institute is acceptable. The annual review is to take place following publication of the second issue for each year of the contract.

Alan/Ron

3.3

Julia raised the point that Neil had mentioned in his report about the ELC not fulfilling its role as described, i.e. needing more time to check material before it was published. Ron said that shortage of time due to the lack of experience on the part of the Sinclairs had made it difficult for that condition to be fulfilled for the last two issues but that now Sinclair Associates were more experienced it was hoped that this aspect would be achieved with future editions.

this.

4. VICE-PRESIDENT'S REPORT (Alan)

4.1

Alan spoke to his Promotions report and said now that he had systems in place it would be much easier to manage in future and suggested that some other member be co-opted to be responsible for this portfolio so he could concentrate on the employment portfolio. Steve said he would be able to help although an Auckland member would be preferable. This is to be followed up.

The meeting adjourned at 7.10 p.m.

The meeting re-opened at 4.45pm on 14 February 1992.

5.1

It was decided that the Graduate Representative on the Executive needs to be based in Wellington.

5.2

Executive decided that Lynn Cadenhead would be suitable to take over from April Walker as Editor of "Cuttings". Steve Thompson is to take care of production and Sherryn will do photocopying. Ron will proof read.

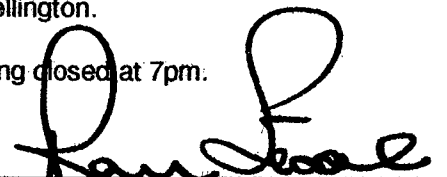
5.3

Articles of Constitution are to be amended as per Alex Wilson's notes.

Date of next meeting : 8 April 1992 at the Department of Conservation's Conference Room, 58 Tory Street, Wellington.

The meeting closed at 7pm.

Chairman



Date

