



MINUTES – AGM 2018

The Annual General Meeting of the
Australian Institute of Landscape Architects Ltd
ACN No 008 531 851

DATE: Friday 12 October 2018
TIME: 1:15pm (AEST)
VENUE: Home of the Arts, 135 Bundall Rd, Surfers Paradise QLD 4217

| Agenda Item | Minutes |
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| 1. Welcome by National President, Linda Corkery | <ul style="list-style-type: none">• AILA President Linda Corkery (LC) welcomed members to the 2018 Australian Institute of Landscape Architecture Ltd Annual General Meeting.• LC declared the meeting open at 1:15pm. LC noted that the time of the meeting started an hour later than expect due to the Conference running overtime and asked if there were any objections from the attendees. No objections noted.• LC asked the Company Secretary to confirm that was a quorum of Full Members present. Confirmed.• LC thanked everyone who attended the AGM which is an important function of our organisation. |
| 2. Record of apologies | <ul style="list-style-type: none">• Apology received from AILA auditor, Phillip Miller from Vincents. |
| 3. Confirmation of Minutes of previous Annual General Meeting <i>Proposed Resolution – Motion to adopt the minutes of the 2017 AILA Annual General Meeting, and acknowledges these as an official record of the meeting.</i> | <ul style="list-style-type: none">• Copies of the previous minutes were circulated as part of the notice for the AGM. There were very limited copies available on request. |



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| | <ul style="list-style-type: none">• LC asked if there are there any questions or comments about the Minutes from the previous AGM• Motion tabled to adopt the minutes of the 2017 AILA Annual General Meeting, and acknowledges these as an official record of the meeting.\• Julie Lee moved, Noel Corkery seconded, motion carried. |
| <p>4. a. Presentation of the National President report 2017-18 b. Presentation of the audited financial statements for 2017-18 <i>Proposed Resolution - Motion to accept the Annual report (including the Presidents Report and audited financial statements)</i></p> | <ul style="list-style-type: none">• The Presidents report was tabled.• LC thanked fellow Directors, volunteers and staff for their contribution.• LC acknowledged the support of all of AILA’s corporate partners.• AILA CEO Tim Arnold (TA) gave a summary of the financial report outlining contributing factors to the deficit and the actions taken to improve the situation such as continued investment into new revenue streams, complaints handling policy, conservative budget projection. Legal cost embedded in corporate memory as we are now able to appropriately allow members pursuit of fair process and natural justice. AILA Board Meetings were held in Sydney for budget purposes, did not hire a recruitment panel for selection of new AILA CEO. AILA CEO and staff played a role.• Question from Catherine Bull: Given the matter of the complaints handling policy and the unfortunate situation that we were unprepared for a contemporary situation, have we done a review of policy across the board to |



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| | <p>know how much we will need to update over the next 4-5 years? TA advised that the risk register is updated regularly. In the last 12 months the privacy policy and financial delegation was reviewed.</p> <ul style="list-style-type: none">• LC requested a mover and seconder for the Motion to accept the Annual report (including the Presidents Report and audited financial statements).• Adrian Gray moved, Catherin Bull seconded, motion carried. |
| <p>5. Appointment of auditor <i>Proposed Resolution - Motion to accept MCS Audit Pty Ltd as the Auditor for the 2018/2019 financial year</i></p> | <ul style="list-style-type: none">• LC requested a mover and seconder for “the Motion to accept MCS Audit Pty Ltd as the Auditor for the 2018/2019 financial year.”• Penny Spiers moved, Katharina Nieberler-Walker seconded, motion carried. |
| <p>6. Declaration of the Incoming AILA Board:</p> <ul style="list-style-type: none">• Shaun Walsh• Claire Martin• Chris Tidswell• Katharina Nieberler-Walker• Peta-Maree Ashford | <ul style="list-style-type: none">• LC noted that the election of AILA Directors occurred via electronic polling prior to the AGM to all eligible members the opportunity to participate in the vote. Malcolm Snow FAILA, acted as scrutineer for the election process.• The digital platform used was one of the most secure available which fully integrates with the AILA database.• LC thanked all of those who nominated for a position on the Board.• LC declared that the following people were elected by the membership to be Directors of AILA for the period through until the 2020 AGM.<ul style="list-style-type: none">• Shaun Walsh• Claire Martin• Chris Tidswell |



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| | <ul style="list-style-type: none"> • Katharina Nieberler-Walker • Peta-Maree Ashford <ul style="list-style-type: none"> • LC advised that the incoming Directors will take charge following the conclusion of this AGM and will meet to formally endorse the officer bearer positions of President, Vice-President and Company Secretary which will be announced during the Festival tomorrow at 1:00. |
| <p>7. Business as raised by notice <if any is submitted in accordance to the Notice></p> | <ul style="list-style-type: none"> • No items raised by notice. |
| <p>8. Any general questions / discussions?</p> | <ul style="list-style-type: none"> • Constitution changes: AILA will soon commence a process of consultation to update the constitution. The proposed changes will be: <ul style="list-style-type: none"> ○ Rotating election terms for Directors. ○ Inclusion of an Acknowledgement of Country. ○ Correction of an error relating to the date of the membership renewal period (change from 31 Sept to 30 Sept). ○ Ensure gender neutrality throughout. ○ Update Logo and Pty Ltd. • Noel Corkery acknowledged the outgoing Board for their leadership and support. • TA made a small presentation to the AILA President. |
| <p>9. Closure</p> | <ul style="list-style-type: none"> • LC declared the AGM closed at 1:48pm. |



Meeting Attendance (as recorded from the attendance sheets)

AILA Full Members

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| Linda Corkery, FAILA (AILA President) | Penny Spiers, AILA |
| David Uhlmann, AILA | Barbara Schaffer, AILA |
| Carl Safstrom, AILA | Jared Barnes, AILA |
| Shaun Walsh, FAILA | Sue Barnsley, FAILA |
| Andrew Thomas, AILA | Catherin Bull, FAILA |
| Geoff Bunnett, AILA | Noel Corkery, FAILA |
| Michael Barnett, AILA | Angus Bruce, FAILA (AILA Vice-President) |
| Lorrae Wild, FAILA | Candy Rosmarin, AILA |
| Cassandra Rose, AILA | Adrian Gray, AILA |
| Christine Murphy, FAILA | Carolyn Tallents, FAILA |
| Chris Tidswell, AILA | Julie Lee, FAILA |
| Sara Padgett Kjaersgaard, AILA (AILA Secretary) | Anna Chauvel, AILA |
| Jon Shinkfield, FAILA | Mark Skiba, AILA |
| George Gallagher, FAILA | Mandy Rounsefell, FAILA |
| Andy Sharp, AILA | Peta-Maree Ashford, FAILA |
| Claire Martin, AILA | Katharina Nieberler-Walker, FAILA |

Also in attendance

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| Brad Coombs (NZILA) | Carmen Williams (AILA Staff) |
| Catherine Horner (AILA Staff) | Tim Arnold (AILA CEO) |
| Tanelle Leathley (AILA Staff) | Lucy Sheaves (AILA Staff) |