

Minutes of Meeting

LIM

LIM Meeting		
Location	Glen Howells Office 321 Bradford Street, Birmingham	Time and date 6.30 22nd Feb 2017
Purpose of meeting	Branch Committee Meeting	
Present	Trishna Patel (TP) Graham Woodward (GW) Bob Churn (RC) Zuzana Ziobrowska (ZZ)	Dorian Randall (DR) Niall Williams (NW) Mario Jablonski (MJ)
Apologies	Tom Supple (TS), Romy Rawlings (RR), , Steve Fancourt (SF), Niall Williams (NW), Anastasia Nikolagianni (AN), Russell Good (RG), Katie Allen (KA)	
Circulation	Those present + apologies + posted on LIM Web Site	

Item No	Agenda item	Action	Timescale
1.	Attendees/Apologies		
1.1	Attendees and apologies as above.		
1.2	GW welcomed Zuzana Ziobrowska and Mario Jablonski to the meeting.		
2	Previous minutes		
2.1	There was one correction from the previous minutes: Item 4.1 stated that RC was not at the meeting but he was in attendance and provided a Treasurer's report.		
2.	Last Meeting Minutes Matters Arising		
2.2	Outstanding issues from last meeting discussed as they arise in this meeting's agenda.		
3.	Chair's Report (GW)		
3.1	GW has visited a number of local practices to discuss involvement in LIM: <ul style="list-style-type: none"> • Node Urban Design - Dan Martyr agreed some ideas for events and possibly hosting at their offices; • FIRA – met all of the staff; • Capita – met with Peter Dunlop and Julian Woolley who expressed an interest in being involved in LIM. DR to include on circulation list; • BM3 – Ross Pritchard has expressed an interest in possibly taking up a post on the committee; 	DR	

Prepared by DR

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3.2	GW Has spoken to Yvonne Matthews and Merrick Denton-Thompson has been confirmed to attend the LIM AGM which is to be held on 12 April 2017.	All					
3.3	In addition Dan Cook the new Chief Executive of the LI has expressed an interest in attending Heads of Practice meeting.						
3.4	<u>Ambassadors for Landscape</u> GW said he has also spoken to Poppy Smith about the Ambassadors for Landscape scheme. Mike Podmore has suggested he could go to Pershore College to talk to students. GW to speak to Poppy again about information that is available and the best way of identifying places to visit.						
3.5	RC said that he has also been invited to speak at a Birmingham City Council apprentice event called "Through the Keyhole" to be held on 8 March 2017.						
3.6	<u>AGM</u> AGM has been confirmed for Wednesday 12 th April but need to organise venue and key speaker in addition to Merrick Denton-Thompson. Also need to provide Merrick with a suggested subject for his talk. This was discussed and the following was agreed GW to talk to Coventry City Council or possibly someone from Birmingham City Council NW to talk to IDP DR to contact Romy Rawlings about possible venues and sponsorship. With regard to venue would possibly investigate holding in Coventry and GW will explore this. In addition NW will provisionally book venue at BCU as a fall back.	GW NW DR GW NW					
4.	Treasurer's Report (RC)						
4.1	RC reported the following figures: <table style="margin-left: 40px; border: none;"> <tr> <td>Previous balance 8 December 2016</td> <td style="text-align: right;">£ 8, 567.34</td> </tr> <tr> <td style="padding-left: 100px;">New balance</td> <td style="text-align: right;">£ 6,855.43</td> </tr> </table> Invoice for coach for the Westonbirt trip has been paid along with bill for Thenford, John Knight award cheques, various expenses and the account fee. Still awaiting invoice from BCU for food for pub quiz (£240.00) to be paid by Specifi. RG to confirm.	Previous balance 8 December 2016	£ 8, 567.34	New balance	£ 6,855.43	RG	
Previous balance 8 December 2016	£ 8, 567.34						
New balance	£ 6,855.43						

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4.2	RC said that he still needs confirmation of the cost of the room from RIBA. GW said contact was Matthew Dobson and will provide e-mail address to RC. We owe almost 2 years of rental.	GW	
4.3	RC provided cheques for photography competition for GW to present at BCU. NW to confirm best time and date.	GW/NW	
4.4	Next bid for funding is due in March 2017. Currently have not spent the previous bid and it was decided that we would not apply for additional funding at this time.		
4.5	GW and DR have been set up with access to the internet banking to enable them to co-authorise any payments.		
5.	Branch Rep Report		
5.1	Branch Representatives: Currently no volunteers have come forward to take this role but GW still has to speak to other practices.	GW/SF	
5.2	Not sure when the next branch rep meeting is due to be held. RC said that he might be willing to attend if Steve Fancourt was no longer prepared to do so.		
6.	Communications		
6.1	AN had provided information via e-mail on figures for LIM's social media accounts: LinkedIn connections: 802; Facebook likes: 287; Twitter followers: 575; These have all increased from those reported at the last meeting.		
6.2	LI are going to produce new banners for branches: They require images for these banners. At the bottom of each banner will be contact details and social media IDs. DR to contact Emma Wood about the current progress with these. POST MEETING NOTE – AN has been contacted by Ben Gosling of the LI to ask for high resolution image to be included on the LIM banners which LI would like to be ready for the AGM.	DR	

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6.3	<p>Newsletter</p> <p>Next newsletter (March) is to be prepared by RC to include information on the following:</p> <ul style="list-style-type: none"> • Promote AGM • Report on topsoil CDM event • Information on tree charter • Public sector forum report • Committee links 	RC	
6.4	<p>Next newsletters:</p> <ul style="list-style-type: none"> • May to be prepared by GW/TP • July tbc 		
7.	Events		
7.1	Great Debate had been held on 2 nd February but no one present had been able to attend.		
7.2	Topsoil CPD presentation by Tim O'Hare has been arranged for Thursday 9 th March 2017 at BCU.		
7.3	AGM has been arranged for Wednesday 12 th April 2017.		
7.4	<p>Currently no other definite events have been arranged but other possible events are:</p> <p>CDM presentation by Colin Moore, GW has contacted him via e-mail.</p> <p>DR has e-mailed Romy Rawlings about BIM Seminar/Workshop to be arranged to hopefully involve Romy Rawlings (who is on LI BIM working group), Ian Lanchbury and a colleague of AN's from BCU.</p> <p>Heads of Practice event to be arranged for later in the year.</p>	<p>GW</p> <p>DR</p> <p>GW</p>	
7.5	<p>Wollerton Hall Garden possible visit for next summer. RG has a contact.</p> <p>http://wollertonoldhallgarden.com/</p>	RG	
7.6	<p>TDAG/LIM Next event is due to be held at Capita on 14 March 2017.</p> <p>https://www.eventbrite.co.uk/e/tdag-midlands-14th-march-2017-meeting-tickets-32149834019</p>		
7.7	Possible second visit to Westonbirt to be arranged by BCU.		
7.8	RG had previously suggested a cycle route event in the summer that he could develop.	RG	

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8.0	CPD		
8.1	KA had been unable to attend meeting but DR said that link to the P2C study group had been included on the LIM website. Emma Collett had also e-mailed the Mail Midlands account with additional details that DR would ask Tom to add to the website.	DR	
8.2	KA had said that there was difficulty collating and exchanging information. GW agreed to ask a colleague who is on the examination board about this and how LIM can help P2C candidates.	GW	
9.0	AOB		
9.1	RC said that at the Public Sector Forum meeting, which had been attended by Merrick Denton-Thompson it was agreed to re-jig the action plan. It was recommended that a landscape professional should be represented at the senior management level in Local Government reflecting how our profession cuts across the majority of Local Government services.		
9.2	DR to contact SF about the possible photography competition that was discussed at the last meeting.	DR	
10.0	Next Meeting		
10.1	Next meeting date: Wednesday 5 th April 2017 at 6.30pm. DR to send out invite. As this is only 1 week before the AGM it was agreed that we need to speak in 2 weeks time to discuss arrangement of details so AGM can be advertised.	DR/All	