



DRAFT MINUTES 2020 AGM

For signoff at 2021 AGM

DRAFT Minutes of NZILA's 48th Annual General Meeting

Venue: Boffa Miskell, 82 Wyndham Street, Auckland

Online: via Teams

Date: Thursday, 16th July 2020

Meeting opened at 10.03am

1. Welcome and Karakia

Brad Coombs, President welcomed everyone to the AGM.

Damian Powley opened the proceedings with a karakia.

2. Attendance & Apologies

2.1 Present (Executive Committee):

Brad Coombs, Julia Wick, Henry Crothers, Rebecca Ryder, Megan Ash (online), Don Royds (online), Mark Fletcher (online).

Present at the Venue:

Damian Powley, Robert Hotten, Nicholas Fortier, Sarah Collins, Richard Neville, Rachel de Lambert.

Present online:

Jacky Bowring, Di Lucas, James French, John Potter, Matt Lester, Neil Challenger, Peter Kensington, Robin Rawson, Stephen Quin, Steve Dunn, Nada Toueir, Yvonne Weeber, Sara Gerad.

Minute Taker:

Vicki Clague.

2.2 Apologies

Wendy Hoddinott, Diane Menzies, Andrew Gray, Alan Titchener, Peter Rough, Ashleigh Hunter, Mike Barthelmeh, Matt Jones, Gavin Lister, John Brenkley.

2.3 Receipt of proxy votes

Proxy votes were received:

From: Diane Menzies, For: Sarah Collins

3. Confirmation of Minutes - 2019 AGM

It was moved (Rebecca Ryder/Brad Coombs) and unanimously **carried:**

THAT the minutes of the 47th Annual General Meeting held at The Cube, ASB North Wharf, 12 Jellicoe St, Auckland on Friday the 5th April 2019 be accepted as a true and accurate record.

4. Matters arising from Minutes

None



5. Executive Committee Annual Reports

The 2019 Annual Report was pre-circulated prior to the meeting and was taken as read.

5.1 President – Brad Coombs

Brad spoke to his report: –

- The inaugural Presidents Cocktail Evening was held on the 4th of April to thank all of the volunteers for their time throughout the year, and to celebrate the new Fellows and Registered Members. Approximately 60 people attended. Thanks to MHL for their generous sponsorship.
- The NZILA Streetscape Speaker Series 2019 was another successful inaugural event with almost 500 people from the Institute and general public packing out lectures in Auckland, Hamilton, Wellington and Christchurch.
- The 2019 NZILA Firth Conference was moved to November in Ōtautahi to partner with the Lincoln University 50-year celebrations. 300 delegates turning out for the conference with the calibre of the international and local speakers representing a step change in the quality of our conference events.
- Privileged to attend three overseas events in 2019 – In July to judge the Singapore Institute of Landscape Architects (SILA) 2019 Awards in Singapore. In September Renee Davies and I were invited to Chengdu, China by the Chinese Society of Landscape Architects to give a presentation at the 2nd Park City Symposium. As an invited guest to Melbourne to attend the International Festival of Landscape Architecture by AILA as part of our MOU agreement.
- We continue to strengthen our relationship with Te Tau-a-Nuku in 2019 through hui and korero, as we have with allied professional institutes including the NZIA, RMLA, AILA and the Tāmaki Makaurau Design Alliance.
- The Landscape Architecture Aotearoa (LAA) website continues to be the electronic magazine for our profession, profiling our best and brightest people and projects. 216 articles in 2019 generated 40,000 visits and we have 2,000 subscribers.
- Our two strategic projects the Landscape Guidelines and the Governance Project have made slow but steady progress. Thanks to Gavin Lister and Rachel de Lambert who have worked with Te Tau a Nuku to ensure that a Te ao Maori perspective is incorporated into the landscape guidelines. We are all looking forward to seeing a draft available for discussion and review by the profession very soon.
- The Governance Group met late in 2019 and we are looking at sharing where we have got to with the Branches very soon. Thanks again to those that have been involved.
- We currently have 622 paying members and we welcomed a record 34 new Registered members in 2019.
- This AGM marks the midway point for the term of this Executive Committee. Thank you to our Executive Julia Wick, Rebecca Ryder, John Brenkley, Henry Crothers, Don Royds, Megan Ash and Mark Fletcher.

5.2 Vice-President – Julia Wick

Report taken as read: –

- Resene New Zealand Institute of Landscape Architecture Awards 2019 held in Ōtautahi on Friday 8th November 2019. Overall there were 86 entries with 32 projects being awarded



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on the night. Jan Broadley (NinJan Ltd) was again selected as an awards convenor for 2020. The next awards programme will open for entry in late 2021 with the awards dinner being held in 2022 to coincide with the Institute's 50th year celebrations.

- **Winners and Marketing:** NZILA again added to the marketing of the NZILA awards winners. Videos were made for all the category winners and shared on social networking channels.
- **Sponsorship:** The Awards dinner was made possible through the generous sponsorship of Resene and Playground Centre.

I would like to thank all the people mentioned in my report for their help, guidance and input. I would also like to thank Vicki and the Fusion Communications team for the ongoing support. Vicki's in-depth knowledge of systems and processes within the NZILA is outstanding and totally speeds up the process of me getting anything done.

5.3 Honorary Secretary – John Brenkley

Report taken as read: –

- **Accreditation:** The Victoria University Bachelor of Architectural Studies – BAS (Landscape Architecture) leading to Master of Landscape Architecture MLA programme has been granted accreditation until 2024 subject to satisfactory self-evaluation through the annual reporting process. The Accreditation Panel will be assessing Unitec BLA in 2020 subject to the limitations of the Covid 19 restrictions.
- **Election of Fellows:** A message was sent to the membership calling for nominations for Fellows on the 6th of August 2019. One nomination was received. The 2019 Fellowship Panel assessed the application and recommended that the nominee be elected as Fellow of the New Zealand Institute of Landscape Architects Tuia Pito Ora.
- **Review of the Fellowship, Life and Honorary Fellowship Process:** A Working Group is to be set up to review the Fellowship, Life and Honorary Fellowship process. The Working Group will also review how the Assessment Panel is selected, how many people should be on the Panel and the confidentiality of the process. The NZIA will be approached to share their expertise in this area and if appropriate nominate a member from their organisation to be part of the Working Group.
- **Archives Project – managed by Shona McCahon Digitising:** All AGM papers (1973-2005) and executive meeting minutes (1973-2008) were scanned, added to the PastPerfect database and made available for uploading to the NZILA website.
- **Looking ahead:** the majority of the sorting and culling work of the archives has now been completed. The key items remaining are: Assess the relatively small number of photo slides, prints and transparencies; Assess the few analogue tape recordings; Work through the winning award entries (dating from 2000). All key items to Digitise and catalogue into PastPerfect.

5.4 Student – Megan Ash

Report taken as read: –

- **Student Levies:** The NZILA contributes \$500 each year to the Wellington, Canterbury/Westland and Auckland branches:
 - Auckland Branch hosted a presentation from recently graduated students AND sponsored the Unitec X Section magazine.
 - Wellington Branch supported an event showcasing the student's thesis (this was postponed as the students weren't finished last year) therefore the student levy



was not used for 2019 and has been carried over to 2020 with funds ringfenced to ensure they are put towards the rescheduled event.

- Canterbury/Westland Branch donated to a student event where they undertook a construction exercise in the city, donation to the Lincoln University student exhibition.
- **NZILA Vectorworks Landmark Student Scholarship:** There were no applications in 2019 for this scholarship.
- **Focus for 2020:** AILA have recently rolled out a marketing campaign called “Be a Landscape Architect” to engage with students at high school and promote the degree. AILA have reached out to NZILA to offer the opportunity to join the campaign and roll out something similar here in NZ. The Executive Committee is currently looking into this.

5.5 Registered Membership – Don Royds

Report as tabled: –

- **Registration:** Thanks to all the mentors, the group mentors, the branches coordinators (Rebecca Jerram, Ben Taylor and Neil Challenger), the Interview Chair (Neil Challenger), the Interview Panel Deputy Chair (John Potter) along with the many presenters at the group meetings on the Core Competencies.
- **Registration:** Thanks to the Interview Panel members: Neil Challenger, John Potter, Andrew King, Nancy Vance, Rachael Annan, Tony Milne, Yvonne Pfluger, Sophie Strachan, Katie Chilton, Jennifer Dray, Rhys Girvan, Mark Brown, Rebecca Lucas, Helen Baggaley, Bruno Gilmour, Sophie Jacques, Tessa MacPhail, Jamie Roberts, Linda Kerkmeester, Helen Mellisop, Yoko Tanaka, Mike Thomas, R Jerram, Matthew Jones and Peter Whiting.
- **Special thanks** to Orson Waldoock for the outstanding work as previous Auckland Branch Coordinator and to Helen Baggaley for her work as Wellington Branch Coordinator – we are still looking for a replacement for the role in Wellington and this remains a concern.

Congratulations to the new 2019 Registered members:

Jade Au Morris	Meg Back	Matthew Bangs
Zach Barker	Sally Bishop	Henry Crothers
Kieran Dove	Kevin Dwyer	Lawrence Elliott
Michelle Flanagan	Elizabeth Gavin	Kim Goodfellow
Charles Gordon	Christopher Greenshields	Ashleigh Hunter
Linnea Jacobsen	Wade Lipsham	Cory Manson
Kaye McNeill	Leicester Murray	Michael Pentecost
Luke Porter	Stephen Quin	Marcus Robinson
Gabriel Ross	Robin Simpson	Felix Smith
Emma Taylor	Daniel Turgeon	Ainsley Verstraeten
Chantal Whitby	Anne Wilkins	Evan Williams
Michael Wright		

- 2019 saw the introduction of a new (temporary) pathway to Registration – Established Member. The new pathway requires candidates to have more than 10 years’ experience. For its first year open, there were 7 successful candidates and we expect this number to increase for the 2020 interviews.
- **Registration Working Group:** Currently consists of Neil Challenger, Ben Taylor, Rebecca Jerram, Pete Rough, John Potter and Don Royds. A Registration Workshop was held in February 2020 which brought together the three layers of registration administration.
- **CPD:** The CPD Working Group currently consists of Robin Rawson, Tim Scott, Clive Anstey, Tracey Ower and Meg Black.



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5.6 Community – Henry Crothers

Report as tabled: –

Relationships

- Maintaining relationships with existing NZILA partner and professional bodies.
- New relationships have been developed with NZ Property Council, Environmental Defence Society (EDS), Recreation New Zealand (RCNZ), Resource Management Law Association (RMLA) and New Zealand Society of Impact Assessment (NZSIA).

Design Advocacy Group

- It was agreed that an Advocacy Group would be formed consisting of 5 members seeking expertise and leadership in the following areas; urban, practice, cultural, contractual and climate change/land use.
- The Advocacy Group would communicate with NZILA Branch Chairs to identify & respond to issues and utilise Branch Chairs to contribute and/or identify subject matter experts.
- Group to meet monthly with additional meetings as required.
- Group to provide report to Executive meeting and Branches.

Media Responses & Release

- The Advocacy Group would communicate with the NZILA President, members and subject matter experts to agree how NZILA would respond to design issues and media.
- The most appropriate response would be discussed and agreed by the Design Advocacy Group without Executive approval. Contentious issues could be elevated to NZILA Executive. There may be a requirement for media advice in regard to preparation of statements and comments. Draw on existing relationship with Blame the Media.

Focus for 2020

- Developing peer organisation relationships and identifying key points of contact; establishing Design Advocacy within NZILA re: national design issues; NZILA to participate more fully in the annual Architecture Festival with NZIA.

5.7 Events – Mark Fletcher

Report as tabled: –

2020 Events:

- MHL Presidents Function (Tāmaki Makaurau Auckland) – April.
- Streetscape Speaker Series (main centres) – July.
- Firth Conference (Ōtautahi Christchurch) – November.
- Awards (Ōtautahi Christchurch) – November.

In 2019 there was also the Landscape Foundation workshop in April and additional to the national calendar many branches staged their own events. Our focus for this year has been a move to a more centralised direction for events with the aim to provide professional events that deliver membership value and provide an income stream for NZILA.

The Creative Panel was formed in November 2019 and includes the following members: Hanna O'Donoghue, Hannah Hopewell, Henry Crothers, Mark Fletcher, Myles Rabbidge, Rangitahi Kawe. We are conscious that the panel does not have any South Island representation at present (no expressions of interest received from South Island members).



6 & 7. Presentation of 2019 Annual Accounts & the 2020 Budget - Rebecca Ryder

Rebecca spoke to her report: –

2019 Overview

- 2019 saw the Institute membership numbers remain at a consistent level as it has done for the past three years. The subscription income secured in 2019 was \$275,416.00, the highest in the history of the Institute.
- The Annual Financial Report demonstrates that the budgeted 2019 loss of -\$27,259.91 was avoided with a recorded profit of \$61,899. 2019 was the first year where the financial reporting of the branch activities has been accounted for in the NZILA National Statement of Financial Performance. With a combined profit of \$5,635 for the Branches, the overall profit of NZILA is \$67,535.
- Financial profit from the 2019 Conference of \$61,168 was received, with 10% of the funds allocated to the host branch (Canterbury/Westland).
- Annual subscriptions for members have been reviewed with the Executive Committee adopting an CPI adjustment of 1.5% for the 2020 year.
- Thanks are extended to the COO, Vicki Clague and her team at Fusion Communications, who continue to practice strong financial management with a focus toward continuing long term positive financial performance. Vicki continued to work successfully with our sponsors for the website, e-news advertising, Landscape Architecture Aotearoa, and the 2019 conference, speaker series and workshops.

Financial Policy

A draft financial policy is in its final review by the Executive Committee. Historically NZILA have retained a \$100,000 reserve fund, which was to represent one year's income. Since then NZILA has seen growth in membership, revenue and operational expenses which has resulted in a nominal figure being secondary to the objective of covering one year's operational expense. Expense is seen where the financial risk lies for the Institute and as such the annual operational expenditure of the prior financial year forms the basis of measure for a reserve fund.

The draft Reserves and Restricted Funds Policy (3.1) sets out the objective of growing the reserve fund a minimum of 50% of annual operational expenses, over a 4-year period (to 2024).

- 2019 Operational Expenditure of \$339,011 (excluding depreciation) equates to \$169,505.
- 2019 End of Year Members Funds (less Branch Funds) equates to \$318,060.
- 2019 Term deposits held equate to \$250,000 of the current assets held.

It was moved (Rebecca Ryder/Brad Coombs) and unanimously **carried**
THAT That \$170,000 is held in unallocated cash reserves at all times
for the 2020 financial year.

2020 Budget

In setting the budget for 2020, the investment back into delivering member benefits from delivery of CPD events and key leadership projects have been considered. The Interim Strategic Plan informs this budget and adjustments have been made to take into account recent decisions and the potential impacts of COVID-19 on the 2020 financial year.

Informing the budget is the new Draft Financial Policy: Financial Management, Section 1 Policy 3, which sets what the budget shall achieve.



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The Proposed Draft 2020 Operational Budget is based on expenditure from 2019 along with projected CPI adjustments to Income and Expenditure. We now support the running of events through our paid administration team, including contractors Ninjan and Blame the Media.

Notable variances from typical operational expenditure include:

- **Projects**
Landscape Assessment Guidelines
Governance Review
- **Capital Expenditure**
Website Enhancements

We remain cautious in our income projections but are taking a medium risk in our expenditure with the above-mentioned projects. Remaining projects including CPD events, outside of the annual conference, and associated resourcing are projected as being cost neutral and low risk. This is in line with the Financial Policy 1.3.5 which seeks to ensure that significant events are required to generate a profit.

The projected budget for 2020 forecasts a financial loss of -\$31,207.45.

The projected balance left in the bank as at 31 December 2020 will be \$309,382.75.

The 2020 budget is a slightly higher risk profile as the operational budget shows that the expenditure will exceed income. The Base Term Investment remains above the new reserve of 50% of the 2019 operational expenses, equating to \$170,000. Therefore the level of risk is seen as acceptable by the current Executive Committee.

2020 - 2024 Financial Strategy

The recommended financial strategy over the next five years, and more immediately within the next 2 years is to monitor the potential effects of the COVID 19 on our membership and in turn the Institute's financial resilience. Quarterly monitoring is recommended to ensure annual budgets are tracked and trends identified. Given subscriptions are due by end of April annually the financial impacts of COVID-19 on the membership will not be known until 2021. Therefore, monitoring of our membership's business sector is important over Quarters 3 and 4 of this year, to ensure the 2021 budget responds accordingly.

It was moved (Brad Coombs/Rachel de Lambert) and unanimously **carried**
THAT the Treasurer's Report be received and accepted.

It was moved (Brad Coombs/Rachel de Lambert) and unanimously **carried**
THAT the final audited 2019 Annual Financial Reports (prepared by Iles & Campbell Limited and audited by Dixon Chartered Accountants), as outlined in Appendix 1 be received and accepted.

It was moved (Brad Coombs/Rachel de Lambert) and unanimously **carried**
THAT the Proposed 2020 NZILA Operational Budget be approved.

There was a general discussion from the floor following the presentation of the Treasurers Report. It was asked if consideration of freezing the membership subscriptions for the 2021 had been considered. Rebecca advised this will be reviewed closer to the time by the Executive Committee. There was also discussion around payment of 2020 membership subscriptions. Brad advised that



the Institute had worked with members on managing payments. There was a discussion around the reserve funds and what they can be used for.

Brad thanked Rebecca and Vicki for their work on the financial management of the Institute.

Rebecca thanked Andrew Gray (past Treasurer) for his contact and support during COVID-19 as he was the Treasurer during the GFC.

Other reports:

8. Accreditation Panel Chair – Melean Absolum

Report as tabled, taken as read.

- **Changes to the Accreditation Panel:** The Panel will increase to 4 members, one of whom will be primarily looking at teaching in the three programmes from a Maori perspective.
- **Annual Reports:** We have already received the Annual Reports from Victoria, Unitec and Lincoln University this year. Although Unitec are entitled to delay the provision of the Annual Report to coincide with the visit of the Accreditation Panel later in the year, we are grateful they have provided their report ahead of time, so that the Panel has time to get to grips with the serious issues they are facing.
- **Te Herenga Waka Victoria University:** Victoria have recorded an increase in student numbers in 2020. VUW has increased the number of permanent positions in the Landscape Architecture programme. VUW have submitted a proposal to employ an additional full-time lecturer position.
- **Changes at Unitec:** The Annual Report from Unitec records ongoing uncertainty for both staff and students in the Landscape programme. As well as major administrative changes in Unitec, the programme has recently been moved from the original iconic 'Carrington Hospital' building to a refurbished building elsewhere on campus. This new location means that students will be better connected to Unitec programmes, facilities and amenities. The Panel sincerely hope that our visit in October this year will be an opportunity for us to meet Senior Management and to gauge for ourselves what the future of the programme might look like.
- **Changes at Lincoln:** Associate Professor Gillian Lawson, head of School at SoLA, has reported ongoing improvements in the programme's facilities at Lincoln. They have also increased the number of permanent position and will have a full complement of teaching staff by the end of the year.

9. Registration Panel Chair – Neil Challenger

Report as tabled, taken as read.

- NZILA had 37 Candidates for the 2019 examination, with 34 of these candidates being successful (92%).
- Established Member Category was a robust and successful addition.
- Due to the considerable workload required for Registration work it has been suggested that consideration is given to appointing a paid part-time 'Registrar' o such to contribute to both the Interview and Branch based aspects of Registration.
- Thanks to Boffa Miskell for their generous hosting of the interviews.
- Thanks to the NZILA Administration support team who worked hard and effectively behind the scenes.

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- Thanks to John Potter – Deputy Chair of the Interview Panel who was very helpful in making things happen.

10. IFLA Delegate – Mike Barthelmeh

Report as tabled and taken as read.

- The 56th IFLA World Council meeting in Oslo in September, where the most significant step taken by IFLA in many years was to see the declaration of a climate change emergency.
- The declaration of a climate change emergency was unanimously approved by the council, comprising of delegates from IFLA's 77-member organisation.
- Plan IFLA was unveiled earlier in 2019 was discussed and updated at the Oslo meeting. The key components of Plan IFLA are to "Focus on the key areas where we can make a difference to the landscape architectural profession at the global level". These areas are described in the plan as follows:
 - Academic programme recognition, accreditation and global education standards.
 - Professional recognition.
 - Collaboration and thought leadership.
 - Professional standards and ethics.
 - Governance and revenue.
- At a regional level, a change in Leadership with Fumiaki Takano from Japan taking over from Singaporean Damian Tang.
- Regional meeting in Cebu in November also included the AAPME resilience by design award evening. This event was so successful that IFLA has asked the three regions (the Americas, Asia Pacific & Middle East) to host it once more in 2020 this time as a global call for projects.

11. Te Tau-a-Nuku Report

Report as tabled and taken as read.

- **Accreditation:** Te Tau-a-Nuku have a representative on the Accreditation Panel, providing advice on the extent to which the education provider was successful in meeting the kaupapa Maori requirements of accreditation.
- **Awards:** Two members of Te Tau-a-Nuku were members of the judging panel for the Awards.
- **Conference:** Support provided to NZILA for the 2019 conference.
- **E-News:** Supplied 6 articles for publication in the monthly e-communications.
- **Executive Meetings:** Te Tau-a-Nuku now has a regular presence at the Executive Committee meetings in an 'advisory capacity'
- **Hui & Landscape Assessment Guidelines:** Ongoing work on the Cultural Landscape and Landscape Assessment projects.
- **Nga Aho:** Te Tau-a-Nuku has representatives on the Nga Aho committee.
- **Nga Aho meeting with Tuia Pito Ora:** Missed the annual meeting between Nga Aho and NZILA in 2019, a priority to make this happen this year.
- **Te Whaihanga:** The ongoing support for the Te Whaihanga project, developing teaching resources in support of kaupapa Maori informed design, has now produced several educational video resources.



- **Unitec Support:** Continued support to the landscape programme at Unitec via the Maori Advisory committee (MAC), which met several times during the year.

The 18th of March marked 5 years since the signing of the MOU between Nga Aho & NZILA. Much has happened to advance the kaupapa since then. There remains much to do, but it is clear that we are on the road to putting Aotearoa back into the country's landscape. Pai Rawe!

12. Branch Reports

Branch reports as tabled and taken as read.

13. Remit

Remit for a CHANGE THE CONSTITUTION to make the Established Member Pathway a Permanent Addition to Registration.

Neil Challenger spoke to the Remit via online link:

The Remit proposed the permanent addition of the Established Member Pathway (a category for candidates with over 10 years of practice experience) as outlined in the Remit document pre-circulated to all members prior to the AGM. The purpose of this remit is thus to lock in place a pathway to Registration that is useful, necessary and at least as robust as the other ways available to achieve Registered Membership, as well as being in line with international practice.

It was moved (Neil Challenger/Rebecca Jerram, John Potter, Pete Rough, Don Royds, Ben Taylor, Mike Thomas) and approved **THAT** the NZILA Constitution Clause 2.3,B, 1 is changed to the wording as follows:

- 1) A person may be a Registered Landscape Architect by way of either:
 1. i) The **Registered Membership Programme** – Requiring them to have graduated with an accredited landscape architectural qualification and to have three but preferably four years of landscape architectural practice of a nature acceptable to the Committee - at least one year of which must have been completed in New Zealand; and to have:
 - (a) Undertaken the Registered Membership Programme; and
 - (b) Passed the Institute's examination.
 2. ii) Being an **Established Member** – Requiring then to have graduated with an accredited landscape architectural qualification, and to have a minimum of ten years of landscape architectural practice of a nature acceptable to the Committee - at least two years must have been completed in New Zealand; and also:
 - (a) To be endorsed by two NZILA Registered Landscape Architects one of whom must sponsor their application; and to have
 - (b) Passed the Institute's examination.
 3. iii) **Reciprocal Membership** – Requiring them to have been admitted to an equivalent grade of membership by an IFLA-recognised association, institute or body concerned with landscape architecture, and to have worked in New Zealand for a minimum of one year; and to:



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- (a) Be sponsored by two Registered NZILA members; and
- (b) Satisfy an examining panel of their professional competence and knowledge of professional practice.

[NB - this change will also require clause 2.3, B, 1, iii to be re-numbered 2.3, B., 1, iv as per the Remit document]

14. General Business

Brad Coombs acknowledged the volunteer work of the Accreditation Panel, Registration Panel, and CPD Registrar. Brad thanked the Executive Committee and Vicki for a professional looking Annual Report.

15. Presentation of Fellowship and Life Membership

The following accolades were presented:

Fellowship: John Potter.

Life Membership: Di Lucas.

Damian Powley closed the meeting with a karakia.

The 49th Annual General Meeting closed at 11.15am.

President:

Date: