

AGENDA: COMMITTEE MEETING

Location: Adelaides, 209 Bath Street Glasgow, G2 4HZ

Date: Wednesday 27 March 2013 at 5.00 for Admin Pre-Meeting and 6.00 to 8.00 for Committee Meeting then informal discussion after at a suitable eatery.

Item		N=For Noting R=Report D=Discussion and Decision	Suggested Timetable	
ADMINISTRATION PRE-MEETING				
1	Objectives of meeting			
1.1	A working meeting to report on and discuss detailed administration matters and in particular the AGM and arrangements.	N	5.00	
2	Present Mark Turnbull (MT) (Chair) Hamish Neilson (HN) James Spence Watson (Events), Clare Wunsch (Treasurer) and Carol McKenzie (McK) (Adminisrator)	MT	5.00-5.01	
3 Administration Pre-Meeting				
3.1	General email to members about changes in email address – complete.	N	5.01-5.20	
3.2	Other actions <ul style="list-style-type: none"> Resolution to A+DS website and Conference Proceedings on A+DS and LIS websites and resolution to link on LIS website GVLA Masterclass to go on website under news/events 	CMcK		R
3.3	<ul style="list-style-type: none"> Checking of email address CMcK to check bounces and discuss with Jim Ritches.No bounces but checks have been made by CMcK into hard and soft bounces and contact has been established with 4 out of 5 members. These have been forwarded to JR. Members were telephoned by CMcK and have been forwarded AGM booklet. Paul Lincoln looking into the fact that the main data base for members (Integra) does not tie up with the DotMailer database, in particular Paul is looking into procedures for changes in data. Jim Riches has been emailed about bounces (CMcK). Alistair McCapra has been emailed (CMcK) to send out AGM booklet to members for whom email addresses we currently do not have access to (agreed when AMcC attended Edinburgh Com Meeting – clarification was sought by CMcK from HN) 	CMcK PL/MT		R
3.4	Monitoring of website in terms of keeping it up to date to be discussed between CW/CMcK. CW to check on Google to see how LI appears CMcK to arrange date: to action this. Website usage statistics circulated (Paper 1). Usage is	CW/CMcK MT		R

	continuing to increase Last two years usage will be prepared for AGM.			
3.5	<p>Website Update</p> <ul style="list-style-type: none"> Buttons for Facebook, Twitter and Registered Practices to be implemented on completion of social media survey (See 3.6). If no button for Registered Practices then these to be a sub-menu in About Us Need to add on LHS of webpage various sub-menus as identified by MT(Consultations and Responses sub-menus). Archive not possible but they can be grouped by year. Awaiting new website Twitter usage CMCK to consider how to increase usage Photo gallery will be available with new website (Wordpress) Calendar of Events requested and will be available with new website. There should be a changing of wording on the main page of website, all to consider LIS has a Facebook account. MH to consider how best to use this once results of survey available (see item 3.6) 	<p>MH</p> <p>CW/CMcK</p> <p>CMcK</p> <p>ALL</p> <p>MH</p>	R	
3.6	Interim results of survey of social media usage . Decision on what buttons should be on website also to tell users about Twitter Account - actioned?. Interim results show 70% prefer computer access (70%) opposed to smartphone app usage (30%) and while all 3 social media sites are popular to follow LIS activity, LinkedIn is preferred social media site. Weekly and daily following is indicated.	CMcK	R	
3.7	Agreement with A+DS - HN to progress with timescales & costing. Final Agreement to come from Sue Evans to HN	HN	R	5.20-5.59
3.8	<p>AGM on Wednesday 1 May at Sloans in Glasgow 7.00-8.30 nibbles provided 6.30-7.00.. Advance Notice circulated by email and post(?). Report on RSVP response indicating possible numbers attending AGM and dinner after. Need to check with Sloans? Numbers to be confirmed w/b 24th April and for Sloans</p> <ul style="list-style-type: none"> Welcome/Introduction (7.00-7.40pm) Peter Wilson confirmed to deliver a 30 min talk with 10 mins of questions AGM 15 mins and 10mins of questions (7.40-8.05pm) (assume Draft Minutes (read and approved), Chair's Report, Treasurer's Report (approved), election of Office Bearers, motions and Activities 2013/14 are read. Introduce Committee and roles+CMcK then conduct AGM) Welcome/Introduction (1 minute) Sue Illman and confirmed to deliver a 30 min talk with 10 mins of questions (8.05-8.45pm) Thanks and closing Remarks 2 mins (8.45-8.47pm) MEAL – (9.00pm) Revisions to the Roles and Posts document prepared in 2012. Not necessary until new Committee Members join Chair draft report Treasurers draft report Documents above to be circulated with the AGM final Announcement along with the draft minutes from the 2012 AGM. This will all allow one month's notice to be given to members. AGM booklet has been 	<p>HN</p> <p>CMcK</p> <p>MT/CW/HN</p> <p>HN</p> <p>ALL</p> <p>ALL</p> <p>MT</p> <p>CW</p>	D	

	completed and sent to members			
3.9	Mapping of members and practices – nothing to report	AMcC/MT	N	
3.10	Identification of practices not LI registered - The purpose of identifying them is to understand the number of practices contributing to the Scottish economy as part of raising the profile of the profession. MT to draft an email to all members explaining the need to identify these practices and their locations which can then be mapped (outstanding)	MT		
3.11	JSW preparing abstracts of relevant events information and BEFS information/bulletins and passing to CMcK (in progress and to be posted to website)	JSW/CMcK	R	
COMMITTEE MEETING				
1	Welcome and Objectives of meeting			
1.1	A working meeting with reporting and discussion concentrating on AGM		N	6.00
2	Present and Apologies			
2.1	Present MT, HN, CW, JSW, AMcC, Alan Cameron, Hamish Neilson (Secretary) Mike Harrison, Nicola Garmory, Kenny Fraser, Rebecca Heatlie and CMcK	MT		6.00-6.01
2.2	Apologies Mike Harrison, Rebecca Heatley	MT		
3	Minutes and Matters from Previous Meeting			
3.1	Minutes of Meeting of 27-02-13 approved and on website		N	
3.3	Honorary Membership/Patrons two suggested names to be discussed at a later date, LI Board will also be discussing this.		N	
4	Edinburgh School of Architecture and Landscape Architecture			
4.1	David Skinner Lecture and LIS announcement made by Chris Rankin Attended by MT, HN, AC and NG		R	6.01-6.05
4.2	SECALA students will attend meeting in Edinburgh in September/October to report on ELASA mini meeting in Poland. CW to confirm nearer the time..	CW	N	
5	Committee Membership and Members undertaking various tasks			
5.1	Public Sector Member of Committee (held over)	AC	R	6.05-6.10
5.2	Sue Evans reports the following with regard to Policy Committee work <ul style="list-style-type: none"> Committee members are in the middle of a position statement on health next step will be to look for case studies Housing position paper is being updated Landscape Futures Conversations underway NI Policy Officer now in post and attending meetings Wales will shortly be represented on the Committee 		N	
5.3	Technical Committee - nothing to report		N	
6	Correspondance			
6.1	Nothing to report – all items requiring action dealt with		N	
7	Issues Arising from Administration Pre-Meeting			
7.1	Summary Report and Issues arising particularly AGM	HN/MT	R	6.10-6.40
7.2	LIS Logo (Paper 4) AC to take up with Paul Lincoln inc LOGO and standard footer What do we need ie Contact Details; LIS require someone to write blog/newsletter	AC	D	
8	Treasures Report			
8.1	General Report: Balance £1026.78	CW	N	6.40-6.50

	Draft Budget for 2013-2014 based on the Summary of LIS Activities for 2013. Budget and Activities approved Budget excludes a Policy and Development Officer position as this is now in LI budget. Draft job specification and costing discussed with Alastair McCapra no further response (Papers 2 and 3) Increased the budget for the student award	CW	D	
8.2	Conference Financial Report: The Conference Shows a profit. The Partners requested that the profit be split 50% to the Conference Organisers who would have underwritten any loss had this occurred and whose costs are not fully recovered as they are held to their budget estimates and 50% to the LI. .MT has suggested that the LI's share of the profit could be put towards the Conference Proceedings this to be confirmed.	MT	N	
9	DVD			
9.1	Formal thanks to those who provided Projects to be actioned when DVD ready to be circulated. NG	NG	N	6.50-7.00
9.2	JSW has problems with displaying the DVD on his computer. This to be investigated by NG/JSW – resolution?. And consultant who has suggested a solution	JSW/NG	R	
9.3	Once JSW has received copies of DVD and review it JSW to investigate circulation by Construction Skills	JSW	N	
9.4	DVD on website. Under About Us and subtitles LIS Presentation. Feedback requested for next meeting (see also item 19.1) RT asked whether we want to do a DVD for professionals? Can we put this into budget so we are looking at old DVD to see what is possible; Agreed to revisit this i.e. what will we give priority to and Yearbook and/or DVD?	ALL	R	
10	LI Council Meetings, Branch Forums and other LI Meetings			
10.1	Nothing to report		N	
11	Consultations			
11.1	Policy on Architecture and Placemaking follow up action - AC	AC	R	7.00-7.10
11.2	SNH Landscapes of Scotland Map – MT still to respond ongoing	MT	N	
11.3	SPP, NPF3 and Land Use Strategy responses and workshops and feedback from practices (from practices – agreed not required)– CW/JSW to establish programme. (but keep general to landscape)	CW/JSW	D	
11.5	SNH Review of Landscape Research – nothing to report	MT	N	
11.6	Scottish Government Review of proposed changes to EC Directive on EIA – nothing to report	MT	N	
11.7	Scottish Government Tree Health Summit – progress (ongoing)	AC/MT	R	
12	JCLI			
12.1	JCLI Contracts Scottish Supplements nearing completion – with Colin Moore no further action required	NG/MT	N	
12.2	Party Wall advice – no progress as awaiting provision of Legal Advice (Item 13.1)	MT	N	
13	Provision of Legal Advice			
13.1	Agreement with DWF Biggart Baillie Glasgow. Announcement on LI, LIS and email to members will be made shortly and will be announced at AGM	MT	R	7.10-7.12
14	LI and other Related Bodies			
14.1	Report on Design Panels – Setting up of Forums (send in Report Aberdeen – written submissions will be collected and then establish whether worth setting up Forums) and Responses from Councils. (these were positive) JSW emailed members of Design Panels and received a 35-page report; we will receive short reports from the Design Panels	JSW	R	7.12-7.30
14.2	SNH Visual Representation of Windfarms Steering Group		N	

	SNH, Highland Council and now Heads of Planning (HOPS) consensus remains unresolved.			
14.3	Cross Party Group on Architecture - landscape on the meeting agenda for September. Speakers needed. Agenda is for 3 speakers 1520 mins to be discussed by type, landscape, project etc. HN to contact Diarmaid Lawlor (A+DS); HN to prepare note. Progress on paper produced by Diarmaid Lawlor of A+DS on Green Infrastructure in creating 'better places', the 3-4 workshops envisaged on how villages/towns/suburbs can respond to green infrastructure; potential for joint working in particular in preparing the scope for workshops in Sept 2013 onwards. Awaiting forum discussions with A+DS	HN HN	D	
14.4	SDS and SUDS and Landscape Working Groups (held over)	NG	R	
14.5	Scottish Forum for Planning (held over)	JSW	R	
14.6	GLVIA3 publication early April. Announcements and details of workshops made	MT	N	
14.7	Joint LIS, RICS, RTPI Urban Design Group linkup re policy and education (held over)	RT	R	
14.8	Possible joint event with BALI - MT to discuss with BALI – to be actioned	MT	N	
14.9	Marc van Grieken has reported on A+DS Panel meeting on 19-03-13 discussion on Scotland's landscape: the role of landscape design in managing change. as a topic	MT	R	
15	Conference and Lifetime Achievement Award			
15.1	Post Conference update <ul style="list-style-type: none"> • A full record of the Conference is almost ready to go on the Conference and LIS websites, this will include summaries of presentations and workshops and conclusions. • The draft of a Journal article has been prepared and now needs to be reviewed by the Conference Partners • An A5 Summary of the Conference will be prepared for advocacy purposes and as a basis for follow up seminars and follow up to the Motion to be put down in the Scottish Parliament. There will be printed and web versions. • A follow up seminar is included in LIS Activities for 2013/14 • Discussions with an Edinburgh based publisher (Berlinn) for a book will be commenced • A TV programme will be considered. • The Conference Organising Committee is being assisted by Brain Evans and Robin Harper. Robin Harper will be organising a motion to go before the Scottish Parliament asking for Government sign on to the Scottish Landscape Charter and the re-establishment of the Scottish Landscape Forum 	MT	N	7.30-7.40
15.2	Article on Peter Daniel AC and Peter McGowan to co-ordinate	AC	R	
15.3	This years Award – Peter Daniel with 2 other non-committee members decide. Volunteers at AGM?	MT	D	
16	Branch Programme (CPD and Events)			
16.1	LIS Placemaking/Landscape Design and Implementation Competition for students and separately for professionals (detailed discussion – held over)	AC	D	7.40-7.50
16.2	Discussion - 2013 (held over) is NTS's year of the Landscape and is also the Year of Natural Scotland and John Muir Trust Centenary.. 2014 is the Commonwealth Games in Glasgow. LIS must consider how best to contribute to these events.	ALL	D	

16.3	Feedback from Habitats Network CPD Seminar	NG	R	
17	Contact with Members and Social Events			
17.1	Summary of LIS Activities for 2013 takes account of NG program of events relating to the promotion of LIS and its members.	NG	D	7.50-7.55
16.2	Policy on attending events on behalf of LIS when attendance fee required. To be discussed. Agreed on a case by case basis	ALL	D	
17	AOCB			
17.1	.LI Year Book proposal - A5 probably not more than 10-15 pages and should also be on the website. MT to talk to Peter McGowan. Included in 2013/145 budget. DVD – everybody and then discuss which gets publicity	MT	N	7.55-7.59
17.2	Need to identify someone to produce/create LIS newsletter	ALL		
18	Next Meeting			
18.1	Edinburgh date and location to be agreed (Next meeting to be organised and circulated by CMcK)	MT/CMcK	D	7.59-8.00