

Minutes of AGM April 2016

LIM

# LIM AGM 2016 Meeting Minutes		
Location	Birmingham City University Parkside Building	Time and date 6.00 28 April 2016
Purpose of meeting	Annual General Meeting	
Present	Committee members: Romy Rawlings (RR) Steve Fancourt (SF) Graham Woodward (GW) Simon Watkins(SW) Anastasia Nikologianni (AN) Bob Churn (BC) Dorian Randall (DR) Russell Good (RG) Simon Watkins (SW) Mike Podmore (MP) Niall Williams (NW) Trishna Patel (TP) and approximately 10 other LIM members	
Apologies	Tom Supple (TS)	
Circulation	Posted on LIM Web Site	

Item No	Agenda item	Action
1.	Introductions	
1.1	GW introduced himself and the committee members.	
2.	Last Meeting Minutes	
2.1	Minutes from 2015 AGM, held at Birmingham City University, were accepted by those present.	
3.	Chair's Report (Graham Woodward)	
3.1	GW, who became chair a year ago, provided an overview of the year and talked about branch activities through the year.	
3.2	GW outlined what he considered to be the main role of the branch in the coming year which was to raise the profile of the LI in the area, have fun doing so and socialise and to get professionals together.	
3.3	GW mentioned the student newsletter that had been produced last year which had been recognised as exemplary by LI central office.	
3.3	GW said that he had been fostering strong links with other professional bodies such as RTPI and RIBA and the branch had been involved in both the Big Meet and The Great Debate earlier in the year.	

Prepared by DR

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3.4	GW also mentioned the Ambassador for Landscape initiative which the LI is currently promoting and is about spreading the message to encourage pupils in schools to consider landscape architecture. The LI has material available to support members when going into schools and those attending the meeting were asked to sign up for this scheme.							
3.5	GW asked for more support from members in organising and attending events. The branch is dependent on members and it is only with more people being involved that the branch can thrive. Anyone can attend committee meetings and details are posted on the branch website.							
4.	Treasurer's Report (Bob Churn)							
4.1	<p>RC presented the branch treasurer's report as follows:</p> <table border="0"> <tr> <td>Current account balance</td> <td style="text-align: right;">£7,809.17</td> </tr> <tr> <td>• Year to date expenditure</td> <td style="text-align: right;">£1,716.65</td> </tr> <tr> <td>• Year to date Income</td> <td style="text-align: right;">£6,980.69</td> </tr> </table> <p>Branch funds are audited by the LI's auditors</p> <p>NB See attached notes for further analysis of income and expenditure and forecast income for 2016/17</p>	Current account balance	£7,809.17	• Year to date expenditure	£1,716.65	• Year to date Income	£6,980.69	
Current account balance	£7,809.17							
• Year to date expenditure	£1,716.65							
• Year to date Income	£6,980.69							
4.2	LIM are now sharing an agreement with RIBA for Service Agreement of shared office space at Glenn Howells which is at a better rate than previously paid for the Midlands Institute.							
5.	Branch Representative Report (Steve Fancourt)							
5.1	SF explained that as Branch Representative he provides the conduit between the Midlands Branch and the LI.							
5.2	<p>SF mentioned the current significant items that LI were involved in and that were being discussed by the Branch Working Group:</p> <ul style="list-style-type: none"> • There is a new president elect - Merrick Denton – Thompson; • CEO Phil Mulligan has resigned; • New independent trustee – Jim Smyllie has been appointed; • BIM for Landscape book – publishing date 19/5/16 • Branch funding bidding – monetary vs secretariat support • Education toolkits available – about promoting the profession and ensuring that students are aware of Landscape Architecture. • Advisory Council Meeting / Board & Council Retreat – DONM 8-9th July 2016, Coombe Abbey, Binley Warwickshire 							

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5.3	<p>SF mentioned the EGM regarding the Office Location Group on Wed 11th May (Proxy voting by 5/5/16). Important that members consider the issues and make sure that they take the time to attend the meeting or vote by proxy. EGM to be held at 107 Grays Inn Road, London. 5:30pm</p> <p>An agenda item has been included to allow more detailed discussion of the LI Office Location later in the meeting.</p>	
5.4	<p>Another EGM is being held on 16th June 2016 to discuss the proposed Governance Changes. Principally about opening up membership to a wider number of different groups.</p>	
5.5	<p>SF particularly stressed the need for members to take an interest in the LI Working Group on Office Location. This has been set up by LI Council following last year's extraordinary general meeting at which a motion had been proposed by a group of members that, following the sale of the Barnard Mews property, the LI should re-locate its headquarters outside London.</p>	
5.6	<p>Important that members ensured that their contact details were kept up to date with regard to addresses and e-mails.</p>	
5.7	<p>Important that members ensured that their contact details were kept up to date with regard to addresses and e-mails.</p>	
6.	Events Co-ordinator /Communications Report	
6.1	<p>Anastasia Nikologianni summarised the various events that had been organised by LIM throughout the year.</p>	
6.2	<p>Several successful events have been held:</p> <ul style="list-style-type: none"> • A walking tour of Hagley Hall – Stourbridge • John Knight Award - Birmingham City University • Interdisciplinary Assessment of the environmental effect of visible light and lighting– Birmingham • An evening with Whiting Landscape– Bromsgrove • SuDs masterclass - Birmingham • West Midlands Great Debate 'Devolution, Revolution or more of the same?' – Birmingham • Landscape Pub Quiz – BCU Pub • Big Midlands Meet – Birmingham • Heads of Practice meeting – Birmingham • Collaborations with RTPI, RIBA, BCU, CKA, Urban Design 	

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6.3	The following future events are currently being proposed: <ul style="list-style-type: none"> • Flooding a catchment level approach – May TBC • Thenford House and Gardens Arboretum – 21st May • John Knight Award (BCU) – 15th June TBC • BBQ & Tour – September TBC • Pub Quiz – November 2016 TBC 	
6.4	AN asked members to get more involved in selecting or suggesting possible events that could be organised. LIM are looking to organise a combination of social, CPD and work related events and any contributions/suggestions would be most welcome.	
6.4	AN mentioned the various social media sites to which LIM posted upcoming events and other information that may be of interest to members: <p style="text-align: center;">Twitter - @LIMidlands</p> <p style="text-align: center;">Facebook - https://www.facebook.com/LandscapeInstituteMidlandsBranch</p> <p style="text-align: center;">LinkedIN - uk.linkedin.com/in/limidlands.</p>	
7.	Election of Committee Members for Year 2015-16	
7.1	Romy Rawlings is standing down as vice chair. Steve Fancourt is standing down as Branch Rep. Trishna Patel is standing down as Student Rep as she is due to graduate this summer. The following members were elected to the LIM committee:- - Chair : Graham Woodward (nominated SW / seconded SF) - Vice Chair : no volunteers - Treasurer : Bob Churn (nominated SF/ seconded Nigel Dobson-Smyth) - Secretary : Dorian Randall (nominated MP/ seconded AN) - Branch Rep : Simon Watkins (nominated RC / seconded RR) - Event Co-ordinator and Communications : AN (nominated RR / seconded RC) - Student Representative : Niall Williams (nominated AN / seconded SF) - Web Manager : TS has agreed to continue (nominated GW / seconded SF) - Student Representative : Trishna Patel (Nominated RG/seconded SF) - General Committee : Mike Podmore, Russell Good.	
7.2	MP mentioned that committee meetings are open to everyone to attend and details are posted on the LIM website.	
8.	Any other business	
8.1	The meeting discussed the EGM to be held on the 19 th May 2016 with regard to the Office Location Working Group and the two motions that have been	

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	<p>proposed.</p> <p>SF who had been part of the office working group went through the findings of the group and the main issues with regard to the LI head office remaining in London or moving. David Appleton of the Reform Group also explained why they had raised the original motion and the reasons why they considered that the LI should re-locate</p> <p>This was discussed and all members present were advised to consider the facts and ensure that they voted and that they encouraged other LI members to do the same, if they could not attend the EGM.</p>	All
9.	The AGM closed and was followed by a presentation by Chris Rance of the Atkins Group on the re-development and landscape of New Street station and Grand Central shopping centre.	

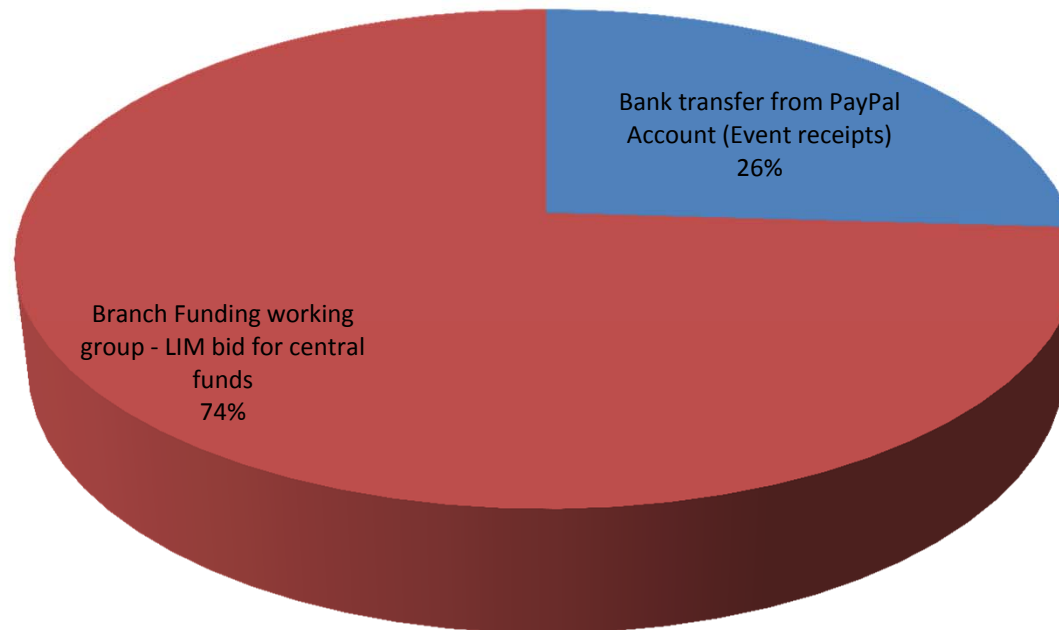
TREASURER'S REPORT

Current account balance £7,809.17

- Year to date expenditure £1,716.65
- Year to date Income £6,980.69
- Further LI funding available through new bidding system, allocated 2 x per year (£5,170 received end of 2015)
- LIM are sharing an agreement with RIBA for Service Agreement of shared office space at Glenn Howells: hopefully at a lower rate than previously
- Branch funds are audited by the LI's auditors

Income 2015/16

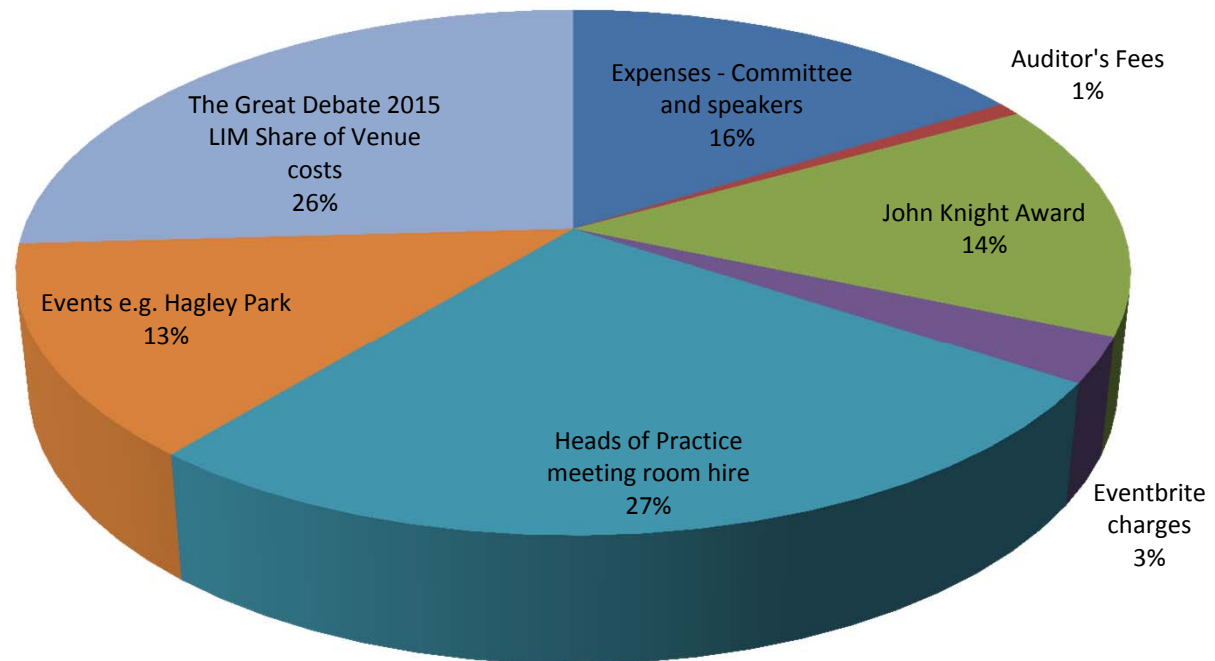
Bank transfer from PayPal Account (Event receipts)	1810.69
Branch Funding working group - LIM bid for central funds	<u>5170.00</u>
	<u>6980.69</u>



Account balance for year end 2015/16 :
£7.809.17

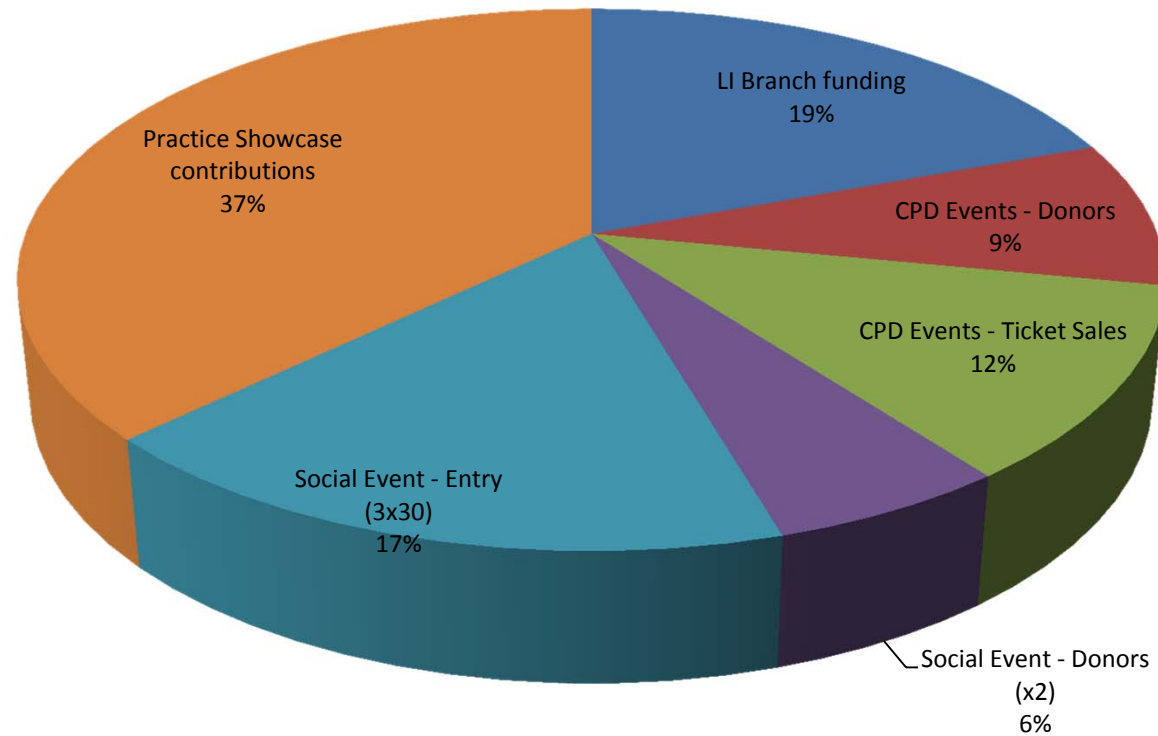
Expenses - Committee and speakers	£276.41
Auditor's Fees	£ 14.00
John Knight Award	£250.00
Eventbrite charges	£ 48.48
Heads of Practice meeting room hire	£458.00
Events e.g. Hagley Park	£225.00
The Great Debate 2015 Share of Venue costs	£444.76
Total:	£1716.65

Expenditure 2015/16



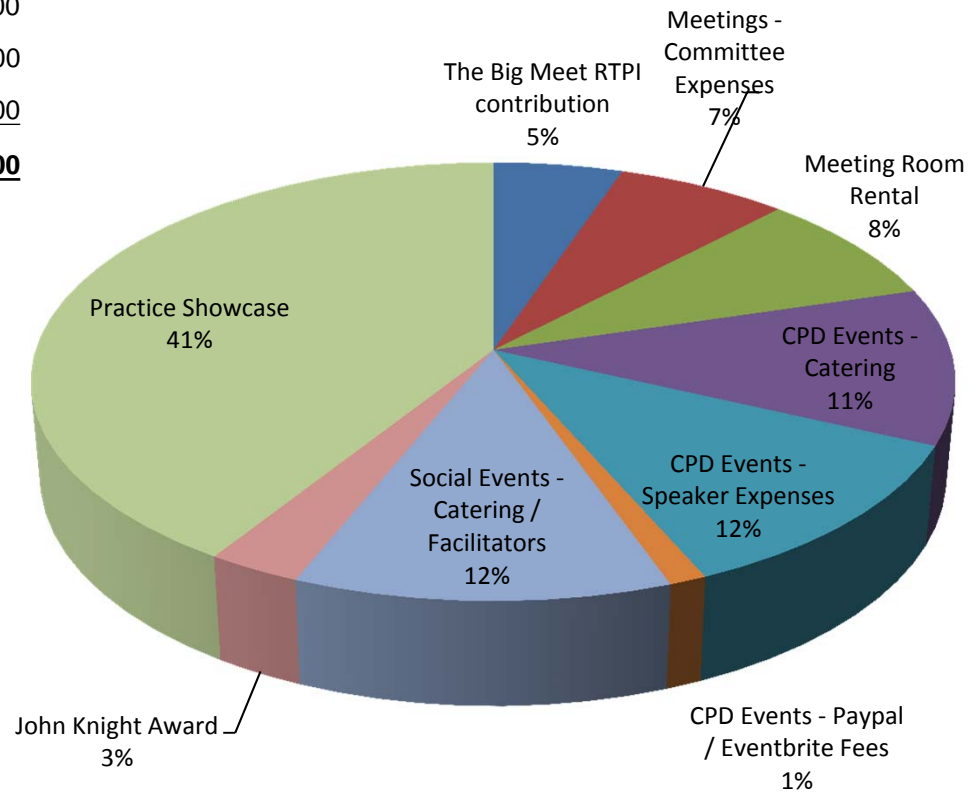
Forecast Income 2016/17

LI Branch funding :	1000.00
CPD Events - Donors	450.00
CPD Events - Ticket Sales	600.00
Social Event - Donors (x2)	300.00
Social Event - Entry (3x30)	900.00
Practice Showcase contributions	1920.00
Total:	£5170.00



Forecast Expenses 2016/17

The Big Meet RTPi contribution	450.00
Meetings - Committee Expenses	600.00
Meeting Room Rental	720.00
CPD Events - Catering	1000.00
CPD Events - Speaker Expenses	1000.00
CPD Events - Paypal / Eventbrite Fees	100.00
Social Events - Catering / Facilitators	1000.00
John Knight Award	250.00
Practice Showcase	<u>3560.00</u>
Total:	<u>8680.00</u>



Branch EoY Statement

Midlands Branch Account Number 00015027

Transaction type	Reference	Bank stmt date	Amount Out £	Amount In £	Balance £	Narrative
Balance b/f					2545.13	
CAF audit		01/04/2015	14.00		2531.13	Annual Audit
chq	57	01/04/2015	444.76		2086.37	Contribution to ICE for venue to hold the Great Debate
Paypal trf		10/04/2015		985.79	3072.16	Event income
chq	150	20/04/2015	458.00		2614.16	Hotel du Vin room hire and breakfast for the Heads of Practice Meeting
chq	58	09/06/2015	147.76		2466.40	LIM Committee member expenses - travel and sustenance
chq	63	24/06/2015	125.00		2341.40	John Knight Award One of two
chq	59	26/06/2015	225.00		2116.40	Event fees for Hagley Park Visit and tour
chq	62	01/07/2015	38.20		2078.20	LIM Committee member expenses - travel and sustenance
BACS		22/06/2015		5.00	2083.20	Event ticket sales for Hagley Park Visit and tour
chq	65	07/08/2015	35.67		2047.53	Reimbursement of Eventbrite charges to LIM Treasurer
chq	64	23/09/2015	125.00		1922.53	John Knight Award Two of two
Branch funding allocation		26/10/2015		5170.00	7092.53	LI Funding
chq	67	16/12/2015	12.81		7079.72	Reimbursement of Eventbrite charges to LIM Treasurer
chq	66	29/01/2016	50.40		7029.32	LIM Committee member expenses - travel and sustenance Lighting the landscape event
Paypal trf		29/02/2016		759.90	7789.22	Event income
BACS receipt		01/03/2016		60.00	7849.22	Event income - Pub quiz team entry fees
chq	68	31/03/2016	40.05		7809.17	LIM Committee member expenses - travel and sustenance
Total			1716.65	6980.69	7809.17	

Missing cheque numbers: please state if cheque is cancelled or awaiting presentation at the bank: 60 Cancelled
61 Cancelled

Please add any other transactions for the year not listed above, for example cheques issued but not yet presented at the bank:

Declaration:

1. We declare that the above is an accurate reflection of all transactions for this branch in the 2015-16 Financial Year.
2. We declare that this branch does not operate, or have access to, any other accounts, except paypal, to which HO have log-in details.

Signed and dated: Branch Chair

Branch Treasurer