

## LISW Annual General Meeting 2017 Minutes

Prepared by Claire Hancox

[Issued 30/05/17]

Date: 4<sup>th</sup> May 2017 @ Paintworks Eventspace, Bristol

### Attendees:

AW Adrian Winstone

CT Christine Tudor

SJM Sarah Jones-Morris

RH Rachel Howlett

CH Claire Hancox

AN Agnieszka Nancholas

HB Holly Birtles

CB Clare Billany

SM Sally Marshall

General member attendees from LISW CPD Day event (see attached attendee list)

### Apologies:

PH Phil Hills - Treasurer (Update provided)

SL Samantha Leathers

Richard Burden FLI PPLI

<b>Meeting Minutes:</b>	Action
<p><b>Minutes of Last Meeting and any Matters Arising</b> Minutes from the 2016 AGM, held on 28<sup>th</sup> April 2016 at Open Space Conference Facility in Bristol, were provided within the 2017 AGM Agenda pack and distributed. Comments were invited and no response was received either on the day or afterwards. As a result the minutes are taken as reviewed and approved with no matters arising.</p> <p><b>Chair's Report (Adrian Winstone)</b></p> <ul style="list-style-type: none"> <li>• 2017 has been another good year for LISW. From an overall committee perspective we are stronger than before with increased numbers on the committee and helpers from across the region giving more local representation.</li> <li>• Accessibility, Engagement and Relevance remain the broad manifesto items, which we have been working towards. Use of social media has helped with engagement.</li> <li>• Whilst we are still Bristol focused we have had our first event in Truro and several social events in Exeter over the past year.</li> <li>• It is the intent to create regional hubs to help improve local accessibility.</li> <li>• Our overall function remains split between social and CPD events, but also now more focused on professional promotion. This is divided into 2 areas – we have attended several school careers fairs as Landscape Ambassadors and also promoted ourselves with other institutes, such as RIBA (at the Paintworks) and the RTPI. It is interesting to note that the 2017/18 LI Business Plan also focuses on promoting recruitment to the profession, including school packs with high impact images.</li> <li>• We also have a new role within the committee of Education Liaison, which will draw links with nearby universities, schools and colleges, looking to bridge the gap between private practice and education.</li> <li>• Our focus over the next year will include opportunities for developing separate projects with new committee members and extending our reach across the region, as well as forging links with other institutes such as IEEM (Ecology).</li> </ul>	

### Events Report (Rachel Howlett)

As Adrian outlined, we have held several events over the last year, some of which are a direct response to suggestions received from members. This includes the trip to Tyntsfild, and social events arranged in Exeter by Tim Arkell. We have continued to hold surgery sessions for P2C candidates in the run up to exams. If anyone has any suggestions or ideas for events please do get in touch.

### Treasurer's Report (Phil Hills – update provided via email)

- LISW was active throughout the year, putting on successful events for members including the CPD Day, social events and P2C training and support.
- Online banking is now in place, allowing faster transactions and payments.
- Booking for all events is now via Eventbrite as the preferred method of payment.
- Summary of CAF and Paypal accounts for the year:  
Starting Balance = £4622.67  
Total income = £4875.00  
Total expenditure = £2626.76  
**Closing Balance = £6870.91**
- A spreadsheet detailing all bank account transactions was included within the 2017 AGM Agenda pack. Comments were invited and none were received, so the year's accounts were taken as approved.

### Council Representative's Report (Christine Tudor)

- There are normally 3 council meetings per year, but this year only 2 took place (8<sup>th</sup> July '16 and 19<sup>th</sup> Oct '16) plus a retreat held in Jan '17 (branch reps were not happy that one meeting was effectively lost, reducing open debate of LI matters).
- Last July the main topics for discussion were the Governance Change Plan, now accepted by the membership, high cost of LI events, LI vision document and operational plan, university and education review, new member website etc.
- Merrick Denton-Thompson congratulated as new LI President at Council July '16.
- Dan Cook announced as new LI Chief Exec in Sep '16.
- Branch constitution circulated for comments and amends in Oct '16 (since it is now at odds with the Governance docs).
- Council retreat Jan '17 discussed LI Strategy and Business Plan, based on results of members' survey. New LI Business Plan now published.
- Public Sector Working Group – forum held Feb '17. Volunteers needed for SW group.
- New LI Staff structure announced from 1<sup>st</sup> April '17.
- Current concerns:
  1. Communication tools introduced too quickly without training, inc. Dotmailer.
  2. A Memorandum of Agreement would be useful between LI secretariat & branches – a.) there was no discussion over LI priorities and b.) the secretariat requested info from branches with v. short timescales, yet no corresponding urgency in responding to items requested by branches e.g. IT assistance, branch constitution, materials for schools, website updates.
  3. Business Plan – branches feel uninformed about how to locally deliver aims.
  4. Volunteer time – Business Plan identifies 'valuing volunteer time' as important.
  5. Branch funding applications – to be delivered after AGMs. Need for admin assistance protocols.
  6. Regional Development Officers – clarification needed on role and interface with branches (to be discussed at Council in July '17).

### **Election of Committee and Officers**

The current honorary officers are standing again for another year and several additional members have come forward following the call for assistants (via newsletter). The committee now looks as follows:

Chair – Adrian Winstone

Council Representative – Christine Tudor

Secretary – (shared) Claire Hancox and Samantha Leathers

Treasurer – Phil Hills

Events – Rachel Howlett, Holly Birtles, Tim Arkell (Exeter hub) Birgit Hontzsch (Cornwall hub)

Communications – Clare Billany: Newsletter, Rachel Howlett: Twitter, Tim Arkell: Facebook, Claire Hancox – Linked In, Facebook & Newsletter.

Web Editor – Agnieszka Nancholas

Education Liaison – new role for Sarah Jones-Morris

Committee Member – Sally Marshall

Student Representative – Vacant (this needs to be filled and we will work towards this aim whilst working with the University of Gloucester and developing social hub in Cheltenham.)

### **Presentation by Dan Cook CEO**

- Unpredictable public policy environment in the near future (Brexit/world events).
- Skills shortage within the profession – main aim to be addressed by Board, looking to hold an education workshop.
- Member's survey revealed satisfaction with the Institute only 5% - as a result Relevance, Influencing and Having an Impact will be main drivers.
- Staff structure – removed 2 roles, added 2 posts to regions (1 north, 1 Wales & SW) to collaborate with branches
- Focus for CPD events – link with other professions, and skills, recognizing the world of work is changing especially in relation to technology (BIM, Enhanced reality).
- Target areas of membership esp. Landscape Management and Urban Design.
- Major themes of the Business Plan are promoting value of Landscape as Infrastructure, Inspiring the Next generation (Futures) and Developing Skills.
- LI to be the home of professionalism in the landscape sector.
- Questions for discussion from the audience:
  1. Issue of balance of landscape planning and design on student courses – Board acknowledges this as a problem, carrying out in depth research.
  2. Can the LI help in encouraging others in adopting Bristol's Policy for Tree Replacement? – LI tries to be constructive in promoting issues, does have expert members to provide comments and recognizes diverse local policy.
  3. Flexibility on the P2C should not be at the loss of contracts and design matters – LI to devise alternative pathways that encompass all options.
- Please send all suggestions for the Institute's work to Dan (central email address).

Many thanks to all who attended.

Any comments or suggestions for LISW events – please email us at [mail.southwest@landscapeinstitute.org](mailto:mail.southwest@landscapeinstitute.org)