

NZILA EXECUTIVE COMMITTEE MEETING MINUTES

Friday, 14 February 2020

Meeting held at Sudima Auckland Airport, 18 Airpark Drive, Mangere, Auckland

Meeting opened at 9.03am with a waiata lead by Damian Powley.

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. 09 2019 Minutes

It was moved (Rebecca Ryder/Megan Ash) and unanimously Carried:
THAT the minutes of the 20 September 2019 meeting be accepted as a true and accurate record.

It was moved (Rebecca Ryder/Don Royds) and unanimously Carried:
THAT the In-Committee [complaint] minutes of the 20 September 2019 meeting be accepted as a true and accurate record.

It was moved (Brad Coombs/Julia Wick) and unanimously Carried:
THAT the In-Committee [life member] minutes of the 20 September 2019 meeting be accepted as a true and accurate record.

3.2 Electronic Motions issued since last meeting:

EM93 - NZILA 2019 New Registered Members - CARRIED

EM94 - Member vs Member Complaint [In-Committee] - CARRIED

EM95 - 2020 Membership Subscriptions - CARRIED

EM96 - 2020 Scope of Works/Fee Proposal – Fusion - CARRIED

EM97 - 2020 NZILA Conference/AGM/President's Function - 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:

- Trip to Chengdu, China in September for a CHSLA symposium on park cities was good relationship building with CHSLA and IFLA.
- Attended the AILA Festival of Landscape Architecture in Melbourne in October.
- NZILA Firth Conference in Christchurch in November and associated Lincoln SOLA 50 year celebrations. Excellent feedback received and good profit made. Thanks to Lincoln University for partnering for the event.
- Ross Jackson was presented with Life Membership at the 2019 Conference welcome drinks.
- Attended Mount Erebus 40 year anniversary on 28 November 2019.
- Met with Karen Bell and Guy Kerrison from DoC on the landscape guidelines.
- Positive meeting with Phil Wihongi on TTaN and NZILA Tuia Pito Ora activities.
- Meeting and discussion around the Fusion Communications contract for 2020.
- Attended to emails and enquiries with regards to Climate Change and the Climate Change and Biodiversity Loss Emergency.
- Attended a lunch with Firth.

There was a discussion around Life Membership, nomination process and the criteria. The Fellows Working Group will be including this in their review. John Brenkley is currently finalising the Working Group and will provide them with a full brief including deadlines.

Action: John

The committee discussed how the three education providers can get together to share ideas and learnings. Brad Coombs to contact the three Heads of School to find the best solution.

Action: Brad

Damian Powley provided a Te Tau-a-Nuku update. There has been positive interaction through the Landscape Assessment Guidelines input and the governance review. Brad Coombs is to contact Desna regarding a meeting with Nga Aho.

Action: Brad

Discussion around the NZILA Tuia Pito Ora name and the usage in communications. Henry Crothers, Damian Powley and Vicki Clague to meet to discuss brand guidelines and logo development.

Action: Henry/Damian/Vicki

Governance

The Governance Review Group held a workshop on 5 December with good progress made. Key recommendations agreed to at the meeting:

1. Life Members, Fellows – Ruru group to be involved in the process. Bring the Ruru group and young people together as part of the consultation.
2. Transition away from a management committee and towards a strategy led and governance focused board model.
3. The board should be made up of 5 elected and up to 3 independent (appointed) Directors. Chair/President to be one of the 5 elected.
4. Appointments Panel. President and Life Member and external.
5. Board to have a three year term.
6. Staggered terms. Annual elections for limited terms to set up. Retire by rotation. 2 people elected each year.
7. Don't require Secretary and Treasurer roles. Keep Vice President.
8. Agree to the steps and timeframe in Graeme Nahkies paper.

Brad Coombs to collate a presentation and visit the branches accompanied by the local Executive Committee member. The timing for this is to occur prior to the end of April 2020.

Action: Brad

There was discussion around extending the length of the current Executive Committee term by one year to ensure continuity around the Governance project. It was agreed that a remit would be collated and to seek Graeme Nahkies advice on the formation of this.

Action: Brad/Vicki

Keeping the membership informed on updates and progress around the Governance project is essential. It was agreed that the Working Group would create a communication plan and provide the details to the COO.

Action: Working Group

Carbon Policy

Prior to the 2019 NZILA Conference it was agreed that the amount of carbon consumed in the running of the event would be set aside for carbon sequestration projects.

It was moved (Don Royds/Mark Fletcher) and unanimously Carried:
THAT the 2019 NZILA conference carbon offset money of \$1,475 is to be paid to Stys River.

Don to advise the Canterbury/Westland Branch of the payment.

Action: Don

There was discussion around the Carbon Policy and the best approach. It was agreed that the Working Group template is completed which will document the timeframes and objectives. The Working Group will be charged with making recommendations around which NZILA events a carbon offset is to be paid. The policy will also include if NZILA volunteers pay a carbon offset when flying.

Action: Brad

Once the Working Group template is completed then a Call for Interest is to be sent to the membership.

Action: Vicki

Julia to email the Auckland Climate Change Working Group with an update.

Action: Julia

Brad to communicate in the President's Update.

Action: Brad

Landscape Assessment Guidelines

The authors of the Landscape Guidelines have been going through a process of consultation and engagement with Te Tau-a-Nuku. Brad Coombs and Julia Wick are to provide an update to the membership on progress thus far.

Action: Brad/Julia

5.2 HONORARY SECRETARY (John Brenkley)

Report Received. John spoke to his report.

Accreditation

Unitec BLA Accreditation Review is to be undertaken in 2020.

Following the Victoria University Accreditation Review in August 2019 the Accreditation Panel suggested that a minor review of the Education Policy would be beneficial. One of the four recommendations was:

- The need to formally add a Maori specialist rather than an advisor to the Panel.

At the June 2019 Executive Meeting it was agreed that Alan Titchener be made a member of the Accreditation Panel as the Te Tau-a-Nuku representative.

Alan has now taken up a part time role at Unitec which has created a conflict of interest as a member of the Accreditation Panel.

The Executive Committee agreed that Alayna Renata is be invited to join the Panel. The travel costs for Alayna are to be covered by the Education providers.

Phil Wihongi as Tumuaki (Chair) of Te Tau-a-Nuku will need to confirm Alayna Renata's nomination. Brad Coombs as President of the NZILA Executive Committee will need to formally invite Alayna Renata to accept the appointment to the Accreditation Panel.

Action: John

Fellows Nomination

One nomination was received. The 2019 Fellowship Panel: Peter Rough (Chair), Sally Peake and Clive Anstey assessed the application and recommended that the nominee be elected as Fellow of the New Zealand Institute of Landscape Architects Tuia Pito Ora.

It was moved (John Brenkley/Mark Fletcher) and unanimously Carried: **THAT** the Executive Committee approve the recommendation of the Fellowship Panel and that the nominated member is contacted and advised.

Rebecca Ryder, Julia Wick and Megan Ash abstained from voting due to a conflict of interest.

John Brenkley is to phone the nominee to advise of the Fellowship.

Action: John

An official letter of confirmation to be sent to the nominee confirming the Fellowship and details on the presentation.

Action: Vicki

Review of the Fellowship, Life and Honorary Fellowship Process

As discussed earlier in the meeting there was a subsequent discussion. The Working Group will review: the eligibility criteria, the nomination process and whether it is effective in its current form, the Assessment Panel - how it is selected, how many people should be on the Panel and the confidentiality of the process.

John Brenkley to ask a NZIA member to be part of the Panel.

Action: John

5.3 TREASURER (Rebecca Ryder)

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

2019 Financial Performance

The 2019 year was budgeted to make a loss of around \$27,259.91. It is forecast that a profit of \$66k will be made, subject to the accounts being finalised by the Accountant. The audited financial statements will be presented at the AGM on the 7th May.

Branches Financial Reporting

The combined Profit and Loss statement for the branches was presented. Individual P&L's and other statements are provided to the branches on a quarterly basis. Branches are becoming more familiar with the process that was initiated in 2019.

Financial Trends

Rebecca Ryder talked through some financial trends with regard to income and expenditure.

Draft Financial Policy

Rebecca Ryder presented the draft financial policy for review and adoption. In light of the size and detail of the document, the Executive Committee are to review and submit feedback to Rebecca Ryder by Wednesday 1 April.

Action: All

As an outcome of the financial policy it is recommended that NZILA establish an Audit and Risk Committee with a focus on ensuring sound financial practices are adhered to.

It was moved (Rebecca Ryder/Julia Wick) and unanimously Carried: **THAT** the NZILA Tuia Pito Ora establish an Audit and Risk Committee which will comprise the National Treasurer, Honorary Secretary, Past Treasurer and COO. For 2020 these members would be: Rebecca Ryder; John Brenkley, Megan McBain and Vicki Clague.

2020 Budget

Rebecca Ryder presented the 2020 budget as per pages 4 and 5 of the Treasurer Report.

It was moved (Rebecca Ryder/Don Royds) and unanimously Carried: **THAT** the budget be approved for the 2020 financial year.

Board Work Plan

Rebecca Ryder presented the Board Work Plan. This is not a plan for the operational/contractor role within NZILA but for the Executive Committee and a future board. The Executive Committee accepted the Board Work Plan and will review and provide feedback to Rebecca Ryder by Tuesday 31 March.

Action: All

Working Group Template

Rebecca Ryder presented a short form template to be used when establishing working groups or subcommittees in order to minimize any misunderstandings of the scope, reporting timelines, objectives and duration of that working group. The Executive Committee adopted this operational template to use in the establishment and briefing of working groups and subcommittees. It is to be added to the Document Library and circulated to the Executive Members to complete for existing and future working groups.

Action: All

5.4 AWARDS (Julia Wick)

Report Received. Julia spoke to her report.

Awards Working Group

The Awards Working Group were contacted following the 2019 Awards in regard to undertaking a further review/refinement of the Awards process. There was limited uptake on this.

It was agreed that Julia Wick formally close and thank the Working Group for their hard work and dedication to the Awards reform over the last four years. The Working Group will be invited to the Presidents Function on the 7th May.

Action: Julia

2020 Awards Review

Julia Wick spoke to her report summarising feedback received.

It was agreed that Julia Wick is to summarise the feedback into two pillars prior to the next Executive Committee meeting:

1. Operational/processes
2. Awards structure

Action: Julia

5.5 STUDENT + GRADUATE ENGAGEMENT (Megan Ash)

Report Received. Megan spoke to her report.

Student Scholarship

The Executive Committee accepted the changes made to the policy noting the addition of the application form added to the Student Scholarship policy document. The new policy will be updated on the NZILA website and sent to students in March.

Action: Vicki

Be a Landscape Architect (AILA Initiative)

Megan Ash presented an initiative that AILA have created called "Be a Landscape Architect". Megan discussed this initiative in a skype meeting with Tim Arnold (AILA) about how they are going about this and what they are doing to engage with students at high schools and to promote the degree. AILA are keen and welcoming to the ideas of NZILA joining their scheme and creating a "New Zealand" tab on their website under this initiative.

It was agreed that Megan Ash will contact AILA for costs involved in becoming a part of this initiative.

Action: Megan

It was also agreed to investigate costs if NZILA were to set up their own initiative.

Action: Vicki/Megan

Lincoln University Study Tour – March 29th – April 2nd, Queenstown

Megan said she has been in touch with Dr Jacky Bowring and assisting with input into ideas for the study tour and projects to check out and talks with the students.

5.6 PROFESSIONAL DEVELOPMENT (Don Royds)

Report Received. Don spoke to his report.

2019 NZILA Firth Conference

Post the 2019 conference a commentary lessons learnt was collated from the Creative Team. The Creative Team thanked the NZILA Executive Committee for their support, with a special thanks to Brad Coombs for his generous expression of thanks through a group dinner to be held in March.

Registration

Neil Challenger and John Potter did an outstanding job with the 2019 Registration Interviews. 37 candidates interviewed with a 92% pass rate. An approach decided by the Working Group was to find a successful candidate to help promote the process for 2020. Henry Crothers has agreed to do this, an interview with him will be used to promote the Established Member entry process around June.

A Registration workshop is planned for 11 February aimed at bringing more training, discussion and consistency to the task that the Branch Coordinators undertake. In attendance will be: Don Royds, John Potter, Ben Taylor, Rebecca Jerram and Neil Challenger.

The Working Group will meet on 11 March to review the AGM remit for changes to the Constitution around removing the CPD Plan and to ratify the increasing the points required from 15 to 25.

A report was received from Neil Challenger on the 2019 Registration process which was tabled at the meeting. Don to filter out recommendations from this report and come back to the Executive Committee with feedback and future recommendations.

Action: Don

5.7 COMMUNITY (Henry Crothers)

Henry tabled a report at the meeting.

Proposed NZILA Design Advocacy Panel

To work in collaboration with the NZILA Executive to:

- 1) Support the promotion of Landscape Architecture and the aspirations of NZILA.
- 2) Assist NZILA in responding to landscape issues arising in the media.
- 3) Identify design and professional practice issues relating to NZILA members and their activities.
- 4) Assist in initiating and preparing submissions on behalf of NZILA.

5) Assist NZILA in updating Practice Guidelines/Professional Services and Code of Conduct to reflect current design and practice issues.

It was agreed that an Advocacy Group be formed consisting of 5 members seeking expertise and leadership in the following areas: urban, practice, cultural, contractual, landscape planning and climate change/land use. This group would also be responsible for initiating submissions on behalf of NZILA.

It was discussed about having a group of experts that could be contacted as subject matter experts within the NZILA membership as required to assist in providing advice and guidance in relation to certain topics, sites or projects.

The group would meet monthly. Additional meetings involving the group and/or subject matter experts would be held as required. The Group would provide a report to the Executive Committee meeting and branches describing areas of activity, actions and emerging/current issues.

The Advocacy Group would communicate with the NZILA President, members and subject matter experts to agree how NZILA would respond to design issues and the media.

It was agreed to form an Advocacy Group and also create a list of topic area experts with contacts.

Action: Henry

The objectives are to be defined and documented and included in the Working Group template.

Action: Henry

Discussion around the Code of Conduct and Professional Practice Documents which require updating.

5.8 EVENTS (Mark Fletcher)

Report Received. Mark spoke to his report:

2020 Tauranga Conference

Due to being insufficiently advanced with the organisation for the 2020 Tauranga conference it was recommended that the conference not go ahead.

Electronic Motion was put to the Executive Committee and Carried the week prior to this meeting.

2021 Conference

It was agreed at the meeting to hold the 2021 Conference in Tauranga. Awaiting a response from Kathryn Gustafson about her proposed visit and if she is able to speak at the Conference. Once a response is received the dates can then be finalised for this Conference.

Action: Vicki

2022 Conference & Awards

2022 is the year that NZILA celebrates turning 50. The next Awards will be held in 2022. There was discussion around holding both the Conference and Awards in Auckland due to this being where the largest portion of the membership resides.

Events Manager

It was agreed at the September Executive Meeting that NZILA employ an Events Manager. Further scoping of this role is required. A job description and business plan is to be written and scoped by the end of March.

Action: Mark/Rebecca

2020 President's Function

Letter of engagement to be sent to Jan Broadley (Ninjan Ltd).

Action: Mark

Branch Profit Share

With the Creative Panel and Events Manager roles superseding the local branch conference organising committees it is recommended the NZILA reassess the profit share element for local branches. Discussion raised that we need to investigate options to distribute profits from events and the ability to provide equal opportunity between all the branches. Decision is yet to be made.

Action: Rebecca

Creative Panel

The Creative Panel was formed in November 2019 and includes: Hanna O'Donoghue, Hannah Hopewell, Henry Crothers, Mark Fletcher (Panel Chair), Megan Wraight, Myles Rabbidge and Rangitahi Kawe.

A Working Group template is to be completed.

Action: Mark

5.9 COO/Administration (Vicki Clague)
Report Received.**COO Update****Financial Update**

2019 yearend accounts are with the Accountant for processing. Final result of a strong profit is largely due to a successful 2019 Conference and increased membership subscriptions target being exceeded.

The 2020 Draft budget was collated for the Treasurer's review.

The Institute currently has \$290k invested in term deposits.

2019 Archives Review: 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 uploaded to the NZILA website.

Old and new financial records

This is now a routine annual task. The financial records that have reached the end of the 7-year IRD holding period are retrieved and disposed of and the latest set of financials received and processed into the archive.

Oral history access and publication

After investigation Shona has been unable to find a feasible way of publishing the oral history interviews online in a way that mean NZILA could retain some control of access (thereby complying with the restrictions placed on a number of the interviews). Ultimately, the only solution may be to seek new agreements from the interviewees to enable publication under Creative Commons licence. The oral history interviews, while interesting, are long and were not intended for online publication when recorded. They may prove most useful for historic research and/or selective publication of short excerpts. On this basis, Shona created 17 short audio excerpts (with permission where required) and accompanying introductory text for upload to the Lincoln University 'Living Heritage' section of its website. This was part of marking the School of Landscape Architecture 50th anniversary. <https://livingheritage.lincoln.ac.nz/nodes/view/35138>

Routine enquiries/improvements

Throughout the year Shona received enquiries for information ie citations. The PastPerfect database worked well in being able to find archived material in response to requests.

2020 Archives Proposal

The majority of the sorting and culling work of the archives has now been completed.

The key items remaining to do is:

- Assess the relatively small number of photo slides, prints, transparencies; properly store those worth keeping, digitise and catalogue into PastPerfect.
- Assess the few analogue tape recordings (mainly conference proceedings) and, if of value, get them digitised and catalogue into PastPerfect.
- Work through the winning awards entries (dating from 2000), which are all held in hard copy and some are also in digital, including photos. Check the website for duplication and add new material to PastPerfect. Note: most entries are in A3 size, so if they are not also in digital form will need to be digitised in due course.
- Digitising - action progressively over coming years, two cartons a year.

2020 Proposal from Shona McCahon

Shona has submitted a proposal for the 2020 budget of \$10,800 which has been included in the draft budget and includes some of the following:

- Upgrade to PastPerfect Web edition.
- Digitising of 2 cartons of material.
- Co-ordinate digitising and process digitised material into Past Perfect
- Routine admin: enquiries, backups and processing old/new financial cartons.
- Various 'to do' tidy-ups noted from the big sort including (1) appraising photo prints, negs, and audio tapes, store properly and digitise if budget costs allow. (2) adding to the database the digital versions of Awards entries

- (consider whether to then destroy the hard copy versions), (3) check database for missing links and missing material.
- Digitising of analogue audio tapes if content warrants, quick print of photo transparencies and negatives to assess merit for scanning, scanning of photos of value.

At the completion of 2020 the majority of the heavy lifting of this project will be complete. From 2021 the annual budget allowance can be reduced to allow for continued digitising and ongoing archiving of current material.

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 just under 2000.

For the 2019 year there was a total of 35,025 visitors (increase of 22% year/year) with a total of 66,379 page views.

NZILA

For the 2019 year there were 83,697 visitors to the website with a total of 240,424 page views.

The NZILA website was created using Django framework. An upgrade to the latest version is required as the current version is outdated.

The Web Developer is now actioning the following backups:

- Database back up – runs every day at 12am
- Site files without media – runs every week on Sunday at 12.30am
- Media folders back up - runs every month on the first of the month at 1am

The website storage capacity was increased with Umbrellar (website host).

Online Content Marketing Strategy

Vicki ran through the 2017 online content marketing strategy vision and an updated version showing the outstanding items.

To increase the revenue streams via LAA it is necessary to grow the audience. We have been reliant on organic growth plus earned media. To move forward and grow the audience via paid media LAA would require an active Facebook account. This will allow targeted advert campaigns on both Facebook and Instagram. The Executive Committee will need to make a decision on whether they are wanting to actively grow the audience or continue as per the current strategy of organic growth only. No decision was made at the meeting.

Events

NZPI CPD Courses

In 2019, five NZPI CPD courses were offered to NZILA at a discounted rate as a trial. We have confirmed the same arrangement for 2020 and have 18 CPD courses currently on the Event calendar.

Kathryn Gustafson Visit to NZ

In discussion with GDSNZ (Garden Design Society of New Zealand) regarding Kathryn visiting NZ in March 2021 and NZILA members attending her lecture.

2019 NZILA Firth Conference | 6-9 November

The gross conference profit after allowing for the carbon tax and branch 10% profit share will be in the vicinity of \$61k. The survey results reflected that 89% of those who completed the survey rated the overall conference as very good or better.

2019 Resene New Zealand Institute of Landscape Architecture Awards 2019

The Awards made a profit \$3,593.03. Post the Awards evening award winners and shortlisted projects have been promoted on both websites.

2020 President's Function

MHL and We-ef have confirmed sponsorship for the 2020 President's Function to be held on Thursday 7th May.

2020 Speaker Series

Streetscape have confirmed sponsorship of the 2020 Speaker Series. Discussions underway with a potential speaker.

Action: Henry

2022 50th Celebrations

In 2022 the Institute turns 50 which is an opportunity for celebration, profiling the profession and looking back at history with a potential income stream for NZILA. It was decided at the last meeting that the Awards programme would not be held in 2021 and carried over to 2022 to coincide with NZILA turning 50.

It was agreed at the meeting that a sub-set of the Executive Committee be formed to discuss what potential events and celebrations could be held in 2022 and report back to the 7th May Executive Committee meeting.

The 2020 Sub-set Committee is as follows:

Megan Ash, Julia Wick, Damian Powley, Shona McCahon, Mark Fletcher and Vicki Clague. Brad Coombs to be kept informed of progress.

Action: Vicki

Relationships

AILA

Conference call held with: James Hayter, Tim Arnold, Brad Coombs and Vicki Clague regarding the finance and business planning committee for the Asia Pacific region of IFLA.

Suppliers

Regular contact held via phone and face to face meetings with suppliers regarding online advertising and event support. A 2020 Advertising document was collated and circulated to all suppliers at the end of 2019.

NZILA App

Vicki discussed the option of NZILA having their own App.

It was agreed that Vicki would scope out a one-page document outlining key information and potential costs and report back to the Executive Committee.

Action: Vicki

ADMINISTRATION Update

Summary of report for activity 13 September 2019 – 06 February 2020

- 2019 Membership Subs: received for 2019 was \$274k, \$16k over budget.
- 2020 Membership Subs: 2020 subscriptions calculated and agreed by Executive Committee. Invoices were sent in January 2020. To date \$28k has been receipted.
- GST return was filed for the July/August 2019 return period.
- GST return was filed for the September/October 2019 return period.
- GST return was filed for the November/December 2019 return period.
- Conference and Awards financials were actioned as required.
- Bank reconciliations are processed weekly.
- Branch Levies: Final-year levy calculations were collated. Letters and supporting details sent to each branch advising of the following payments: Auckland: \$216.90, Canterbury: \$85.58, Central Nth Is: \$17.12, Hawkes Bay: \$20.92, Wellington: \$9.50. There was no payment due to Nelson or Southern branches.
- An ASB NZILA Credit Card was issued in August 2019. This is reconciled monthly on receipt of the statement. Supporting receipts are provided by the President.
- 2019 end of year accounts have been collated and final journal entries processed. Accounts were couriered to the Accountant/Auditor for preparation for the AGM.
- Accreditation: Annual Reports are due from Lincoln, Victoria University and Unitec by the end of February 2020. Reminders sent in January.
- NZILA and LAA website advertising and LAA advertorial content requested and loaded up as per the 2019 Advertising Schedule.

- 2020 Advertising document collated and sent to suppliers. Signed Acceptance Forms received are saved and advertising is recorded on the 2020 excel spreadsheet. To date we have sold \$10,300.00 worth of advertising for 2020.
- AGM 2020 timeline collated. Accountant and Auditor advised of the dates to ensure the 2019 financial accounts are available.
- Branch Secretaries are emailed branch membership lists at month end.
- Call for Fellows: one nomination received for 2019 which was forwarded to the Honorary Secretary to review with the Fellows Panel.
- Call for Interest was sent asking for applications for the newly created NZILA Creative Panel.
- Document Library was updated via Shona McCahon and her work on the archives. There are now Executive Committee minutes and AGM minutes in the library going back to 1973.
- 5 Electronic Motions processed and circulated.
- Final Minutes from the 28 June 2019 Executive Committee meeting signed by Brad Coombs and added to the Document Library.
- Draft minutes from the 20 September 2019 Executive Committee meeting collated and circulated.
- Member vs Member Complaint: Process as per In-Committee minutes followed. Decision made and agreed that no further action required. Letters sent to both parties of the decision made.
- Health and Safety Policy Annual Review: Feedback requested from branch secretaries, no changes required.
- Monthly IFLA Asia Pacific newsletters are featured on the website and included in the end of month e-communications.
- 61 jobs board listings advertised in 2019.
- Ross Jackson was award Life membership at the 2019 NZILA Firth Conference welcome drinks on 6 November.
- Honorary Fellow Ted Smyth passed away on 22 November 2019.
- 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 are recorded monthly for the NZILA and LAA websites.
- New speaker videos have been added to the CPD section of the website.
- There are currently 14 members in the Mentoring Programme who are eligible to sit the Registration Interview in 2020. There are a further 26 members who are eligible to apply for Registration this year that deferred last year.
- 37 Registration applications were received in 2019. Interviews were held in Christchurch, Wellington and Auckland.
- 2019 Registration Interview Panel: Neil Challenger (Registration Panel Chair), John Potter (Deputy Panel Chair), Rachael Annan, Helen Baggaley, Mark Brown, Katie Chilton, Jennifer Dray, Bruno Gilmour, Rhys Girvan, Sophie Jacques, Rebecca Jerram, Matthew Jones, Linda Kerkmeester, Andrew King, Rebecca Lucas, Tessa McPhail, Helen Mellsop, Tony Milne, Yvonne Pfluger, Jamie Roberts, Sophie Strachan, Yoko Tanaka, Mike Thomas, Nancy Vance, Peter Whiting.
- 33 members were successful in becoming Registered Members of NZILA.

- Branch Secretaries were advised of the Registration Branch levy payment of \$200 per candidate who progressed via the Mentoring Programme. Amounts paid to: Auckland \$800, Canterbury/Westland \$2,200, Central North Island \$200, Hawkes Bay/Manawatu \$200, Wellington \$800, Nelson/Marlborough \$600, Southern \$600.
- As at 05 February 2020 the Institute has 877 members in total, 624 full members.
- 51 E-communications have been sent since the last meeting.

6.0 GENERAL BUSINESS

No general business discussed.

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

6.1 NEXT MEETING DATES

Auckland

Thursday 7th May – Tauranga

Meeting closed at 4.36pm.

Certified as a true and accurate record.

President:



Date: 10 September 2020