

## Minutes of Branch AGM 2020.

**Date Held:** Wednesday 19 August 2020 **Time:** 6:00pm **Venue:** Webex

**Notes of meeting prepared by:** Olwen Maidment, Branch Secretary

	Note	Action
<b>1.0</b>	<b>ATTENDANCE</b>	
1.1	Jane Findlay (JF); Carolin Göhler (CG); Laura Schofield (LS); Christofer Smith (CSm); Olwen Maidment (OM); Emma Hayes (EH); Louise Ball (LB); Mary O'Connor (MO); Steve Mann (SM); Anton Falaleev (AL); Richard Cole (RC); Akash Wadhawan (AW); Yuen Yung (YY); Alice Rhodes (AR); Carole Rothwell (CR); Jo Wall (JW); Debbie Chung (DC).	Noted
<b>2.0</b>	<b>APOLOGIES</b>	
2.1	Jill Bullen (JB)	Noted
<b>3.0</b>	<b>Welcome from Olwen Maidment, Acting Chair</b>	
3.1	Olwen Maidment welcomed all attendees to the 2020 LIW AGM on behalf of LI Wales Branch.	Noted
<b>4.0</b>	<b>Previous AGM Minutes – 4 April 2019</b>	
4.1	Previous LIW AGM minutes agreed to be a true and accurate record	Noted
<b>5.0</b>	<b>Acting Chair &amp; Secretary Report 2019-2020– OM</b>	
5.1	OM thanked the committee for their work over the past year & explained that following the departure of Mark Lawton in 2019, the position of Chair has been vacant. Ray Edwards & OM initially agreed to jointly cover this role, however following Ray's serious illness and standing down from the Committee & Branch Rep roles, OM has been Acting Chair, with the support of the other Committee Members. Mary O'Connor has been Branch Rep since July 2019. The roles of Chair & Secretary have been extremely rewarding but require 2 people. The Chair remains vacant following the online nominations process in May & Members are encouraged to volunteer for this role.	Noted
5.2	Although committee numbers have remained stable, the Branch will continue to seek new members. The use of the WebEx platform may assist in enabling members remote from Cardiff to participate more easily, although there have been problems with accessing WebEx effectively.	Noted
5.3	The Branch have received valuable support from the LI, with visits from Adam White, Ben Brown and Lynn Mentipty and policy support from Theo Plowman during Ben's paternity absence	Noted
5.4	LIW were successful in the bid for LI funding in March of £3,405. The funding supports our programme of events and ongoing projects. LIW have applied for £3,490 for 2020-2021. .	Noted

5.5	Branch Events 2019-2020 comprised: <ul style="list-style-type: none"> <li>• Branch AGM, Chapter Arts Centre, Cardiff</li> <li>• LI90 Summer Event, Bute Park,</li> <li>• Cardiff Christmas Social, Brewdog, Cardiff</li> <li>• Sustainable Management of Natural Resources &amp; Climate Change CPD Event, Cardiff (sponsored by Tobermore)</li> </ul>	Noted
5.6	The Branch has connected with LISW, RTPI Cymru and Design Commission for Wales and aims to collaborate with them on joint events in the future. We aim to re-establish connections with RSASW and Designcircle Wales.	Noted
5.7	Support continues to be provided to the P2C Group and Steve Mann is now appointed as P2C Co-ordinator to assist this. The Branch aims to improve contacts and collaboration with LISW & The University of Gloucestershire to help P2C members	Noted
5.8	The Branch aims to work with LI centrally to enhance educational and apprenticeships in Wales and through #chooselandscape and the Ambassador's project. There are currently no accredited landscape courses in Wales.	Noted
5.9	Planning for a programme of LIW events for the year ahead has been stalled by the Coronavirus outbreak, however we aim to continue with ongoing projects, including LI90 Trees & the Photo Gallery, launched in the 90 <sup>th</sup> anniversary year. The Photo Gallery will be published on the LI Wales website with voting for the 'People's Choice'. The Branch aims to collaborate with Dyffryn Gardens (NT) & RTPI Cymru on the 2023 centenary of Thomas Mawson's presidency of the RTPI. Forthcoming committee meetings will be held via Webex.	Noted
<b>6.0</b>	<b>Treasurer Report 2019-2020 - LB</b>	
6.1	At the start of the financial year, the opening balance within the account for the Landscape Institute Wales branch was £1,170.80. At the close of the financial year the balance within the account was £1,394.01.	Noted
6.2	The LIW applied for funding in March 2019 for £3,405. We received funding in parts throughout the year: <ul style="list-style-type: none"> <li>• £2,000 for the LI90 Summer Social event.</li> <li>• £400 for the Christmas Social.</li> <li>• £100 for committee meeting drinks</li> <li>• £100 for a CPD event during March 2020.</li> </ul>	Noted
6.3	LIW hosted four events throughout the year. Attendees included those in private practice, local authorities, NRW, and some P2C study group candidates. The costs incurred were: <ul style="list-style-type: none"> <li>• AGM – April 2019 (venue, food, drinks &amp; prize hamper): <b>£455.02</b></li> <li>• LI90 Summer Event – July 2019 (Model making workshop, walks and talks, and the evening summer social). The event was free for everyone. Total cost: <b>£1,169.52</b> (£830.48 was remaining out of the £2,000 funding received from the LI).</li> <li>• Christmas Social (room hire &amp; buffet) - Dec 2019 (room hire, buffet and drinks): LI funding was £400. Costs were <b>£448.15</b>. Total cost: <b>£48.15</b></li> <li>• CPD Event March 2020 - (room hire, buffet/ drinks): The total cost was: <b>£583.25</b>. LI funding was: £100. Ticket income was: £150.</li> </ul>	Noted

	<p>Sponsorship from Tobermore was: £350. Total cost: £0. Profit: £16.75.</p> <ul style="list-style-type: none"> <li>Other miscellaneous costs including room hire/refreshments for committee meetings &amp; bank charges</li> </ul>	
6.4	The LIW applied for the first round of funding for the 2020-2021 financial year during February 2020, for £3,490.00. Funding is on hold due to Coronavirus.	Noted
<b>7.0</b>	<b>BRANCH REP REPORT 2019-2020 - MO</b>	
7.1	MO took up the role of Branch Representative for LIW in July 2019. The LI was on a course to renew its IT systems and ways of working across the board but looking at virtual meetings in particular. It was resolved the February meeting would be virtual. For the benefit of future Branch Reps, a pre-meeting is held with Branch Reps a few weeks in advance of the Advisory Council meeting, and in 2019/2020 these were all held by WebEx.	Noted
7.2	The <b>November meeting of Advisory Council</b> coincided with the Institute AGM and Jellicoe Lecture, held in Leicester. One of the main topics was the previously announced policy on the Climate Change & Biodiversity Emergency. to discuss actions to implement that policy. The Jellicoe Lecture was a presentation & debate on the topic. The other main topic was “Culture & Behaviour” which was a workshop session to develop understanding of the present ‘culture’ of the organisation (members & staff) and to work towards a future culture, towards collaborative working, which will also be needed pursuing our response to Climate Change & Biodiversity Emergency.	Noted
7.3	There were three motions to the LI AGM, all passed. The 2 <sup>nd</sup> was considered the most important and welcome: to create a new grade of membership: Technician, with 2 levels of qualification, one simply ‘Technician’ but the other at Chartership level. The 1st was to change to change the name of the Licentiate grade of membership to Associate. The 3rd was administrative in nature.	Noted
7.4	<b>February meeting of Advisory Council, held by WebEx</b> The main areas of business were discussion of Governance and Business Planning <b>Governance Review</b> – Structure, working towards greater streamlining: “towards a modern, flexible and agile structure to enable a smarter, simpler and more effective organisation”, structured around “high level functions” of: Advise (Advisory Council & working groups), Decide (Board & Committees), Deliver (CEO & Employee team), with a range of “Start/ Finish Working Groups” who will deliver specific tasks. <b>A presentation by CEO</b> highlighting achievements to date, and some key ideas for the future, many centred around better connectivity & communication: LI Awards November 2020, with new & updated categories aligned to “people, place & nature” The Journal (the themes for the coming year) Online CPD monitoring (June 2020) Major events for the coming year Branch Handbook.	Noted
7.5	<b>Improving member networks.</b> The LI was keen to develop Branch active involvement in Institute governance and held a meeting on 28th February to discuss how to “put resource, guidance and content in place to support Branch committees” and support for Branch comms. This was also a WebEx meeting and lasted through the afternoon. Emma Hayes attended for the latter session on communications support. LI are proposing a different approach to Branch Funding, still based on budgeting for	Noted

	activities but with simplified admin, quarterly reporting on outcomes and future plans, with timelines.																																	
7.6	Since Coronavirus The LI had been working to develop digital capability and on-line resources and felt justified in the investment and effort made when forced to work and provide services to members remotely e.g. having trialled virtual meetings, developing the online CPD resource 'LI Campus', just launched, etc. which they feel has supported resilience in the face of this emergency. LI has joined with the horticulture industry's and architects' support platforms for members in difficulty – personal, financial, mental – 'Perennial' and Architects Benevolent Society. There is also dedicated advice, guidance support and links to other organisations on LI website: <a href="https://www.landscapeinstitute.org/covid19/">https://www.landscapeinstitute.org/covid19/</a> LI are in the process of working out how to manage Branch AGMs, the P2C Exams, etc.	Noted																																
<b>8.0</b>	<b>IT &amp; SOCIAL MEDIA UPDATE - EH</b>																																	
8.1	Emma Hayes took up the role of IT & Social Media Co-ordinator in April 2019, elected at the following Committee meeting. Our profile on social media, including Linked In, Twitter and Instagram, has improved significantly and the website is being enhanced and will be one of the first to be updated by LI. This role has been rewarding but requires a lot of work and would benefit from assistance from additional new Committee Members.	Noted																																
<b>9.0</b>	<b>AGM Election of Committee</b>																																	
9.1	Nominations were submitted to LI online due to the Coronavirus. There were no other nominations other than existing Committee Members and therefore no voting took place.	Noted																																
9.2	<p>The following were nominated:</p> <table border="1"> <thead> <tr> <th><i>Position</i></th> <th><i>Name</i></th> <th><i>Nomination by</i></th> <th><i>Seconded by</i></th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>None</td> <td></td> <td></td> </tr> <tr> <td>Hon Secretary (returning)</td> <td>Olwen Maidment</td> <td>Volunteered in absence of nomination</td> <td></td> </tr> <tr> <td>Treasurer</td> <td>Louise Ball</td> <td>Volunteered in absence of nomination</td> <td></td> </tr> <tr> <td>Branch Rep (returning)</td> <td>Mary O'Connor</td> <td>Volunteered in absence of nomination</td> <td></td> </tr> <tr> <td>IT and Social Media Co-ordinator</td> <td>Emma Hayes</td> <td>Volunteered in absence of nomination</td> <td></td> </tr> <tr> <td>P2C Co-ordinator</td> <td>Steve Mann</td> <td>Olwen Maidment</td> <td>Mary O'Connor</td> </tr> <tr> <td>Committee Member</td> <td>Christofer Smith</td> <td>Volunteered</td> <td></td> </tr> </tbody> </table>	<i>Position</i>	<i>Name</i>	<i>Nomination by</i>	<i>Seconded by</i>	Chair	None			Hon Secretary (returning)	Olwen Maidment	Volunteered in absence of nomination		Treasurer	Louise Ball	Volunteered in absence of nomination		Branch Rep (returning)	Mary O'Connor	Volunteered in absence of nomination		IT and Social Media Co-ordinator	Emma Hayes	Volunteered in absence of nomination		P2C Co-ordinator	Steve Mann	Olwen Maidment	Mary O'Connor	Committee Member	Christofer Smith	Volunteered		Noted
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<b>10.0</b>	<b>An LI Presentation by Jane Findlay, President &amp; Carolin Göhler, Vice President of the Landscape Institute and Laura Schofield, LI Membership Development Manager.</b>																																	
10.1	JF introduced herself as the new LI President and the challenges of taking over during the Coronavirus lockdown. She talked about the 'Greener Recovery' LI Policy paper due to be launched in September. Ben Brown and the Policy Committee have been working on this and a supplementary	Noted																																

	paper on a Greener Recovery for Parks. It includes recommendations on natural capital, nature based solutions, investment in green space and skills and higher standards for green space.	
10.2	JF – the LI Awards are going ahead in digital form in November with additional categories and on 22 & 23 September there is a CPD event on tackling Climate Change. Heads of Practice have been attending ‘Breakfast Meetings’ online at 8.30am and Branch Committee members and Public Sector Officers are also welcome to attend. LI Campus has been launched and a new CPD Policy, including 25 hours required of which 10 should be formal and 5 on climate/ sustainability/ resilience/ net gain. Recording of CPD is now online & currently optional but will become mandatory.	Noted
10.3	JF & CG talked about LI Priorities, including the Climate & Biodiversity Panel and the launch of the Action Plan. LI have a net zero carbon target date of 2029. There is only 10-15 years to stop the decline of biodiversity. LI is looking to set up member panels for technical guidance and asking for climate change/adaptation case studies, both good and bad.	Noted
10.4	Covid-19 and the Climate crisis are also an opportunity to change our ways. A member survey has been carried out on the impacts of Covid-19 on membership. Concessionary membership payments including flexible and deferred payments are available.	Noted
10.5	CG talked about the equality and diversity panel and proposed Governance Review by 2021 to streamline and increase member engagement.	Noted
10.6	LS talked about the Planning White Paper (England), to which LI have responded, also development of an Ethics Code of Practice and new entry standards, including the Technician Grade.	Noted
<b>11.0</b>	<b>Date of Next Meetings</b>	
11.1	AGM-tbc April/May 2021. Next Branch Committee Meeting - tbc	Noted
<b>12.0</b>	<b>AGM Close and Discussion/Questions</b>	
12.1	OM/JF/CG Thanked all attendees. The presentations have been recorded and will be made available to members in due course. Questions/comments Public Sector Working Group has not met this year? An officer has been lost and the Parks alliance/managers are needed in this group for policy, design, management – hopefully will start again next year. Can Wales Branch contact Registered Practices direct with a list made available? Not possible through the Directory. No, due to confidentiality of data but will look at contacting through Newsletter. Welsh Govt has published a ‘Green Recovery for Wales’ The Jellicoe Lecture will be available online. How will the Ambassadors roles work, is there guidance? There will be and LS is to do an Apprenticeship update – it is UK-wide. Why is LI Campus not going to be free permanently? LI needs to reimburse educators for their time.	Noted