



ILASA

Institute for Landscape
Architecture in South Africa

ILASA NATIONAL ANNUAL GENERAL MEETING HELD ON 30 SEPTEMBER 2016 AT 15H00

MINUTES

1. NOTICE OF MEETING

The meeting was constituted in terms of the stipulations of the constitution.

2. SIGNING OF ATTENDANCE REGISTER

The attendance register was distributed to attendees.

3. WELCOME AND APOLOGIES

The president welcomed members and **NOTED** apologies as tabled by the secretariat.

4. APPROVAL OF THE AGENDA

The agenda was confirmed by the membership.

5. APPROVAL OF THE PREVIOUS MINUTES

The minutes of the previous AGM were confirmed by the membership.

Proposed Johan Goosen

Seconded Eamonn O'Rourke.

6. MATTERS ARISING FROM PREVIOUS MINUTES

Bursary funds

It was noted that the question had been raised at a previous AGM concerning the bequeathed funds from Anne Sutton, Joan Pimm and John Tuddhope funds. The membership noted that these funds could not be merged and the funds are reported on at each NEC meeting and the total of these funds are reflected on page 6 of the audited financial statements.

7. REGIONAL CHAIR REPORTS

The membership noted the following branch reports as distributed.

Gauteng branch report

Cape branch report

KZN branch report

APPENDIX BI

APPENDIX Bii

APPENDIX Biii

8. PRESIDENT'S REPORT

APPENDIX C

The president's report highlighted various activities of the Institute and the NEC over the past year, with special mention of the following:

Anne Sutton fund and book, career expos, Corrobrik sponsorship renewed, Planning of the conference, etc. Please refer to the president's report as circulated in the agenda pack.

Special thanks were given to certain individuals (please see the president's report), all the office bearers of the NEC, sponsors, members and VDW & Co.

9. TREASURER'S REPORT

Audited Financial statements

It was highlighted that the bursary funds are reflected on page six of the audited financial statements. The educational levy fees received from SACLAP was R19 910.00 for 2016 and this was immediately transferred to the Bursary Fund. The amount paid out to the ILASA Bursary holder in 2016 was R32 042.00.

ILASA notes that at this rate the bursary money would be depleted and for this reason these funds are being bolstered by efforts of the NEC, to gain further bursary sponsorship such as the recent Just Trees bursary sponsorship acquired for 2017.

The Anne Sutton, Joanne Pim and John Todd hope fund are strictly used as per the stipulated agreements namely as bursary funds and not for any other purposes.

10. BUDGET 2016-2017

Suggestions were noted that the budget item under marketing be line itemised of what the marketing entails as a break down. It was **AGREED** that the monthly statements will be line itemized but that for the purposes of the audited financial statements, it will be globally reported on under marketing.

[Action: Secretariat: ADS]

Comments on the financial statements were **NOTED**, specifically on the financial growth and financial health of the Institute. A word of congratulations was offered to the NEC and those responsible. A special word of thanks also to VDW & CO. in this regard.

11. NOMINATIONS FOR VACANT NEC POSITIONS

The president enquired whether there were objections to the nominated candidates for the NEC. No objections were raised. The membership **NOTED** that Bruce Eitzen has made himself available for the position of treasurer.

12. CONFIRMATION OF NEW NEC MEMBERS

No objections were raised and the following were confirmed:

Ida Breed, President
Eamonn O'Rourke, President designate
Cornel Wentzel, Gauteng Marketing
Ancunel Steyn, Cape Marketing
Nadia Funke, KZN Chair and Bursary Chair
Willy Mothowamodimo, Transformation Chair
Ankia Bormans, Cape Chair
Bruce Eitzen as treasurer

All members of the NEC were welcomed and confirmed.

13. MATTERS ARISING FROM THE PRESIDENT'S / TREASURER'S AND BRANCH CHAIRS' REPORTS

ILASA JOURNAL

Dr Hennie Stoffberg will be leading editor of this journal, and UNISA Press has been engaged. Inputs from the membership were requested.

Dr Stoffberg gave a brief overview of the intent as follows:

The intention is that the journal will be called "landscape and environment"

Professional and academic submissions to be included, with both national and international content and authors; To be digitally published, with a minimum of two and maximum of four issues per annum; Eight to twelve technical papers to form the content of an issue; UNISA publication committee to approve;

First three issues will be taken to the Department of Higher Education for accreditation.

It was noted that the academic articles will go through a double peer review process.

The industry papers will not be vetted but a peer reviewed, ensuring that it meets the requirements of the journal.

Case study research will be submitted under the author's decision on whether to submit it under an academic or industry line.

It was agreed that a minimum base line of two journals per annum and with a broad spectrum focused approach. It will not be another trade journal, and advertising will not necessarily be allowed. This matter will be followed up on and a hybrid model could be sought.

It is envisaged that the paperwork will finalised through the UNISA Press committee by the end of the year or early next year, when the first submissions will be called for.

Concerns on higher membership fees were raised, and it was noted that ILASA has budgeted for first two years of the journal and will then only decide whether to levy it off the membership subscriptions, which most attending members agreed to by means of raise of hands.

Various approaches are considered with regards to whether it will be an open access or subscription journal, and how this will be managed.

The question was raised whether membership fees would increase and subscription to the journal would also need to be paid? The idea is that raised membership fees will cover the inscription as was done in the past with *The Urban Greenfile*. Clear communication will follow when the ILASA subsidy of the journal is no longer available in two years' time but until then, it remains on the ILASA budget. ILASA do not want to indefinitely subsidise the journal out of its budget but see subscription through membership fees as a sustainable long term option, based on previous past practices and subscription to other trade magazines.

SACLAP LETTER RE UP COURSE PREDICAMENT

Bernadette Vollmer addressed the meeting and highlighted the different responsibilities between SACLAP and ILASA mandates with regards to education.

A less formal role of bringing candidates through the system such as buddy or mentorship system beyond funding is required. It was suggested a list of names of mentors from universities be shared with members. Problems being experienced by students should be shared with members who are interested in assisting students in a mentoring program or financially.

The issues contributing to the decrease in numbers of students should be identified.

SACLAP's role in assisting educational institutions to be accredited was highlighted and it was **AGREED** that ILASA, the educational institutions and SACLAP should get together to discuss the matter further.

14. CONSTITUTIONAL CHANGES

REGIONAL AGMS 2017

It was **NOTED** that regional AGM's are not well attended and it was suggested that the regional AGM's be abolished, with regional events being used to obtain feedback from members and addressed at the National AGM.

The motion to change the constitution and regional AGM's to be done away with was denied by the membership due to lack of quorum.

It was **AGREED** by the majority of the members present by raise of hands that future AGM's be incorporated into the regional events, and the National AGM again be incorporated with the large National events such as the conference and the awards.

15. CONFIRMATION OF REGIONAL COMMITTEE MEMBERS

Gauteng branch

Eamonn O'Rourke (Chair)

Gina Switala

Ruth Manda

Kara-Lee Prinsloo

Lu Ke

Wessel Oosthuizen

Cape branch

Ankia Bormans (Chair)

Cor Neppen

Chris de Beer

Francois van Rooyen

Ayesha Adams

KZN branch

Nadia Funke (Chair)

Bernice Rumble

16. ANY OTHER NATIONAL BUSINESS

16.1 Appointment of auditors

It was agreed that the auditors Harris, Dowden and Fontaine be appointed as auditors of the institute for the next financial year.

16.2 Word of thanks

A word of thanks and congratulations to the President and Local Organising Committee was offered from the audience, for a successful conference.

17. ANY OTHER REGIONAL BUSINESS

None

18. CLOSURE

The president thanked members and closed the meeting.

THUS READ AND CONFIRMED

CHAIRPERSON

DATE