

Minutes of the Annual General Meeting – 27 September 2005

Fly on the Wall, Liverpool

1. **Approval of the meeting**

Proposed - RD
Seconded – JM

Attendees

Simon Dowse - Chairman
Eddy Fox – Newsletter Editor
Jonathan Miley - Newsletter Editor
Lucy Garrett – Newsletter Editor
Nick Harrison – Branch Rep/Website
Rachel Devine – Treasurer
Peter Gommon – Member
Lynne Houlbrooke – Member
Liz Quispe - Member

2. **Apologies**

Rosie Paul
Susan Bone
Katrine Heath
Ian Fisher
Paul Gray

3. **Minutes of Previous AGM**

No matters arising

Proposed as true record of the meeting – EF
Seconded - RD

Minutes approved

4. **Chairman's Report**

4.1. The following report was presented

The year started well with a good turnout at the Practice evening in Liverpool at Renew's office with guest Kathryn Moore in attendance. This has given us the opportunity to establish links into the centre of regeneration excellence as well as the new home of the RIBA branch.

For the fifth year we supported the degree show at the Metropolitan University and secured the services of a jury comprising members from local practices to judge both 3rd and 5th year work to help raise the quality of the course.

We have had the opportunity to comment on the NWDA economic paper as well as Bury MBC's



planning documentation-unfortunately time precluded the latter.

I would like to thank the committee members for their support, time and effort they have put in over the last 12 months:

Newsletter-Eddy Fox and Gordon Willis, newsletter editors-a thankless task in drumming up newsworthy items. Unfortunately Eddy and Gordon have had to resign this position due to family commitments earlier this year. Eddy still maintains an active interest and my thanks go to him for arranging the PPE revision course this year. The post has fortunately been filled by Jonathan Miley and Lucy Garrett.

Financial matters-Rachel Devine, Treasurer, has managed to maintain strict control over our finances and we now have a platform which will allow us to subsidise a number of our events. My thanks go to her for the number crunching as well as organising the refreshments at the practice evening and also the DDA event in October.

Events organiser- Susan Bone, who has looked at providing opportunities for future events and hope that her drive to secure a big social occasion comes to fruition later this year. My thanks go to Susan.

Nick Harrison, Branch Representative, has attended the core meetings in London and reported back in Space. My thanks go to Nick for giving up his time for travelling to London. Thanks also go to Nick for maintaining the web site.

Katrine Heath, Secretary, has provided valuable support in producing minutes of the meetings and my thanks go to her.

Student representatives-this year we had two reps from MMU, Jonathan Miley, Marina Argyrou, Emma Barker and Nicholas Kennerley. My thanks go to all of them for providing important links to the university and much needed young blood to the committee. This position is now vacant, as they have now graduated.

I have enjoyed my fifth year as Chairman but feel that the time has come to hand over the reigns to someone who can perhaps take the branch to the next level: of interaction with other professional branches, publicise the profession in schools, bring a more diverse range of events to the region and push our profession further in the region.

5. Secretary's Report

5.1. No report

6. Treasurer's Report

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

Branch Funding

The Landscape Institute changed the way individual branches are funded over the last year. The NWBLI now receives a lump sum which for the years ending 2004 and 2005 was £1500. Last years



payment was received in November. In addition to this the LI has allocated funds which the NWBLI can apply for, for specific events etc. This is in the region of an additional £2,700. Last financial year assistance was sought to assist with the 75th Anniversary Practice Evening event held at Urbis. A sum of £2,195.38 was requested and received.
Current Branch account balance is approximately £ 2500

Branch Bank Account

The LI contacted us last year with regards to changing banks and also adding a central LI signatory to each of the branch accounts to insurance against locked funds should a branch dissolve. This has yet to be put in place.

Events

The expenditure on events last year rose considerably to £3,806.01 as a result of the evening at Urbis. This was set against an income of £2,996.67. Once again the overall cost to the branch has increased since last year to a sum of £809.34 from £612.86. Our intentions to make all events self funding have not yet materialized. Assistance from non committee members to help co-ordinate events and run profit making events would help the NWBLI to achieve this.

Sponsorship

As previous years, the P Casey Group have sponsored the website to a tune of £116.33. Another regular sponsor, Hardscape once again funded in part the Practice Evening with a donation of £300.00 towards the cost of the refreshments. We thank them for their continued support.

In addition the "Practice Profile" article in SPACE magazine where north-west practices display their latest projects has generated a total of £300 towards the publication of the quarterly newsletter.

Finally Erisco Bauder paid for the refreshments at their talk on Roof Gardens, a sum of £91.29.

Newsletter

Four newsletters were produced last year at a cost of £1485.68, taking up most of the LI funding of £1500.00. Costs for this year are set to reduce thanks to the sponsorship deal with Acheson Glover – for details see the Newsletter Editor's Report.

Website

Thanks to the sponsorship from the P Casey Group the website looks after itself with regards to costs.

7. Branch Representative's Report

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

Main Issues at LI council during the last 12 months

A. President

Kathryn Moore is currently in her second, and last, year of office as president. During her term she has instigated many new initiatives, such as establishing a branch forum, investigating job evaluation procedures, and raising the profile of the LI



B. Director General

The appointment of a new Director General resulted in Marion Bowman taking up post on 1 August 2005
Marion has a background in the media, and it is hoped this will assist in the raising the profile of the LI

C. Following the departure of Director General Mike Wetherall in mid 2004, Christine Jackson took up the challenge of guiding the LI until a new DG was appointed

D. Education

Following considerable efforts by the secretariat in promoting education in Landscape Architecture, a 35% rise in admissions to Landscape courses has been reported for the 2005 universities intake

E. Professional Practice Examination (PPE)

A new system is at an advanced stage of development, following a two year pilot study
The new format, which focuses on candidate development and continual assessment, has now been introduced for all candidates
The full system, with online interaction, is due to be introduced by 2007
The LI propose a series of Roadshows through the Branches, to promote the new format

F. CPD

The CPD format is currently being updated and developed to complement the new PPE system
The aim is to encourage considered personal development through targeting specific areas of learning

G. IFLA World Congress

Considerable effort was expended by the LI in hosting the Congress in Edinburgh

H. Website

The LI has been trying to update the site from some time now
A new internet design company was recently appointed to implement changes

I. Branch Forum Meeting

The first of an intended annual meeting was held in February 2005
The main principles were to improve liaison with the LI, disseminate information, and assist the branches in promoting Landscape in the regions

J. Expert Database

Request made for members to put themselves forward for inclusion

K. Fellowship Board

The board has been reconvened and applications are encouraged

It was suggested that the LI Secretariat publicise their changes in Landscape or Vista by way of a regular feature box in these publications



8. Newsletter Editor's Report

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

Five years lost in SPACE and finally I've reached that final frontier... My period as newsletter editor comes to an end with this AGM. It has been by turns stimulating, challenging, annoying and frustrating... However, looking back on it all, I think the overall sense is of satisfaction that the newsletter has become established as a high quality, professional flagship for the branch. Somehow or other SPACE has blossomed from its thin, poorly copied, black and white origins to its current full colour, densely packed, unmissable glory. Landmarks have been:

- Securing a deal with commercial printers to avoid the delays and poor quality of the LI's internal copying service;
- The introduction of practice profiles enabling us to provide a full colour centrefold and cover;
- Gordon Willis joining as co-editor in 2003;
- The recent finalisation of a deal with Acheson Glover to sponsor the newsletter for a full year.

Over the last year, editions have become a little fragmented due to problems of securing sponsorship and conflicts with my own parental duties, but hopefully normal service will now be resumed with the handover to the new, young, enthusiastic editorial team: Jonathan Miley and Lucy Garrett. I know they have bold plans and new ideas which will hopefully take SPACE yet further into new and unknown galaxies. Many thanks to them for taking over at the helm and good luck for the future. Thanks also to all past and present members of the committee and of the branch for all your support and contributions. Hasta la vista!

Paul Gray, from Broadway Malyan, has offered to assist in future branch events

9. Events Co-ordinator's Report

9.1. The following report was submitted by SB prior to the meeting

As the newly appointed events co-ordinator I am hoping to bring fresh ideas to the table and increase the numbers attending all our events.

The secretary is working on building on the previous good work of setting up a database of member's addresses and emails so we can let members know as soon as we have news to tell regarding forthcoming events.

Branch aims for this year, are to arrange a series of events ranging from informative, CPD and social. We are hoping for members to propose events, talks or visits if they wish.

We are aiming to spread the events around the north west this year for variety and to acknowledge the growing number of practices around and to take into account Liverpool Capital of Culture.

Liverpool will be a city to watch over the next few years, there is massive investment pouring into the city with very exciting public realm projects planned.

The following events have taken place since last year.

Practice Evening, Renew Liverpool. March.

March was the month for the annual Practice Evening. I was away on holiday and missed the event, but I am told it was a great turn out.

The new venue at RENEW Liverpool was a success (even though there were some initial problems



due to their refurbishment programme). Liverpool was chosen this year to spread the events around the north west and to signify the fantastic achievement of Liverpool being chosen as Capital of Culture, 2007. Thank you to Hardscape again for sponsoring our successful yearly event.

It was a special evening for NWBLI as we were host to Professor Kathryn Moore, President of the Landscape Institute, who spoke to members about her aims for the future of the Institute and how she will be getting involved in regional branch matters.

Food and drink was flowing whilst members took time to catch up and peruse the high standard of presentations on show.

Reed Bed Visit, Worsley. May.

On a warm evening in May, the branch met just outside the city in Worsley, to visit an unusual project pioneered by Coal Authority. The event was a total sell out from when the flyer was circulated.

An article in Space described the events of the day

MMU Degree Show, Manchester. June.

Once again we returned to Manchester Metropolitan University for the Degree show in June to present prizes for both third and final year students who produced the most impressive project displays.

PPE Revision Course, Manchester Conference Centre. August.

A revision course was arranged for all those taking the PPE this September!! Good luck to all those who sat the exam.

Eddy Fox and Paul Gray took the lead and provided members with information, techniques and preparation for the written exam. Workshops, discussions and past questions were set up as part of the well-planned event.

AGM, Liverpool RC Catholic Cathedral, September.

AGM will follow a tour of public realm works associated with the renowned RC Catholic cathedral, Liverpool. A walk and talk from Landscape Projects will be followed by drinks and nibbles, to revive members for the AGM.

Urban Design Week, nationwide 12-18th September.

For the seventh annual UDW we are hoping to tie into a variety of exciting events planned for the northwest.

Future events

DDA Course- all day event. Village Hotel, Warrington. 19 October 2005.

An awareness course for the new Disability Discrimination Act will be taking place next month. The course is aimed at designers who will be liable to follow the revised regulations regarding designing in public places.

The course comes to NWBLI highly recommended. It will be a very useful insight into current guidelines.



Tickets £80.00, a deposit of £10.00 will be required.

Autumn supper, November 2005.

This is a new event proposed for the winter months and before the Christmas party rush. It is hoped to get you all in the festive mood.

The supper is to be held in a fine eatery in Liverpool with complimentary drinks on arrival and a 3-course meal planned (veggie option available).

Initial investigations are looking promising with ZIBA offering the above for about £25.00 per person.

It is envisaged the above will be open to members and guests.

News on this one soon.

Deposits will be required.

Events for next year 2006

Visit to manufacturer- to be confirmed. February

An informative day out at a supplier/ manufacturer. Ideas welcomed for this one.

Garden visit. March/ April.

Early discussions have proposed Zoo Garden, we are hoping for Dan Sterry to lead this one.

Space issues, please see newsletter editor's report.

As always we will be posting events on the website and in the newsletters. We are always open to suggestions for events, organisational issues and ideas.

Please feel free to contact myself or a committee member with any views/ ideas.

Here's hoping for a very successful year in the north-west.

10. Student's Report

- 10.1. LG stated that 32 new students had started as MMU this year, showing a healthy intake on the Landscape Architecture course
- 10.2. David Staines has now retired from MMU
- 10.3. MMU are looking for more part time tutors – any offers?

11. Elections to Committee

11.1. Position of Chairman

No nominations – **post Vacant**

11.2. Position of Secretary

Katrine Heath previously confirmed her agreement to serve for a further year
No other nominations received



KH elected

11.3. Position of **Treasurer**

Rachel Devine – proposed by EF, seconded by NH

No other nominations received

RD elected

11.4. Position of **Branch Representative**

Nick Harrison – proposed by RD, seconded by JM

No other nominations received

NH elected

11.5. Position of **Newsletter Editor**

Lucy Garrett - proposed by RD, seconded by SD

Jonathan Miley – proposed by SD, seconded by NH

LG/JM were elected as joint Newsletter Editors

11.6. Position of **Events Co-ordinator**

Susan Bone previously confirmed her agreement to serve for a further year

No other nominations received

SB elected

11.7. Position of **Student Representative**

Vacant

12. **Any Other Business**

12.1. New Chairman required

13. **Date of Next Meeting**

Date and location for a November meeting to be confirmed

Circulation

All Committee members

NH – 3 October 2005

