

MINUTES: COMMITTEE MEETING

Location: Edinburgh Central Library

Date: Tuesday 16th October 2012 @ 5.30p-8.30pm

Distribution

Committee, Maggie, Gilvray, Sandra Hanlon, Danny McKendry, Rachel Howlett and website

ITEM	ACTION
1 Welcome and Objectives of Meeting	
1.1 A working meeting with discussion and decisions. A pre-meeting was held with Carlol McKenzie, Clare Wunsch, Hamish Neilson and Mark Turnbull to discuss detailed administration matters to save meeting time	
1.2 Thanks were extended to Rachel Howlett for her contribution to the Committee's work. Rachel continues as a corresponding member	
<p>2 Present and Apologies</p> <p>Present: Mark Turnbull (Chair), Hamish Neilson (Secretary), Clare Wunsch (Treasurer), Nicola Garmory, Alan Cameron, Mike Harrison and Carol McKenzie (Admin.) Bill Cairns and Fionnuala Collins for item 15.1</p> <p>Apologies: James Spence Watson, Rachel Tennant</p>	
3 Minutes & Matters Arising from Previous Meeting	
3.1 Minutes of Meeting 28-8-12 Approved and on Website	
3.2 MT has made contact with Catherine Ward-Thompson and a meeting to be arranged	MT
3.3 Agreed to carry over Honorary Membership	
4 Committee Membership	
4.1 Agreed replacement from public sector: the committee suggested MT contact Mathew Finkle to suggest someone; AC suggested	MT

speaking with someone from SNH	
4.2 MT to speak to Catherine Ward Thompson about a student. Principle of student member important	MT
5. Correspondence	
5.1 Agreed that CMcK to check LIS emails and raise queries if anything other than a simple answer required	CMcK/MT
6. Administration	
6.1 Members only removed by Jim Riches; CMcK agreed combining mass emails better approach due to Spam/tech issues, format of summary of contents then individual details agreed.	CMcK
6.2 Events emails to be combined. CMcK to liaise with JSW	CMcK/JSW
6.3 Agreed to continue monitoring website for stickiness; no pdf facility (i.e. attachment) in Dotmailer so will ask Jim Riches; CMcK's contact address to replace HN's agreed; average time on website page is 45 secs. 'Spikes' when viewing Committee Meeting notes. CW monitoring website content.	MH/CMcK/CW
6.4 Web design is a difficult language; there is scope to have 2 social media icons inc Facebook, Twitter and Registered Practices. 'LIS Scotland' also. Redesign cost 15K so options explored for social media discussed. There are options for more categories on left hand side of webpage.	MH
6.6 CMcK will keep LIS Archive. Agreed that paper copy of consultation responses should be filed.	CMcK
6.7 Agreed to allow 2 weeks for members who have been contacted regarding their email address to confirm; Committee contact details to be updated and circulated	CMcK
6.8 HN asked to urgently discuss agreement with A+DS and Liz Thomas Exhibition	HN
7. Treasurer's Report	
7.1 General Report was presented by CW. Expenditure in line with budgets	
7.2 Conference; MT and CW monitoring break even cash flow. Ticket prices reduced therefore a greater number of attendees than original indicated required. FC reported that bookings are currently at about 30%, further promotional effort started.	MT/CW
7.3 CW has heard from the students who were given LIS funding to attend the ESLA mini-meeting in Poland; they are to be invited to next committee meeting in Edinburgh to give a brief report.	CW
8. DVD	
8.1 Demo version of DVD is in Dropbox however some problems accessing it. NG is awaiting comments from Committee.; NG to resend Dropbox link	NG

8.2 NG reported 25 projects from various people received and of good variety; agreement that some existing projects be kept; CityDesign 'Hidden Gardens' discussed;	NG
8.3 JSW to confirm circulation by Construction Skills	JSW
8.4 Agreement on scope of work and fees reached with consultant	
9 LI Council Meetings and Branch Forums	
9.1 RT attending Council Meeting and AGM on 17-10-12 and will circulate a report to the Committee. Report will go on website	RT
10 Consultations	
10.1 AC reported that there had been 97 responses LIS to Architecture & Placemaking consultation, LIS contribution noted as being comprehensive. AC will continue to follow up.	AC
10.2 BEFS more than 1 person could attend AC & NG; AC had attended previously.	NG/AC
10.3 Community Empowerment Bill - HN completed and forward to CMcK for submission and to go on website	HN/CMcK
10.4 City of Glasgow Residential Design Guide Consultation submitted; lots of key points that landscape architects can bypass; NG to pass submission to CMcK to put on website	NG/CMcK
10.5 Agreed not to respond to Rural Commission call for evidence	
10.6 MT still to respond	MT
10.7 High Hedges Bill – HN agreed to explore with Colin Moore regarding English practice and to then advise Committee on whether or not a response is required	HN
10.8 Draft Edinburgh Design Guidance: agreed this is an important consultation; JSW forwarded to Panel; suggests a limited distribution to Edinburgh practices; 20 th December deadline; decision to be taken on selection of practices by MH/JSW; CMcK to assist MH; list required from JSW of who attended previous workshop	JSW/MH/CMcK JSW/MH/CMcK
10.9 Procurement Reform Bill.; agreed this is an important consultation; MH will try to attend one of the procurement events and will consider most effective way of responding; CMcK to assist MH.	MH/CMcK
11. JCLI	
11.1 JCLI Scottish Supplements; NG will speak with Lesley Malone and Alistair McCapra re progress	NG
11.2 Party Wall advice; awaiting agreement between LI and firm of Scottish solicitors	MT
12 Provision of Legal Advice	
12.1 MT reported that this was in the final stages of agreement between the LI and firm of Scottish solicitors	

13 LI and other Related Bodies	
13.1 No report on Design Panels	
13.2 No report on Draft Edinburgh Design Guidance Workshop	
13.3 No report on NTS	
13.4 SNH Visual Representation of Windfarms Steering Group; no agreement reached between Scottish Government, SNH and Highland Council; consultation document prepared but will not be consulted until agreement reached.	
13.5 HN to get LIS membership and support resolved	HN
13.6 SUDS Working Group replacement for Joanne Glennie; thanks expressed to Joanne;. agreed NG to represent LIS. NG to contact Joanne.	NG/AC
13.7 Planning Forum; LIS to become full member of Forum; JSW attendance at meetings; this will be a 'news' event on the website MT speak to JSW	JSW/MT
13.8 GLVIA3 – this is a general approach and framework rather than prescriptive and is now with publisher with anticipated publication in the new year. Seminars will be organised by LI to coincide with publication.	
13.9 Code of Conduct not circulated to members; MT to speak with Alistair McCapra	MT
14. Conference & Lifetime Achievement Award	MT/MH
14.1 Bill Cairns and Fionnuala Collins briefed the Committee on progress and handed out copies of the printed conference flyer; there had been last minute changes to speakers; promotion now underway to ensure breakeven number of attendees achieved; MT to write to all LIS members; thanks were expressed to the organising committee.	
14.2 Lifetime Achievement Award: Agreed that the award would be a professionally taken photographic portrait with an appropriate inscription, this would be something more than a scroll for the recipient and good for LIS website and other publications. Agreed on the first recipient; MT to inform recipient, AC will arrange portrait and suitable CV information for presentation. Agreed future year's selection by previous recipient advised by members not on Committee. Presentation will be at Conference.	MT?AC
15 Branch Programme (CPD & Events)	
15.1 LI CPD Event followed by Olympic Legacy Event was very successful; 100+ attended; MH will compile paragraph and give to CMcK to put on website; MT will request feedback from LI; it was noted that the Olympic Legacy web site contains a considerable amount of information.	MH/CMcK/MT

16 Clients Guide	
16.1 Clients Guide was circulated to all practices; agreed not to put it in LIS website	
17. Contact with Members	
17.1 Programme of Events not discussed	
17.2 Bid to LI for events funding not discussed	
17.3 Social Evenings not discussed	
17.4 Policy on attending events on behalf of LIS when attendance fee required not discussed	
18. AOCB	
18.1 Communications Expertise; information received with thanks from MH and Peter McGowan an passed to LI; awaiting info from Bill Cairns	MT
19. Date of Next Meeting: 14th November 2012, 5.30pm TGP offices, 7 The Square, 95 Morrison Street, Glasgow, G5 9BE. Admin Pre-Meeting at 5.00pm	