

NZILA EXECUTIVE COMMITTEE MEETING MINUTES

Friday, 20 September 2019

Meeting held at Isthmus Offices, 43 Sale Street, Freemans Bay, Auckland

Meeting opened at 9.00am with a waiata.

1 PRESENT:

Brad Coombs, Julia Wick, John Brenkley, Rebecca Ryder, Henry Crothers, Megan Ash, Mark Fletcher, Don Royds, Damian Powley [TTAN].

Minute taker:

Vicki Clague

2 APOLOGIES:

3 MINUTES OF PREVIOUS MEETINGS:

3.1 Exec. 06 2019 Minutes

It was moved (Rebecca Ryder/Megan Ash) and unanimously Carried:
THAT the minutes of the 28 June 2019 meeting be accepted as a true and accurate record.

3.2 Electronic Motions issued since last meeting:

EM91 – Ross Jackson, Life Membership - CARRIED

EM92 – Victoria University Accreditation - CARRIED

4.0 MATTERS ARISING FROM PREVIOUS MINUTES:

5 OFFICERS REPORTS - Presented

5.1 PRESIDENT (Brad Coombs)

Report Received.

Brad spoke to his report and outlined recent activity:

- Met with Ross Jackson in Wellington to advise him he is to receive Life Membership. Presentation will be made at the Welcome Drinks at Conference.
- AILA/NZILA teleconference held 11 July.
- NZILA Nomination of Renee Davies for IFLA APR President made on 17 July.

- Presentation of the Climate Change Response Submission made to the Select Committee on the 30th August by Clive Anstey and Julia Williams.
- Singapore Institute of Landscape Architects Awards judging was held in Singapore on the 20th July.
- IFLA Asia Pacific Awards judging was finished early July.
- Workshop held with Te Tau-a-Nuku on Landscape Guidelines on 27 July.
- Positive feedback received for the NZILA Streetscape Speaker Series Catherine Mosbach lectures held 29-31 July.
- EDS Conference held 14-15 August – Rethinking Landscape in Aotearoa. Getting ‘in’ the conversation.
- Attended Unitec Industry Advisory Committee meeting on 18 September.
- General liaison with the Universities on engagement with NZILA outside of the accreditation process.
- Ongoing korero with Te Tau-a-Nuku on a range of subjects.
- Attending Parks City Symposium, Chengdu, China, 25-26 September.

Ng Aho

Brad to contact Desna about a meeting in Auckland.

Action: Brad

Advocacy

There was a general discussion around advocacy;

- 1) Promotion of landscape architecture
- 2) Issues and responding
- 3) Practice issues

It was agreed that an **Advocacy Group** would be formed. The Group would consist of 5 members seeking expertise and leadership in the following areas; urban, practice, cultural, contractual and climate change/land use. This group would also be responsible for initiating Submissions.

It was also agreed that once the Advocacy Group was in place they would write guidelines around who, how and when NZILA and LAA is able to comment in particular around sensitive issues.

Henry to chart a draft structure of what this would look like and how it would function and circulate to the Executive Committee for comment.

Action: Henry by 4 October

Governance Review

Brad has been in contact with Graeme Nahkies regarding the Governance Review report and process. Brad circulated a Long Form Summary document provided by Graeme outlining a process which was discussed at the meeting.

It was agreed that a sub-committee from the Executive Committee would be formed and comprise of Brad Coombs, Rebecca Ryder and John Brenkley and be part of the Governance Review Group. A meeting is to be held in the first week of December.

The sub-committee is to liaise with Graeme Nahkies regarding the suggested steps outlined on page 7 of his report. Following this they will collate a brief that will be circulated to the Executive Committee for comment and then subsequently be sent to the Governance Review Group.

The Governance Review Group is then to consider the brief and report back to the Executive Committee with recommendations.

Action: Brad/Rebecca/John

It was agreed that a Governance update be provided to the membership via e-communication.

Action: Brad

In-Committee discussion around Life Membership. In-Committee minutes recorded.

5.2 AWARDS (Julia Wick)

Report Received. Julia spoke to her report.

Climate Change Group

NZILA Climate Change Group consists of members; Matthew Bradbury, Rebecca Jerram, Rachel de Lambert and Julia Wick (Executive Committee rep at present). The group is yet to engage with other representatives from outside of Auckland (Identified at the last meeting, Rebecca Ryder (Tauranga), Wellington (Mark Fletcher).

The Climate Change Group meets monthly prior to the NZILA Auckland Branch Committee Meeting. The Climate Change Groups core purpose is to;

‘Ensure the active participation of New Zealand Landscape Architects in National efforts to accommodate future climate challenges by:

- *Providing design led solutions focused on natural processes and ecologies.*
- *Coordinating discourse and debate with NZILA Membership and allied disciplines.*
- *Professional collaboration in local, national and global adaptation projects.’*

Submission on the Auckland Council Climate Action Framework (2019)

The climate change committee recently put forward a submission on the Auckland Council Submission on Auckland Council Climate Action Framework.

IFLA declares a climate and biodiversity emergency

It was agreed that NZILA would support the IFLA declaration and announce this to the membership accordingly. Brad to supply some words.

Action: Brad

It was agreed at the meeting that NZILA would create its own policy and Julia would revert back to the Climate Change Group and engage them to create a NZILA policy.

Action: Julia

Landscape Assessment Guidelines

Rachel de Lambert, Gavin Lister, Brad and Julia met with members from Te Tau-a-Nuku on the 27th July for a day long Hui to discuss cultural input into the Landscape Assessment Guidelines. The input from Te Tau-a-Nuku will be principally led by Alan Titchener and Alayna Renata with kōrero from the junior members of the group.

Whilst this additional layer to the guidelines will undoubtedly lead to a stronger piece of work, it's important to the authors to maintain a high quality in the authorship. Julia advised that timeframes on this piece of work have slipped slightly.

Brad and Julia to draft an update to the membership regard the status of this work and projected timeframes.

Action: Brad/Julia

Brad and Julia to advise Vicki what budget is required for 2020.

Action: Brad/Julia

5.3 TREASURER (Rebecca Ryder)

Report Received. Rebecca spoke to her report and provided a financial update.

2019 Budget

Current financial tracking of the 2019 income and expenses was outlined.

Branch Accounts

The Branches are now operating under the main NZILA accounts with a second round of input into the bi-monthly GST returns.

Updated Branch Operational Procedure document has been provided to the Auditor. The Branches Book Keeper will provide standard quarterly reporting to Branches.

Iles and Campbell will provide a projection for the 2020 budget for the next Executive Meeting which will include:

- Monthly reporting/reconciliation.
- Invoicing.
- Quarterly Reporting.

- GST Returns.
- GST Distribution (Twice Annually).
- Branch Data inclusion into the annual reporting.

Update of Draft Financial Policy

Feedback received from the Executive Committee. There are several matters that require additional review. Rebecca to continue to work with the President and Secretary with a delivery date of the final Financial Policy to the Executive Committee at the next meeting.

Action: Rebecca

Financial Market Effects

With a softening market and budget pending for 2020, it is suggested that the Executive Committee think about how NZILA will respond to potential negative variances to revenue streams ie, diversification of the income sources to lessen the dependency on subscriptions which is currently 73% of revenue. How can we increase financial reserves?

Executive Committee / Board Work Plan

Plan is needed that provides focus for the upcoming annual and monthly actions a board needs to undertake. This is focused on board meetings and reporting.

Rebecca to start work on developing a template that will be updated by each Executive member for their portfolio.

Action: Rebecca

Executive Committee to email Vicki with 2020 budget requests.

Action: All

5.4 HONORARY SECRETARY (John Brenkley)
Report Received. John spoke to his report.

VUW Accreditation Review

Following recommendation from the NZILA Accreditation Panel, Victoria University of Wellington was granted accreditation for a further 5 years and sent a confirmation letter and the Accreditation Panel report. Acting Director of Landscape Architecture Hannah Hopewell responded thanking the Panel for their report and recommendations and advised the University has already initiated strategies to address a number of recommendations and feel very positive about how the Accreditation process assists in strengthening their Landscape Architecture Programme.

Education Policy

The Panel suggests that a minor review of the Education Policy would be beneficial but believe that any such review should not come into effect until after the current round of Panel visits. Any adjustments to the existing Policy and Standards should come into effect after the accreditation visit to Lincoln University in 2021.

The issues the Panel recommend need to be addressed in the Education Policy review are as listed:

- the need to strengthen the kaupapa Maori assessment criteria.
- the need to formally add a Maori specialist to the Panel, rather than an advisor to the Panel.
- the timing of the provision of the Annual Report because the end of February date gives us no data on current year staffing and student numbers.
- the need to separate out the different components of the 'Education Outcomes' performance criteria, (particularly C-31) so that they can be separately identified, both in material prepared by the education providers and in our Review Reports.

Operational Procedures and Protocols document

The document was last updated in April 2007 and is out of date. It was decided that no further action is required until the outcomes of the Governance review are decided.

Fellows

A Call for Fellows was sent to the membership on the 6th August. To date no nominations have been received.

Fellows Working Group

John is to contact Nikki and put in place a Working Group as per previous meeting items spanning back to 2017.

Action: John

Brad and Damian left the meeting. In-Committee discussion around a complaint received. In-Committee minutes recorded.

5.5 COO/Administration (Vicki Clague)

Report Received.

Financial Update

Vicki provided an update on the financial status as follows:

Operational Budget

Overall the budget is tracking well. Budgeted income is \$353k with expenses \$381k. Forecast indicates that income will end up being approx. \$376k and expenses \$362k.

Key items to note:

- Membership subs target of \$258k has been exceeded by \$14k.
- Job advert income is tracking behind budget, estimating a shortfall of \$7-8k.
- Conference profit will exceed the budgeted amount of \$12,904.00.
- Branch Accounts person will be less than allowed for in the budget.
- Landscape Assessment Project will not use the full budget.
- Executive Committee travel will exceed the budget.

Term Deposits

The Institute currently has \$400k invested in term deposits.

Events

NZILA Streetscape Speaker Series 2019 | Catherine Mosbach

Sponsorship was procured of \$18k and a small profit was made of \$211.83.

A Post Event Report was written and sent to Streetscape.

NZILA Streetscape Speaker Series 2020

Streetscape have confirmed their sponsorship for the 2020 Speaker Series.

A speaker needs to be found.

NZILA Firth Conference | 6-8 November 2019

188 paying delegates have registered to date. This represents \$85k of income.

Total Registrations including speakers, sponsors and suppliers is currently at 228.

Sponsorship procured is \$101,250, budgeted target was \$88k. Full list of sponsors on the website.

Estimated Conference profit is \$30k. Canterbury/Westland Branch will receive a 10% profit share.

All international speakers now confirmed. Promotion of the Conference will continue until the end of October.

Resene New Zealand Institute of Landscape Architecture Awards 2019

45 shortlisted or elevated entries listed on the website.

The final ratification meeting was held in Auckland. Winners have been notified.

Additional sponsorship of \$10k procured from Resene for creation of videos of the winning projects. Videos will include images and comments from a judge and will be played at the Awards Dinner.

MC confirmed is television and radio personality Ali Pugh.

Photographer has been secured for the Welcome Drinks, Conference and Awards evening.

All shortlisted entries will be made live on the website after the Awards dinner in the Showcase section.

Goal is to achieve a breakeven budget, however Judges travel expenses have exceeded budget. Income to date is \$94,742.44: Entries - \$26,417.44, Sponsorship \$50,000.00, Ticket sales \$18,325.00.

Proposal for an Awards Installation in Auckland and Wellington funding was sent to Resene – no response to date.

There was a discussion regarding naming rights sponsor, brand fit and sponsorship of the Awards. Vicki to review and consider recommendations for reporting back at the next meeting.

Action: Vicki

Websites

Landscape Architecture Aotearoa

Fortnightly meetings held with Blame the Media to discuss LAA future content and to ensure that articles are scheduled in conjunction with the Institute's calendar. LAA e-communications are sent twice a month to the current database of 1,792.

Year to date we have had 23,700 visitors to the site an increase of 20% on 2018.

NZILA

Year to date there has been 54,550 visits to the website with a total of 160,733 pageviews. Up slightly on 2018.

Currently liaising with the new website developer to set up daily backups.

Relationships

AILA

Conference call held between: Tim and Shaun (AILA) and Brad and Vicki (NZILA).

Landscape Foundation

Met with Jan Woodhouse regarding the Landscape Foundation. They are producing a book for release mid 2020.

ADMINISTRATION

Summary of report for activity 22 June – 12 September 2019

- 2019 Membership Subs: members who had not paid their 2019 subscription fees by 30 June were removed from the database due to non-payment.
- GST return was filed in July 2019 for the May/June 2019 return period.
- Conference and Awards registrations invoiced as received.
- Bank reconciliations are processed weekly.
- Branch Levies: Mid-year levy calculations were collated. Payments higher than budgeted due to increased membership subscriptions. Letters and supporting details sent to each branch advising of the following payments:
Auckland: \$5757.44 + \$500 for student function, Canterbury: \$3861.28 + \$500 for student function, Central Nth Is: \$1103.88, Hawkes Bay: \$549.64, Nelson: \$413.64, Wellington: \$1952.96 + \$500 for student function, Southern: \$1010.00.
- Accreditation Review - Victoria University of Wellington: accredited status has been approved until 2024. Certificate being produced.
- NZILA and LAA website advertising and LAA advertorial content requested and loaded up as per the Advertising Schedule.
- ASB special offers are available for members, valid until 31 October 2019.
- Branch Secretaries emailed branch membership lists at the end of each month.

- Call for Fellows: e-communication sent requesting applications be received by close of business Monday 30 September 2019.
- 2 Electronic Motions processed and circulated.
- Final Minutes from the 4 March 2019 Executive Committee meeting signed by Brad Coombs and added to the Document Library.
- Draft minutes from the 28 June 2019 Executive Committee meeting collated and circulated.
- NZILA Executive Committee portfolio information updated on the website.
- Monthly IFLA Asia Pacific newsletters are featured on the website and included in the end of month e-communications.
- 47 jobs board listings have been advertised this year.
- Te Tau-a-Nuku: monthly updates coordinated by Neil Challenger are posted on the NZILA website and in the end of month e-communications.
- NZILA website pages are constantly checked and updated.
- Website statistics recorded monthly for the NZILA and LAA websites.
- Mentoring Programme: Ben Taylor and Rebecca Jerram are to jointly take over the Auckland Mentoring role from Orson Waldock who is stepping down after 5 years. Wellington Branch are currently seeking a replacement for Helen Baggaley. 14 members are enrolled in the Mentoring Programme for 2020.
- Registration Interviews 2019 (Christchurch/Wellington/Auckland): applications are due by 5pm Wednesday 25 September.
- Registration Interview Panel: Call for panellists was sent.
- As at 12 September 2019 the Institute has 869 members in total, 606 full members.
- 32 E-communications have been sent since the last meeting.

5.6 COMMUNITY (Henry Crothers)

No Report Received.

Henry tabled the document, Urban Reset: 'unleashing the power of great design' written by Gerald Blunt and Ben van Bruggen.

Henry to contact NZIA for their feedback on the document and report back to the Executive Committee.

Action: Henry

5.7 EVENTS (Mark Fletcher)

Report Received. Mark spoke to his report:

Events Strategy

The Events Strategy aims to identify the current ways that events are organised and run at a national and branch level, how improvements can be made, what structures/positions can be created to deliver better events and what the next steps are for actions and recommendations.

Creative Panel

Vision is for a Creative Panel who can, via their knowledge and skill-set, make recommendations around themes, speakers and the creative aspects of NZILA events. The purpose of the Panel is to provide the NZILA Events Manager with creative guidance.

The Panel is to be made up of approximately seven NZILA members: Panel Chair, a Cultural Representative, 3 x Panel Members and 2 x Local Branch Representatives. Two Branch Members from the proposed conference location shall be nominated to join the Creative Panel to provide input in the creative direction of the conference and draw upon their local knowledge to assist the Events Manager.

It was agreed at the meeting to move forward with putting in place a Creative Panel, with Mark as Chair. A Call for Interest is to be sent to the membership. Upon receipt of applicants the Executive Committee will vote on the final list.

Action: Mark/Vicki

Events Manager

The vision is for NZILA to employ/contract a full time Events Manager who will create and manage a range of events that will generate income for the Institute and deliver professional development and membership value.

It was agreed that further scoping of this role was required:

- job description to be written by Mark
- a business plan to be collated by Mark, Rebecca and Vicki
- a calendar of events for 2020, 2021 and 2022 is to be documented.

The Institute is not currently in a position to employ staff on the payroll and it was discussed this could be an option mid 2020.

Action: Mark

It was agreed that for the 2020 Conference and Speaker Series the Institute would appoint an Events person to project manage. It was decided at the meeting to approach Jan Broadley in the first instance. If Jan is interested then Mark would review the scope of work and fee.

Action: Vicki/Mark

2020 Conference - Tauranga

Dates and the format for the 2020 Tauranga conference were decided as follows:

7 May 2020 - Executive Meeting, AGM and Presidents Function

8 May 2020 - Workshop and evening function

Mark is to advise Matt Peacocke from the Central North Island Branch.

Action: Mark

2020 Annual Speaker Series

Streetscape have confirmed their sponsorship.

Tentative date: End of July/Beginning of August.

The Creative Panel is to make recommendations on a speaker.

2021

No Awards to be held in 2021. A Conference to be held in April.

2022

NZILA to celebrate 50th. Awards and Conference to be held.

5.8 PROFESSIONAL DEVELOPMENT (Don Royds)

Report Received.

Don spoke to his report about Registration and CPD.

The Working Group met via Zoom on Tuesday 3rd September. New members welcomed to the Group: John Potter (Deputy Chair - Registration Interview Panel), and Ben Taylor + Rebecca Jerram (incoming for Auckland as Branch Registration Co-ordinators). Orson Waldock will see this year out.

The CPD Working Group are working towards proposing revisions to the current CPD Plan and CPD points requirements. Further meetings to take place to define the detail. The removal of the CPD Plan ("outline of their intended areas of professional development, drawn from the 'main topics of study' detailed in the Registration CPD Programme") will require an amendment to the Constitution for 2.3 (b)(1)(iii).

Action: Don

5.9 STUDENT + GRADUATE ENGAGEMENT (Megan Ash)

Report Received.

Megan spoke to her report and gave an update of how the additional levies payment of \$500 which was paid to each of the Auckland, Canterbury and Wellington branches in July 2019 was used.

Meetings have been organized with student representatives for the main branches to discuss new ideas, issues, questions raised since last contacted.

Megan spoke about the lack of access students get vs paid members and put forward options for investigation. Megan will continue to review and report back at the next meeting.

Vicki to introduce Megan to Tim Arnold from AILA on email regarding High School Leavers Strategy.

Action: Vicki

It was agreed to update the DLE brochure for distribution to the Education Providers.

Action: Vicki/Megan

It was discussed about work experience positions being advertised on the website Jobs Board. Include in the e-communication to all members.

Action: Vicki

6.0 GENERAL BUSINESS

TTAN

Damian updated the meeting and passed on thanks from Phil Wihongi for the invite to the June meeting.

Conflicts of interest register:

Name	Company	Conflict
Brad Coombs	Isthmus	Landscape Guidelines
Rebecca Ryder	Boffa Miskell	Landscape Guidelines
Julia Wick	Boffa Miskell	Landscape Guidelines
Don Royds	Lincoln University	Accreditation
Henry Crothers	LandLAB	External Monitor at Unitec
Brad Coombs	Isthmus	Complaint Letter
Damian Powley	Isthmus	Complaint Letter

6.1 NEXT MEETING DATES

Auckland

Friday 14th February – venue TBC but near the airport

Meeting closed at 4.50pm.

Certified as a true and accurate record.

President

Date 9 March 2020