

# Landscape Institute Scotland

Inspiring great places

## COMMITTEE MEETING MINUTES: 15.03.2018

<b>Location</b>	LUC Offices, 37 Otago Street, Glasgow
<b>Distribution</b>	Committee, Committee Support, Corresponding Members, Rebecca Hughes, Rachel Howe.
<b>Officers</b>	
Chair	Rachel Tennant
Secretary	James Spence Watson
Treasurer	Clare Winsch
LI Council Representative	Nick Bowen
<b>Committee and Support</b>	
<b>1. Member support</b>	
Communications/Events	<b>Dan Walker, Steve Wheatley, Sonia Jackett</b> with committee support
<b>2. Advocacy &amp; Promotion</b>	Rebecca Hughes, Rachel Tennant and committee support
<b>3. Education</b>	<b>Nicola Garmory, James Spence Watson and Rachel Tennant</b>
Pre-University and ESALA	
LIS Staff	
Policy and Development Officer	Rebecca Hughes
LIS Administrator	Rachel Howe

<b>1.0</b>	<b>PRESENT AND APOLOGIES</b>	<b>Action</b>	<b>Status</b>
1.1	Apologies: Steve Wheatley (SW), John Rowe (JR), Ross White (RW), Robert Hewitt (RH), Alan Cameron (AC), Marc van Grieken (MvG)	Note	
1.2	Present: Rachel Tennant (RT), James Spence Watson (JSW), Rachel Howe (RHa), Nicola Garmory (NG), Clare Winsch, Wiktoria Szulik (WS), Dan Walker (DW), Nick Bowen (NB), Sue Evans (SE) Alan Cameron (AC) Rebecca Hughes (RHp)	Note	
<b>2.0</b>	<b>PREVIOUS MEETING MINUTES AND MATTERS ARISING</b>		
2.1	Previous minutes approved by committee and the action list was updated	Note	
2.2	WS was welcomed and introduced to the committee as a new committee member	Note	
2.3	Noted that RHp returns from New Zealand on the 23 <sup>rd</sup> of March	Note	
<b>3.0</b>	<b>CHAIR'S UPDATE ( Refer to attached report) - Key Items highlighted</b>		
3.1	<b>SP Lobbying Register</b> LIS were registered on 13 <sup>th</sup> March 2018	RT/RHa	
3.2	<b>Meeting with Linda Fabiani - SNP MSP ( 1.02.18)</b> supportive & suggested:- 1. Cross Party Group Presentations 2. Members Debate and Exhibition: Key question – Could Scotland be a Centre for Excellence in landscape and place? Possibly end of 2018 or early 2019 • Tie in with the 50 <sup>th</sup> Anniversary of Ian McHarg's book 'Design with Nature' • A link with the 30 <sup>th</sup> Anniversary of the Glasgow Garden Festival • Associated LIS exhibition in the venue by the debating chamber	RT	Ongoing
3.3	<b>Coalition Event</b> In conjunction with GSA and hosted by the Academy of Urbanism based on the theme of the Glasgow Garden festival – 30 years on and toward the next 30 years? – and the development of a new Landscape Charter. Possible link with local MSP's.	RT	Ongoing
<b>3.4</b>	<b>Cross Party Groups</b>		
01	Cross Party Group on Architecture and the Built Environment: LIS have an agreed date for a presentation 5.06.2018. Post meeting note RT attended a meeting with members of the Cross-Party Group to agree is future format and key outcomes as well as the Programme. September date will be Year of Young People – Youth Parliament and Young represented professionals and in November it will be recognition of joint professional awards.	RHp/NB/ RT	Ongoing
02	Towns and Town Centres – RT attended on 13.03.18 at SP which was organised by STp on Year of Young People. LIS to arrange a possible slot for Lfs.	RT/LIS	Ongoing

# Landscape Institute Scotland

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<b>3.5</b>	<b>Liaison with Other Professional Organisations</b>		
02	RT has been awarded Honorary Fellowship of RIAS and is a guest judge on this years RIAS awards	Note	
04	Greenspace Scotland – RT attended an introductory meeting with Julie Proctor on 27.02.18. Happy to support a coalition event and landscape charter	Note	
<b>4.0</b>	<b>FUNDING BID AND OUTCOMES FROM LI BOARD OF TRUSTEES MEETING</b>		
4.1	The LIS is disappointed with the LI response to their funding bid and a request for the continuation of the block grant. The committee feels that the funding granted for one year is insufficient for LIS activities based on the 5 year Business Plan and feels the LI has not placed appropriate weight on the achievements of the LIS towards the LI's own Strategic Plan.  RT has responded by letter to the Honorary Treasurer and awaits a reply.	Note  Note	  Ongoing
4.2	MVG has requested the LIS Block Grant is discussed at the next Board of Trustee meeting and has subsequent discussions with the LI and the President. The date of the Board meeting has been changed and he will join now by conference call and feedback to the LIS	MvG	Ongoing
4.3	RT and CW to review the LIS business plan to account for this restricted funding and prioritise activities.  The committee agreed agreed that following up previous LfS activities is essential. The next SPE will go ahead. RHa to contact the Women's Library for booking and NB to progress additional arrangements  An event for a coalition of organisations with a vested interest in landscape and a Scottish Parliament event were deemed necessary as was the LfS travelling exhibition	RT/CW  RHa/NB  Note	Ongoing  Ongoing  Ongoing
4.4	CW to clarify the current protocol for corporate sponsorship with the LI and to highlight the fact that the LIS did not receive promised funding from Hardscape	CW	Ongoing
4.5	JSW agreed to forward previous events lists to see who we had collaborated with in the past	JSW	Ongoing
<b>5.0</b>	<b>ADVISORY COUNCIL MEETING REPORT (Refer to attached Report)</b>		
5.1	NB to forward the typed report to RHa for committee distribution	NB/RHa	Ongoing
5.2	NB confirmed that LfS was distributed to all Branch Reps	Note	
5.3	Comments from the AC meeting on the Strategic Strategy emphasised the need to support and understand the regions and the devolved nations. There should be proper representation of the devolved nations policy work in the Policy and Comms report to AC		
5.4	There was a sense of unease from the Branches that the values and language of the LI appear to be focused on business. For example, it was emphasised that influencing events should not be charged for.  National Sponsorship deals are also impacting on locally organised events There appears to be no awareness in the LI of the value of the Hardscape corporate sponsorship	Note  Note	
	Meeting attendees highlighted to the LI that the secretariat needs to keep the whole organisation functioning and can't divert all efforts to one project	Note	
5.5	Council discussed how professionals in other disciplines might be brought into the institute	Note	
<b>6.0</b>	<b>AGM &amp; REFLECTIONS EVENT</b>		
6.1	<b>Reflections talk</b> RT stated that SJ has stepped down from running the Reflections series events. The AGM reflections talk has been organised by RT however someone will need to step in to take over this position if the events are to continue.  JSW suggested that these events be run in conjunction with RTPi to reduce the organisation efforts	All  Note	Ongoing  Ongoing
6.3	<b>AGM Presentation</b> The Reflections talk and the MT Travel Award announcement will take the majority of time. The AGM will be as last year with a single presentation by the Chair.	RT	Ongoing

# Landscape Institute Scotland

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	Input will be required from the committee members in term of updates to add to the presentation as well as the required draft minutes and treasurers report as formal documents to be approved.	Note	Ongoing
6.4	<b>Venue, AV and catering</b> There is a cost of £120 for the venue which was approved  RHa to organise catering for the event. Food and drink to be served as people arrive and drink to be served after the AGM. CW to advise of budget and of surplus wine.	Note  RHa/CW	Ongoing  Ongoing
6.5	<b>Eventbrite and graphics</b> WS to prepare a poster for publicity RHa to pass publicity information to Chris Rankin who can then pass it to ESALA and E-SCAPE	WS RHa/Chris Rankin	Ongoing  Ongoing
6.6	<b>Notice to members</b> RHa to prepare a dotmailer for members information including summary of committee roles, Eventbrite booking page, the minutes of the previous AGM and the year's financial summary  RHa to contact the LI to ensure those not subscribed receive a letter with all relevant information	RHa  RHa	Ongoing  Ongoing
6.2	<b>Mark Turnbull Travel Award- <i>Learn from a world perspective to influence in Scotland</i></b> RT presented the award criteria and application form which has been drafted in consultation with Sharon Turnbull. Minor changes to the dates for travel were recommended which RT will take on board.  Sharon is funding the award and would like it to be launched at the 2018 AGM with the intention of the winner presenting at the following year's AGM.  The final award document should include graphics that represented the way Mark worked. He was renowned for using doodles to demonstrate his thought process. RT to request relevant permissions to use images from the Gold Medal Award celebration and WS to prepare graphics.  SE suggested that there might be opportunity for the LI to assist with PR as it's a good news story.	RT  Note  RT/WS  RT	Ongoing  Ongoing  Ongoing  Ongoing
<b>7.0</b>	<b>LFS EXHIBITION AT LLTPN AND FOLLOW UP INFLUENCING ACTIONS</b>		
7.1	LfS at LLTNP was very successful as it was combined with 2 major events – A Tourism Conference and a Planning meeting. RT met several people who were interested assisting the LIS achieve their goals  LIS have thanked Sara Melville and Alan bell for providing the accommodation and boards for free and assisting with the exhibition.	Note  Note	
7.2	JSW confirmed that Aberdeen and Inverness UDPs have requested a presentation of LfS and they may also have locations to have a supporting exhibition. JSW to follow up.	JSW	Ongoing
7.3	RHa has contacted several venues asking about the possibility of them hosting the exhibition. So far only the Dumfries Museum has confirmed that they would like the exhibition. The remote location will depend on RT/CW budget review	Note	Ongoing
	NB has been in contact with Cairngorms National Park. The offices are being extended which will give more potential exhibition space and NB to check completion date.	NB	Ongoing
	RT will use her contacts at Scottish Government to obtain opportunities at Buchanan House and Victoria Quay	RT	Ongoing
<b>8.0</b>	<b>URBAN DESIGN PANEL UPDATE</b>		
8.1	Glasgow Urban Design Panel have new governance procedures in place and are seeking new membership. RT has prepared a dotmailer to be circulated to the membership to help recruit new members. RHa to circulate	RHa	Ongoing
8.2	JSW was invited to attend the West Dunbartonshire UDP and feels it is better organised and there were opportunities to have a joint response to presentations.	Note	

# Landscape Institute Scotland

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	It was agreed that we should encourage members to join this and RHa to put out a dotmailer – NB to forward relevant information.	NB/RHa	Ongoing
<b>9.0</b>	<b>EDUCATION UPDATE</b>		
9.1	The committee agreed that Skills Scotland was a good opportunity to spread information about landscape professions but that it was too expensive for the LIS to consider under the current budget	Note	
9.2	RHa now has the full list of Scottish Ambassadors and is in the process of setting up a dotmailer mailing list for then with the assistance of Ben Gosling.  RHa to start matching ambassadors to schools	RHa RHa	Ongoing Ongoing
9.3	WS to assist with the Autumn school education event at ESALA	WS	Ongoing
9.4	RHa received the list of contacts from the Skills Scotland event last year and contacted those who requested careers advice for schools to establish their current interest.  JSW passed RHa a list of all schools in Scotland and membership lists for various UDPs to allow them to continue with research into further Scottish careers advisers	RHa RHa	Ongoing Ongoing
<b>10.0</b>	<b>SCOMO UPDATE</b>		
10.1	ScoMo is now live and the membership has been informed and asked for examples to put into the archive	Note	Ongoing
10.2	Keith Horner has submitted an example which RT passed to SJ	Note	
<b>11.0</b>	<b>AOB</b>		
11.1	RHa to request Rachel Smith to liaise directly with LIS committee and avoid using RHa as a go between for the secretariat and Scotland. RHa does not speak for LIS Committee and should not be asked to	RHa	Ongoing
11.2	It was noted that the LI is planning to start charging people who do not complete their CPD requirements for the year	Note	
11.3	The committee agreed that there were not enough Scottish examiners for the P2C exams. This is important as the Scottish system is different from the English one and Scotland based candidates should be examined by people who know the system	Note	
11.4	RT has received a notice from Colin Moore offering a CPD session in Scotland. The committee agreed that the LIS was not interested but NB would send to Rachel Smith to see if the LI would promote.	NB	Ongoing
11.5	JSW raised the issue of the bill to abolish the FCS.	Note	
<b>12.0</b>	<b>DATE OF NEXT MEETING</b>		
	<b>25<sup>TH</sup> OF APRIL – THE AGM</b>	Note	