AILA National Council Meeting #134 – Minutes
25th August, 2015

Mark Frisby (MF), Andrew Turnbull (AT), Shaun Walsh (SW), Liesl Malan (LM), Julie Marler (JM), Andrew Turnbull (AT), Fiona Eddleston (FE), Suzanne Mouli (SM), Daniel Bennett (DB), Jerry de Gryse (JDG), Greg Grabasch (GG), Shahana Mackenzie (SMK-CEO), Sophie Seck (SS – AILA Staff).

It is noted that the Minutes consistently refer to the term National Council below which is the preferred internal organisational term used by the current AILA Board.

5:30pm (AEST) Tuesday 25th August 2015, teleconference

Attendance:
FE, GG, SW, LM, JdG, MF, SMK, AT, SM, JM
Apologies – DB, SS

1.0 Welcome to Meeting

1.1 Confirmation of Minutes
133 Meeting Minutes ratified, on the basis that slight wording is changed relating to text in section 1.5, as discussed.
Moved by SW and AT seconded. Endorsed by all.

1.2 Actions resulting from these minutes
Noted.

JdG joined the meeting

1.3 Ongoing Action List for NC
All in order, most actions have been completed whilst 2 items will come via flying minutes in the coming month.

1.4 Past actions from all national groups/committees
National Council notes the past actions from all national groups/committees

1.5 Flying minutes since last meeting
(i) Flying Minute 16th July - ACT State Executive
National Council adopted the newly elected ACT State Executive, consisting of Catherine Keirnan, Andrew McKenzie, Lesley Gay Williamson and Stephen Kirsu.

The Board members who voted in favour DB, GG, AT, SM, JdG, LM, SW, JM, none against. This was
‘carried’ due to the majority vote, as confirmed by MF.

(ii) Flying Minute 21st July – draft awards structure for membership consultation
National Council endorsed the proposed draft awards structure for membership consultation. The next step will be to commence a period of member consultation and develop budget, entry guidelines and other procedures necessary to facilitate the new program. The final program will be issued to National Council for adoption at the September National Council meeting.

The Board members who voted in favour were JdG, LM, JM, GG, SW, FE, AT, none against. This was ‘carried’ due to the majority vote, as confirmed by MF.

1.6 Presidents Report
National Council notes the August Presidents Report

1.7 CEO Report
National Council notes the August CEO Report

2.0 Growing the membership base

2.1 Membership Report
National Council notes the current membership update.

2.2 NEC – revision of NART ToR
National Council endorses the revised Terms of Reference for the National Accreditation Review Team
*Moved by SW and AT seconded. Endorsed by all.*

2.3 Interim results from Membership Survey
National Council notes the interim results pulled from the 2015 Registered Members Satisfaction Survey.

2.4 Senior Practitioners Advice Service
National Council endorses the listed members as Senior Practitioners for a term of 2 years, as per the terms in the Memorandum of Understanding. Council supports Senior Practitioners identifying themselves as ‘AILA Senior Practitioners’ during their term on this service.
*Moved by SM and JM seconded. Endorsed by all.*

3.0 Building the profile of the profession

3.1 Awards Policy & relevant Guides
SM noted the quality work produced by SMK and team. All acknowledged the vast improvements however specifically requested that the 12 month review include
- further investigation of how smaller practices have perceived the new program
- equality from a regional perspective and how a video presentation may sit alongside a face-to-face presentation or visit
- categories in relation visual impact assessment entries
In addition, the wording in the jurors Guide on page 6 re Conflict of Interest could be improved as discussed.
It was resolved that:
1. National Council approves the proposed AILA Awards Policy, and delegates the finalisation of the operational implementation documents to the CEO, noting the additions raised as noted above.

2. National Council seeks a final report from the ART for any future work or review it feels is needed and any additional issues/suggestions identified through the ART work they feel National Council should progress.

3. National Council thanks the ART for the fantastic work they have done, and formally close the taskforce, including the past and present chair.

Moved by JdG, seconded by JM. Endorsed by all.

3.2 Media report
National Council notes the 2015 July/August media report

3.3 Messaging
National Council notes the key messages and will seek to visit these prior to making statements.
Moved by SW and AT seconded. Endorsed by all.

3.4 AILA Principles
This version was commended for its improved clarity, and refined the focus of the Principles to the profession rather than AILA (and hence the adaptation of naming and wording)

National Council commends the work to date, and requests that the AILA Charter also be updated to reflect the newly drafted Principles. After which, National Council will review these via flying minute, with the intention to endorsing those documents as DRAFTS ready for membership consultation. Any feedback to be sent to JdG and JM this week.

3.5 IFLA Report
National Council notes the August IFLA update.

FE joined the meeting

3.6 50th – renewing the logo
Greater context about this proposal was discussed, and noting how the existing logo has successfully represented AILA for over 40 years. The development of a new logo does not necessarily mean discarding the old logo and starting afresh, rather it may build on design elements of the existing – a review will explore options available.

National Council approves expenditure of up to $8,000 for the review of the current logo and consideration of how it addresses the future campaign of the 50th celebration. National Council requests that the 50th Committee refer back to National Council with the preferred consultant and approach, prior to any official engagement.
Moved by SW and LM seconded. Endorsed by all.

4.0 Advocating to Government

4.1 AILA rep on AS Technical Committee CS-037 Garden Soils And Potting Mixes.
National Council endorses Angus Bruce as the AILA Representative (in accordance with the AILA Policy on Members representing AILA on external forums) on the Australian Standards Technical Committee CS-037 Garden Soils And Potting Mixes.
Moved by SW and AT seconded. Endorsed by all.
4.2 NSW Heritage paper
Noted this was a worthy pilot initiative with regards to grant applications. It contributes to the strategy initiative through both profile and advocacy. As national office will harbour some of the costs, it is possible that in future a line item be made available for this kind of initiative, assessing on a case-by-case basis against its worthiness to AILA’s strategic plan.
Discussion included possible concern about the model of tendering to members, as well as the need for a future framework to tighten up the delegations/powers of committees. The latter is being addressed in the Conduct of State Chapters revision.
Overall, SMK will be overseeing this actively and NC applauded how she has been able to maximise the opportunities to AILA.
National Council endorses the recommendation that Circle Square MHQ be awarded the appointment of Landscape Office for the AILA NSW Landscape Heritage Listing Project and an MOU is developed between AILA and Circle Square MHQ.

LM left the meeting due to other commitments
Moved by AT and JM seconded. Endorsed by all.

5.0 Ensuring a sustainable AILA

5.1 Corporate Partners report
National Council notes the Corporate Partners report.

5.2 2015/2016 Finance report – balance, cash-flow, P&L
P & L – line 4 in P&L, page 2 – cost of internet – SMK to supply breakdown of this cost
Cashflow query was clarified. National Council notes the financial report.

5.3 AILA future Auditors
National Council approves MCS accounting to be put forward to the membership at the AGM to be the new AILA auditor.
Moved by FE and SM seconded. Endorsed by all.

5.4 2014/2015 EoY Audited financial result
National Council approves the audited financial papers to be signed and issued to members with the annual report, pending clarification of the ‘receipts from members’ to reconcile appropriately with Figure 2.
Moved by SW and FE seconded. Endorsed by all.

Note: following the meeting the CEO redistributed the auditing financial papers which has corrected the category “Members Receipts” to the more correct title to “Membership, sponsorship and operations receipts” and confirmed other matters were reported correctly

5.5 Governance Manual replacement
Discussed briefly to ascertain any potential gaps existing between the governance manual and the current suite of endorsed AILA policies, and it was satisfied there were none of relevance, noting will be continuous improvement to all policies.
The Governance manual is removed effective 28 August 2015 and removed from all website listings and references.
Moved by SW and AT seconded. Endorsed by all.
6.0 Any other business

- SMK going on leave for 2.5 weeks, Caroline Odgers acting CEO during this time.
- Voting for future NC closes soon, results known in a week
- NC October 1st teleconference is tentative however likely not needed - TBA

Meeting Close - Meeting closed 6:55pm