AILA National Board Meeting #152 – Minutes
18 August 2018 – Brisbane, Qld

AILA Board of Directors - Linda Corkery LC (President), Angus Bruce AB (Vice-President), Sara Padgett Kjaersgaard SPK (Secretary), Barbara Schaffer BS, Shaun Walsh SW

Also attending - Tim Arnold TA (AILA CEO), Georgina Scriha GS (AILA Qld Chapter Manager)

9:30am Saturday 18 August 2018 – South Bank House, Brisbane Qld

Attendance:
Entire meeting – LC, AB, SPK, SW, TA, GS
Apologies – BS

1.0 Welcome

LC opened the meeting.

SW acknowledged the traditional owners Jagera, Turrbal and Quandamooka people.

LC welcomed all Board members, the AILA CEO and Queensland Chapter Manager to the meeting.

1.1 Any Conflict of Interest?

SPK – Noted conflict of interest regarding a personal friendship with June Boxsell from Street Furniture Australia.

LC – Noted conflict of interest regarding a close professional relationship with June Boxsell from Street Furniture Australia.

SW – Noted a conflict regarding both parks (South Bank and Roma St Parklands) have put entries in the WE-EF Lighting Awards.

LC – Noted conflict of interest regarding her position as chair of the WE-EF After Dark Jury.

LC – Noted a conflict of interest regarding her employer as a university.

SPK - Noted a conflict of interest regarding her employer as a university.

1.2 Presidents Report

LC gave a verbal update to the Board noting her involvement over the period since the May 2018 Board meeting. This included:

- LC and CEO held a teleconference with State Presidents to update Chapters after the May Board meeting.
- LC and SPK held a review meeting with the NSW Chapter Executive.
- LC attended ASBEC council meeting.
- LC attended IFLA Council meeting in Singapore as an observer.
- LC attended the NSW Landscape Architecture Awards in Sydney.
- LC conducted several phone interviews for media for the NSW State Awards including Sourceable.
- LC attending Future Street 2.0 next week in Sydney.
• Continuing regular weekly catch-ups with TA.

1.3 CEO Report
The Board noted the August 2018 CEO Report.

The CEO gave a summary of the submitted report including:
• RAP Launch events have been held in SA, WA and Victoria with other states in planning.
• New Member category launched as part of membership renewal campaign.
• Advocacy work including AILA hosting Parliamentary Friendship Group for Better Cities, revamp of Living Cities Alliance and City Deals.
• Outline of confirmed sponsorships during the reporting period.

The Board had a discussion about Foreground and the ways AILA can assist to ensure its success and how to communicate this and its challenges to the incoming Board.

2.0 Administrative Matters

2.1 Flying Minutes
The Board noted the following:

• The following Flying Minutes have been circulated and endorsed by the Board since the May 2018 meeting:
  o May Board Meeting Minutes 151
  o Joshua French Fellow Nomination

• The following Flying Minute has been circulated and partially endorsed by the Board since the May 2018 meeting:
  o Changes to the National Education Committee

• The following Flying Minute has been circulated and endorsed by the Board prior to the May 2018 meeting but was not noted at the May 2018 meeting:
  o Shaun Walsh Fellow Nomination

2.2 Tracking decision – standing agenda item
Board noted the new register. SW to progress CPD Presentation Guidelines.

2.3 Risk register – standing agenda item

Short term problem of recruitment for National Manager, Events and Partners replacement has now been resolved. Janelle Morgan to start in full time role on 24 August and contracted until October 2019. Victorian planning and structure review to be held next week.
2.4 Coat of Arms

The Board discussed the Committee Member feedback given in response to this topic and acknowledged the number of comments received. The Board determined unattributed member feedback would be made available to the proposer.

The Board resolved that the coat of arms not be used in formal documents.

Moved by SPK and seconded by SW, endorsed by all.

The Board discussed the need to improve the current certificates to increases the status of the document.

2.5 People Recognition

The Board supported the People Recognition Awards paper.

Moved by SPK and seconded by LC, endorsed by all

The Board briefly discussed the delivery of the People Recognition Awards (PRA) program. The PRA guidelines will be developed after the Festival with an EOI for National Honours Committee (NHC) members to join the jury giving the NHC the opportunity to review the complete process. Further discussion will need to be developed on awards delivery and a review of the Terms of Reference (TOR) for the National Honours Committee.

2.6 High School Program

The CEO presented a concept and discussion paper on possible programs to engage better with high school students about the profession. The proposed project includes an ambassador and teacher hub. The program would be separate to the universities but allow them the opportunity of greater exposure through sponsorship and promotion of courses.

The Board is supportive of the CEO exploring the program further and to commence consultation with relevant stakeholders.

Moved by SW and seconded by AB, endorsed by all.

2.7 Regional Conference

The Board had a detailed discussion on the proposed conference and agreed it showed great initiative by the Chapter. The Board confirmed that regional engagement is currently a chapter issue but needs to be considered on a national level. Further examination is required as to how regional members can be better supported across Australia.
The Board resolved to support concept of regional conference proposal with additional investigation to be undertaken by AILA CEO to appropriately budget the event (with minimum of cost neutral offering) and format and/or model of event.

Moved by SPK and seconded by AB, endorsed by all.

2.8 Expelled Member Attendance at AILA Events

The Board discussed the issue regarding a previously expelled member attending AILA events. The Board agreed that the previous member will be notified of their indefinite exclusion for event attendance in accordance with the organisations policies.

2.9 AILA NSW Heritage Report

The Board endorsed the AILA NSW Heritage Report proposed by the NSW Heritage Committee.

Moved by SPK and seconded by LC, endorsed by all.

Board broke for lunch and recommenced at 1:47pm.

3.0 Strategic Items

3.1 Strategy 2018 – 2022

The Board endorsed the Strategy 2018-2020 with some minor text and graphic changes.

Moved by SPK and seconded by LC, endorsed by all.

3.2 NZILA MOU

Opportunity of MOU came out of discussions of holding a joint conference in NZ. NZILA Chief Operating Officer and AILA CEO now in contact regularly. Opportunity for engagement between organisations on various initiatives. The relationship is a good way to broaden and get perspective on different issues and investigate combining of resources. It is noted that the MOU is not legally binding.

MOU approved with no changes from the Board.

Moved by SPK and seconded by SW, endorsed by all.
Under delegation policy TA to sign with resolution from the Board.

Moved by SW and seconded by AB, endorsed by all.

3.3 IFLA

LC gave a verbal report of her recent attendance at the IFLA World Conference Meeting as a guest of the Asia Pacific Region Group.

The Board discussed at length, AILA’s existing relationship with IFLA and how they would like to see the relationship grow under the leadership of President James Hayter. The Board discussed the need for consistency and transparency in member fees. Ongoing operational support to IFLA to continue to be offered in the interim as part of goodwill to work towards membership.

4.0 Governance

4.1 Complaints Policy

The Board endorsed the Complaints Handling and Dispute Resolution Policy. The Board thanked SW for his work on this document.

Moved by SPK and seconded by AB, endorsed by all.

4.2 Constitution Consultation

The Board discussed proposed amendments to the Constitution including adding in an Acknowledgement of Country and implementing rotating terms for the election of Directors. The Board discussed the timing consultation for the proposed changes and intend on giving the new Board ownership of the process. No other discussion required for the document.

It was agreed the Festival would be a good opportunity to engage in member consultation. The changes to be circulated to State Executives and mentioned at the AGM. It is proposed an extraordinary general meeting in April/May to make a resolution on the changes.

Moved by LC and seconded by LC, endorsed by all.

4.3 Board Handover

The Board had a robust conversation outlining an ideal induction for the incoming board to ensure a comprehensive handover.
Teleconference schedule 6 weeks prior to festival (60 min teleconference):

- **Week 1** – Board member introductions, Reflection of past term, Strategic Plan + discussion on positions of roles and responsibilities
- **Week 2** – Governance Structure, Roles and Responsibilities as Directors
  - Delegation Policy
  - Strategy vs Operations
  - Staff, Committees, Policy
- **Week 3** – Values and Culture (to be continued at the Board meeting in October)
- **Week 4** – Finance and Commercial Training
- **Week 5** – Obligations
- **Week 6** – Hot Topics – Foreground, IFLA, Regional, Constitution, Federal Election

Outgoing Board to be at the first meeting and a representative from outgoing board on remainder of teleconferences.

Additional training for the new Board will take place at the Festival of Landscape Architecture in October on the Gold Coast.

**Election of officer bearer positions:** The Board discussed the most appropriate way to suggest to the new Board on how office bearer positions could be elected.

It was recommended that the December Board meeting of the new Board should focus on corporate governance. Canberra was suggested as the venue to allow the new Board to meet national staff and be in close proximity to be able to call on past Board members as required.

**4.4 Culture Workshop**

The CEO convened a workshop on AILA’s culture and values.

The Board discussed the most appropriate way to engage and consult with the incoming AILA Board, AILA Committees and State Chapter Executive Representatives.

**5.0 Operations and Financial Matters**

**5.1 June Finance Report**

The Board noted the finance report. The Board requested to pass on their appreciation to Catherine Horner for her transparent forecasts and alerting the Board to the result.

**6.0 Parking lot for remaining items**

**6.1 Any issues to revisit**

Conflict of Interest – National Awards
SPK tabled COI Master document with National Board for noting. All identified conflicts of interest to be discussed and agreed with National Jury.

**Festival travel opportunity**
TA advised the Board of his intention to have family members accompany him at the 2018 Festival at his own expense due current personal circumstances. The Board agreed that this would not be an issue.

### 7.0 Any other business

None.

### 8.0 Director’s message from Board meeting

Shaun to write Director message for publication of 27 August 2018.

Items to be included in Director’s message:

- Project webpage (embedded link in message)
- People recognition
- High school program
- High level of feedback responses for Coat of Arms – advice on position available to members shortly
- Strategic plan relaunch
- National jury would have met – hype to buy tickets for National Awards
- Job boards launch

A Stakeholder release for the Call for Creative Directorate’s for 2019 will be sent. Location of the Festival in Melbourne will be included in the guide.

### 8.1 How did we go at this meeting?

The Board agreed there has been a sustained positioning of strategic conversations for Board meetings across the year with some excellent focus and direction given by the CEO. The Board discussed the importance of continuing these strategic conversations in future and the robust framework that has been developed will ensure the organisation appropriately transitions to the new Board.

### 9.0 In-Camera Session

The Board held an in-camera session in confidence.

**Meeting closed at 4:45pm**