

COMMITTEE MEETING MINUTES: 04.09.2019

Location	The Council Room, RIAS Building, 15 Rutland Square, Edinburgh, EH1 2BE
Distribution	Committee, Committee Support, Corresponding Members, Rachel Howe.
Officers	
Chair	Rachel Tennant
Secretary	James Spence Watson
Treasurer	Clare Winsch
LI Council Representative	Rebecca Rylott
Committee and Support	
1. Member support	
Communications/Events	Dan Walker with committee support
2. Advocacy & Promotion	Rachel Tennant and committee support
3. Education	Nicola Garmory, James Spence Watson and Rachel Tennant
Pre-University and ESALA	
LI Staff	
Policy and Development Officer	Hannah Garrow
LIS Administrator	Rachel Howe

1.0	INTRODUCTIONS, PRESENT AND APOLOGIES	Action	Status
1.1	Apologies: Sue Evans (SE)	Note	
1.2	Present: Rachel Tennant (RT), James Spence Watson (JSW), Rebecca Rylott (RR), Nick Bowen (NB) (by phone), Rachel Howe (RH), Wiktoria Szulik (WS), Tom James (TJ) Nicola Garmoy (NG) Clare Winsch (CW)	Note	
2.0	OUTSTANDING ACTIONS FROM PREVIOUS MEETING		
2.1	See attached action list	Note	
3.0	SKILLS SCOTLAND FAIR: SECC GLASGOW 6 – 7 NOVEMBER 2019		
3.1	<p>Date and Time</p> <ul style="list-style-type: none"> 5 Nov: 15.00-18.00 - Fitting out and exhibitor access 6 Nov: 08.00-09.00 - exhibitor access <p>Note: Tom James and Nicola Garmory are available for setting up the stand</p> <ul style="list-style-type: none"> 6 Nov: 09.30am-15.00 and 17.00-19.00 – public access 7 Nov: 09.30am -15.00 – public access <p>RH to prepare a schedule of Ambassadors to assist with manning the stand. RR, TJ, NG and JSW confirmed they are available. RH to liaise with ESALA to encourage staff and students. RH to be available on 7th to dismantle the exhibition along with available ambassador.</p> <p>JSW recommended 3 people per each morning, afternoon and evening would be ideal to enable 2 on the stand and one to encourage teachers, students and careers officers to come to the stand.</p>	TJ & NG RH Note	Ongoing Ongoing
3.2	<p>Size and layout of the stand</p> <ul style="list-style-type: none"> LIS have been allocated a one-sided stand. JSW to investigate options for a stand with 2 sides to enable display of more material. Post meeting note – No suitable alternative was available, and LIS will work with this layout. Hiring of additional display boards is not possible due to budget constraints. The rear wall is Velcro compatible grey felt 2.4 high x 4.0m long. The stand includes lighting, Wi-fi, a power source and a name board on all open sides (300mm high with occupant name and stand number in black lettering) Additional items include 1 table and 2 chairs. 	Note Note Note Note	
3.3	<p>Content</p> <ul style="list-style-type: none"> Choose Landscape graphic to be obtained from LI for overarching display. This can be printed on paper – RH to liaise with TJ 	RH	Ongoing

	<ul style="list-style-type: none"> LIS banner and LI Choose Landscape banner should be used. These are to be located Exhibition boards from Rethinking the Urban Landscape are available – TJ and WS selected a number for the rear wall. There is no budget for reprinting from original. TJ to request the use of a simulated drone flight through a 3D visualisation for part of the display to be shown on a screen. This can be presented with a masterplan and detail images to demonstrate the full breadth of landscape architecture works WS has suggested using some images she has of landscape architects in practice outdoors to demonstrate that the landscape. WS to liaise with TJ on the size and layout of these on the final display Models – RH to speak with ESALA or practices 	RH Note TJ WS RH	Ongoing Ongoing Ongoing Ongoing
3.4	<p>Things to be organised:-</p> <ul style="list-style-type: none"> LIS Laptop to be handed over and back Other display options for the visualisation to be considered including the LIS laptop. Note Cameron Graphics cost for an LED screen is too high. (£450 plus VAT for the week in 2018) Boards and banners will require to be transported from LIS office in Edinburgh to Glasgow Velcro for displaying boards / prints Black cover for table Magazine stand and literature Extension lead with 2-4 power points 	RH	Ongoing
3.5	RH to prepare a proforma for interested schools to provide their details so they can receive further careers information about landscape careers. No of enquiries should be logged to enable correct statistics for the event	RH Note	Ongoing
3.6	Skills Scotland Edinburgh 13-14 th November. RH to source Ambassadors for the CITB stand.	RH	Ongoing
4.0	CHAIR'S UPDATE		
	See attached Chair's Update		
4.1	<p><u>Scottish Landscape Alliance (SLA) Launch & Working Groups Update</u> There will be a joint meeting of the Working Groups on the 6th of November</p> <p>The Scottish Renewable Energy Forum are interested in joining SLA. RR to forward details to RT</p>	Note RR	Ongoing
4.2	<p><u>McHarg 50th Anniversary Celebration</u> £7,000 has so far been pledged to this by sponsors and a cost breakdown has been prepared. RT has sent CW the details</p> <p>An Eventbrite has been prepared for the exhibition and the opening launch on 22nd October 2019 and all speakers will act as judges for the Ecological Design Charette. RH to explore catering options for the exhibition launch</p> <p>The Ecological design charrette on the 19th October has been organised. Attendees to sign up to Eventbrite. RH to liaise with ESALA and ACES for graduates and school children. TJ has agreed to assist on the day.</p> <p>RH has obtained a sponsor for the catering (TGP) and will source a sponsor for printing and materials required for the charrette.</p>	Note Note RH RH/TJ RH	Ongoing Ongoing Ongoing Ongoing
4.3	<p><u>LIS Website – Case studies</u> RT has asked about the possibility of Scottish case studies on the main LI website being linked to on the LIS website and is awaiting a response from the LI</p>	Note	Ongoing
5.0	JOINT PRESENTATION WITH RTPi SCOTLAND		
5.1	Presentation on LVIA's - late October to early November. RR has offered to speak at this on behalf of LIS. JSW to forward RR the details	RR/JSW	Ongoing
6.0	LIS BUSINESS PLAN ACTIONS AND ACTIVITIES - UPDATE		

6.1	<u>Senior Practitioner Event</u> NB to take the lead on this mid to end of November. This is likely to review the outcomes of the joint WG meeting of 6 th November on Principles and Priorities and Drivers and Mechanisms. It was not considered necessary at this stage to engage a facilitator.	NB Note	Ongoing
6.2	2020 will be Scotland's Year of Coasts and Waters. RT asked the committee to think about event ideas in keeping with this theme	All	Ongoing
7.0	ADVISORY COUNCIL MEETING		
7.1	RR provided an outline of the agenda for the meeting 18th July. She will provide a short report for the website. RR is putting together a list of reasons for the LI to recognise devolved branches as different from regional branches. She will circulate this for the committee to comment on	RR RR	Ongoing Ongoing
8.0	AOB		
8.1	<u>McHarg Touring Exhibition</u> : CW requested that the McHarg Exhibition is considered for touring in Scotland. The logistics of this will be reviewed for next years budget.	RT	Ongoing
8.3	<u>Glasgow Urban Design Panel</u> have produced a book titled Design Review Guidance. JSW has now passed a digital copy to RT	Note	
8.5	<u>10,000 Raingardens</u> NB to pass RH the details of this database when it is live	NB	Ongoing
	<u>Green Infrastructure</u> Questions were raised as to whether Green Infrastructure Awards would be included in the LI awards going forward. RR to raise with the LI	RR	Ongoing
9.0	DATE OF NEXT MEETING		
	20th November 6-8pm : Glasgow. RR to confirm if venue is available at her offices (Floor 2, St Vincent Plaza, 319 St Vincent Street, Glasgow G2 5LP).	RR	Ongoing