

Landscape Institute Scotland

Inspiring great places

COMMITTEE MEETING MINUTES: 21.09.2016

Location	The Council Room, RIAS Building, 15 Rutland Square, Edinburgh, EH1 2BE
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 , Steve Wheatley
FOA Competition & Exhib	Clare Wunsch (with Alan Cameron support on FOA)
Education & Membership	Rebecca Hughes , Nicola Garmory, Bobbie Nicol, Jack Summerhayes, Ross White
Events (CPD, Social, Coms)	Steve Wheatley , Jon Rowe, and assistance from all committee
Strategic Planning/ Promotions	Rachel Tennant , Nick Bowen 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 Danny McKendry (DM), Jon Rowe (JR), Nicola Garmory (NG), Sonia Jackett (SJ), Ross White (RW), Bobbie Nicol (BN)	Note	
1.2	Present: Rachel Tennant (RT), Rachel Howe (RHa), James Spence Watson (JSW), Jack Summerhayes (JSs), Rebecca Hughes (RHp), Dan Walker (DW), Nick Bowen (NB), Clare Wunsch (CW), Steve Wheatley (SW)	Note	
1.3	SJ has confirmed that she is temporarily resigning from the committee due to current work/study pressures until after her P2C May 2017. She is committed to delivering the Reflections Series event but otherwise SJ has been removed from subcommittees. SJ to be asked if she still wishes involvement in FOA Exhibition brief and Brian Evans talk	Note RHa	Ongoing
2.0	Previous meeting minutes and matters arising		
2.1	No comments received on previous meeting minutes so they are taken a accepted.	Note	
2.2	RT confirmed that subcommittee reports will be taken as read and only key matters arising will be dealt with. The meeting will focus on delivery of events timetabled until the end of our financial year.	Note	
3.0	Acting Chair & Branch Rep. report and matters arising		
3.1	Meeting with LIS Treasurer - Part of LIS business plan update and financial review on 26 th October 2016 CW provided an update on the financial implication of renting RIAS office confirming it was affordable within the current budget but questioned the value for money. Positives highlighted included savings on cost for meeting rooms and events space, location for LIS marketing material (banners etc) which are scattered around committee members'	RT	Ongoing

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	houses, important accessible archive location as well as a postal address for the LIS. CW will prepare a summary financial report on the matter	CW	Ongoing
3.2	Meeting with Policy Officer - Next year's priorities will come out of the LIS business plan update. The date confirmed is 26 October 2016. Policy Officer committee support after Jeff Stevenson's resignation is coming from Sue Evans and Hamish Neilson	RT Note	Ongoing
3.3	Chair of Devolved Nations - RT has contacted chair of NI and Wales. LI Wales provided a set of minutes from the last teleconference meeting in March 2015 and is keen to continue. Still awaiting a response from LINI. New LI CEO has been announced and will be in post in October. As the CEO sits in on these meetings it will be on hold until his diary is agreed.	RT	Ongoing
3.4	LI Advisory Council Meetings and Branch Rep Meeting - The next Council meeting is 19 October (which is also the AGM) DW has agreed to attend in lieu of RT who will be on holiday. Agreement from LI and President has been provided. RT to brief DW after meeting	RT/DW	Ongoing
3.5	LI Leadership Retreat -The LI are hosting a LI Staff, Board and Council retreat – date has been now finalised for January. RT to attend	RT	Ongoing
3.6	Governance Documents approved at the EGM in July 16 which has implications for Branch Constitution. RT to provide input to new documents when review of them are undertaken by LI	RT	Ongoing
3.7	Office Lease - The LI have agreed that despite current wording of constitution the LIS can enter a property lease but this would be with LI acting at the lease. RHp confirmed that the RIAS were happy with change to wording and lease can be signed in March 17 for entry April 17 subject to financial review by CW.	RT/CW	Ongoing
3.8	LI travelling exhibitions: Greenbelt and LI awards winners. RHp confirmed that the Greenbelt exhibition may be useful for the next LIS conference in 2017 on the Urban Edge depending on its content. RHa to pursue	RHa	Ongoing
3.9	Mrs Turnbull – Honorary membership has been proposed by Bill Cairns which the committee welcomed. This will be proposed to her in due course.	RT	Ongoing
3.10	RT proposed that we have a CEO and New President welcome in 2017 possibly to coincide with the RIAS offices becoming our home.	Note	Ongoing
3.11	The MT Obituary by Alan has been issued to RIAS. AC has also confirmed that MvG with Vanessa Steven is preparing one for the LI.	Note	
4.0	Administrator's report and matters arising		
4.1	RHa is missing contact information for some corresponding members (Rebecca Heatlie) and will request committee for these details. RHa will contact all corresponding committee members to be sure they still wish to continue in the position and also request support on some areas of committee work such as events when required.	RHa RHa	Ongoing Ongoing
4.2	RHa has put the Google Calendar on the website under Events. RT stated that it should be more readily accessible for members which may increase website usage. DW to put link to it on the home page RHa has circulated a draft events list which RT further updated and recirculated for discussion at the meeting. (Refer to Events report)	DW Note	Ongoing
4.3	RHa is continuing with the listing of the contents of the LIS laptop. RT requested an interim report but agreed it would be better to review with RHa and agree priorities for retention. Some archive material if relevant could be included within the Dropbox	RHa/RT	Ongoing

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4.4	Contact has been made with Poppy Smith and an initial dotmailer issued calling for Ambassadors for Landscape volunteers. The information received on volunteers has been passed to Education committee Another dotmailer will be issued this month encouraging further volunteers	Note RHa	 Ongoing
4.5	Awards Ceremony for FOA competition – publicity to continue until the event. RTPI to be contacted to advertise on their site. CW confirmed that FOA site had been updated RHa to email the entrants to confirm that they are still intending to submit and also team details for use on any award issued on the day	RHa RHa	 Ongoing
4.6	Greenbelt Exhibition –Paul Lincoln still to provide further detail. Initial email indicates that we will need to wait for specifics	RHa	Ongoing
4.7	LIS membership lists –RHa will request again update from the LI	RHa	Ongoing
4.8	Information about LIS reflections series has been issued to RTPI and RIAS. Received confirmation from RTPI that they would publicise	Note	
4.9	RHa to make sure communications subcommittee have access to LIS email account while on holiday the last 2 weeks on October 2016	RHa	Ongoing
4.10	All LIS emails going forward to have the prefix 'LIS' in their subject line. RHa to inform the rest of the committee of this.	Note RHa	 Ongoing
4.11	The latest web usage report was issued and it was noted that there was a drop off in members use of the website. Adding new projects and the events link on the home page may improve traffic. RHa to continue to review monthly	RHa	Ongoing
5.0	Policy and Development officer's report and matters arising		
5.1	Work plan - Forward Work Plan to be discussed under Business Plan meeting in October. Current work is centred on the 2016/17 work plan and job description as agreed with MT April 2016 and subsequent committee discussion items.	RHp/RT	Ongoing
5.2	Wind turbine report – RHp and DW will complete amendments to draft letter intended to go to LIS members who responded to February 2016 internal consultation and ongoing discussion regarding the Height and Distribution of Wind Turbines in the Scottish Landscape. Response still awaited from MvG. RHp & DW will proceed with finalizing & inform MvG This item is now urgent for completion. To follow this RHp will attend SNH's SGP event in December on Repowering Wind Farms on behalf of LIS where consultation/discussion conclusions likely to come up	RHp/DW MvG RHp/DW RHp	 Ongoing Ongoing Ongoing
5.3	Landscape 2020/LIS 2017 Conference - Ongoing discussions with various parties for LIS Autumn 2017 Conference RHp meeting with Green Belt Alliance/APRS on greenbelt topic, responding to requests on concerns for urban edge housing expansion situation, continue liaison with Lisa Mackenzie at ESALA on conference topic with planning focus areas for the conference. Starting to approach possible speakers.	RHp/ ESALA/RT /SNH	 Ongoing
5.4	Future LIS Archive/Office - Agreement with LI re-signing lease with RIAS for April 2017, pending LIS budget confirmation. RHp incontact with Penny Beckett/FOLAR re Scottish Archive ideas for development with Amber Roberts research. Do we have an overview back from Ambers presentation at last meeting yet?	Note RHp/CW/ RT/AR/PB	 Ongoing

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5.5	<p>Plant Biosecurity - RHp is in contact with Colin Moore of the LI Biosecurity Working Group and she will be attending the next FCS Tree Health AG meeting</p> <p>Xylella fastidiosa European update meeting at SASA September 13th report due.</p> <p>RHp declined attending Phytophthora research meeting in York October 6th as remit too wide/UK for LISP&D – Another committee member could attend</p>	RHp	Ongoing
		RHp	Ongoing
		All	Ongoing
5.6	<p>Creating places policy - Next meeting with PADS & Sandy Robinson due Autumn 2016. No date yet. Discussion for LIS for agenda proposed before next liaison meeting. DM & or RT to attend liaison meeting.</p>	RHp/DM/ RT	Ongoing
5.7	<p>Landuse strategy & stakeholder working group meeting - New 2016-21 LU strategy launch March 2016 & invited to SG SWG June 29th to progress developing actions. Feedback delivered post meeting to SG lead organizer Sally Thomas.</p> <p>Vision for Uplands part of LUS in discussion with SNH team</p>	RHp	Ongoing
		Note	
5.8	<p>Scottish planning system review - SG's response to Planning Review Report now published (11/7/2016). RHa has provided link from SG website to LIS website with comment/intro under news?</p> <p>RTPI Policy Office - contact has been made on Planning Review matters. RHp & JSW both invited to attend meeting 28/9/16 at RTPI</p>	Note	
		RHp/JSW	Ongoing
5.9	<p>Attended day1 PAS event on placemaking "Exploring Geddes in 21stC" Edinburgh 18th Aug. Placemaking standard to be discussed. Report of meeting and links now available from PAS. Link forwarded to RHa for website</p>	RHa	Ongoing
5.10	<p>Manifesto - Propose to produce initial short 2-page draft by committee & other member input. In discussion Staff Members in ESALA & SNH also see this as key doc for promotion of profession in Scotland. LIS sub? Committee need to discuss draft content and decide on design/format etc and then potentially take to the proposed Heads of Practice event for feedback before issuing more widely.</p> <p>RHp to check with LI about resources for production/printing promotional Manifesto type doc for use via schools/colleges as well as opportunity with politicians</p> <p>This is now to be key item to develop a colour A5 brochure for LIS 2017 Conference with ESALA (LM) involvement</p> <p>Members for this group effort now confirmed with Sue Evans/Hamish Nielson/Dan Walker/Jack S. Suggest 1/1.5-hour Manifesto drafting workshop/discussion with sub group prior to next LIS committee in mid-October</p>	RHp/SE/ HN/JSs	Ongoing
		RHp	Ongoing
		All	Ongoing
		RHp/ES/ HN/JSs	Ongoing
5.11	<p>RHp attending Building Prosperous Cities Conference London Sept 27 for useful info/speakers for Lis 2017 conference.</p>	RHp	Ongoing
5.12	<p>RHp required to attend LI Policy meeting focus on devolved nations October 16</p>	RHp	Ongoing
6.0	Communications subcommittee report and matters arising		
6.1	<p>RT has sent review comments to DW hoping to update the news, events and presentations sections.</p>	DW	Ongoing
6.2	<p>LinkedIn – SJ has set up the account and requests that committee members join the group and invite others to join – now at 42 members.</p>		

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	Several posts made over the last month, plus members of group starting (slowly) to post discussion.	Note	
6.3	Twitter –DW promoting Reflections Series Event: Unity in Design	DW/SJ	Ongoing
6.4	ESALA LIS Student Awards – All student material now on website.	DW	Complete
	Kenny Fraser has confirmed that he will be unable to provide accompanying text and images. Committee to decide whether further information is required or is there sufficient information as it stands	DW/CW	Ongoing
6.5	RtUL – DW has followed up correspondence with MSP and Scottish Parliament Building about having the exhibition at the Scottish Parliament Building in early 2017 – DW met with event’s organiser/administrator on Wednesday, 21st September (See Item 8.2)	DW	Ongoing
	Identification of Scottish based project examples to add to the RUL exhibition – additional boards to be finalised and printed prior to next exhibition date. Glasgow (practices contacted re: inclusion of specific projects/case studies in the exhibition.	DW	Ongoing
	Cost of graphic design work and printing to be covered by LI – estimate has been provided to Paul Lincoln and agreed.	Note	
6.6	Information added to LIS website re: Scottish Design Awards. Social media connections also made via Twitter to landscape related winners.	DW	Complete
6.7	LIS Consultation Responses - DW to liaise with RHp with regard to past consultation responses, in order to collate all responses and post on website in searchable chronological order.	DW/RHp	Ongoing
6.8	DW and RHa in correspondence with Louis Varley and Paul Lincoln at the LI in relation to the new LI and Branch websites. The programme of the proposed update has not been confirmed.	Note	
	SW asked about the possibility of including new projects on the LIS website. RT stated that she was reluctant to place our website on hold until the LI finalise their programme and it was agreed that in the meantime Scottish practice case studies in existing format can be added to the website.	DW.RHa	
6.9	Built Environment Forum Scotland (BEFS) have contacted us via Twitter to request a blog article about the LIS. DW has liaised with RHp under the manifesto discussion and will quickly to pull something together.	DW/RT/ RHp	Ongoing
	There blog is accessed on their website here for reference: http://www.befs.org.uk/blog	Note	
6.10	Communications subcommittee to handle LIS email account while RHa on holiday	All	Ongoing
7.0	Education and membership subcommittee report and matters arising		
7.1	No report issued. RT requested an overall strategy is prepared	RHp/NG/RW	
7.2	The following items were discussed		
7.3	Poppy Smith from the LI has confirmed a careers talk at ESALA on 26 October 2016 and has requested that the LIS join her to provide information about the LIS. Last year MT had undertaken this but there is no record of his presentation as he was not given much notice.	Note	
	RT issued details to RW who may able to undertake. SW volunteered also if he was available. He will liaise with RW about a joint presentation. It was agreed that the presentation from the AGM could be used as a basis for this talk. RT to forward details	RT/SW/ RW	Ongoing

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	It was noted that this talk was very close to a hand in date for student assignments which happened last year. Better communication between LI, LIS and ESALA about this event next year should encouraged. RT will advise Poppy and also send details to Jack to inform the students.	RT	Ongoing
7.4	JSs keen to volunteer for Ambassador's for Landscape. RHa to pass on Poppy Smith's contact details for this	RHa	Ongoing
7.5	JSs to send RHa link to E-SCAPE website to be advertised on the LIS website. In future, LIS events can be advertised through ESCAPE	JSs/RHA	Ongoing
7.6	RHS Green Planit Challenge. Membership and students notified for the October event in Glasgow. The LI requested that any LIS members who sign up are notified to Poppy Smith s and students. The	RHa	Ongoing
7.5	Kenny Fraser clarified position/options for students via email to Chris Sheridan at LI. RHp forwarded this to BN as KS had not sent on. RHa to post CS response and information about the pathway to chartership issue to be put on website.	RHa	Ongoing
7.6	PS confirmed that she will contact Skills Development Scotland re. careers events and LI (equivalent of National Careers Services in England) as she has not done so yet. LIS could set up a map of Scotland with target schools and those we have visited.	NG	Ongoing
7.7	RUL Travelling Exhibition - PS would be willing to help and to give a talk. She would advise on a seated days talk rather than a drop session guided towards Career Advisors and /or Senior Secondary students. LIS will combine with Edinburgh College of Art and Dumfries Museum RUL event. NG to contact museum and RHp to discuss if students or a lecturer from ESALA would be willing to also talk.	NG/RHp	Ongoing
7.8	NG spoke to Alison Watson from 'classofyourown' about Design Engineer construct and has set up a meeting with her in October to discuss a proactive approach to educating school pupils about LA.	NG	Ongoing
8.0	Events subcommittee report and matters arising		
8.1	No report issued. SW apologised as he has been unusually busy. RT reminded the committee that numbers were few on the events subcommittee and we are all need to assist to deliver events that the LIS are committed to providing. (see attached events list) A number of items still need to be further planned an organised and these are highlighted in yellow. RHa to keep Events list updated and circulate for each meeting.	Note Note RHa	Ongoing
8.2	DW visited the events organiser for the Scottish Parliament. The member's area is available when parliament is in session. Dates will available between January and June 2017 and events organiser to advise. It would useful for a targeted event and the RUL is probably too large for it although could be shown on the plasma screen. The Greenbelt Exhibition depending on size may suit. It was suggested this would be a good venue from which to launch the manifesto	DW/RHp	Ongoing
8.3	JSs offered to ask for student assistance for any events that require volunteers.	Note	
8.4	JSs to attend the Skill's Scotland event on behalf of the LIS. JSs was to assist JSW at event.	JSs	Ongoing
8.5	People who have already signed up to Ambassadors for Landscape to be asked if they would attend CITB or Skills Development events on behalf of the LIS	RHa	Ongoing
8.6	SuDS seminar to be a chargeable event. JR to prepare the Eventbrite but no earlier than 4 th October. NB to provide graphic and more		

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	attractive text for publicity. It was agreed that filming this event would not be appropriate but a summary document would be. NB to liaise with DM on A&DS involvement	NB/JR NB/DM	Ongoing
8.7	LIS Edinburgh Christmas Party to be held at Dundas Street Gallery Committee to think of other possible uses for the gallery space before next committee meeting. Suggestions included a photography talk by RT and Petchakucha (20 slides x 20 seconds) event	Note All	Ongoing
8.8	FOA final celebration event held at Dundee Contemporary Arts Centre on 18 November – it was agreed that this was an event that the LIS would attend if invited and network at. AC to check invitation status and decision to be made on who would attend.	AC	Ongoing
8.9	Reflections Event in October is being filmed but stills photography for publicity purposes to be taken at high res. SW agreed to undertake	SW	Ongoing
8.10	The Society of Architectural Historians conference in June 2017 could be tied in with the MT Gold Medal award as the re may be an exhibition focussing on the Scottish influence in the USA including MT work.	RT/AR/LI	Ongoing
8.11	The LAUDF at A&DS will be on 18 November but topic is still to be confirmed. DM to advise as asp. RHa to conclude research into public sector contacts	DM RHa	Ongoing Ongoing
8.12	RHa to ensure all events on RT's Events Schedule are on the Google Calendar	RHa	Ongoing
9.0	Strategic planning and promotions subcommittee report and matters arising		
9.1	Business plan - a strategic review with key committee input possibly followed up at the Heads of Practice Event. Suggested committee members are RT/CW/RHp/DW. Date of initial meeting is 26 October 2016. This will also feed into public and private sector strategy for 2017.	RT/CW/ RHp/DW	Ongoing
9.2	The following strands are from the current Strategic Planning strategy: - <ul style="list-style-type: none"> • Understanding key issues affecting the private sector in Scotland • Making the Most of Masters: The value of Landscape consultancy to the Scottish economy, and strategies for future growth. • Practice Events on Key Issues • Knowledge Transfer • Young and Seasoned Practitioner Engagement: LIS Reflections Series • Archive and Historical Review 	Note	
9.3	Understanding key issues affecting the private sector in Scotland – combining the results of the private sector survey, Stirling Business School research and Heads of Practice Event	Note	
9.4	Making the Most of Masters - Understanding the economics of the private sector in Scotland. Stirling Business school research into Landscape Industry. NB provided a report on this which demonstrated that insufficient statistics was collected by the student for any meaningful use by the industry. This was for a number of reasons including sensitivity of information, late requests by students and lack of responses from those contacted. There are lessons that could be learned from this and a decision should be made whether we try again next year	NB NB	Ongoing
9.5	Practice Events on Key Issues - Follow up events will be based on topics raised by respondees to survey and will tie in with events programme. First is SUDs debate in November (see Item 10.2)	NB	Ongoing

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9.6	<p>Knowledge Transfer- Getting the private sector to engage more with each other to benefit profession.</p> <p>Heads of Practice Event – to debate key issues affecting the sector. To be in the new year.</p>	NB	Ongoing
		NB	Ongoing
9.7	LIS Reflections Series: Greater engagement between the less experienced and more seasoned practitioners. Next event 'Unity in Design' organised for October and a further event is planned for early 2017	SJ	Ongoing
9.8	<p>Archive and historical review – Learning from the Past</p> <p>Key archive material requires to be accessed is Mark Turnbull's, Gillespie and Peter Daniels (located at ESALA). Nigel Hackett. Information will be collated and located in one place (RIAS) or will have links to it from the LIS Archive and MERL. RT has gained support from the current LI president for this.</p> <p>RT has contacted Steve Nelson at Gillespies and confirmed that they support the idea of a Scottish archive. They need to review what is in storage and plan to undertake this early 2017. They would be delighted for any assistance</p> <p>Amber Roberts has confirmed she will provide a funding strategy in October for discussion at the next meeting</p>	RT	Ongoing
		RT	Ongoing
		RT	Ongoing
10.0	FOA report and matters arising		
10.1	<p>FOA Design Competition: House and Grounds for an Art Collector – 8 teams entered the competition.</p> <p>Judging and presentation of awards has been organised for Wednesday 28 September 2016 at the Royal College of Physicians and Surgeons Glasgow.</p> <p>Judges will be Noel Farrer (Past President of the LI) Bill Cairns FLI, Jill Gerber of Cyril Gerber Fine Art and Compass Gallery, Sandy Robinson (Scottish Government Architect) and Glasgow architect and Past President of GIA Fiona Sinclair.</p> <p>Mrs Turnbull has been invited to attend but has subsequently declined</p> <p>CW and AC to set up exhibition on 27th. RHa volunteered if extra help is needed</p> <p>Awards ceremony set to 200 capacity on Eventbrite. This needs to be changed to 40</p> <p>Rha to email all entrants asking them to confirm they are submitting, the names of all team members and the team rep to whom the cheque should be made out.</p> <p>AC to invite Neil Baxter from RIAS/FOA</p> <p>RT will check number of entries on 23.09.16 and pick up digital copies for inclusion in a presentation. DW requested that the presentation include an advert for the Reflections event</p>	Note	
		Note	
		Note	
		Note	
		CW/AC	Ongoing
		SW/DW/ RHa	Ongoing
		RHa	Ongoing
		AC	Ongoing
		RT	Ongoing
10.2	Rethinking the Urban Landscape (RUL) – The exhibition has been shown at A+DS Edinburgh and Eastgate Shopping Centre Inverness.		

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	<p>JSs and RHa helped set up the display in Edinburgh. We were greatly helped in Inverness by Katherine Wolfe and friends who kindly set up and took down the exhibition. Thanks have been sent by RT and CW on behalf of LIS.</p> <p>The next venues are Mitchell Library Glasgow and Dundee Central Library in October, followed by a month in Dumfries Museum in December. CW confirmed that RedBlue have been appointed to undertake transport, erection and taking down of the exhibition. Dumfries will install themselves.</p> <p>DW and Shona Robertson prepared feedback forms. Several were completed for Edinburgh and the data has been collated by RHa. It was not permitted to have loose paper on site at Inverness, but one feedback form was completed. Feedback is required by FOA as a condition of our funding. CW to pass Inverness feedback sheet to RHa at a later date.</p> <p>The Dundee exhibition will be complimented by education event(s) and a presentation by RT on the theme 'Why be a landscape architect?'</p>	Note	
		Note	Ongoing
		CW	Ongoing
		RT	Ongoing
10.3	<p>Exhibition: Buildings in the context of landscape – The exhibition venue has been booked at the Dundas Gallery (formerly the Bourne Gallery), Edinburgh for 4-10 December 2016.</p> <p>The brief for the exhibition is in development but will be quite open, allowing a wide range of ideas, formats and presentations to be included. CW leading with AC in support.</p> <p>JSs to publicise the event to students once the brief has been written and ask them to submit images for it</p> <p>Feedback forms need to be put together for the event.</p> <p>SJ expressed interest in assisting with the brief in the past. RHa to ask her if she still wants to take part.</p>	Note	
		CW/AC	Ongoing
		JSs	Ongoing
		CW	Ongoing
		RHa	Ongoing
10.4	<p>There is to be a finale event for FOA in Dundee that the LIS will be expected to be present at in some capacity. AC to investigate what we need to be doing for it.</p>	AC	Ongoing
11.0	Treasurer's report and matters arising		
11.1	The calculated balance stands at £47,854.54.	Note	
11.2	The bank balance in the latest bank statement is £49,675.71.	Note	
11.3	Report will be provided on financial implications of RIAS office lease for next meeting	CW	Ongoing
12.0	Secretary's report and matters arising		
12.1	Local Design Fund (SG160803) - JSW informed that Communities across Scotland will have a chance to map out the future of their towns with design experts. There will be two funds to enable people to have a direct role in making their towns and villages better places to live. There will be £300,000 made available for two grant schemes – the Design Charettes programme and the Activating Ideas Fund. It is hoped that LIS members will be able to make and input and DM undertook to report further on this	DM	Ongoing
12.2	SURF Awards - JSW reminded the committee that SURF are currently welcoming applications for their 2016 SURF Awards for Best Practice in Community Regeneration. Closing date is 19th September 2016. AS this was of interest to DM and A+DS, DM would inform on any initiatives		

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	of which he was aware that could be of special interest to Landscape Architects	DM	Ongoing
12.3	<p>Royal Town Planning Institute West of Scotland forthcoming events - JSW reported on events that may be of interest:</p> <ul style="list-style-type: none"> • Central Govan Walking Tour – 25th August • Queensferry Crossing site visit – 27th August • Doors Open Day Walking Tour of Lauriston – 15th September • Planning for Infrastructure (Network Rail and Scottish Water) - planned for late September • Decontaminating Brownfield land for redevelopment – proposal • Other potential events including collaboration with RICS Matrix West 	Note	
12.4	<p>Environmental Impact Assessment - JSW reported that Scottish Government have launched a consultation on the revised EIA Directive (2014/52) with a deadline response of 31st October (https://consult.scotland.gov.uk/eia-transposition-of-environmental-impact)</p> <p>RTPI West of Scotland are proposing an event to discuss this consultation including speakers from different perspectives and looking for contributors. It was agreed that LIS should take advantage of joining RTPI WoS for this event and that RHa would contact Land Use Consultants or others and report back to JSW following which JSW will offer to contribute to the event</p> <p>JSW has spoken to Duncan Smart, Convenor of RTPI West of Scotland who has accepted the suggestion that one of the speakers be from the Landscape Institute, following which, on the suggestion of Sonia, Mary Fisher has agreed to make a presentation. Mary is a board director of LDA Design, and EIA lead for the company. The event is scheduled for late October but no date has yet been settled.</p>	Note RHa/JSW JSW	Ongoing Ongoing
12.5	<p>Glasgow Urban Design Panel - JSW reported that he had been asked if he could represent RTPI WoS at the next GUDP as well as LIS since their two representatives were unable to attend. It was agreed that this could be an opportunity for NG to attend the GUDP representing LIS with JSW representing RTPI WoS. JSW to inform secretary of GUDP of the change once NG confirmed her availability</p> <p>JSW has spoken to Raffaele Esposito about either having a second representative from LIS or alternating JSW and NG. Raffaele responded that he only chaired the meeting and it was up to GIA to decide membership. The current situation is that Tim Grey the President, Paul Stallan who is due to take over as Vice Chair for the GUDP, and Jim Webster who is the GIA representative will be consulted and give a view at their next meeting.</p>	NG/JSW JSW	Ongoing Ongoing
12.6	RIAS Scotstyle Event at Scottish Parliament - JSW informed on this event being part of the Festival of Politics to take place on 19th August and the request to join in and bring friends	Note	
12.7	Cooperation with Glasgow Institute of Architects - JSW reported on the offer of closer co-operation with the GIA particularly in relation to events. He reminded the committee that they had invited the last President, Michael Dougall, to attend their committee meeting and that this was successful and resulted in NG being invited to attend their meetings. The new President, Tim Gray, wishes to continue co-operation and has suggested that a meeting is organized between our events manager and their co-convenor of their Communications Committee, Caroline Dearden.		

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	AC suggested that in the interim he should be invited to the FOA Competition Awards ceremony	AC	Ongoing
12.8	LIS Conference 2017 – Urban Landscape and Growing Cities - JSW asked to be informed of the current situation. This was the subject of further discussion under related topics and was ongoing	Note	
12.9	Publication – Growing Awareness – How Green Consciousness Can Change Perceptions and Places - JSW reported for information that the RIAS Bookshop were now marketing the above, edited by Prof. Brian Evans and Sue Evans. The book is intended to inspire the transformation of central Scotland for future generations and focuses on the landscape and physical environment of cities and regions today and in the future.	Note	
12.10	Review of the planning system - JSW informed that following the Review of the Planning System by the independent review panel (where LIS submitted evidence), the Scottish Government had now published its response and that this was an item of which Landscape Architects should be aware.	Note	
12.11	Promotion of profession to schools - JSW reported that he had contacted the CITB in view of his previous work with them in both distributing the LIS Video and attending CITB schools' events. He has met Linda Jane Sutherland, the CITB adviser who has agreed to make up a current list of schools' contacts. She has also invited LIS to the next CITB seminar for teachers/careers advisers. to be held on Thursday 13th October at GRREC, 425 Polmadie Road, Glasgow G40 OPJ at 10.00 to 12.00, where we will have the opportunity to network. This will be a small group of about 10 schools' advisers and the seminar will feature the Recycling Plant, CITB and Schools Advisory Service.	JSW	Ongoing
12.12	Skills Scotland Show - The Skills Scotland Show will take place at the SECC in October and LIS are invited to share the CITB stand. It was agreed we take part	JSW	Ongoing
12.13	Website goconstruct.org - CITB suggested that this is the website where information is available for all construction careers. There is a section on Landscape Architects and reference to the LI website. They thought that if we registered as an influencer we would have access to marketing materials, presentations and activities to aid in our mentoring role. It also has the Experience Matching Service where you can upload any careers opportunities we may wish to offer as well as search for any schools requesting industry input at careers events. Poppy Smith has been informed about these and will contact the CITB Careers Adviser to discuss further detail	Note	
12.14	Next Meetings: <ul style="list-style-type: none"> • 22-Sep-16: RTPi WoS Committee • 16-27-Sep-16: Skills Scotland at SECC • 28-Sep-16: Planning Forum • 13-Oct-16: CITB Seminar for teachers/careers advisers • 13-Oct-16: GIA Council • 20-Oct-16: Glasgow Urban Design Panel 	All	Ongoing
12.15	Delivery Status Notifications <ul style="list-style-type: none"> • BEFS: Built Environment and Brexit 2-Sep-16 • RIAS News and Events 2-Sep-16 	All	Ongoing
12.16	Edinburgh Urban Design Panel - 16-Dec-16: There will be an annual review of the Panel which will be attended by our representatives	All	Ongoing
12.17	Event to be added to website <ul style="list-style-type: none"> • 29-Sep-16: RTPi WoS Contaminated Land • 06-Oct-16: RTPi WoS Planning for Infrastructure 		

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	<ul style="list-style-type: none"> 11-Oct-16: RTPI Annual Conference Empowering Planning, Transforming Places. Paisley Town Hall Tbd: New Glasgow City Centre Residential Strategy - Consultation 	RHa	Ongoing
13.0	AOB		
13.1	It was agreed that more committee members needed training in Eventbrite. JR to be trained and SW to draw up a strategy of who should have access	SW	Ongoing
13.2	CW issued access codes that previous administrator had prepared but DW confirmed that these were out of date. DW to prepare a revised list	DW	Ongoing
13.3	DW has also set up a Dropbox for use my committee for shared LIS information. RT is keen for a review and usage of this and to move away from storage of information on separate individual's systems	RT/DW	Ongoing
13.4	Sub committees to issue reports to RHa for her to combine and issue to committee prior to next meeting. Reports must be issued the day before the meeting	All/RHa	Ongoing
13.5	RHa will be on holiday last 2 weeks in October 2016	Note	
13.6	Amber Roberts to put together a proposal for a funding strategy and pass to RT	AR/RT	Ongoing
13.7	DM agreed to be the LIS liaison on the Local Authority Urban Design Forum (LAUDF) There are 2 events a year and the next one is due in November. There is an opportunity to influence the content of the forums and he will encourage more landscape orientated content. Contacts for LAUDF may possibly be shared with LIS	DM	Ongoing
13.8	DM is still involved with Scotland's Towns Partnerships which has become a more professional organisation and is a useful contact. Their conference is November 2016.	DM	Ongoing
	<p>NEXT COMMITTEE MEETING TO BE AT LUC OFFICE GLASGOW 37 Otago St, Glasgow G12 8JJ Wednesday 26th October 2016 4-6.00pm- Review of Business Plan - RT/DW/RHp/CW 6-8.00pm - Main Committee meeting with guest speaker Poppy Smith of LI</p>	Note	
	<p><i>As Rha is on holiday please submit your subcommittee reports no later than 5pm 25th October to Rachel Tennant</i></p>	Note	