

COMMITTEE MEETING MINUTES: 22.06.2016

Location	LUC Offices, 37 Otago Street, Glasgow G12 8JJ
Distribution	Committee, Committee Support, Corresponding Members, Rebecca Hughes, Rachel Howe.
Officers	
Temporary Chair	Rachel Tennant with Key Committee Support
Secretary	James Spence Watson
Treasurer	Clare Wunsch
LI Council Representative	Rachel Tennant
Sub Committees	
Communications	Dan Walker Sonia Jackett, Steve Wheatley
FOA Competition	Alan Cameron (with Clare Wunsch support on FOA)
Education and Membership (New)	Rebecca Hughes and Nicola Garmory
Events (CPD, Social, Competitions)	Sonia Jackett , Steve Wheatley
Strategic Planning/ Promotions	Rachel Tennant , Nick Bowen Sonia Jackett and Rebecca Hughes
LIS Staff	
Policy and Development Officer	Rebecca Hughes
LIS Administrator	Rachel Howe

1.0	PRESENT and APOLOGIES	Action	Status
1.1	Apologies: received from Jon Rowe (JR), Ross White (RW)	Note	
1.2	Present: James Spence Watson (JSW), Nick Bowen (NB), Jack Summerhayes (JSs), Bobbie Nicol (BN), Rachel Howe (RHa), Alan Cameron (AC), Clair Wunsch (CW), Dan Walker (DW), Rachel Tennant (RT), Danny McKendry (DM), Jeff Stevenson (JS), Nicola Garmory (NG), Sonia Jackett (SJ), Rebecca Hughes (RHp), Marc van Grieken (MvG), Steve Wheatley (SW)		
1.3	Introductions and Welcome		
01	New student representatives introduced and welcomed to the committee. JSs & BN contact details to be forwarded to RHa for inclusion on contact list	JSs BN	
02	JSs and BN can claim travel expenses. CW to forward claim form.	CW	
1.4	New Committee Members		
01	JR and JS confirmed as new committee members	Note	
02	MvG confirmed that he does not intend to become a full member of the LIS committee. He has been appointed interim Chair of the LI Technical Committee, with the possibility of the full role if selected after application to the A&SC. He would then review his role of Board of Trustee member.	Note	Ongoing
2.0	PREVIOUS MINUTES		
2.1	Emergency Meeting Minutes of the emergency meeting held at LUC Offices on 31 st May 2016 approved	Note	
2.2	Matters Arising: None reported	Note	
2.3	Distribution of Meeting Minutes: Agreed that draft minutes for meetings would be sent to RT and JSW for approval. RHa will aim to issue minutes within a week and uploaded to website. Draft agenda for next meeting will be issued to committee at the same time for comments.	Note	

3.0	ADMINISTRATION	Action	Status
3.1	Administration Report		
01	RHa issued a written report on administration actions since the last meeting and up and coming actions. This will be the format for future meetings and only items requiring action or discussion will be raised.	Note	Ongoing
3.2	Temporary Chair		
01	RT was nominated and voted in as Temporary Chair with key committee support until the next AGM.	Note	
02	RT confirmed that as this not an official role it will not impact on the LI Council representative position which has been extended by special circumstances and cannot go beyond the AGM in April 2017	Note	
3.2	Education, Competitions and Membership Committee.		
01	AC has resigned from this position	Note	
02	It was agreed to form a new Education and Membership committee with RHp as lead based on her previous education experience and links with ESALA	Note	
03	BN noted that Edinburgh College of Art is currently cutting courses and it would be a good time to argue in favour of those relevant to LA	RHp	
04	NG offered to assist in others areas of education including schools liaison	Note	
04	Competitions will now be included under the Events sub committee	Note	
3.2	Communication		
01	Letter to membership without email contacts or who have been blocked from receiving dotmailer to be drafted and sent out this month. RHa to work towards resolving problems with printer. Letter to also include a note of MT's death and RT's current status as temporary Chair	RHa	
02	RHa to distribute complete contact sheet. including members, support, and corresponding members	RHa	
03	RHa to write her job description and send to JSW to add to the 'Opportunities for a Committee Role along with that already received from RHp so that a complete set of roles would be available. RT will review the information on the website and update.	RHa/RT	
3.3	Website and Social Media Management		
01	It was noted that the report on website traffic circulated by RHa was useful. As these reports progress they will give a better picture of how the site is used. It was agreed that this should be undertaken for each meeting	RHa	Ongoing
02	RHa to set up Google calendar to be used by committee members and eventually made viewable to the membership on the website RHa will be main editor, with assistance from SJ and DW. The aim is for membership to be advised of future events that are in planning as well as being confirmed.	RHa	Ongoing
03	RT has reviewed the website and forwarded list of comments to DW	RT/DW	Ongoing
04	RHa to contact Carol on unlocking Google Analytics account.	RHa	Ongoing
04	LI Policy documents to be added to new pages	RHa	Ongoing
3.4	Office		
01	The current LIS address is linked to the former chairs property that will eventually be sold. LIS promotional material and archive information also within the property will require a new location.	Note	
02	The committee agreed that RHp should review the RIAS offer of cheap office space within the HQ in Edinburgh and report back on rental costs and accommodation available.	RHp	Ongoing
3.5	MT Obituary		
01	AC has received full MT CV and will use it to help contribute to MT's obituary being coordinated by Bill Miller as well as contribute the RIAS obituary	AC	Ongoing
3.6	Wind Turbine Report		
01	RHa to issue all respondents letter by email advising them of the LIS actions when complete by DW RHp MvG	RHa	Ongoing
4.0	TREASURERS REPORT	Action	Status
4.1	CW delivered the treasurers report	Note	

01	CW highlighted that after liabilities (including all LIS event costs and salaries for policy and admin) the LIS had a deficit. Contact has been made with the LI and our block grant should come in by the end of June and will remove this deficit. CW to advise of any issues	CW	
02	MvG believes the LIS should contact the LI to be clear that we expect to receive the same block grant next year	CW/RT	
03	Cosignatories to LIS account to be CW, RT, NG, NB + two in LI	CW/RT	
04	It was confirmed that RHp has now 84 days and this is in her contract	Note	
4.2	Business Plan		
01	Updated Business Plan to be put on the website	CW/RHa	
02	RT and CW to liaise regarding Business Plan and outstanding actions	CW/RT	ongoing
5.0	POLICY AND DEVELOPMENT		
5.1	Policy and Development work plan		
01	RHp said that she needed to speak with the rest of the committee to establish what her time is best spent doing and noted that her current work load is centered around the job description she wrote for JSW	RHp	ongoing
02	RHp confirmed that MT had not pursued his intention of requesting additional time for the Policy Officers role to 100 hrs from the LI. A review of the work plan will be discussed at a meeting between RT and RHp	RT/RHp	
5.2	Wind Turbine Report		
	DW and MvG to finalise amendments to the letter in consultation with RHp regarding the Height and Distribution of Wind Turbines in the Scottish Landscape. Once finalized it will be sent out to membership	DW/ MvG/ RHp	
5.3	Landscape 2020		
01	Urban Landscape and Growing Cities Conference: RHp and JS have met with Lisa Mackenzie and Elinor Scarth at ESALA to discuss options for the Landscape 2020 conference which is programmed for October 2017	RHp/JS	ongoing
5.4	Scottish Natural Heritage		
01	RHp to speak with Laura Campbell to discuss the draft minutes of their last liaison and make notes as MT was never able to comment. LI Public Sector Strategy documents to be issued	RHp	ongoing
02	Next meeting is September 2016	Note	
5.5	Biosecurity Working Group		
01	RHp has contacted Colin Moore of the LI Biosecurity Working Group. She will attend the next meeting and report back.	RHp	ongoing
02	RHp will attend a conference on how Landscape Architects work with plants & report	RHp	
5.6	Scottish Government Place making		
01	No notes circulated of the meeting that MT and RHp attended with Sandy Robinson. RHp to prepare some notes for discussion and action at the next meeting that DM and JS will also attend	RHp/DM/ JW	ongoing
5.7	SNH Coastal Landscape Character		
01	RHp confirmed that SNH may come back to LIS about this item.	Note	ongoing
5.8	Landscape Capacity Methodology		
01	Awaiting feedback on TP6 from Christine Tudor at Natural England. No progress.	Note	Deferred
5.9	Proposed Environmental Court		
01	This item to be dropped from the agenda	Note	Dropped
5.10	Manifesto		
01	RHp confirmed that no progress had been made on this but it was potentially a good time to update. The proposed Heads of Practice event could feed into a new manifesto.	RHp/NB	Ongoing
5.11	Scottish Planning System Review		
01	RHp to report back	RHp	Ongoing
6.0	COMMUNICATIONS	Action	Status
6.1	Website		

01	2016 AGM Minutes and presentations to be added to website	DW	
02	Word 'draft' to be removed from 2015 AGM minutes' title on website as these were approved at 2016 AGM	RHa	
03	RT has reviewed the website and has forwarded a list of comments to DW An update of the news, events and presentations sections should be undertaken. The Google calendar will remove a lot of the repetitive list type nature of these items.	DW	
04	'Reflections' series could be added a separate section of the website	DW	
05	LI Policy documents to be added to new pages	RHa	Ongoing
06	Presentations section of the website includes a video link that is an old URL link to the previous website. RHa to discuss with Louis Varley how best to make sure this video is operational	RHa	
6.2	LinkedIN		
01	SJ has set up an LIS LinkelN account and requests that the committee invite as many people to join it.	All	Ongoing
02	Noted increase in how much website traffic is coming from LinkedIN since the AGM	Note	
6.3	Twitter		
01	Ongoing – but increase activity regarding the FoA competition required.	SJ	
7.0	COMPETITIONS		
7.1	FOA Design Competition : House and Grounds for an Art Collector		
01	CW tabled a revision to the brief which clarifies the entry categories as follows:- <ul style="list-style-type: none"> • chartered architects & landscape architects – can work with non-chartered/ professional members but a fee is applicable • Student team entries can include non-chartered / professional members and a fee is not applicable A clause has been added regarding number of entries and a right to withdraw the completion.	Note	
02	Final day for questions to be pushed back a week to 4 th July 2016	Note	
03	CW to issue the final version and this will be uploaded to website and members notified via a dotmailer	CW/RHa	
04	Glasgow Institute of Architects have included a link to the competition on their website. RIAS have included information about the competition in their most recent bulletin	Note	
05	Agreed that Facebook and LinkedIN pages should be created where people can find partners for the competition if they do not have any pre-existing contacts	SJ	Ongoing
06	JSs and BN to look into advertising to students	JSs, BN	
7.2	Other Competitions		
01	RIAS are running a competition to design a garden. RHa to put a notice on the website and social media.	RHa	
02	Planning Aid Scotland are running an initiative titled 365 Days of Places. They have asked the LIS for examples of work to use for this. Committee to send relevant material to DW who will pass it on to Planning Aid Scotland	All	Ongoing
8.0	EDUCATION		
8.1	Peter Daniel Annual Student Award		
01	Rebecca Heatlie former student rep has won Peter Daniel Award	Note	
8.2	ECA Student Award		
01	Peter Kennedy and James Trevors are the winners of the ECA Student Award. They are required to send LIS examples of their work for the website before their prize can be given. JSs and BN to remind student winners.	JSs/BN	
8.3	ESALA Liaison		
01	RHp will now lead in this role. Initial discussions for improvement included options for more engagement between practitioners and students as well as practical information on Year Out experience and LIS membership benefits	RHp	Ongoing

02	NB noted the mentorship programme he is involved with at Sheffield University between students and alumni and suggested that we proposed the idea to Edinburgh College of Art	Action RHp NB	Status Ongoing
03	CW noted that she had been approached by Emma Herbert of Escape at ESALA to forge links with LIS. JSs said he would be the main contact now	JSs	
03	The LIS brochure prepared by CW will be should be kept for student events	Note	
8.4	Schools & Other Education Support		
01	NG to consider a LIS strategy for early years education including what the LIS can practically do in terms of careers guidance and liaison with.	NG	Ongoing
9.0	EVENTS		
9.1	Lead for Events		
01	SW is the new lead for events with support from SJ. SW confirmed he would be away for the next 6 weeks but would aim to update as much before he went	Note	
9.2	Events Schedule		
01	RHa will re-issue the schedule based on a Google calendar. This will include planned events to communicate the LIS committee's intention to its members	RHa	Ongoing
9.3	PR strategy		
01	This was discussed as being useful for large or one off events / conferences. Possibly for the 2017 conference	RHp	Ongoing
9.3	Travelling Exhibition		
01	Currently Glasgow Mitchell library booked and aiming for 5 venues.	Note	
02	Offers from Eastgate Shopping Centre in Perth and Dundee Central Library to host travelling exhibition. Dundee to be booked for October.	RHa	
03	5 Scottish examples still to be added. AC suggested the practices whose work is included should be requested to assist with the exhibition management in some way. Further discussion to be had about how these examples will be selected and who is leading this initiative.		Ongoing
9.4	Best of Best Exhibition		
01	DM noted successful launch of Best of the Best exhibition and thanked LIS for their contribution. The exhibition will run until 15 July at the Lighthouse and will then go on tour. It is available for other organizations' to use.	Note	
9.5	Festival of Architecture		
01	AC advised of the following future actions. He is happy to assist but not take on lead role. CW has offered to work on this with Alan but will require additional support from the Events sub committee <ul style="list-style-type: none"> • <u>Competition and Exhibition</u>: actual organisation of the two events, liaison, collection, hanging, judges, announcements, associated events & taking down. • <u>Exhibition</u>: A brief to be compiled and issued, timetable and formatting decisions. 	CW/Ac & Others	Ongoing
9.6	SUDS Event		
01	NB confirmed this was now a seminar event planned for November with 3 key note speakers and possible workshops. Two speakers are confirmed	NB	Ongoing
02	SJ stated that Specific are keen to add some funds for an LIS event. The SUDs one appears most appropriate and SJ will contact and advise them.	SJ	
9.7	Reflections Event: Landscape Architect & Architect collaboration		
01	SJ confirmed that Chris Rankin will speak at the next event September / October 2016. Neil Baxter still to confirm availability	SJ	Ongoing
9.8	BALI/HTA Plant Health		
01	RHp to obtain feedback from BALI regarding joint events and liaise with SW	RHp	Ongoing
9.9	Heads of Practice Meeting		
	NB/RT/DW had a pre-meeting to discuss the format. The aim is to hold the event in Dec 2016 or January 2017	NB	Ongoing
	AC noted that we have the Dundas Street Gallery booked for LIS business in December because of the exhibition and we could perhaps take advantage of this for the event –		

9.10	Capability Brown Lecture	Action	Status
01	JSW has issued details on Capability Brown lecture organized by the Scottish Garden History and Landscape Society. This should be added to the website	RHa	
02	MT was a member of the society and they would like to reference and pay tribute to him in the lecture.	Note	
03	It was agreed that their marketing poster was weak and SJ offered to redesign	SJ	
9.11	MT Professional Tribute Event		
01	It was agreed that the memorial events for MT, Peter Daniel and David Skinner should be varied and not happen at the same time each year. The MT memorial event should be recurring.	Note	
02	Post meeting suggestions have included a more strategic review:- <ul style="list-style-type: none"> • Outstanding Achievement/Services towards Landscape Architecture in Scotland/Scottish Landscape Architecture. • The Mark Turnbull scholarship with a £500 or thousand pound award to allow a student to travel. • A trophy with the Peter Daniel award and a plaque that goes with the scholarship with both of these annually engraved with the winner. 	SJ MvG MvG	Ongoing
03	This should be discussed further at the next meeting	All	
9.12	LIS Awards		
01	Proposal for an awards scheme as Irish Landscape Institute, brief and selection of non-committee members was deferred.	Note	Deferred
02	DM suggested that A&DS could assist with this	DM	
9.13	Public Sector Event		
01	Agreed that the next event should be March 2017. DM has suggested that it links in with A&DS LA Urban Design Forum which is an interdisciplinary public sector forum. The group sets its own agenda and it's possible that landscape could become a subject in its own right. Next meeting date to be publicized to public sector membership.	RHa	Ongoing
10.0	STRATEGIC PLANNING AND PROMOTIONS		
10.1	Private Sector Strategy		
01	RT to issue to RHa to put on website	RT/RHa	
10.2	Business School Research into Landscape Industry		
01	NB has had weekly meetings with the business school. The students have now to commence contacting practices	NB	Ongoing
10.3	Private Sector Survey Update		
01	Update on Private Sector Survey has been put on the website and the membership notified. Follow up events will be based on topics raised by respondees and will tie in with events programme	RT/SW	
10.4	Reflections Series - See Item 9.7	Note	
10.5	Archive and Historical Review - Learning from the Past		
01	Post Meeting Note: RT met with Amber Roberts a Landscape Architect and research student based in Glasgow. She is at the initial stages of developing a post-doctoral research proposal on Scottish Twentieth Century landscape architecture. The aim of the research is to compile an inventory of sites and designers and to evaluate the prevailing design approaches in contrast to the wider UK experience. There would be the potential to develop this into a digital archive or repository of 20th C Scottish landscape architecture. She is applying for funding from the Society of Architectural Historians for a travel bursary commencing early 2017 to document the sites followed by a Mellon Foundation Publication Grant later in the year.	Note	Ongoing
02	RT has invited her to the next meeting to present to the Committee	Note	
03	Other options include National Library of Scotland and Past Map HLA which could be included as part of Ambers work	Note	

		Action	Status
04	Key archive material requires to be accessed is Mark Turnbulls, Bill Gillespie and Peter Daniels. It's important that information is collated and then located in one place – possibly the new office space	Note	Ongoing
10.6	Landscape Institute Matters		
01	LI have updated their governance documents for review by the Council at the next meeting in July 16. RT will report	RT	
11.0	LIS PROMOTIONAL MATERIAL		
01	It was agreed that a strategy for promotional material needs to be discussed <ul style="list-style-type: none"> • Manifesto • The LIS for students • About LA - Schools information 	All	Deferred
12.0	ANY OTHER BUSINESS		
	None reported	Note	
13.0	DATE OF NEXT MEETING		
	Wednesday 13 th July 2016, 6:00pm – 8:00pm at Edinburgh Central Library	All	