



The Institute for Landscape Architecture in South Africa

## MINUTES

### ILASA ANNUAL GENERAL MEETING HELD ON 17 SEPTEMBER 2013 AT 14H00

#### 1. NOTICE OF MEETING

It was noted that the notice of the meeting was circulated within the stipulations of the constitution.

#### 2. SIGNING OF ATTENDANCE REGISTER

The attendance register was circulated and completed.

#### 3. WELCOME AND APOLOGIES

The President welcomed all in attendance and noted apologies as listed below:

Annamari Comrie  
Anton Comrie  
Erika van den Berg  
Stuart Glen  
Karen Hanekom  
Graham Young  
Johan Barnard  
Andrew Kerrin  
Landie Clark  
Kara-lee Prinsloo  
Tania du Plessis  
Kingston Matanda  
Johan Bothma  
Karen James  
Bernice Rumble  
Ashley Cooper  
David Gibbs  
Claire Burgess  
Marisa van Rensburg  
Hendrik van der Hoven

#### 4. APPROVAL OF AGENDA

The agenda was confirmed by the members.

#### 5. APPROVAL OF PREVIOUS MINUTES

The minutes of the previous meeting were confirmed.

Paragraph 2 on item 13 to read that the Cape Branch account was closed.

Item 17 paragraph 4 to read communications on this is to read registration categories.

Suggested changes to the minutes were noted.

#### 6. MATTERS ARISING FROM PREVIOUS MINUTES

6.1 Questions around the audited financials were answered and circulated

## **6.2 Bursary Fund**

It was noted the bursary criteria was circulated to the NEC and not circulated to the full ILASA membership. **AGREED** that the document be circulated to the membership. Nadia Funke to circulate to the membership.

**(Action: Nadia Funke)**

## **7. REGIONAL CHAIR REPORTS**

ILASA Gauteng branch report was noted.

Cape branch report was noted.

KZN branch report was noted.

## **8. PRESIDENTS REPORT (Appendix A to the minutes)**

The Presidents report was noted as tabled, with certain matters from this report being highlighted.

## **9. TREASURES REPORT**

The treasurer's report was noted as tabled.

## **10. AUDITED FINANCIAL STATEMENTS**

## **11. NOMINATIONS FOR VACANT NEC POSITIONS**

Bruce Eitzen is nominated and elected unopposed as treasurer.

## **12. MATTERS ARISING FROM THE PRESIDENTS / TREASURES AND BRANCH CHAIRS REPORTS**

### **12.1 ILASA Bursary**

Bernadette Vollmer raised the issue of awarding a bursary and that the criteria had not been circulated to all members. It was **AGREED** that the criteria would be circulated.

### **12.2 Membership**

Members were requested to encourage individuals to take up individual memberships and not only by sponsor memberships, since there appeared to be a misconception that if one does not qualify for membership under one of the sponsor company memberships, one could not become a member in an individual capacity.

### **12.3 Member listings on the Website**

Honorary and Fellow members to be listed on the website.

**[Action Secretariat: Bruce Turner]**

### **12.4 Awards of Excellence**

James French informed the membership that the awards of excellence was a great success and advised on the profit margin of the event.

## **13. APPOINTMENT OF AUDITORS 2013/2014**

It was proposed that three quotations be obtained before the auditors are appointed.

**(Action Secretariat: AdS)**

## **14. WELCOMING OF THE NEW PRESIDENT**

Herman de Lange hands over to Antoinette Raimond as the incoming president.

## **15. THANKING OF PREVIOUS PRESIDENT**

Antoinette Raimond thanked Herman De Lange for his dedication as President over the past two years.

## 16. CONSTITUTIONAL CHANGES

It was noted that comments received have necessitated the NEC to review and workshop changes to the constitution and will request interested parties to participate on a working group in this regard.

## 17. CONFIRMATION OF NEW NEC MEMBERS

Antoinette Raimond  
Herman de Lange  
Bruce Eitzen  
Tanya de Villiers  
Tobias Mahne  
Eamon O'Rourke  
Nadia Funke

## 18. ANY OTHER NATIONAL BUSINESS

**18.1** KZN-Lukas Uys forwarded a candidate for life time achievement - it was noted that nominations for the mentioned award may only be made in 2015.

**AGREED** that call for nominations be considered by the NEC once the constitutional changes have been finalised since the categories of fellow and honorary memberships will be addressed in these changes.

### 18.2 SACLAP FEEDBACK

Thanks for channels of communication which have drastically improved and are expected to become even stronger, since the competition commission issues are being addressed. A word of thanks for the submissions received and the support of SACLAP on issues which touch on the industry.

### 18.3 CPD

A request for ILASA to have more category 1 CPD events was noted.

## 19. ANY OTHER REGIONAL BUSINESS

Regional committees were confirmed and a request to send through a list of these to the secretariat by the regional chairs was noted. It was further **AGREED** that the secretariat will forward the committee lists with contact details to the chairs for circulation purposes.

[Action: Secretariat: AD]

## 20. CLOSURE

The president thanked members and closed the meeting.

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PRESIDENT

\_\_\_\_\_  
DATE