

MINUTE OF COMMITTEE MEETING

Location: LUC Office, 37 Otago Street, Glasgow G12 8JJ

Date: Wednesday 4 March 2015, 5.00 for Chair, Secretary and Treasurer Pre-Meeting, 5.30 for Admin Pre-Meeting and 6.00 to 8.00 for Committee Meeting.

Distribution: Committee, Committee Support, Corresponding Members, Rebecca Hughes, Carol McKenzie and website.

COMMITTEE AND SUPPORT

Committee: Mark Turnbull (MT) (Chair), Alan Cameron (AC) (Vice Chair), Hamish Neilson (HN) (Secretary), Clare Wunsch (CW) (Treasurer), James Spence Watson (JSW) (Events), Rachel Tennant (RT) (Council Rep), Rebecca Heatlie (RH) (Student Rep), Nicola Garmory (NG), Mike Harrison (MH), Andrew Smith (AS), Dan Walker (DW) and Steve Wheatley (SW)

Committee Support: Sara Melville (SM) and Ross White (RW).

Sub-Committees

- Communications - DW(lead), AS, MH and SW
- Education, Competitions and Membership – AC(lead) and RW
- Events (including CPD and Social) – NG (lead), JSW and SW
- Strategic Planning and Promotion – RT (lead), AS, SM and RH(P+D)

Corresponding Members: Sue Evans, Kenny Fraser, Maggie Gilvray, Rachel Howlett, Peter McGowan, Danny McKendry, John Stuart Murray and Karen Stevenson.

LIS Policy and Development Officer: Rebecca Hughes (RH P+D)

LIS Administrator: Carol McKenzie (CMcK)

SUMMARY OF MEETING OF 14-01-15

1	LIS to receive a Block Grant of £37,860.00 for 2015/16. Serious concern over allocation of only 54 hours to Policy and Development Officer
2	Public Sector Survey complete and has provided some interesting results. Seminar to be held on 27-03-15 in Edinburgh. Sue Evans will chair speakers are Daniel McKendry, Adrian Pringle, Cathy Johnston, Rebecca Hughes and Andrew Smith. A debate will be chaired by Euan Leitch.
3	Preparations for the LIS AGM on 29 April 2015 are underway.
4	The Policy and Development Officers activities for 2014 and the debriefing on Landscape Futures Conference will be on the website.

5	Rachel Tennant LIS representative on the LI Advisory Council has been elected chair of LI Office Relocation Working Group (ORWG).
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Item	Action	
1	CHAIR, SECREARY AND TREASURER MEETING	
2	Objective of meeting	
2.1	Working meeting to discuss LIS AGM in terms of tasks, mail and website actions	
3	Present Mark Turnbull (Chair) and Clare Winsch (Treasurer). MT discussed with HN by telephone on 6-03-15	
4	Actions	
4.1	Hamish to draft out everything that is required for AGM and associated programme of actions. Date 29 April, time 6.30 for 7.00, 2 talks, one by Architect for proposed Forth Bridge Visitor Centre (Will Tinell refer to NG/AS) and one by Will Garret of CEC (refer to AS). AGM 7.50 to 8.30. Venue is Teacher Building in Glasgow. Snacks and soft drink will be provided. Also send out letter to existing Committee and Support (?) asking if they wish to stand again. Clare and MT to prepare papers and slides. Objective is to get members involved in LIS activities and to vote on LI consultations, AGM/EGM and LI Officers. Hamish/Nicola to confirm speakers. HN to draft early warning and final notices for website and emailing to all members also to check with Carol re setting up Eventbrite so we know roughly how many people to expect.	HN/NG HN
4.2	HN to prepare AGM Agenda and Papers to be circulated including Draft Minutes of 2014 AGM, reports from Rebecca, Clare and Mark and also to include discussion of LI proposed future direction changes. HN to check procedure for Motions and their relation to programme.	HN
4.3	Clare to work up 2015/2016 Business Plan taking into account LIS Block Grant as set out in Noel Farrer's letter of 25-02-15.	CW
4.4	MT to respond to Noel Farrer's letter of 25-02-15 with proviso regarding Rebecca's time. This confirmed later with Committee	MT
4.5	Hamish to draft and agree job spec with Carol as she has moved from 1 day to 2 days per week. Hourly rate to be agreed from 1 Jan 2015 reviewed after 6 months when both parties can see how the 2 days per week is working	HN
5	ADMINISTRATION PRE-MEETING	
6	Objective of meeting	
6.1	Working meeting to discuss CMcK tasks and actions.	
7	Present Mark Turnbull (Chair), Clare Winsch (Treasurer), James Spence Watson (Events), Dan Walker and Carol McKenzie (Administrator)	
8	Administration Actions	
8.1	CMcK change to 12 hours per week based on CMcK email of 9-01-15 to MT regarding her role as LIS Administrator to be discussed and agreed with HN <ul style="list-style-type: none"> CMcK to provide invoices up to end of March 2015 to CW as soon as 	HN/CMcK CMcK

	<p>possible</p> <ul style="list-style-type: none"> • CMcK hourly rate to be discussed separately with HN and then discussed with CW. This to be done before CMcK's invoice to end of March. • HN and CMcK to discuss a clear strategy for admin support for LIS and attendance at events. MT suggested the following to be set out by CMcK in a revised job description to take account of wide and varied tasks, duties and skills used. <ul style="list-style-type: none"> • Communication Tasks to increase social media profile - Website/Mail.Scotland/Mass email/Twitter/FaceBook using standard templates if possible • Admin Specific Tasks – Identification of members without email addresses/Data storage/Newsletter • Assistance to Committee and Sub-committees – Minutes/Notes/Arrangements and other tasks to progress particular events etc in all aspects of LIS work. • Assistance to Policy and Development Office in all aspects of her LIS work • Assistance and attendance at events • MT/HN/CW to approve • CMcK to prepare a list of venues that LIS might use 	<p>HN/CMcK</p> <p>CMcK MT/HN/CW CMcK</p>
8.2	<p>Website</p> <ul style="list-style-type: none"> • Debriefing on Landscape Futures Conference circulated to Committee (Paper 2) to be put on website. • Policy and Development Officer 2014 Report for LI in Scotland prepared for the LI Policy Committee (Paper 1) to be put on website • DW to report on usage of website (instruction in email from JR 8-08-14) • CW to check for superseded information to be archived and agree procedures with DW • Placemaking Competition video and submission on website, mass email and tweets required to inform members of website, postcards and digital book once everything is in place • Website 14 Jan meeting wrongly dated as 2014, LI Council Minutes (see RT email of 15-02-15) missing. Placemaking Competition Awards to go on Awards section of website as well. Website tidy up required. • CMcK to contact Simon Odell at LI re getting the original maps of members and practices for website 	<p>CMcK</p> <p>CMcK</p> <p>DW</p> <p>CW/DW</p> <p>CMcK</p> <p>CMcK</p> <p>CMcK</p>
8.3	<p>Website Management</p> <ul style="list-style-type: none"> • DW has prepared an updated draft project template. This will be circulated to Placemaking Competition Winners as a trial. • NG awaiting project template and final approval before asking Janet Pope to provide information on the Helix project. 	<p>DW</p> <p>DW</p>
8.4	<p>Email</p> <ul style="list-style-type: none"> • CMcK to brief DW and SW on Dotmailer as backup and give them the password and copies of Dotmailer Manual (if CMcK does not have a Manual check with Jim Riches before 12 December); Dotmailer help online is also available on the platform • CMcK has sent letter to members without email addresses. Awaiting returns for action. After CMcK has sorted out with Jaq Harris of LI how changes are to be made.. • Edinburgh Street Design Guidance has LIS response gone on website under consultations? CMcK to discuss with MH. JSW to check if LIS members of Panels are told when such documents are coming out.? • CMcK to send out Procurement Consultation request for comments/involvement 	<p>CMcK/DW/SW</p> <p>CMcK</p> <p>MH/CMcK/JSW</p> <p>CMcK</p>
8.5	<p>Social Media</p> <ul style="list-style-type: none"> • Data analytics on Twitter, Facebook and website to be passed to MT for AGM by CMcK/DW. • Summary of current use of Twitter, Facebook and website to be prepared to be emailed to members inviting comments. This to be done before AGM 2015. • No-members of the LIS: can have a website header; suggestions included 'Supporters of the LIS' or Friends of the LIS' 	<p>CMcK</p> <p>CMcK/DW</p>

8.6	DW/CMcK discussing the use of an email newsletter every one or two weeks which would then go on the website. This would use a simple template – progress .	CMcK/DW
8.7	AOB There was no other business	
9	POLICY AND DEVELOPMENT	
10	Objective of Meeting	
10.1	There was no pre meeting as RH working away from UK	
11	Report RH had prepared a report titled “Policy and Development Officer 2014 Report for LI in Scotland” which had been prepared for the LI Policy Committee and was circulated to the LIS Committee (Paper 1) with various Committee Papers prior to the Committee Meeting. This paper gave an overview of RH work in 2014, Consultations responded to, external liaison activity, events attended, events organised and current involvement in potential future events.	
12	Policy and Development Progress	
12.1	RH (P+D) time allocated by Paul Lincoln ran out early January. LIS paying for time until the end of March out of 2014/15 Budget.	
12.2	Landscape 2020 Initiative not progressing. RH(P+D) to contact Marc van Grieken re progress. MT to discuss with MvG in the first instance.	RH(P+D)
12.3	Date for next 6 monthly meeting with SNH to be set for 24 th March 2015.	RH (P+D)
12.4	Nothing to report from update with Sue Evans (Policy Committee)	
12.5	CPD event with LI promoting the position papers on Green Infrastructure, Water, Health and Housing Documents on Water and Housing due out soon. Date yet to be agrred with LI. Invites to include suppliers. Progress raised at meeting with PL and at Branches telecom, response awaited	RH(P+D)/RT
12.6	Progress on Capability Brown Celebrations. GHSS has put together a draft proposal in the form of a for and against debate on the outcome in Scotland of Capability Brown’s influence. GHSS keen that this should be a joint event with LIS in 2016. RH(P+D) will become involved. GHSS contact is Vanessa Stephen. Meeting set up between Vanessa Stephen and RH to discuss co-operation.	RH(P+D)
12.7	HN has prepared a draft letter to Linda Fabiani MSP chair of the Cross Party Group on Architecture and the Built Environment as a response to Paul Wheelhouse on LIS four recommendations made at CPG presentation by Bill Cairns. It is necessary to ensure that landscape matters are included in Land Use Strategy. Once comments received from MT and RH(P+D) HN to contact Sue Evans for comment.	HN/RH(P+D)/MT
12.8	RH(P+D) was to meet Lisa Mackenzie who is now on maternity leave. The objective was to discuss talking to first year students, to introduce LIS, RH(P+D) would like DW, SW and AS to attend with her. RH(P+D) has talked RW. AC to establish who this should now be.	RH(P+D)/DW/SW/ AS AC
12.9	RH(P+D) and HN attended and noted the main discussion on the topic of the 1 day NTS conference on 15th May 2014 – HN to give note to CMcK to put on website. RH(P+D) to chase HN	HN/CMcK/ RH(P+D)
12.10	A+DS Meeting with Diarmaid Lawlor on hold, RH(P+D) to contact to see if LIS can get a report back on Workshops. This is on hold.	
12.11	LI Position Statements are these sent out to Local Authorities with a letter from the LI President? RH(P+D) to check with PL and then advise on LIS circulation strategy. RH(P+D) to chase.	RH(P+D)
12.12	Clyde Gateway – article by Matt Benians. This on hold until second visit.	RH(P+D)
12.13	Note of Meeting in November 2014 to be agreed with Sandy Robinson of the Scottish Government to be put on website	MT/RH(P+D)

12.14	Past Consultations to be put on website. MT to copy information he has to RH(P+D) who will then pass to CMcK.	MT/ RH(P+D)/CMcK
12.15	Debriefing on Landscape Futures Conference circulated to Committee.	
12.16	Spatial Planning for Onshore Wind Farms Consultation – RH(P+D) and DW prepared and submitted this. RH(P+D) to consider how this can be put on the website as it is an online submission..	RH(P+D)/DW
12.17	Land Reform Consultation – RH(P+D) to consider how this can be put on the website as it is an online submission.	RH(P+D)
12.18	RH(P+D) to write to Scottish Government to get a print button put on online consultations so that these can then be put on website.	RH(P+D)
COMMITTEE MEETING		
1	Objective of Meeting	
1.1	A working meeting with discussion and sub-committee reporting.	
2	Present and Apologies	
2.1	Present: Mark Turnbull (Chair), Clare Winsch (Treasurer), , Andrew Smith, Nicola Garmory, Dan Walker, and Carol McKenzie (Administrator).	
2.2	Apologies: Hamish Neilson (Secretary), Alan Cameron (Vice Chair), , Rachel Tennant (Council Rep), , Mike Harrison, Steve Wheatley, Ross White (Student Rep) and Rebecca Hughes (Policy and Development Officer)	
3	Minutes and Matters from Previous Meeting	
3.1	Minutes of Meeting 14-01-15 on website along with summary.	
3.7	Sara has organised 21 st or 28 th May – Scenic Routes – we could invite GIA members – invited landscape and planning (West of Scotland branch)– 30 people approx.	
3.8	DW – we will require a template for the case studies which needs to go on to the website – self promotion for the LIS and practices; MT noted we need to contact entrants for a short summary of the entry project to accompany website publication; format could be Winners, Entrants and Everyone else	
4	Pre-Meetings	
4.1	MT gave a brief summary of Chair, Secretary and Treasurer and Admin Pre-Meetings Progress	
5	Discussion Topics	
5.1	<p>LIS Block Grant for 2015/16</p> <p>LIS wrote to Noel Farrer LIS President on 8-10-14 setting out a case for a block grant, the need for forward budgeting and a request for representation on the LI Board.</p> <p>The key points in Noel Farrer response of 25-02-15 are as follows:</p> <ul style="list-style-type: none"> • Devolving the line management of the Scottish Policy Consultant to the LIS committee, but with continued coordination with the LI centrally to ensure alignment with the requirements of the Policy and Communications Committee • Continuing to hold an annual meeting of the Chairs of the devolved nations and the LI to discuss matters relevant to the various situations of devolution across the UK • The proposed overall package of funding for LIS is a block grant of £37,860. This figure includes the following: <ul style="list-style-type: none"> • 54 days Policy Consultant • PR support = £1,500 • The Board cannot offer guarantees of funding to any Branch beyond an annual budget cycle that the LI undertakes centrally. That said, at a central level commitments are sometimes made for expenditure beyond the annual cycle (such as with multiyear lease agreements for premises) and the Board 	

	<p>understand that in particular circumstances it may be necessary for a Branch to commit to expenditure beyond a year ahead and in such cases a request should be made to the LI centrally for there to be a central underwriting of the expenditure, should the Branch not be allocated sufficient funds to cover such commitments in the future.</p> <ul style="list-style-type: none"> The Board discussed the possibility of having certain seats on the Board to represent any or all devolved nations or any other geographic area and agreed that such Board seats would not be created. Every member of the Board should be on the Board to represent the whole organisation. <p>It was agreed that MT should respond to Noel Farrer's letter of 25-02-15 with proviso regarding Rebecca's time explaining concerns over the need for involvement in the key issues going forward in 2015/16.</p>	MT
5.2	<p>Festival of Architecture</p> <ul style="list-style-type: none"> DW has got all the competition entries on the website as a slideshow. MT to test. DW has postcards and digital book underway. AC to report progress to next meeting CMcK to search venues according to our pre-defined criteria 	MT/DW DW AC
5.3	<p>Public Sector Survey and Event</p> <ul style="list-style-type: none"> The committee expressed thanks to AS for his great effort in undertaking the survey and in organising the event. CMcK to attend and take notes at event (27th March). Sharon Turnbull will do name badges and "meet and greet". AS noted costs £1k. AS mentioned a 'book gift' for speakers. CW noted we require invoice for the room/catering in advance of the meeting for Treasurer Report to LI. MT wants Euan to raise issue of identity so feeding into our Conversation Report about LIS wider profile. AS is meeting with Euan and RH on 23rd March. AS also wants to look at the Landscape Charter – where is this going? AS has spoken to SNH about SNH, public and private sector. MT asked whether we could put what our public sector colleagues are doing in terms of activities based on the responses we received; we could have something similar to a directory although there are privacy issues. JSW mentioned the similarity with the Scottish Yearbook – is there a 'team' contact to facilitate publication of these activities? MT noted 'raising the profile of the profession' is almost hindered by public sector as we cannot identify them on a publicly available local authority website. NG noted that there is a place for multi-disciplinary working. 	
5.4	<p>Private Sector Survey and Event</p> <ul style="list-style-type: none"> This survey and event to be brought forward if possible so it takes place before the AGM. MT/RT discussed having speakers from Government Architecture Policy Unit, Steve Tolson from RICS and Chief Planner from Scottish Housebuilders Federation. MT would like to create a list of all Landscape Practices in Scotland on website. 	
5.5	<p>LI Office Relocation Working Group</p> <ul style="list-style-type: none"> Terms of Reference from LI Board require each Branch to have the Branch Rep on the Working Group First meeting taking place 4-03-15 RT attending RT elected chair of ORWG 	RT

5.6	Procurement Consultation <ul style="list-style-type: none"> • RT organising consultation • Can NG paper be used to help with consultation? 	RT
5.7	Student Prizes <ul style="list-style-type: none"> • AC to sort out 2014 student prizes digital graphic information for website with Kenny Fraser urgently • AC to sort out 2015 student prizes with Kenny Fraser urgently 	AC
5.8	Place on website for people writing to LIS re employment – to be discussed at next meeting	
5.9	<ul style="list-style-type: none"> • ‘Join the LIS’ Brochure • ‘Join the LIS’ pocket brochure to hand out to students. CW has received Committee’s comments and further comments at the meeting; further revisions to be made and then CW to transmit to Paul Lincoln LI for final check – CW to consider further progress after discussion with AC. • Further process will be Final Draft, Final Production and Print Run, put on website, email members to let them know. • Question: could this brochure be used in schools too? To be discussed at next meeting. 	CW
5.10	LIS Sponsorship Flyer –RT has obtained LI London Events Sponsorship Flyer and circulated to Committee for comment (See 5.7) Should LIS produce a similar Flyer?	RT
5.11	<p>The Committee expressed its desire to have the Rethinking Urban Landscape Exhibition in Scotland with it being displayed in suitable venues in Edinburgh, Glasgow and Dundee. The Committee would also like to add some work in Scotland either from information from the Placemaking in Scotland Competition or from a call for suitable material, the winners of the Placemaking competition would be included.</p> <p>NG/CMcK to look at possible venues such as Parliament Universities etc to try to keep costs to a minimum as LI will not pay venue costs. 3 venues to display exhibition is required e.g. September 2015 in Glasgow and October 2015 in Edinburgh</p> <p>LI to indicate a possible date for transfer to Scotland as the good venues are booked up well in advance. MT to write to Paul Lincoln.</p>	NG/CMcK MT
6	Communications	
6.1	Agreed LIS would join LinkedIn. Progress on considering further – to be discussed at next meeting.	DW/AS/MH/CMcK
6.2	Storage of digital data –possible options – to be discussed at next meeting.	MH
7	Education, Competitions and Membership	
7.1	SW asked if LIS could provide prize money (£500?) for a short video competition? These have been generally quite popular with students in the past. This time though, the criteria is that it *must* be a collaboration between animation/film making and landscape architecture student(s). This is to try and ensure a good quality production (technically). The content/theme –is to be agreed - but it seems sensible to have films that actively promote and encourage the industry. Perhaps it would involve presenting key facts about the industry that are hidden on our website... Entrants MUST be a student member of their local branch of Landscape Institute - thus increasing student membership and awareness of the LIS! To be discussed at next meeting	
7.2	<p>Sub-committee to develop a strong relationship between the LIS and ESALA to ensure the profession is represented well from early year’s education, to professional education and practice. These links will ensure a healthy profession for the future able to adapt to change.</p> <p>As agreed with JSM, ESALA still to prepare specification for panel of members to attend crits etc and for chair and panel for accreditation.</p>	AC/RT/RH(P+D)
7.3	David Skinner Lecture., how can LIS be of assistance? LIS has offered to video the lecture to go on LIS website. Meeting to be set up with Chris Rankin to discuss	NG

	input to Fund..	MT
8	Events	
8.1	NG circulated a list of Proposed Events	
8.2	Suggested that Michael Dougall Chair of the Glasgow Institute of Architects would be a good speaker at an event. NG to consider; MT mentioned it is worth talking to Colin Moore again as the JCLI was well attended. Talk could cover insurance, health and safety; Once NG follow up with Colin Moore, thereafter MT to follow this up with Murray Shaw or Fin MacFarlane	NG
8.3	Consider a lecture/conference under the title Design and Devolution either as part of Festival or as a pre-cursor and talk to A+DS. It could be a collection of papers – has it made a difference for example. AC to contact with Diarmaid Lawlor to discuss further	AC
8.4	Progress Majora Carter Water Blues Green Solutions DVD on website. Can we make more people aware of this? Offer DVD to members? To be discussed at next meeting.	SW/NG
8.5	Glasgow Institute of Architects (GIA) meetings NG attending as required. There will be a landscape category in the 2015 GIA Awards Report to next meeting.	NG
8.6	Duncan Campbell has suggested an LIS Conference on the topic of Growing Cities in Uncertain Times. This would fit into the Festival of Architecture and the Landscape 2020 Initiative. It would cover the organic growth of historical cities, planned historical cities, garden cities, new towns reviewed, international examples of city planning etc. It would look at the conflicts for example protecting good agricultural soils, greenbelts and development. This to be pursued after the Landscape Futures Lecture as the bi-annual LIS Conference and discussed at the next meeting.	NG
8.7	2017 is year of History, Heritage and Archaeology – LIS to consider how it might become involved through designed landscapes and the history of landscape architecture in Scotland – to be discussed at next meeting.	NG
8.8	LIS Interactive DVD update on opening of flyer and number of schools visited. NG to report at next meeting.	NG
8.9	SDS and SUDS and Landscape Working Groups – anything for Julie Waldron to report.	NG
8.10	Schools Competition – NG to consider what can be done after the placemaking competition completed.	NG
9	Strategic Planning and Promotion	
9.1	Scottish Landscape Industry Group Business Directory - LIS back in touch with the industry as partners and that it would act as a good promotional document for LIS and the Industry in Scotland. JSW considers SE/Scotgov would not fund such a Directory unless requested by industry and business partners. JSW has identified and got support from NFU, BALI, HTA and others.	JSW
9.2	HTA has setup “Association of Professional Landscapers” with the domain name landscaper.org.uk. (landscapes.org.uk)	
9.3	Discussion on scope to do more with Architecture and Planning Schools- promoting landscape architecture via for e.g. closer engagement, activity and discussion with other professional institutes - to be discussed at next meeting.	JSW
9.4	Scottish Forum for Planning 17 th March and 28 th October– update at next meeting	JSW
9.5	Re-structured Glasgow Urban Design Panel: there are 2 special meetings proposed – LIS will be on Panel first meeting 16-10-14, JSW will attend and taking part in 4 developer submissions. Edinburgh Design Panel will be visiting streets. Invitation to join Inverness Panel accepted. JSW report. To next meeting	JSW
10	Policy and Technical Committees	
10.1	LI Policy Committee work – Profitable Places document circulated.	
10.2	Technical Committee –Nothing to report.	
11	Treasurers Report	
11.1	Budgets have to show in-kind contributions	CW
11.2	2015-2016 Block Grant of £37,860.00 will be accepted with proviso related to Rebecca’s time allocation.	

12	Secretary's Report	
12.1	HN to report on Cross Party Group on the Built Environment programme to next meeting	HN
12.2	A+DS <ul style="list-style-type: none"> 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 Awaiting forum discussions with A+DS – progress to be discussed at next meeting.	HN
13	Chair's Report	
13.1	Correspondence - nothing to report all items requiring action were dealt with	
13.2	Fellowship – LI discussing Fellowship along with Honorary Fellows	MT
13.3	Scottish Design Awards – No separate landscape category its included in Architecture: Public realm/landscaping - MT still to respond	MT
13.4	Skills Development Scotland JSW circulated the description of a Landscape Architect put out by Skills Development Scotland some time ago. This description is circulated through their 'World of Work' and was supplied by a third party called Gateway who apparently deal with many similar job descriptions. The LIS reaction was poor and it was suggested at a previous meeting that it may be appropriate for LI to take this up as it applies UK wide. There is however a link to LI , an article on 'Career Advice on Becoming a Landscape Architect by Lorna Davis, a landscape architect at Halcrow, and attached to that are some job vacancies MT to raise with LI	MT
14	AOB	
14.1	AOB There was no other business	
15	Next Meetings	
15.1	Next meetings April Edinburgh (venue to be advised), AGM 29 April, Glasgow and 13 May Glasgow	

	ANNEX TO AGENDA	
A A1	Long Term Outstanding Actions (to be programmed) 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

B	Items carried over (to be programmed)	
B1	Honorary Membership/Patrons two suggested names to be discussed at a later date, LI Board will also be discussing this.	MT
B2	Joint LIS, RICS, RTPPI Urban Design Group linkup re policy and education - action postponed.	RT
B3	Possible joint event with BALI - SW to discuss with BALI	SW
B4	Need to identify someone to produce/create LIS newsletter	ALL
B5	An Interactive version of the DVD for professionals and updating to be discussed	ALL