



Chair: Graham Marshall gmarshall@maxim-ud.co.uk
Sec': Charlotte Reid charlotteread@tep.uk.com

Minutes of the LINW AGM – 22nd November 2006

The Gallery, Dukes 92, Manchester

AGENDA

1. Apologies for absence.
2. To approve the minutes of the AGM held 6th July 2005.
3. Matters arising from item 2.
4. To adopt the Chairman's report for the year.
5. To adopt the Honorary Secretary's report.
6. To adopt the Honorary Treasures report.
7. To adopt the Branch Representatives report.
8. To adopt the report on the committee elections.
9. Member's motions

Approval of the Meeting

Proposed – Graham Marshall
Seconded – Rachel Devine

1. Apologies

Up to sixty members attended with a further cohort of non-member students. Apologies were received from the following members:

Andra Hickisch, John M Whalley, Marcus Chaloner, John Meeha, Narada Haralambous, Paul Redshaw, Alison Moffatt, Lucinda Weymouth, Jennifer Poole, Claire Fouweather, Euan Hall, Ruth Benson, Liz Somner, Penny Parker/Beckett, Bryan Wynne, Annie Coombs, Roger Cartwright.

2. Minutes of the Previous AGM – 6th July 2005

Proposed as a true record of the meeting – Nick Harrison
Seconded – Rachel Devine
Minutes approved.

3. Matters Arising

No matters arising.



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4. Chairman's Report

Following a request from the committee through the newsletter for someone to take on the role of Branch Chair, I attended the January Branch meeting this year to consider the role. It was a well attended meeting (13 members), with an energetic committee and plenty of plans for events through the year. At the end of the meeting I agreed to take on the role and was duly elected!

The next meeting in March was attended by six members where we set out our plan for the year and discussed our approach to editing the September issue of Landscape. The agreed plan of action is to:

- **Develop a Vision and business plan for the next five years.**
- **Develop close relationships with the public sector; GONW, NWDA, EP, EH, URC's & Local Authorities.**
- **Develop close relations to allied professionals.**
- **Facilitate exemplary CPD.**
- **Facilitate the Pathway to Chartership for both candidates and Mentors.**
- **Invigorate some enthusiasm in the membership.**

Following several attempts to hold further meetings through the year, we were unable to get a committee quorum. However, a subgroup did manage to meet several times to discuss the Landscape editorial, and keep the main committee business rolling at the same time.

In terms of the above action plan, we managed to start the business of developing a Vision through our successful contribution to Landscape – we now need to follow up on this. Developing the business plan is on hold as the LI secretariat is preparing a Branch handbook to guide its development. We have had several meetings with the NWDA through RENEW, and invited them to contribute to Landscape. Working with RENEW has also facilitated our development of exemplary CPD and closer relationships with allied professions through their Pan-Professional CPD initiative. I attended the signing of a Memorandum of Understanding between the professions at a BURA event in Manchester during the summer. Signatories to the MoU are the Construction Industry Council, ICE, Institute of Economic Development (IED), LI, RIBA, RICS, RTPI and the Urban Design Group. Rachel Devine (our Treasurer) has also attended several Pan-Professional events through the year, including the day long RIBA annual CPD Forum in Liverpool at the beginning of November. We also had a successful turn out for the PPE Roadshow a CUBE in April, the only downside being the minimal attendance by experienced practitioners (employers) who will be the mentors that make this programme work effectively. Finally, invigorating the membership; we held the practice evening during Urban Design Week in Cube. It was a well attended and successful social event, and my apologies for not being able to attend. Next year we would like to use the event to showcase our skills to



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others, and perhaps link up with our allied professions. We also supported the end of year show at MMU again, and were pleased to have the less onerous task of judging the graphics only!

We have made a start on the action plan, but to take it forward successfully we need a little commitment from more members. My sincere thanks go to those members that have worked so hard through the year. Nick for acting as our Branch Rep (he resigns this year so the post is open) and for managing our web site. Rachel for her work as Treasurer, as well as events organiser and CPD coordinator. Rachel is also resigning as Treasurer after seven years – the LI suggest that a role be held for a maximum of four years, so the post is now open. Lucy and Jonathan for keeping the newsletter rolling off the press and keeping our sponsors happy. Katrine for her work as Secretary and good luck in you PPE. Paul for his attendance and contribution to all meetings, and his organisation of the PPE Roadshow. Carolyn and Melanie for their hard work and contributions to Landscape, and to everybody else who contributed.

The committee has also been active in supporting the Secretariat. I attended the Branch Forum early in the year with our Branch Rep' Nick Harrison. During the summer I also spent a day at Myerscough College, Preston, along with our Treasurer Rachel Devine on an accreditation panel for the landscape management course there. The course was successful in gaining accreditation, and we welcome their staff and students aboard. Northwest members also made contributions to several consultations on policy documents over the year. I prepared the response to Manual for Streets on behalf of the Institute.

In conclusion, the focus for the next year is to improve communication within the branch and to the outside world and to support younger members in getting established in the profession.

Proposed - Nick Harrison
Seconded - Rachel Devine

5. Honorary Secretaries Report

No report submitted.

6. Honorary Treasurers Report

Branch Funding

During the financial year a sum of £2,566.68 was received directly from the Landscape Institute; £1,500 subscriptions and £1,066.68 further financial assistance.

Branch Bank Account

The branch bank account is still held with Nat West. The LI have not progressed with their proposal to open up new accounts with a different bank with a central LI signatory. We await their instruction on this.

Events

The overall difference between income and expenditure on events last year rose again to £1,279.46 from £809.34. This shortfall was funded by the LI. A total of four events were held in this year; the Practice evening, the PPE revision day, the DDA event and the Trees in Relation to



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Construction event.

Sponsorship

The P Casey Group again sponsored the website, a sum of £116.33. 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.

Newsletter

Some of last years newsletters were funded by Acheson Glover with the exception of the the first one of the financial year, reducing branch expenditure on this item down to £418.00 from last year's expenditure of £1485.68.

Accounts

Income and Expenditure for the year ended 31 March 2006

Balance brought forward	Nat West Bank Account Current Account	1,339.76
	Petty cash	18.09
		<u>£1,357.85</u>

Income

LI subscriptions	1,500.00	
LI Assistance for events	1,066.68	
Income from events	<u>1,950.00</u>	<u>£4,516.68</u>

Expenditure

Printing/postage of newsletter	418.00	
Cost of events	3,229.46	
Website	116.33	
Cube membership	<u>229.13</u>	<u>£3,992.92</u>

<u>Surplus for the year</u>		<u>£1,881.31</u>
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Represented by

Bank balances	Nat West Bank	£1,863.52
	Petty cash	£18.09

Responses

John Finlay queried the requirement for audited accounts. Rachel explained that this is undertaken centrally by the Institute.

Proposed – John Finlay
 Seconded - Nick Harrison

7. Branch Representatives Report



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Council

- Council met four times during the last year, with the investiture of our new president Nigel Thorne on 3 July.
- Kathryn Moore, immediate past president, continues to take an active role in LI matters
- Council has recently prepared the LI Development Plan for 2007-12.
- A Governance Structure review is currently being considered with a view to wider consultation in 2007.
- The Secretariat continues to strive in support of the membership, with a marginal increase in staff.

Director General

Marion Bowman continues to drive forward many key areas of LI business, with particular enthusiasm towards raising the profile of the profession through enhanced use of the media. Marion recently visited members in various parts of the country looking at the various ways Landscape Architects operate.

Fellows

Three new Fellows of the LI have been elected over the last 18 months, including Nigel Thorne, PLI. Further applications are welcome - could be you!

Branch Forum

A forum was held in June to consider ways the secretariat can work with and support the branches. In turn the branches are encouraged to support the secretariat initiatives such as the Pathway to Chartership programme. (Graham and myself attended). Positive achievements of branches were shared.

Education

The PPE Roadshow toured all branches in April/May ahead of the introduction of the new Pathway to Chartership. A new Pathway to Chartership handbook has been introduced with the whole system due to go online before Christmas. I took over as Chair of Education committee in the summer

General

Policy Officers for Northern Ireland and for Scotland were appointed during the summer. The second Secretariat Open Day was held in May culminating with an enlightening discourse between Dominic Cole and Professor Walter Hood.

LINW Branch Website

I have continued to update the branch website with the latest information on events, meetings, reports, Space and any other relevant information. I am willing to continue, if necessary, until the introduction of a new format in line with the new LI website, expected to be within the next 18 months



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Responses

David Appleton requested an explanation of how the Branch Rep had challenged the concept of Policy Officers in Scotland, Wales and Northern Ireland given that their regional memberships were substantially smaller than the English Branches. Nick responded that the issue has not been challenged by the branch. Graham responded that the issue would be discussed at the next committee meeting.

Proposed – Graham Marshall
Seconded – Rachel Devine

8. Committee Elections

Nominations had been received by post for the following committee positions and additional roles:

Committee

Chair	Graham Marshall
Secretary	Katrine Heath
Treasurer	None
Branch Rep (MLI only)	Rachel Fryers
Student Rep	Aysha Iqbal
Committee Member	Rachel Devine
Committee Member	Nick Harrison
Committee Member	Paul Grey
Committee Member	Lucy Garret
Committee Member	Jonathan Miley
Committee Member	Stephanie Kotalla

Additional Roles

Events coordinator	Stephanie Kotalla
Events assistance	Emily Rees
News Letter Editor	Lucy Garret
News Letter Editor	Jonathan Miley
Pan-professional CPD coordinator	Rachel Devine
Pan-professional CPD assistance	Tim Johns
Pathway to Chartership coordinator	Paul Gray
Pathway to Chartership assistance	Rachel Fryers
Pathway to Chartership assistance	Don Kernott
Communication coordinator	Graham Marshall
Branch link coordinator	None

All nominations were unopposed and therefore duly elected. Due to work commitments, Katrine Heath noted that she was reluctantly continuing as secretary and would happily pass the position over to any one who was interested. Charlotte Read offered to assist Katrine with the secretarial role.



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There were no takers for the Treasures position at the meeting.

Proposed – Graham Marshall
Seconded – Rachel Devine

Post Meeting Note

Following the February committee meeting, there have been the following adjustments to the committee:

Committee

Chair	Graham Marshall
Secretary	Charlotte Read
Treasurer	Paul Grey takes over from Rachel Devine from April 07
Branch Rep (MLI only)	Rachel Fryers
Student Rep	Ian Lanchbury
Committee Member	Rachel Devine
Committee Member	Nick Harrison
Committee Member	Katrine Heath
Committee Member	Lucy Garret
Committee Member	Jonathan Miley
Committee Member	Stephanie Kotalla

We now have a full committee which is probably the only one in the country!

9. Members Motions

There were no members' motions.

Meeting closed 7:45.