

Landscape Institute Scotland

Inspiring great places

COMMITTEE MEETING MINUTES: 05.04.2017

Location	LUC, 37 Otago Street, Glasgow
Distribution	Committee, Committee Support, Corresponding Members, Rebecca Hughes, Rachel Howe.
Officers	
Acting Chair	Rachel Tennant with Key Committee Support
Secretary	James Spence Watson
Treasurer	Clare Winsch
LI Council Representative	Rachel Tennant
Sub Committees	
Communications	Dan Walker , Steve Wheatley
Pre-University Education ESALA	Nicola Garmory , Jack Summerhayes, Ross White Rachel Tennant , Robert Hewitt, Jack Summerhayes
Events (CPD, Social, Coms)	Steve Wheatley and assistance from all committee
Strategic Planning	Rachel Tennant , Clare Winsch, Nick Bowen and Rebecca Hughes
LIS Staff	
Policy and Development Officer	Rebecca Hughes (support from Sue Evans and Hamish Neilson)
LIS Administrator	Rachel Howe

1.0	PRESENT AND APOLOGIES	Action	Status
1.1	Apologies: Jon Rowe (JR), Rebecca Hughes (RHp), Ross White (RW), Robert Hewitt (RH), Danny McKendry (DM)	Note	
1.2	Present: Rachel Tennant (RT), Dan Walker (DW), Nick Bowen (NB), Nicola Garmory (NG), Rachel Howe (RHa), James Spence Watson (JSW), Clare Winsch (CW)	Note	
2.0	PREVIOUS MEETING MINUTES AND MATTERS ARISING		
2.1	Previous minutes approved by committee	Note	
2.2	Going forward, subcommittees and officers will report every two months and will use new headings based on the Business Plan. <ul style="list-style-type: none"> Members support (Admin, communications, events) Education Advocacy (Policy, Design Panels, liaison with organisations etc) RHa to prepare templates	All RHa	Note Ongoing
2.3	JSW raised concerns over the number of items that crossed over between the headings. It was agreed to allow a review period to see how it was working	Note	
2.4	Meeting minutes will be shorter and simplified going forward with a Chairs Update and only reporting on Agenda items. There will also be a summing up and preparation of an action list.	Note	
2.5	RHa will update the Events Schedule after committee meetings with information discussed during the meeting and reissue.	RHa	Ongoing
3.0	AGENDA ITEMS FOR DISCUSSION OR DECISION		
3.1	AGM Update		
01	The notification to members has been issued.	RHa	Ongoing
02	JSW reminded the committee that a formal nomination with a seconder has to be submitted for committee posts. Sufficient time has to be allowed for an election by the membership if more than one person applies for the same post.	JSW/RHa	Ongoing
03	RHa to issue a new dotmailer reminding members of the upcoming AGM. This email must include: <ul style="list-style-type: none"> The treasurer's report – to be issued by CW The minutes of last year's AGM A working link to the updated committee roles document The form that JSW will send to RHa and RT for prospective committee members to fill out. This email will clarify that the final date for nominations for LIS elections will be the 17 th of April	RHa	Ongoing

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03	Due to the limited time available RT will present a combined LIS report at the AGM to ensure smooth running of the event. NB to provide words to RT to announce Senior Practitioner event	RT/NB	Ongoing
04	JSW agreed to prepare the minutes and will base it on RT's presentation	JSW	Ongoing
05	A full list of the attendees at the AGM is essential. RHa to record names, contact details and membership status on the door.	RHa	Ongoing
06	RHa to install directional signs	RHa	Ongoing
07	Final agreement made regarding catering for the AGM. RHa to organise this with the catering company	RHa	Ongoing
08	JSW noted that there will be quite a large clean-up operation following the AGM and committee members will be needed to assist with this. RT requests that all committee members that can stay on after the end of the event to assist with this.	All	Ongoing
3.2	Gold Medal Award		
01	The LIS intends to record the Gold Medal Presentation. RHa to organise Webtral	RHa	Note
02	RT attended a meeting regarding the Gold Medal Award Presentation and informed the committee that the planning for the event is going well. RT ran through the programme with guest speakers named to provide a personal tribute to Mark. There will also be visuals		
03	It was agreed that speakers, moderator, the President, Sharon Turnbull and family would be invited to a meal after the event. LIS to send out invites	RHa	
3.3	Senior Practitioner Event		
01	NB will book the Teacher Building in Glasgow for the Senior Practitioners' Event on the 26th of May 9-11pm. The event space holds 50 people	NB	Ongoing
02	Layout will be cabaret style with round table discussion rather than an open Q&A. CW suggested there could be a 5 minute warm up session allowing people to get to know each other. This event will be recorded on tape.	Note	
03	RHa to recirculate the LIS list of public sector contacts for the committee to update ahead of the event.	RHa	Ongoing
04	Committee to contact NB with contacts from specific practices, focusing on Directors and Heads of Practice. RT requested that practices than Dan Cooke visited are invited.	All	Ongoing
05	A private EventBrite will be set up for the maximum of 50 attendees. Once NB has finalised the invite list the link to this will be sent out to them.	SW/RHa	Ongoing
06	RHa to contact A&DS, RTPI and GIA to ask them to advertise the LIS AGM through their websites and social media	RHa	Ongoing
3.3	Other Events		
01	Congratulations to Sonia for organising an excellent Reflections 3.	Note	
02	The Year of History and Heritage could be celebrated by two events <ul style="list-style-type: none"> Brian Evans has offered to give a talk 'From the past to the future – towards a new paradigm in landscape and environment'. It was noted that this might create a clash with the Senior Practitioners' Event. RT to speak to him to see if this can be pushed back to June CW noted that she has a contact who has offered to give a talk to Scottish Landscape Architects on Peter Jacobson. Committee agreed to take them up on this, with a view to hosting the talk in October/November of this year. CW to go back to their contact and find a date that works for them. Society of Architectural Historians Conference in Glasgow – AR did not receive her funding and the associated exhibition will now not proceed 	RT CW Note	Ongoing Ongoing
03	Promoting Landscape in Scotland DW has emailed the Scottish Parliament regarding the 'launch' event to be held there in September. Once the new season of bookings becomes available he will be able to confirm the date for this. Gillian Martin has confirmed that she is happy to continue with sponsorship for the event	DW Note	Note
04	JSW suggested the RTPI west of Scotland Doors open day could include an invitation by the LIS to the Cunningar Loop	JSW	Ongoing
05	Year of Youth 2018 Suggestions from NG, SJ and JS included: <ul style="list-style-type: none"> Poppy Smith's summer school that she is planning on holding in Scotland Talks on how young people influence public spaces 		

Landscape Institute Scotland

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	<ul style="list-style-type: none"> • A series of talks aimed at educators focusing on how the core syllabus can be tied back to landscape. • Encouraging people to join the Ambassadors for Landscape scheme • students of LA at ECA return to their old schools to promote the profession • A Reflections Series talk tied into the theme Year of Youth <p>It was agreed this should form part of the combined review of the education strategy</p>	RT/NG/ JSW	Ongoing
06	<p>RUL Continued CW to contact her contacts in Battleby to make arrangements for the RUL exhibition later in the year</p>	CW	Ongoing
3.4	RIAS Offices		
01	The LIS accommodation is now available to us for use. RT to arrange handover of keys to RHp, CW and RT	RT	Ongoing
02	RHa to contact the RIAS reception to arrange for them to set aside our mail to be picked up on a weekly or fortnightly basis	RHa	Ongoing
03	Part of the lease agreement gives us access to a meeting room once every two months for committee meetings.	Note	
3.5	Website Update		
01	DW has been on contact with Louis Varley regarding the upcoming website update but has had no confirmed date.	Note	
02	An email received from Dan Cooke suggests that the LIS will not have our own website after the update and instead will have a section of the main LI website to ourselves. Committee agreed that this was not our preferred scenario and would rather maintain control over our own website. DW believes that as the LIS website is so active we can argue in favour of maintaining our own site.	Note	
03	DW to contact the LI technical department, setting clear priorities for what the LIS wants to prioritise when updating the website. The hope is to get more clear information regarding the website update and to ensure that it benefits the LIS as much as possible.	DW	Ongoing
04	DW commented that the search function for case studies on the LI website is not particularly effective and does not produce accurate or logical results when searching for Scottish projects. He will raise this in his email to the LI	DW	Ongoing
4.0	SUB COMMITTEE MATTERS		
4.1	Communications / Social Media		
01	DW commented the Month of Landscape Architecture social media campaign is proving very effective. More images are required for the Month of Landscape Architecture to continue this. RHa to remind committee members to send images to him and committee to ask colleagues and peers to do the same.	RHa	Ongoing
02	DW confirmed that the A&DS film & Paisley stalled spaces event had been promoted on social media	Note	
4.2	Policy		
01	RHp has submitted the Wild Land Areas Assessment draft guidance consultation response to SNH and the Planning White Paper consultation response to SG	Note	
02	RHp is continuing with a redraft of the 'Manifesto' document for the Senior Practitioners' Event and the LIS AGM	RHp	Ongoing
03	RHp has prepared meeting notes from Winds of Change LIS members discussion on the 22 nd of Feb	Note	
4.3	Education		
5.2	JSW, NG and RT to arrange to meet to discuss the Education Strategy going forward	JSW/NG/ RT	Note
5.0	AOB		
5.1	RT reported that the LI will be appointing a Northern Development Officer to supervise in Northern Ireland, Scotland and the north of England. This officer may be based in Edinburgh	Note	
6.0	NEXT COMMITTEE MEETING TO BE EDINBURGH AT THE RIAS BUILDING 6pm – 8pm on the 3rd or 10th of May (date TBC)	Note	