

## Minutes of the Branch Meeting – 13 January 2004

### Present

Eddy Fox – Newsletter Editor (joint) – Chair of meeting

Gordon Willis – Newsletter Editor (joint)

Nick Harrison – Secretary

Jan Barton – Events Co-ordinator

Rachel Devine – Treasurer

Emma Barker – Student Representative

Nick Kennerley – Student Representative

Lucy Garrett - SLIC Student Representative

Jo Sistern – Tamesis Business Communications (to item 5.2)

Justine Breen – Tamesis Business Communications (to item 5.2)

### 1. **Approval of the notice of the meeting**

Proposed - EF

Seconded – NH

### 2. **Apologies**

John Kennedy

Simon Dowse

### 3. **Previous Minutes**

3.1. No Matters arising

3.2. Minutes approved

### 4. **Chairman's Report**

4.1. No report

### 5. **Events**

5.1. Jo Sistern & Justine Breen presented a report on the potential options for the NWBLI to stage a significant event (report to be circulated with minutes). **Action EF**

- The report suggested various venues, speakers and formats for a high profile event, one of two proposed major annual events to be staged by the NWBLI in the coming year  
EF commented that the resources of the NWBLI alone would not be sufficient to meet the proposed costs. JS responded by offering to manage an event with tasks being allocated to the committee
- It was agreed that the 75 Anniversary year of the LI was the best time to try an event of this scale
- Liverpool/Manchester venue locations were discussed. Although a Liverpool event is desirable, Manchester may be the more appropriate location considering the known support for recent events. The support from the Liverpool area has not been gauged for some time

- It was agreed that an email questionnaire, together with a piece in Space, should be issued to gauge interest. Obviously the result would give a fair indication as to the appropriateness of staging a major event
- The issue of payment of speakers is to be investigated by RD. NH understood that the NWBLI are not permitted by the LI constitution to make payments to speakers, other than for expenses
- The committee concluded that the forthcoming Practice Evening should be completed prior to embarking on the next potential major event as outlined by JS/JB

#### 5.2. Practice Evening –

- JB has booked Urbis foyer for 23 March 2004
- JB to investigate the availability of display boards, costs and sizes. Sizes to be communicated to potential exhibitors **Action JB**
- Exhibitors will be able to display boards only, electronic devices will not be permitted
- The exhibition is to remain in place for one week
- Catering – JB confirmed that in house catering is the most economic. JB to agree most cost effective form of catering. The first drink is to be provided, with following drinks available from a bar, subject to Urbis facilities **Action JB**
- A registration table to be located at the entrance. Attendance details to be taken and voting details to be issued.

It was agreed that due to the time limitations which would be imposed on a Jury that all attendees would be asked to vote for the most inspirational scheme on display

- Potential timetable
  - 17.00 – setup
  - 18.30 – Event commences
  - 20.00 – conclusion of voting for most inspirational scheme
  - 20.30 – Address by the Chairman
  - 20.45 – Guest Speaker
  - 21.15 – Winning scheme announced
  - 10.00 – event concludes
- The Award to be made up of a token prize, such as a bottle of Champagne, together with a presentation certificate, with copy to be mounted on the winning display

#### 5.3. Whitehaven Event – JB currently progressing **Action JB**

### 6. Student Representative's Report

- 6.1. Lucy Garrett made the following comments regarding the progress of SLIC
- SLIC website is currently under construction by a professional organisation
  - SLIC website to include a message board
  - SLIC aims to provide a students view of Landscape Courses
  - The 2005 LI calendar is to showcase Students best work (including the Science and Management divisions)
  - The Young Planners are to stage a conference in Liverpool. Support from the NWBLI has been requested, potentially in the form of speakers **Action SD**
  - EB is to prepare an article about SLIC for Space **Action EB**
- 6.2. MMU students are to prepare a display board for the Practice Evening **Action EB/NK**
- 6.3. MMU Lecture Event for posting on the NWBLI website – Lecture on Sustainable Urban Communities to be given by David Rudlin (13.30 - Monday 9 Feb, room 403 Chatham Building) **Action NH**  
EB to email details of future MMU events to NH/EF **Action EB**

- 6.4. MSSA (Manchester Society of Student Architects) are to supply lecture programme details for inclusion in Space & on the website **Action NK/EB**
- 6.5. John Findlay (MMU) is currently reviewing the Practice Placement arrangements for students. Consideration is being given to replacing the fourth year out with a 3 day per week office experience opportunity. This would reduce the course length to 4 years (helping to reduce the cost to students of a longer course).  
These proposals will require LI approval. It was assumed that the new proposals for Life Long Learning and the new PPE training proposals would be taken into account with the new Practice Placement scheme  
JF is also preparing a Practice Support List to channel students in to the most appropriate offices
7. **Newsletter Editor's Report**
- 7.1. EF/GW currently preparing the Spring issue of Space **Action EF/GW**  
Issue to include details of the Practice Evening  
Details of Jotun event to be included – NH to check progress with LK **Action NH**
- 7.2. Summer Space to have a USA theme. GW currently securing input from American contacts **Action GW**  
EB suggested a fellow American student could prepare article comparing US & UK Universities **Action EB**
- 7.3. Autumn Space to have a European theme
8. **Treasurer's Report**
- 8.1. RD to prepare a current balance sheet to be circulated with the minutes **Action RD**
9. **Secretary's Report**
- 9.1. The following report was presented (*comments in italics*)

1. **Contact Details**

Latest committee information has been sent to Tarrance at the LI.

2. **Website**

- After 12 months in operation the website has been given a '*make over*'. Many areas of the website were in need of an update, as new information has arisen. The opportunity has been taken to (hopefully) improve the format at the same time – what do you think?
- *Home page photos* have been updated
- New range of page link *buttons* has been created, with the aim of improved appearance! And to allow the introduction of additional pages
- *Meetings page* has been added to the website – giving details of committee meeting dates and minutes
- The website *contact details* have been updated, JK contact information outstanding
- Photos still required for all new committee members – KL & NK – *NK photo has been emailed* **Action NH**
- Last issue of Space still required at a smaller file size (Eddy) to launch on website
- *SLIC* link added, but this website is not yet live – currently under construction
- Its been a busy Christmas!

**3. NW Members List**

The latest address list has been received from the LI, and passed onto JB & EF  
I have signed on behalf of the committee a confidentiality form stating that the list will not be used improperly, and returned to Tarrance. *A revised form is to be sent to the LI in replacement of the initial form which contained clauses inappropriate to the NWBLI*

**Action NH****4. PPE Event**

I have had an enquiry about prospective PPE sessions – are we intending to include one this year?

*It was agreed that such a session should be arranged this year*

**Action SD/JB/KL****10. Branch Representative's Report**

10.1. No report

**11. Sponsorship**

11.1. No issues raised

**12. AOB**

12.1. No issues raised

**13. Date of Next Meeting**

Wednesday **11 February 2004** @18.15 – Pitcher & Piano

**Note – all****Date of following meeting**

Wednesday **17 March 2004** @18.15 – Pitcher & Piano

**Note – all****Circulation**

All present  
John Kennedy  
Simon Dowse  
Kate Lynch

NH – 23 January 2004