

COMMITTEE MEETING MINUTES: 10.05.2017

Location	RIAS Building, 15 Rutland Square, Edinburgh
Distribution	Committee, Committee Support, Corresponding Members, Rebecca Hughes, Rachel Howe.
Officers	
Chair	Rachel Tennant
Secretary	James Spence Watson
Treasurer	Clare Winsch
LI Council Representative	Nick Bowen
Committee and Support	
1. Member Support	
Communications /Events	Dan Walker, Steve Wheatley, Sonia Jacket with committee Support
2. Advocacy & Promotion	Rebecca Hughes, Rachel Tennant and Committee Support
3. Education Pre-University & ESALA	Nicola Garmory, James Spence Watson, Rachel Tennant
LIS Staff	
Policy and Development Officer	Rebecca Hughes
LIS Administrator	Rachel Howe

1.0	PRESENT AND APOLOGIES	Action	Status
1.1	Apologies: Ross White (RW), Karen Stevenson (KS), Swaantje Ridegh (SR), Alan Cameron (AC), Kirsty Knott (KK), Alex Burton (AB), Cathy Johnston (CJ), Dan Walker (DW), Danny McKendry (DM), Sonia Jackett (SJ), Nicola Garmory (NG), Clare Winsch (CW)	Note	
1.2	Present: Rachel Tennant (RT), Sue Evans (SE), David Ferguson (DF), Steve Wheatley (SW), Rachel Howe (RH _a), Rebecca Hughes (RH _p), Nick Bowen (NB)	Note	
2.0	PREVIOUS MEETING MINUTES AND MATTERS ARISING		
2.1	Previous minutes approved by committee	Note	
3.0	INTRODUCTION BY CHAIR TO NEW MEETING ATTENDEES		
3.1	RT welcomed all. DF was noted a new member and the committee present was introduced as well as their roles	Note	
3.2	Confirmation of committee		
01	It was noted that there had been some interest from the membership in assisting with the committee following the AGM <ul style="list-style-type: none"> SR to be a committee member going forward DF and CJ to be committee support going forward. RH _a to forward RT updated list of committee support and forward names of those interested in assisting the LIS committee to JSW to complete the minutes	RH _a	
02	It was agreed that as a large number of the people who were interested in finding out more about the LIS committee were unable to attend the meeting, confirmation of the committee should wait till next month	Note	
03	RT noted that the LIS does not have a student rep at this time. RH _a to contact JS and BN to ask if they know anyone who might be able to fill this role.	RH _a	
4.0	CHAIR'S UPDATE (INCLUDING AGM)		
4.1	Strategic Business Planning		
01	RT launched 5 year BP at AGM. Annual financial plan for BP lifespan of plan has been prepared and issued to LI to confirm continuation of block grant. Feedback from CEO:- <ul style="list-style-type: none"> Reflect the language of the Charter. This has been undertaken More focussed outcomes – this will be complete for SPE on 26.05.17. RT and RH_p confirmed that policy consultations are vital to influence Gov policy No feedback given on block grant but our financial plan was received favourably by the Finance Officer at LI The LI aspiration is for the LIS BP to sit within theirs. 	Note RT Note Note Note	

02	<p>Key items from 2017-2018 Business Plan are listed below under our main themes and new members can assess where they would like to assist us:-</p> <p>1. <u>Supporting our members (Admin, Communications & Events)</u></p> <ul style="list-style-type: none"> • Engage directly – Senior Practitioners Event using Manifesto, Business Plan and Survey. Invite Academics, Fellows. Ensure a Biennial event. Follow up with online consultation forum for key issues such as Manifesto • Public Sector – committee member, Update public sector contacts, A&DS LAUDF, Landscape focussed biennial public sector breakfast • Improve communications newsletter - policy activities, branch actions/ events/ social media activity. Website update – requires LI commitment, Piggy back on other organisations events / signposting. • Ensure feedback at our events • CPD event/ year (Suds/Conf) Work with LI and review annually what is coming up that or members need to be aware of that we should be promoting • Events: regular programme; film all; tried & tested venues (prepare list and write briefing note) Maintain touring exhibitions / piggy back other events. Ensure others are invited • Archive: Locate key material (Peter Daniels, MTA and Gillespie’s) apply for and obtain doctoral partnership grant <p>2. <u>Advocacy and Promotion</u></p> <ul style="list-style-type: none"> • ‘Manifesto’ to be consulted on, completed and printed. Timeframe prepared for Promotion event at Scottish Parliament with RUL • SG ‘Year of’ theme and collaborate where relevant • Preparation of meetings programme with Scottish government; agents, NGO’s, special interest government groups and professional institutes. RT/Rha & SR 16.05.17 • Review timeframe for all up and coming legislation and consultations (Planning etc) Respond to all consultations that impact on landscape. • Urban Design Panels Agree strategy of attendance and reporting. Financial support with expenses in remote areas. <p>3 <u>Supporting Education</u> New joined up strategy – meeting with JSW/NG and RT 21.05.17</p> <p>University</p> <ul style="list-style-type: none"> • Engage directly with all ESALA & E-Scape LIS student rep as successor, talks by LIS members &. Combine with annual LI career event at ESALA, • Support David Skinner Memorial Lecture annually and hold LIS AGM at school if appropriate. • Run another Reflections event – based on Year of Youth; • Encourage students to promote the landscape profession to other disciplines <p>Pre-University</p> <ul style="list-style-type: none"> • LI - annual careers event (Central Belt / Glasgow/Edinburgh) • LI ambassadors - attend career fairs and visit schools • Register with World of work / Marketplace/skills for Scotland • practices working on school’s projects attend pupil workshops and feedback • Practices to update LI members section showing they offer work experience • Newsletter 	<p>Note</p> <p>RT/RHp</p> <p>RT/NG/JSW</p>	
4.2	AGM & Gold Medal Award		
01	<p>This was a great success and a fitting tribute to Mark Turnbull. It was wonderful to hear Sharon speak at the end also.</p> <ul style="list-style-type: none"> • 67 people attended the Gold Medal Award with 48 staying for the AGM. <p>Follow up actions</p> <ul style="list-style-type: none"> • Review of venue limitations (see item 5.0) • Last year’s minutes – approved and on website. • Draft minutes to be complete • Presentation, draft minutes, photos and video to be put on website and promoted through social media. Agreement from Sharon Turnbull to be obtained first. 	<p>Note</p> <p>Note RHa JSW</p> <p>RT/RHa</p>	

4.3	RIAS Office Lease		
01	RT, CW and RHp are key holders. LIS material can be stored here and meetings can take place. However, nominated person must be on the door to sign people in after 5pm for evening meetings	Note Note	
4.4	LIS Professional Standards		
	Meeting with Simon Odell 26 April 17 –looking at key areas of difference in law, legislation and practice in Scotland	Complete	
4.5	Archive		
01	Collaborative Doctoral Partnerships. Opportunity to obtain funding for collaborative studentships from Scottish Heritage Consortium' which consists of National Museums Scotland, National Galleries of Scotland, National Library of Scotland] and Historic Environment Scotland.	RT	
4.6	LI update and briefing of new branch Rep		
01	RT issued list of concerns by outgoing branch reps to NB. 50-60% are leaving which means a new less informed group on advisory council. MvG is no longer a ordinary council member as he sits on the Board so we cannot rely on any additional support for Scottish issues. Most communications now on Yammer. It is vitally important that our concerns are heard and also that feedback to LIS of up and coming LI matters is issued efficiently	Note NB	
02	RT has asked CEO for clarity on protocols / standardisation for regions and devolved nations branches on website, dotmailer, business plan as these are key areas of concern for communication with our members. CEO has confirmed that he will issue clarity to the Branches. He also confirmed that the protocolled new LIS website will be focussed on Scottish matters. Dan Walker to liaise with Louis in LI to develop this over the next 2 months.	Note DW	Ongoing
03	Business Development Manager post advertised. They will cover the north of England, Scotland to offer targeted CPD, encouraging practices and members to register)and obtaining new members. I have requested the CEO that liaison with branches is very important especially in relation to other professional organisations	RT	
5.0	AGM VENUE		
5.1	Hunter Building Venue		
01	It was agreed that with the combination of events it was always going to be difficult to achieve the momentum of the previous year. Also, it wasn't attractive for students which is generally why we have the AGM at ESALA. Key issues to be resolved for next year. <ul style="list-style-type: none"> • Locked access points and convoluted principal entrance. • Permeability of the access points to the lecture hall making it difficult to ensure details were recorded of members attending. • Ensuring a speaker to attract students • Catering • Room at front for speakers and banners 	Note Note	
5.2	Alternative Venues		
01	It was suggested that another venue could be considered for 2018 AGM. RT noted MT's desire to have the AGM within the ECA to keep it accessible for students but the committee was unsure if a suitable venue could be found within the University. SW will contact the Estates Dept to assess other accommodation at the university but this would have a cost implication. Other venues were suggested and SW to view possible venues and report back to the committee	Note SW	
6.0	ACTION LIST UPDATE		
6.1	CW to provide update on RUL in Battleby and the Preben Jackobsen talk	CW	Ongoing
6.2	All other actions on the action list have been carried out	Note	
7.0	SENIOR PRACTITIONERS' EVENT: 26.05.2017		
7.1	NB tabled the programme for the morning and outlined the purpose of the SPE to the committee, including how it ties in to the LIS business plan and 'manifesto'	Note	
7.2	NB's programme for the event includes a cabaret type table arrangement with table group work focused around specific questions. These questions will be discussed by the groups, who will then present the conclusions of their discussion to the rest of the room.	Note	

7.3	<p>NB issued a list of proposed questions for the event. RT noted that some questions are more relevant and should be prioritised including more Scottish focused.</p> <p>SE felt that the questions placed too much emphasis on what the LIS can do for practices and should also contain discussion of what practices can do for the LIS.</p> <p>RHp also felt that private practice does not engage with policy and politics on a large enough scale, and that the event should propose challenging questions on this front.</p> <p>NB to circulate the list of questions to all the committee asking for feedback and additional questions before the 23rd of May. The aim is to prepare a list of a few demanding questions</p>	Note	
		Note	
		Note	
		NB/All	ongoing
7.4	<p>It was suggested that a facilitator may be necessary for the event. Suggestions for this position included Julian Farrar, Danny McKendry and Diarmaid Lawlor. RT will contact.</p> <p>Post meeting note Diarmaid Lawlor has confirmed he will undertake this role and Danny will support.</p>	Note	
		Note	
7.5	<p>The event will be audio recorded for the website. RHa to create a transcript of the recording after the event. This can be used to prepare a key online questionnaire for the membership following the update of the document.</p> <p>SW confirmed that a on-line survey can be easily undertaken</p>	NB/RHa	ongoing
		SW	
7.6	NB to issue a list of key people for the event for RT to contact with a personal invitation	NB/RT	ongoing
7.7	This is also an opportunity to obtain information from membership in terms of best practice examples for the final document. Best of the Best can be used as a basis for content but this will not cover everything	NB	ongoing
7.8	It was noted that attendees are likely to ask how much of the LIS membership fee gets passed to the LI. RHp recalled MT saying it was 46%	Note	
8.0	EVENTS SCHEDULE UPDATE AND DISCUSSION		
8.1.	<p>Scottish Parliament event will be over the week 13-17.11.17. with the evening event 14th of November 2017. RT confirmed that we have an MSP sponsor</p> <p>DW has prepared a timeline for the organisation and publicity of this, A conference call will take place between DW/NB/RHp and RT prior to the SPE.</p>	Note	
		DW/NB/ RHp /RT	ongoing
8.2	JSW noted that an email sent to public sector membership in February regarding the Urban Design Panel listed a date that is no longer correct. RHa to contact Kate Givan to find out the new date and then email the public-sector membership again with the correct information	RHa	ongoing
8.3	Promotion for the Brian Evans talk to begin once SJ has finished updating the flyer.	SJ	ongoing
8.4	RHa to publicise CSGNT forum	RHa	ongoing
8.5	It is confirmed that another Reflections event will be organised when SJ has the time to begin preparations.	Note	
8.6	An upcoming LI lecture on Geoffrey Jellico is suggested to take place in Scotland.	Note	
8.7	SW to register the LIS EventBrite to enable LIS us to charge for events as necessary	SW	ongoing
9.0	AOB		
9.1	JSW notes that CITB have education officers who go into schools who would be happy to take assistants. It would be possible for Ambassadors for Landscape to sign up for this scheme. JSW to pass details to NG at the strategy meeting	JSW	Ongoing
9.3	SE advised of upcoming recruitment opportunities to NDPB and LA;s should be encouraged to apply. Public appointments are often promoted through social media,. DW to review and tweet to members.	DW	Ongoing
9.4	SE received a requirement asking how landscape architects could volunteer to do pro bono work with communities. RT confirmed that the LI are preparing documentation on this.	Note	
9.5	JSW to prioritise items when forwarding newsletters to RHa	Note	
10.0	NEXT COMMITTEE MEETING TO BE IN GLASGOW (LOCATION TBC) 6pm – 8pm on the 14th of June 2017	Note	