

Minutes of the Branch Meeting – 11 February 2004

Present

Simon Dowse - Chairman
Gordon Willis – Newsletter Editor (joint)
Nick Harrison – Secretary
Jan Barton – Events Co-ordinator
Rachel Devine – Treasurer
Emma Barker – Student Representative
Nick Kennerley – Student Representative

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

Proposed - RD
Seconded – JB

2. **Apologies**

John Kennedy
Eddy Fox
Kate Lynch

3. **Previous Minutes**

- 3.1. No Matters arising
- 3.2. Minutes approved

4. **Chairman's Report**

- 4.1. Nothing to report

5. **Events**

5.1. **Erisco Bauder** Talk at the Cube – 17 February 2004

- Food provision – for approximately 20 people to a cost of £50 to be arranged for the evening (eventually arranged by JB & GW)
- GW to arrange drinks for the evening

5.2. **Practice Evening** –

- Urbis provide an 'in-house' catering service, plus a cash bar (external caterers are likely to be more expensive due to surcharges levied by Urbis)
- Menu - £9 per head option agreed – catering for up to 100 people (at a cost of £900)
- Wine - £10.50 per bottle option agreed, together with some bottled beers (£500 considered adequate to cover drink provision)
- Venue hire - £500
- RD to contact the LI regarding a grand for this event **Action RD**
- Registration table to be located at entrance – to record attendees contact details

- EF to prepare Award certificate (one for display alongside the winning scheme , one to give to the recipient) **Action EF**
 - Award prize – to be a bottle of Champagne and £50 book token from the Cube **Action JB**
 - Practices to be charged £15 per display
 - Maximum display area for each Practice to be no more than the equivalent of 2 A0 sheets
- 5.3. **Summer Event**
- Following the Practice Evening a questionnaire to be issued to gauge the interest in a second major event for the year
 - Liverpool venue to be investigated – JB to make enquiries **Action JB**
 - Date – potentially late September
 - International speakers to be contacted
 - Flyer to be prepared for distribution during the Practice Evening **Action GW**
- 5.4. **Whitehaven Event** – JB awaiting response from Cumbrian contacts **Action JB**
Subject to details being available this event can also be publicised at the Practice Evening
- 5.5. **WSP Presentation** at the Cube has been arranged by EF for 21 April (details will be in Space and on the website)
- 5.6. **PPE Advice Session** set for 7 August
6. **Student Representative's Report**
- 6.1. Articles are currently in preparation for the June issue of Space **Action EB/NK**
- 6.2. **Creative Labs** - involving design input to live schemes, on a voluntary basis, is currently taking place at MMU. An article to be prepared for Space **Action EB/NK**
- 6.3. **SLIC** – a board is being prepared for display at the Practice Evening
- 6.4. **Student Awards** – a request was made for a more detailed brief for the judging criteria in order that students can develop their work appropriately **Action SD**
- 6.5. **Summer Ball** – to be confirmed. Potentially to be extended beyond the year 3 students, to include all Landscape students, and even the NWBLI !
- 6.6. **Practice Evening** – NK to prepare a poster to encourage student attendance. Up to 40 students are expected to attend **Action NK**
7. **Newsletter Editor's Report**
- 7.1. Latest issue due to appear through letter boxes imminently
- 7.2. Summer issue due for publication in June, with a May deadline for submissions. Issue to have a USA theme
8. **Treasurer's Report**
- 8.1. No changes to expenditure or income as reported at the last meeting
- 8.2. Current bank balance - £3 350.22
- 8.3. Cube subscription of £587 is due in March **Action RD**
9. **Secretary's Report**
- 9.1. The website has been updated with the latest news and information on events
10. **Branch Representative's Report**
- 10.1. No report



north west branch of the landscape institute

11. **Sponsorship**

11.1. SD has prepared a letter for distribution to potential sponsors. SD to email to committee

Action SD

12. **AOB**

12.1. Cube subscription – it was agreed to renew for 2004

Action RD

13. **Date of Next Meeting**

Date of following meeting

Wednesday **17 March 2004** @18.15 – **at RD's office in Blackfriars, Salford** (due to potential travel problems arising from the St Patricks Day celebrations) RD to circulation directions prior to the meeting

Note – all

Circulation

All present
John Kennedy
Eddy Fox
Kate Lynch

NH – 07 April 2004