



## Minutes of the Branch Meeting – 1<sup>st</sup> March 2006 18:30 Dukes '92

### Present

Graham Marshall – Chairman (elected 25<sup>th</sup> January 2006)

Lucy Garrett– Newsletter Editor

Paul Gray – Member

Nick Harrison – Branch representative

Rachel Devine – Treasurer

Katrine Heath – Secretary

### 1. Approval of Notice of the Meeting

Proposed GM

Seconded NH

### 2. Apologies

None

### 3. Previous Minutes - Issued and Approved Actions

3.1 Election of Graham Marshall to chairman – Proposed and Seconded

3.2 Newsletter Editors report LG – Done

3.3 Kelda Platt contacted for future practise profile submission LG - Ongoing

3.4 PG contacted Erica Boardman from NWDA (PR) and has arranged to meet to discuss the role of the Landscape Architect in best practise schemes, this information will go towards Northwest submission to LI - Ongoing

3.5 Sub-committee to be organised for the submission of profiles / articles to LI

3.6 LG has spoken to Joe Gardiner regarding submitting pages or Northwest profiles / articles, he agreed he would be willing for this to happen – Done

3.7 Reminder of tree event circulated as part of e-mail newflash – Done

3.8 Adobe acrobat training session advertised in SPACE magazine, further details regarding dates and times TBC – Done

3.9 Date and venue for the years practise evening TBC – **Action SB**

3.10 Benefactor membership to CUBE RD – Done

3.11 PPE revision sessions notice in SPACE - Done

3.12 Tobemore deign competition deadline TBC – **Action SB**

### 4. Chairman's Report

4.1 GM contacted former SEBLI Chairman (Matt Davies) regarding the role of chairman. SE LI aims were to improve contacts, member enthusiasm and develop vision statement. The vision statement progress was poor, it had been intended to present this to London's Lord Mayor. GM is presently looking to contact the present SEBLI Adam Cook.

4.2 GM has been looking at a vision statement for NWBLI , a previous statement exists on the

internet, this could be developed.

- 4.3 GM reported that he had also been in contact with Claire Luxom from the LI, as she is responsible for the branches, currently she is putting together a handbook of guidance for the branches, part of this will be information regarding a branch business plan. The handbook will be discussed at the next LI meeting.

## 5. Secretary's Report

- 5.1 Mike Dowd has contacted KH and RD regarding difficulties with attending meetings due to the scheduled time and place. KH explained meetings were open to all and that the committee have previously considered a change of venue, meeting scheduled in accordance with being as accessible as possible. It was suggested that he write a letter if he is unable to attend meetings so the issue can be raised in an open forum, for instance SPACE.
- 5.2 The new logo for the NWBLI and brand style guide will be circulated – **KH Action**
- 5.3 The letter template for NWBLI needs to be updated and circulated – **KH Action**

## 6. Treasurers Report

Nothing to report

## 7. Newsletter Editors Report

- 7.1 A draft copy of SPACE has now been completed and sent out to Atchison and Glover.
- 7.2 Need to confirm with Atchison and Glover that the sponsorship they provided covers them for one centre spread only . Agreement confirmed by letter – **LG action**
- 7.3 Articles this quarter included a competition to identify images from the Northwest, the prize will be membership to the National Trust
- 7.4 Spoke briefly on the merits of circulating the newsletter via e-mail or post. This raised issues with data protection act, KH to check with LI if we are covered by there registration or if we need to register ourselves.- **KH Action**

## 8. Website Editors Report

- 8.1 Updated contact list to show new committee members.

## 9. Branch Representatives Report

- 9.1 Next meeting to be held on the 6<sup>th</sup> March 2006-03-09

## 10. Student Representatives Report

Nothing to report

## 11. Events

- 11.1 Practise evening venue date and time to TBC – **Action SB**
- 11.2 PPE Roadshow arranged for 25<sup>th</sup> April 2006 venue TBC – **Action PG**
- 11.3 PPE Roadshow event information to go out as newsflash when confirmed– **Action LG**

## 12. Marketing

- 12.1 Information request by the LI for articles etc needed for September deadline, the draft plan is required for the end of June.
- 12.2 Setting up of a special subcommittee, items to be addressed include:
- Who should be involved in the subcommittee
  - Practises and public sector needs to be approached
  - Need to look at what is Landscape Architecture in the Northwest
  - Who should be contacted e.g Northwest Businesses etc
- Items to be addressed by the next branch meeting

## 13. Interdisciplinary Relations

- 13.1 RD attended meeting at RENEW regarding integrated CPD events across the professions. The organiser Sue Carmichael will possibly be holding future meetings or workshops in March. RD will circulate a document – **Action RD**
- 13.2 It was agreed that too much time was spent on the preceding part of the agenda and that little time remained for the forward planning part following. To speed things up, it was agreed that where possible, officer reports should be distributed a week before the meeting, thus focussing discussion in the meeting to matters arising.

## 14. Terms of Reference

- 14.1 GM will circulate a statement regarding terms of reference – **Action GM**

## 15. Themes for Future Meetings

- 15.1 Articles for LI and Subcommittee, also Practise evening – next meeting
- 15.2 Events / membership – June
- 15.3 Public sector involvement - July
- 15.4 Newsletter - September

## 16. Date of Next Meeting

4<sup>th</sup> April 2006 – Broadway Malyan Manchester – TBC

### Circulation

All present  
Eddy Fox

KH 14<sup>th</sup> March 2006