

Minutes of the Branch Meeting – 26 November 2003

Present

Simon Dowse - Chairman
 Eddy Fox – Newsletter Editor (joint)
 Gordon Willis – Newsletter Editor (joint)
 Nick Harrison – Secretary
 Rachel Devine – Treasurer
 Emma Barker – Student Representative
 Victoria So – Student

1. Approval of the notice of the meeting

Proposed - SD
 Seconded – EF

2. Apologies

John Kennedy
 Jan Barton
 Nick Kennerley
 Kate Lynch

3. Previous Minutes

- 3.1. Website – NH still to action the link to LI website Jobs page
- 3.2. Members schemes to be showcased via Space and the website
- 3.3. Cheshire Gardens Books to be advertised via Space, orders via RD
- 3.4. MMU Lecture events – information to be issued in Space and on the website

Action NH
Action EF
Action EF
Action EF/NH

- 3.5. Minutes approved

4. Chairman's Report

- 4.1. SD to raise issues under Events

5. Secretary's Report

- 5.1. The following report was presented (*comments in italics*)

1. MMU Website Link

Link to the MMU website and Students work, as suggested by John Findlay at the AGM is already in place

2. Contact Details

Following election of the current Branch committee a request for an update of contact details (as required by the LI) was circulated to committee members. There are still a few outstanding details, to be updated at this meeting. (*some of the gaps were filled during the meeting*)
 Current information has already been sent to the LI (updates will be forwarded as appropriate)



NH to obtain the latest contact information for NW members, from Tarrance Downes at the LI. The latest address information is to be forwarded to EF & JB

Action NH

3. Assistants

An unprecedented number of volunteers were received at the AGM, notably resulting in assistants for the posts of Newsletter Editor and Events Co-ordinator. Question – are these roles shared or assisted? *It was agreed that the roles would be shared as joint responsibilities. NH to update the website details and contact information, as point 2 above*

Action NH

4. Website

- The website contact details have been updated to current information, some still outstanding
- Photos still required for all new committee members. *images to be supplied by new members of the committee*
- Last issue of Space still required at a smaller file size (Eddy) to launch on website
- Latest visit total – over 2 500 (over 65 000 hits)
- Matthew Haslem – Hardscape - has offered to support the NWBLI website on a similar basis as Casey's sponsorship. Maybe contact at subscription renewal time. *It was agreed that sponsorship of the Practice Evening would be more appropriate*

Action EB/GW/KL/NK

Action EF

5. Vista

The LI replacement for Landlines will commence publication in January 2004.
The NWBLI issue is scheduled for July 2004, deadline for submission – 15 June 2004

6. Events – Jotun

Jotun are still keen to undertake a presentation – would JB or KL like to contact Jotun direct?
Contact at Jotun is Graham Hollister (he is keen to arrange an event, possibly at the Cube).
His telephone number is 01724 400123 or 01706 710684
Email address – graham.hollister@jotun.co.uk
Dan Sterry has already completed background discussions with Graham

Action KL/JB

7. Committee Minutes

It was agreed that all future committee and relevant meeting minutes should be posted on the website in the hope that other members may feel able to join in with contributions to the Branch

Action NH

6. Treasurer's Report

- 6.1. Current bank balance – approximately £3 800
- 6.2. The second instalment of the annual subscription from the LI has now been received
- 6.3. The LI has offered £2 500 to each Branch of events, subject to justification. This contribution may be appropriate for the forthcoming Practice Evening celebrating the LI 75 Anniversary at Urbis. RD to investigate if the LI regard this as being a suitable event for funding

Action RD

7. Branch Representative's Report

- 7.1. No report

8. Newsletter Editor's Report

- 8.1. Next issue of Space scheduled for January 2004, in preparation for the Practice Evening



- 8.2. American theme is proposed for the spring issue of Space. GW has contacts in Illinois which might be fruitful
Action GW
- 8.3. It was agreed that the Awards issue of Space would warrant the £900 cost of printing and distribution
- 8.4. The suggestion of an annual programme of Space themes would aid production and even contributions
The 2004 timetable of themes will be
- | | |
|----------|---|
| - Spring | - USA |
| - Summer | - Europe |
| - Autumn | - 75 th Anniversary Awards of the LI |
| - Winter | - The Regions |
- 8.5. EF/GW to meet to discuss progress the next issue of Space
Action EF/GW
9. **Student Representative's Report**
- 9.1. SLIC
- SLIC was launched at by the LI in Euston recently
 - SLIC are to hold 3 meetings a year with the aim of furthering the 'student voice' within the LI
 - A SLIC website is to be established – a link from the NWBLI website will be created
Action NH
- 9.2. Any relevant lectures/CPD events will be promoted by the NWBLI
10. **Events**
- 10.1. Practice Evening –
- It was generally agreed that the status of Urbis is appropriate for the Practice Evening/LI Awards celebration. General feeling was that the charges were excessive and the event could only progress if Urbis were to reduce their costs and the LI would support the event financially.
JB and RD to prepare a funding proposal to the LI
Action JB/RD
 - The guest list is to extend to prominent individuals in related professions
 - Jury suggestions
 - Gerry Spencer – NWDA
 - Julian Thrift – CABE
 - Howard Bernstein – City of Manchester
 - Gerald Kaufman – MP
 - Exhibitors are to be charged £25 display cost
 - Date – end of February/early March. SD to agree with JB
Action SD
- 10.2. Whitehaven – proposals with JB
Action JB
- 10.3. It was suggested that 4 main events were arranged each year. This would tie in with the issue of Space and concentrate the committee's efforts rather than diluting on more events
The first of these events, following the Whitehaven visit, was agreed as a 'behind the scenes' visit to the EDEN project. SD to arrange
Action SD
The following event could involve Will Alsop
11. **Sponsorship**
- 11.1. Mathew Haslem to be approached for sponsorship of the Practice Evening
- 11.2. Groundwork Landscapes are to be approached for sponsorship of Space
- 11.3. Green Roofs (Community Farm in Leeds) also to be contacted for sponsorship
- 11.4. WSP Environmental may also be amenable to sponsorship
- 11.5. SD to prepare a standard letter for circulation to the above
Action SD
12. **AOB**
- 12.1. A potential alternative to the committee organising the Practice Evening is to consider an 'events organiser', as previously discussed, to arrange the whole event. EF to contact Jo Sistern from Tamesis (events organiser)
Action EF



n w b l i

north west branch of the landscape institute

13. **Date of Next Meeting**

January 2004 @18.15 – Pitcher & Piano (exact date to be confirmed)

Note - all

Circulation

All present
John Kennedy
Jan Barton
Kate Lynch
Nick Kennerley

NH – 11 December 2003

