

MINUTE OF COMMITTEE MEETING OF MONDAY 23 JULY 2012

Location: Architecture+Design Scotland, Edinburgh

Time: 5.30pm. - 8.30pm

Distribution

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

Item	Action
<p>1 Welcome and Objectives of Meeting</p> <p>A working meeting with discussion and decisions</p>	
<p>2 Present and Apologies</p> <p>Present: Mark Turnbull (Chair), Hamish Neilson (Secretary), Clare Wunsch (Treasurer) James Spence Watson, Nicola Garmory, Alan Cameron and Rachel Howlett.</p> <p>Apologies: Rachel Tennant and Mike Harrison</p>	
<p>3 Minutes & Matters Arising from Previous Meeting</p>	
<p>3.1 Minutes of Meeting 7-5-12 approved and on the website</p>	
<p>3.2 Draft AGM Minute approval and then to website now urgent</p>	HN
<p>3.3 Student Awards (end of June) No contact with ECA regarding either the Undergraduate or Post- Graduate awards, normally LIS gives £100.00 to each. No Invitation to LIS. MT to discuss with Kenny Fraser.</p>	MT
<p>3.4 Honorary Membership discussion held over as not a priority</p>	
<p>3.5 Event C Ward-Thompson Talk summary for website. MT still to prepare.</p>	MT
<p>4 Correspondence</p>	
<p>4.1 MT checking LIS emails relevant correspondence included in Meeting Agenda.</p>	
<p>4.2 LI Insurance and Scottish Law. MT reported that LI was investigating providing a service on Scottish Law to members Similar to that provided for English Members. MT will report on progress at next meeting.</p>	MT
<p>5 Progress with Admin Arrangements</p>	
<p>5.1 Job Spec/Agreement/start date/ responsibilities for Dr Carol McKenzie. Job Spec prepared by HN and incorporates comments from JSW. Job Spec discussed and agreed with Carol Mackenzie. The agreement has yet to be signed by CM and MT however CM has started to get familiar with what is required. HN to progress so that CM can get started officially.</p>	HN



5.2 Agreement with A+DS. Draft agreement received from Diarmaid Lawlor of A+DS. Agreed this is now separate from the agreement with Carol Mackenzie; to be progressed by HN and JSW.	HN/JSW
5.3 New items on website and any issues. CW putting information on the website. Information should be in the form of Title (Headline), Introductory text, if required a Photo/s with copyright, documents to be attached, link to other websites and if relevant cost of attending an event.	ALL
5.4 Web Site and email monitoring. Currently email monitoring and need for action is undertaken by MT, emails to all members undertaken by HN and website is undertaken by CW. When Carol Mackenzie starts operating these tasks will be handed over to her.	
6 Treasurer's Report	
6.1 Report. £10,000.00 received towards LIS/NTS/SNH Conference. Additional funding requested not yet received; CW to chase. Bank Balance is £11,746.60	CW
6.2 Conference report. MT reported that Conference was progressing well with flier on LIS website and Conference website setup and available. Sponsorship is going well and the Committee is working on 2 day programme and speakers. MT keeping CW informed of cash flow and conference breakeven costs and attendance numbers. MT to let AC know who has been contacted in RSA Scotland. HN to email Conference Flier to all LIS members.	MT HN
6.3 ECA Degree Show. Post graduates prepared a very good website which it was agreed LIS should link to, CW to pursue. A group business card had also been prepared but no request for the £400.00 that LIS had committed to has been received. MT to raise this in discussion with Kenny Fraser (See 3.3)	CW MT
6.4 DVD/CDROM update for secondary schools in Scotland for launch at conference. Agreed to proceed on the basis of the proposal from Alcoba Creative in the sum of £2,200.00 plus VAT and the cost of the DVD/CDROM's, NG to appoint on behalf of LIS. NG will look at projects on existing CDROM and identify what new information is needed, once this is done a decision can be made on the best way of obtaining the required information from practices. JSW to check with Construction Skills regarding circulation. It was agreed that transferring the information on the DVD/CDROM onto the web should be considered.	NG JSW
6.4 CIRIA Event at the Lighthouse on 16 August. LIS contribution to cost to be agreed.	CW
7 LI Council Meetings and Branch Forums	
7.1 Handover from JSW to RT as Council Representative to be completed	JSW/RT
7.2 Branch Report due 25-6-12 not undertaken due to lack of secretarial support. JSW had advised that this was the case.	
7.3 RT Report and attachments from Council Meeting of 12-07-12 taken as read. There were no comments.	



<p>8 Emails, Practice email addresses, Public Sector Members, members distribution across Scotland and Website</p>	
<p>8.1 Progress with members email addresses. Some progress has been made with identifying members who are not receiving member's emails. HN to write to a number of members whose email addresses have been identified as wrong. HN also to check email delivery stats and to identify email addresses which have bounced and then take the necessary action to correct the addresses.</p>	HN
<p>8.2 Contact with members. MT noted that email addresses that bounced 4 times were deleted. As such we do not know which members we have no addresses for. MT asked that each Committee member check with any members they are in contact with regarding receiving emails and if they are not to email MT with their address. Once the email address list is as up-to-date as we can make it MT has agreed with Jim Riches that a notice will go on the LI and LIS websites asking anyone who is not receiving LIS emails to get in touch.</p>	ALL
<p>9 Consultations</p>	
<p>9.1 Consultation on Proposals for an Integrated Framework of Environmental Regulation (SEPA) due 4 August. CW summarised her reading of the Consultation Document and HN gave feedback on his discussion with Environmental Protection UK in Scotland. CW raised a couple of points of concern and although these were considered to be legal matters it was agreed that CW would write a response for MT to sign and send.</p>	CW
<p>9.2 A Policy on Architecture and Placemaking in Scotland due 7 September. AC reported on the Focus Group Session in Galashiels on 3 July. Main point was that landscape was hardly mentioned.</p>	
<p>9.3 Rearranged A+DS Workshops for the design professions relating to the Architecture and Placemaking Consultation will be attend by NG (Glasgow) and AC (Edinburgh)</p>	NG/AC
<p>9.3 AC has agreed a consultation process with members on A Policy on Architecture and Placemaking in Scotland with the LI. AC had prepared a draft for the LI website and for emailing encouraging members and practices to respond to the consultation and requesting that they send a copy of their responses to LIS, HN/MT to check website links, MT to complete for HN to email and CW to put on website. Separately AC had prepared a draft response on behalf of the LIS for comment. This would be checked against individual members' responses.</p>	HN/MT ALL
<p>9.4 BEFS Working Group on Policy on Architecture and Placemaking. NG/AC to discuss whether or not to attend the Working Group Meeting and therefore to respond to BEFS.</p>	NG/AC
<p>9.5 Community, Empowerment and Renewal Bill Consultation. HN to read document and advise if response is appropriate.</p>	HN
<p>9.7 The Inventory of Scottish Battlefields, due 30 June, was completed and is on website.</p>	
<p>10 JCLI - update the Scottish supplement</p>	
<p>10.1 MT keeping NG advised of information coming to LI Technical Committee via Colin Moore and LI progress with Scottish Supplements.</p>	MT/NG



11 Other Related bodies:	
11.1 Design Panels. JSW reported that Aberdeen were happy with the contribution of the three members involved, Sara Hutchin, Dr. Susan McFadzean and Veronica Ross who share attendance and get together to discuss the agendas. There has been no meeting of the Edinburgh Panel	
11.2 Draft Edinburgh Design Guidance Workshop. This was 2 day workshop was attended by Peter McGowan, Bob Bainsfair, HN, Guy Walters, Julian Farrar, Janet Pope, Sitara Keppie and Emily Yates. Members invited to tours of development areas on 16 th /17 th August.	
11.3 National Trust For Scotland. Nothing to report	
11.4 SUDs Working Party nothing to report. Nothing to report	
11.5 SNH Visual Representation of Windfarms Review Steering Group and Works. Steering Group Meeting 25-07-12, nothing to report until after this meeting.	MT
11.6 Cross Party Group on Architecture. Agreed that LIS should join the Group, JSW/HN to complete joining form, and obtain cheque for £10.00 subscription from CW, HN to represent LIS.	JSW/HN
11.7 Architecture and Placemaking Seminar at the Festival of Politics 17 August. Agreed HN should attend and report to NG/AC with note for website.	HN
11.8 Scottish Planning Forum membership. JSW has arranged a meeting on 2 nd August with the Scottish Director to discuss membership.	JSW
12 Conference and Lifetime Achievement Award	
12.1 Conference update. See 6.2.	
12.2 Conference announcement on website to be emailed to all LIS members	HN
12.3 Lifetime Achievement Award selection process. AC presented a draft paper setting out criteria for discussion. It was agreed that the criteria be refined and a second draft circulated by MT.	MT
13 Branch Programme (particularly CPD and events)	
13.1 CIRIA/LIS event 16 August venue, HN to check email circulation to members	HN
13.2 LI CPD Event 10 October followed by Olympic Legacy Event organised by LI. HN to check with LI that no action required by LIS	HN
14 Clients Guide distribution and comments including on website.	
14.1 MH has prepared some notes for discussion. These will be discussed at next meeting.	ALL
15 Events	
15.1 Colin Moore Professional Practice Seminars. Announcement to be put on website; information to be given to CW by MT.	MT/CW



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15.2 TGW Professional Practice Seminar planned in Glasgow in October. Announcement to be put on website by CW.	CW
15.3 Geddes Lecture by Jan Gehl on 7 September is on website, HN to email to all members.	HN
15.4 LIS Events and Social evenings. RH had put together a list of events in discussion with NG. This to be discussed further with JSW. RH to investigate putting events list on Talking Landscapes.	RH/NG/JSW
16 AOCB	
16.1 The following were considered but no action required other than to note in events if appropriate. Schools Landscape Tour (HN to attend event), Invitation to Linked-in from Midlands Branch, Annual Food Security Summit 2012 and A+DS Design Skills Symposium 2012: Better Briefing for Buildings and Settlements.	
16.1 UK Landscape Award need someone to assist; no further thoughts	
16.2 Help Wanted BBC Scotland Beechgrove Garden; no further thoughts	
16.3 Landscape Architects and Doors open and Architect in the House; no further thoughts	
Date/Place of next meeting : 28 August at TGP Office Glasgow 5.30 – 8.00pm	



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