



Australian Institute
of Landscape Architects

Western Australia Chapter
PO Box 5680
St Georges Terrace
Perth WA 6831

MINUTES – 6.00pm Tuesday 11th October 2011

AILA WA Executive, 2009 - 2011

<i>President</i>	Matt Huxtable	0418 811 553
<i>Vice President</i>	Adam Usher	0403 858 565
<i>Treasurer</i>	Tijana Vujic	08 9346 0500
<i>Secretary</i>	Tim Nichols	0423 904 513
<i>National Council</i>	Greg Grabasch	0409 336 026
<i>State Manager</i>	Sarah Wright	wa@aila.org.au

AILAWA CHAPTER meets on the second Tuesday of every month at 6.00pm.

All members and friends are welcome. For information, please do not hesitate to contact wa@aila.org.au or any of the Executive.

MINUTES

1. ATTEENDEES

Matt Huxtable (MH), Greg Grabasch (GG), Sheila Nolan (SN), Noel McCombe (NM) & Sarah Wright (SW)

2. APOLOGIES

Sarah Padgett, Tijana Vujic & Annalise Delfos

3. PRESIDENT'S REPORT

Need to form an Assessment Panel for 3 Senior Candidates ASAP

- Look to confirm appointments to start w/c 24th Oct. Ideally stage all 3 interviews at once.
- GG has base questions and will seek additional panel members - ? Anna von, Devon Cunningham
- MH commented it was important to have a balance of Male and Female panel members
- **GG** to coordinate interview panel
- **SW** to contact 3 applicants with details of interview (once confirmed)

AILA WA need to review and comment on report by Water Corporation regarding impact of water restrictions

- **MH** to forward doc to SW
- **SW** to circulate doc to members, requesting contributions through wa@aila.org.au

Need to ramp up Advocacy role

- Set up sub project committees, get members to contribute to responses
- NM asked if there is a national style guide for compilation of submissions, MH advised that in the past the format has been a letter, passed by AILA CEO for approval
- A sub-committee DRAFT response should be circulated to membership for final comment before submission
- Need to document a process
- MH requested that regular member news includes a high profile 'Advocacy' section
- **SW** to contact national re style guide
- **SW** to draft an Advocacy process

Communication with Members

- MH commented positively re the first ecomms to be circulated by SW. This new format (enabled by MailChimp) was considered appropriate and should form the basis of further communication
- MH keen for a communication strategy doc to be developed to formalise our communication with members – to include formats for a regular update news (weekly?); special event format; and more formal quarterly newsletter with articles.
- MH keen to pursue the possibility of selling advertising in our communications
- **SW** to continue developing communication tools
- **SW** to begin work on a comprehensive strategy for presentation to national by early 2012

4. NATIONAL COUNCIL REPORT (GG)

- WA done really well with membership over the last few years. Culture changing in a positive way which is great Keep fresh approach. Other chapters noticing the positive representation of WA.

Need to look at nominating fellows

- Some discussion re suitable recipients
- GG keen to get this actioned so that recipients can be recognised by the end of the year, ?Christmas function
- MH keen to pursue the possibility of selling advertising in our communications
- **GG** to communicate with committee re suitable recipients
- **SW** to work on practice list with AILA key contact

Policies

- National office getting a range of policies together and is playing a strong advocacy role. Heavily involved with planning departments and pushing for green infrastructure goals
- Planning re Registered Urban Designers, GG to sit on board

Courses

- Lots of new courses coming online – Geelong, facility on foreshore; one in Launceston (hands on, build models, located in old warehouse). Possibly another 3 courses coming online in 2012. This also represents opportunities for LA's going into teaching.

National Conference

Great. Pushed into some good areas. Good international speakers.

→ **GG** to make full presentation on National Council Report once it is final

5. TREASURER'S REPORT

- Tijana Vujic absent from meeting so no formal report. Bank balance approx. \$70K

6. SPONSORSHIP

Sponsorship Database

→ **SW** to update/collate sponsorship database based on details returned by MH, SN, SP, AN, TV

Eclipse Soils

- Eclipse Soils are interested in supporting a Lunch Talk – they can organise speaker
- Committee keen to look at holding this last week Nov / early December, possibly Northbridge Piazza or Melbourne Hotel, usually 40 to 50 attendees
- **SW** to contact Steve Drake Brockman @ Eclipse

7. STUDENTS / UWA

- Sara Padgett absent. Delayed.

8. EVENTS

Landscape Warming

- **SW** to liaise with speakers, MH to forward all details
- **SW** to liaise with sponsors
- **SW** to coordinate promo

Christmas Function

- **SW** to look into venue for casual, buffet style breakfast for 30-50pax, 1st or 2nd week of Dec

AGM

- All committee members must be Registered Members
- Lobbying required for Nominations, esp VP role
- **SW** to communicate with membership re AGM & nominations
- **MH & GG** to lobby relevant members to ensure adequate nominations
- **GG** to confirm constitutional details

Next Meeting, 6pm, Tuesday 8th November 2011, Venue TBC