



# ILASA

Institute for Landscape  
Architecture in South Africa

## ILASA NATIONAL ANNUAL GENERAL MEETING HELD ON 15 SEPTEMBER 2017 AT 16H00

### MINUTES

#### 1. NOTICE OF MEETING

The meeting was constitutionalised.

#### 2. SIGNING OF ATTENDANCE REGISTER

The attendance register was signed on arrival.

#### 3. WELCOME AND APOLOGIES

Ms Ida Breed welcomed all in attendance, **NOTING** apologies as tabled by the secretary.

#### 4. APPROVAL OF AGENDA

The agenda was confirmed without any additional matters.

#### 5. APPROVAL OF PREVIOUS MINUTES

The minutes of the previous meeting were confirmed without change.

#### 6. MATTERS ARISING FROM PREVIOUS MINUTES

There were no matters arising from the previous minutes.

#### 7. REGIONAL CHAIR REPORTS

The regional reports were **NOTED** as circulated. Some feedback was received regarding minor spelling mistakes and typos in some of the reports. Please note that there was no Gauteng Chair and the President and President Designate held the Gauteng Regional AGM, as clearly stated in the Gauteng Report introduction section. The name of the person involved in the SAGIC initiative mentioned in the Gauteng Regional report is - Eamonn O'Rourke.

#### 8. PRESIDENTS REPORT

The president's report was **NOTED** as circulated. Some feedback on two typos that were picked up in the report was received:

#### 9. TREASURER'S REPORT

The audited financial statements were distributed prior to the meeting with the treasurer's report, both being **NOTED** as circulated.

##### AFS queries:

- a) According to Cynthia Badenhorst (CB) from VdW, the request for quotes was made two or three years ago and actioned. The matter was finalized. The elected representatives to the NEC finalized this
- b) It was suggested by Bernadette Volmer (BV) that ILASA needs to find something to do with the retained income, there is a risk of the organisation being criticised for not doing enough in

terms of the initiatives relating to transformation, CPD activities. The response is that ILASA aims to build up a cash reserve to cover at least three years of operational costs in case of an extended period of funding shortfalls, which was experienced in the past and has been advised to us as the norm in the industry.

- c) BV inquired as to how much of the event expenses VDW receives over and above to the monthly retainer. The answer is that they receive 12% of the turnover and 7% of sponsorships that they did not secure themselves.
- d) There was a significant jump in the IFLA expenses, BV. Response is that IFLA membership fees are based on the amount of paid up members of the institution, and we had seen an increase in paid up members possibly due to the conference last year.
- e) "other costs" relates to among others the AGM venue hire (previously held at VdW offices)
- f) The "website subscriptions" refer to the revamp of the website.

**Budget queries:**

- a) The website income refers to advertorials
- b) The travel budget has come down as there is now a new line item for the national and international conferences. The intention is to cover some of the costs of ILASA NEC members that will be attending conferences.
- c) BV questioned additional cost and services from VdW;
- d) VDW & Co on a monthly basis offer the operating platforms for accounting and administration, a membership database management system, all ILASA enquiries, set up on our event management system for regional events, the relevant bank payment allocations for these events, all communications, committee management of the NEC, newsletter compilation, amongst other services listed in our services agreement. These services include the hours of professionally registered accountants, with indemnity cover from which ILASA has benefited in the past.

The business model is based on a monthly retainer for integrated services as per signed agreement with the executive council who have been mandated by its members to enter into such agreements. There is a cost related to the number of emails sent out on a monthly basis, hence ILASA, as do all our clients, pays for the number of emails sent out to members. Emails are charged at R0,06 per email.

BV noted that there will come a time where it will be in ILASAs better interest to employ its own individuals who focus solely on the business of the organisation and can assist more actively in taking it forward at a quicker, need specific and more focused pace.

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

Ms Cornel Wentzel was confirmed as the new Gauteng Chair and therefore nominated to the NEC.

A call for further nominations has gone out since Mr Willie Mothowamodimo resigned, and response to this is awaited.

## **11. CONFIRMATION OF NEW NEC MEMBERS**

The new NEC members were confirmed as follows:

Gauteng Chair: Cornel Wentzel

ILASA President: Eamonn O'Rourke

ILASA Immediate Past President: Ida Breed

Post meeting addition of all NEC members:

Cape Marketing: Ancunel Steyn

Cape Chair: Ankia Bormans (

KZN Chair: Nadia Funke

Treasurer: Danie Rebel

## **12. MATTERS ARISING FROM THE PRESIDENTS REPORT**

- **CONFERENCE 2018**

It was proposed that the 2018 conference be hosted in KZN.

Suggestions were **NOTED** that a remote location could be used and more of a weekend event be hosted. This will be further discussed since there appears to be general support for an event of this nature.

- **BURSARY FUND MANAGEMENT**

It was **NOTED** that this item arose from the previous AGM, and that the bursary funds are being subtly depleted. The Just Trees bursary, profit from ILASSA national events and the SACLAP contribution of R20 000 per annum does assist in replenishing these.

- **CONFERENCE ATTENDANCE OF NEC MEMBERS**

The past two years, NEC members attended the IFLA and ILASA conferences in order to promote the affiliation and also the NEC members who represent ILASA at said conferences. A budget item for these expenses has been added to the annual budget for this purpose.

Sarah suggested that these funds be channelled towards the bursary funds instead.

Comments of support from Antoinette Raimond were **NOTED** with support for this item being formalised in the budget now.

Suggestions from Graham Young were **NOTED** that IFLA Africa events be supported and the 2020 IFLA Africa conference be held in association with ILASA.

- **ANN SUTTON PROJECT SPONSORSHIP CALL**

A call from the project team for support for funding the publication was **NOTED**.

Any members who are keen to sponsor the project, contact ILASA in this regard.

- **ISSUES TO BE LISTED FOR THE BEPG MEETING**

This matter was raised in the president's report. There were a few matters raised nationally and **NOTED** by members as displayed and circulated. These were:

1. Government, especially local government must appoint in house built environment professionals to work as integrated design teams to proactively develop spatial plans, design spaces & service infrastructure, and manage government assets better.
2. Local government should be encouraged to develop multidisciplinary capacity to effectively monitor all disciplinary facets of projects being implemented throughout construction until completion.
3. Reciprocal recognition of BEPG member professions

- **ILASA JOURNAL – LEGAL MATTERS**

The president has met with Hennie Stoffberg a number of times during the year, in order for the journal application to be finalised.

The following legal issues were tabled for discussion:

- The exit clause, should we wish to terminate;
- The profit and loss sharing percentages
- The members to represent us on the editorial board

Comments were **NOTED** that perhaps it should be a broader industry representation.

Further comments were **NOTED** that this initiative would encourage Landscape Architects to write articles.

The journal would be a direct benefit from a CPD perspective at a very reasonable cost.

Concerns were raised that the financial viability should be explored and further researched. An exit clause was seen as important to not burden ILASA with if under financial constraints.

Support for the other component to be from the engineering fraternity was **NOTED**.

**13. CONFIRMATION OF ADJUSTED CONSTITUTION**

The membership confirmed the adoption of the adjusted constitution.

**14. CONFIRMATION OF REGIONAL COMMITTEE MEMBERS**

**Gauteng:** Cornel Wentzel (Chair); Cornelia King; Abel Mosweu; Ludwig Geldenhuys; Wallace Hanniball; Ruth Manda; Kara-Lee Prinsloo; Lu Ke

**KZN:** Nadia Funke (Chair), Bernice Rumble and Lucas Uys

**Cape Town:** Ankia Bormans (Chair); Cor Nepgen; Chris de Beer; Francois van Rooyen; Ayesha Adams

**15. ANY OTHER NATIONAL BUSINESS**

The new website was officially launched and displayed to the membership and was well received. The webpage images and content will still be updated in more detail by NEC members and VdW in the next couple of months and continuously.

**16. ANY OTHER REGIONAL BUSINESS**

No regional matters were tabled.

**17. CLOSURE**

The president thanked members for their attendance and closed the meeting and invited members to attend the garden walk about, and then join the Corobrik Awards of Excellence

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**President**

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**Date**