

Minutes of the Branch Meeting – 8 November 2004

Present

Simon Dowse – Acting Chairman
 Eddy Fox – Newsletter Editor (joint)
 Rachel Devine - Treasurer
 Nick Harrison – Branch Representative
 Emma Barker – Student Representative
 Maria Argyrou – General Committee member

1. Approval of the notice of the meeting

Proposed - RD
 Seconded – NH

2. Apologies

Gordon Willis
 Nick Kennerley
 Eddy Fox

3. Previous Minutes

3.1. Proposed as true record of meeting - NH
 Seconded – SD
 Minutes approved

3.2. As the post of Secretary is currently vacant it was agreed that the task of writing minutes would be shared between committee members. RD agreed to take November's minutes.

4. Chairman's Report

4.1. **RIBA NW headquarters** – A letter from RIBA NW has been received by SD informing the NWBLI of their relocation to the Ropewalks area of Liverpool. An invitation to meet with other professions has been arranged for 19 November at the new office. SD to attend. Possibility of using venue for NWBLI events. EF to include report by SD in SPACE. **Action SD/EF**

4.2. **LI President's Reception** – SD has received invite to Kathryn Moore's reception on 25 November at the Houses of Parliament. **Action SD**

5. Secretary's Report

5.1. Position vacant.

5.2. NH agreed to email out to all members the AGM minutes and a request for volunteers for the committee. **Action NH**

5.3. It was suggested that EF writes open letter to Landscape highlighting our predicament. **Action EF**

6. Treasurer's Report

6.1. RD has contacted Lesley Walters at the LI re branch subscriptions. (post meeting note: LW has confirmed £1500 per year admin costs plus an as yet unconfirmed amount per member that needs to be applied for. RD to chase for confirmation) **Action RD**

6.2. Approximately £1900 in bank following October's cheque for £1500 from the LI.



- 6.3. NH queried Nat West form sent by RD. RD explained that a second signatory would be required once Rory's name was taken off the signatories list. **Action NH**
7. **Website Editor's Report**
- 7.1. Next issue of Space due in the autumn **Action EF/GW**
 Deadline for next issue – 27 August
 Articles to include the Student Awards report
8. **Newsletter Editor's Report**
- 8.1. no report.
- 8.2. EB noted that the University hadn't received any copies of the last newsletter sent out. EF to investigate. **Action EF**
9. **Student Representative's Report**
- 9.1. EB explained that MMU were holding a series of lectures with guest speakers. It was agreed to include details of these on NWBLI website. EB to forward details **Action EB**
- 9.2. New style work placements appear to be going well. Full feedback to be compiled by University in December. It was agreed to report in SPACE on this in the new year. **Action EB**
10. **Events**
- 10.1. Position of Events Co-ordinator currently vacant.
- 10.2. SD agreed to produce spreadsheet detailing events: event, organiser, venue etc. This would be used a tool to update SPACE with latest events. SD to circulate **Action SD**
- 10.3. Venue for Practice Evening 2005 was discussed. CUBE or possible Liverpool venue. Date of late Feb early March agreed.
- April SPACE issued
 - May Filtration beds CPD,
 - June Degree Show
 - July Garden visit
 - August SPACE issued
 - September Urban Design week. Liverpool event possibly Liverpool Cathedral
 - October AGM
 - November NWBLI Dinner perhaps organised by students.
11. **Branch Representatives Report**
 The following report was presented

1. Report on the LI Council Meeting of 25 Oct 2004

The Council Meeting was preceded by a swift **AGM**, with all significant points being the subject of further discussion in Council
 Summarized below are the main issues relevant to the NWBLI, noted during the 3 hour meeting guided by a 60 page agenda!
 Director Generals Report

- 2. Christine Jackson** is currently Interim Executive Director pending the appointment of a new Director General in 2005



- 2.1. **PR/Press** – plans to introduce a post shortly, to further the promotion of the Institute
- 2.2. **IT** – System recently upgraded
- 2.3. **Website** – Site re-design and content development in progress
First improvements due by Christmas 2004. This aligns with the new and evolving corporate image
Update of members list proposed (both on the website and in printed form)
Members list to be searchable by branch
- 2.4. **IFLA Conference** – Edinburgh, June 2005 – 60 bookings taken to date
- 2.5. **Leader's Express** – proposed 2 page factual Headlines & Key events email newsletter, as produced by the American Society of Landscape Architects, is to be launched shortly
- 2.6. **Vista Express** has just been launched as a fortnightly email, replacing the Events and Recruitment emails
- 2.7. **UCAS** has confirmed that entry to Landscape courses in 2004 has increased by 30%. This appears to be as a result of increased educational promotion by the Secretariat over the last 18 months
Further Educational promotion is proposed during 2005, including the production of 'eye-catching' **Postcards** to introduce Landscape Architecture, backed up with a booklet and **CD** promoting the profession
- 2.8. **Branch Forum** – Meeting subsequently arranged for 2 February 2005
Main purpose to discuss
 - LI support for the Branches
 - Branch funding
 - Feedback from the Branches
 - Development of improved networks
- 2.9. **Calendar** – SLIC Calendar, themed 'Dangerous Landscapes' is to be produced for 2005.
Consideration is to be given for a high quality regular calendar produced by the LI to promote the profession from 2006
3. **Disciplinary Regulations**
New Disciplinary Regulations for members, was agreed
4. **Construction Skills Certification Scheme**
Professional Membership Route of the CSCS is to be progressed
Information to be circulated when accreditation is completed
5. **PPE Pilot**
 - 5.1. PPE Pilot currently over 6 months into the live study
 - 5.2. Positive developments and outcome to date
 - 5.3. A New Education Handbook will be produced in 2005, and updated in 2006, to take account of the new PPE regulations and requirements
 - 5.4. PTR's to be replaced by new documents from September 2004 for use by all candidates (Activity Log, Quarterly Record & Quarterly Statement)



- 5.5. New scale of charges is to be introduced to fund the new system
Exam fees are currently considerably lower than other comparable professions
- 5.6. LI are to employ an Examinations Development Officer, short term, to cope with the major task of developing and introducing the new system. Currently the considerable workload is undertaken by a few members of the Secretariat and the considerable voluntary input of members
- 5.7. The last year for the written exam is to be 2006
- 5.8. The Oral exam format is to be developed and then held twice a year
- 5.9. Developments and refinements of the new system are constantly being made as the study progresses

6. AOB

- 6.1. Expert Database – Nominations desperately needed – any volunteers?
- 6.2. Council Members – Request for 'new blood' on the LI Council – any interest?

Next Meetings

Branch Forum – 2 February 2005

LI Council - 7 March 2005, 4 July 2005, 24 October 2005

Website

A. Meetings Page

AGM Minutes have now been posted on the website
Next LI Council date added

B. Events Page

Page updated
Awaiting details of MMU lectures
Whitehaven details removed

Event suggestions –

- Tour of Reedbed filtration scheme, Worsley. Dan Sterry has offered to organise
- Visit to the Old Zoo Garden, Brockhall Estate, Blackburn

12. AOB

- 12.1. RD has received the annual invite from St. Mary's High School for a volunteer for February's careers fair. RD explained Barbara Moth is interested in facilitating more partnerships between high school students and landscape practices. RD to contact BM to see if she can volunteer.

Action RD



n w b l i

north west branch of the landscape institute

13. **Date of Next Meeting**

Tuesday 11 January 2004 @18.15 – at Dukes, Castlefield

Note – all

Circulation

All present
John Kennedy
Jan Barton
Rachel Devine
Gordon Willis
Emma Barker
Nicholas Kennerley

NH – 24 December 2004



The Chartered Institute in the UK for Landscape Architects
Registered Charity No.: 1073396