

MINUTES AGM 2021



Australian Institute of
Landscape Architects

DATE Friday 12 November 2021
TIME 1:00pm (AEDT)
PROGRAM Zoom Webinar

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

Agenda Item	Minutes
1. Welcome by National President, Claire Martin	<ul style="list-style-type: none">• AILA President Claire Martin (CM) welcomed members to the 2020-2021 Australian Institute of Landscape Architecture Ltd Annual General Meeting and gave an Acknowledgement of Country.• CW declared the meeting open at 1:01PM AEDT.
2. Noting of Quorum	<ul style="list-style-type: none">• CM announced AILA's Chair, Chris Tidswell to be an apology.• AILA's CEO Ben Stockwin (BS) confirmed that the quorum for the meeting was met.
3. Noting of Proxies held	<ul style="list-style-type: none">• BS confirmed the following Full Members submitted forms appointing the Chair and President as their proxy:<ol style="list-style-type: none">1. Catherin Bull2. Chris Tidswell3. Daniel Bennett4. David Jones5. James Hayter6. Lara Westcott7. Nicole Croudace8. Simon Bond.
4. Confirmation of Minutes of 2020 Annual General Meeting Proposed Resolution – To adopt the minutes of the 2020 Annual General Meeting and acknowledge these as an official record of the meeting	<ul style="list-style-type: none">• Copies of the previous minutes were made available through the AILA website and the link was shared with all Full Members via EDM notice and social media.• CM asked if there were any questions or comments about the Minutes from the previous AGM.• No questions were raised.• Motion tabled to adopt the minutes of the 2019-2020 AILA Annual General Meeting and acknowledge these as an official record of the meeting.• Shaun Walsh forwarded; Shea Hatch seconded. BS requested all attendees if in favour or to speak against the motion. No concerns were raised against.

THE MOTION WAS CARRIED

5. Presentation of:

- a. President's Report**
- b. CEO's Report**
- c. Auditor's Report**

Proposed Resolution - Motion to accept the AILA 2020 - 2021 Annual Report (including Director's report, Financial Statements and Auditors Report) be accepted.

- The 2020-2021 President's Report, CEO's Report and Auditor's Report were tabled.
- CM thanked fellow Directors, volunteers, and staff for their contribution.
- CM acknowledged Chris Tidswell's work throughout his years on the Board.
- CM gave a summary of AILA's activities, challenges, and opportunities over the 2020-2021 period, with emphasis on:
 - A unique time in history
 - Stability + growth
 - New strategic plan
 - Good governance
 - Registration, Regulation and Legal Recognition
 - Board Committees
 - A global profession
 - Board renewal
- BS provided a summary of AILA's key achievements in alignment with AILA's 5 Strategic Pillars:
 1. Sustainable AILA
 2. Membership
 3. Advocacy
 4. Profile
 5. Education
- BS provided an outlook on the Land e-scape initiative and AILA FY2021 events outlook.
- BS also provided an outlook of key Financial Results, noting that the Audit was unqualified and that the minimum cash carryover figure was inclusive of members \$20 limited liability as per audited financial statements within the 2020-2021 Annual Report.
- BS further concluded the CEO's Report with a snapshot of key initiatives for year 2021-2022.
- Emphasis was put on the importance of AILA Staff, Volunteers, Committees, State Chapter Executives and the Board's resilience and ability to handle the changes and disruptions brought by the COVID-19 pandemic. A thankful note on Members continued engagement was also expressed.
- CM requested a mover and seconder for the Motion to accept that the AILA 2020 - 2021 Annual Report (including Director's report, Financial Statements and Auditor's Report) be accepted.
- Stuart Scobie forwarded, Andrew Turnbull seconded.

THE MOTION WAS CARRIED

5. Confirmation of auditor

Proposed Resolution - Motion to accept Vincents Pty Ltd be reappointed as auditor of AILA for the 2021 - 2022 Financial Year

- CM requested a mover and seconder for the Motion to accept Vincents Pty Ltd as the Auditor for the 2020/2021 financial year.
- Samuel Hare forwarded, Tessa Leggo seconded.

THE MOTION WAS CARRIED

6. Election of Directors

Proposed Resolution - Motion to accept the persons below be appointed as directors of AILA following a member election, deemed as fair and transparent by an independent scrutineer, Linda Corkery.

- ✓ Peta-Maree Ashford
- ✓ Ben Willsmore

- CM advised that Chris Tidswell is no longer part of AILA's Board as of this Annual General Meeting (AGM) and congratulated him on his new baby born acknowledging the reason for his apology to be most pleasurable news to all and expressed gratitude for his support, expertise and professionalism throughout the past three years.
- Jasmine Ong (JO) as part of the Board wished Chris Tidswell all the best with his new baby born and noted his performance as Finance and Risk Audit Committee Member and Directorship at AILA. Acknowledged that good corporate governance practices were maintained and Chris to be well respected amongst the Board thanking him for providing leadership and wishing him well in his new role as honorary secretary of IFLA as an alliance with the potential to further strengthen the profile between Landscape Architects and AILA.
- JO also noted that Chris Tidswell requested to send his gratitude with being involved with the AILA Board and his thanks to all AILA members.
- CM introduced and congratulated the elected candidates.
- Starting with the newly appointed candidate Ben Willsmore (BW) who expressed gratitude for the position and involvement, noting his favourable experience with the South Australian Chapter and the great opportunity to contribute and be part of AILA's growth.
- The current Board Member, re-appointed, Peta-Maree Ashford (PMA) was congratulated on her re-appointment and invited to talk.
- PMA expressed gratitude for the support shown to be re-elected on the Board. Noting the AILA success, the Board support and professionalism, and the well-connected community.
- CM requested a mover and seconder for the Motion to approve the persons below be appointed as directors of AILA following a member election, deemed as fair and transparent by an independent scrutineer, Linda Corkery.
 - Peta-Maree Ashford
 - Ben Willsmore
- Hans Oerlemans forwarded, Sara Kjaersgaard seconded.

THE MOTION WAS CARRIED

<p>7. Potential Constitutional Amendments 2022</p>	<ul style="list-style-type: none"> • CM invited BS to speak on this item. • BS foreshadowed amendments to constitution following proposed review in 2021-2022. Noting amendments are largely around consistency at both governance and operational levels. These amendments will be presented at the next Annual General Meeting 2021-2022.
<p>8. Any other business which may be legally brought forward by members <i>If any is submitted in accordance to the Notice</i></p>	<ul style="list-style-type: none"> • No items raised by notice.
<p>9. Welcome to Memberscape</p>	<ul style="list-style-type: none"> • CM introduced Kaye Hall (KH), AILA's National IT & Digital Communications Lead to provide a walkthrough the newly built Memberscape online community platform. • KH provided an introduction and overview of the Memberscape online community platform acknowledging all the parties involved in the testing and launch of the platform. • KH further showed a step-by-step introductory video of what to expect when entering Memberscape and announcing its launch over the week following the Annual General Meeting 2020-2021.
<p>10. Questions and Answer session</p>	<ul style="list-style-type: none"> • CM invited all members to raise any questions. • BS talked to the question from Sara Kjaersgaard - Low conversion rate from students to graduates. Correction of student members - previous number was inaccurate - student members were duplicated 40-50% drop of paper student memberships. Improving our value proposition for our Membership. <ul style="list-style-type: none"> ○ BS noted the need to focus on Graduate - AILA fresh activities in order to increase the value proposition between the two from graduation through to registration. ○ CM further added a note on the importance of the segment and the emerging practitioners and expressed AILA's commitment in improving the student: graduate conversion. ○ Sara thanked in writing and expressed the wish to working closely from a university perspective into the coming year. • Shaun Walsh requested an overview of the financial forecast for next year. <ul style="list-style-type: none"> ○ BS noted that the cash carryover figure is double the set reserve, noting 2020-2021 as an investment year and AILA's aim to finish the year with positive projections.

- CM noted on behalf of the AILA Board that the Board is strongly comfortable with the investments made by AILA with the view that these investments will lead to further growth in Membership and capacity. An 18 month budget forecast was reviewed to provide confidence with some of the decisions for investment.
- Shaun Walsh replied in writing and thanked very much supports sustainable investment in the organisation.

11. Closure

- CM invited PMA and Katharina Nieberler-Walker (KNW) to provide comments.
- Both PMA and KNW thanked Members, staff, volunteers and committees for the work undertaken, commending BS's work in leading changes at AILA and AILA Board on its professionalism and achievements.
- CM declared the AGM closed at 2:03PM AEDT.

2021 Meeting Attendance (as recorded from Zoom webinar report)



Australian Institute of
Landscape Architects

AILA Full Members

- | | | |
|----------------------|------------------------|----------------------|
| 1. Aidan Smith | 9. Jared Wilson | 17. Sara Kjaersgaard |
| 2. Andrew Thomas | 10. Joan Marie Tachado | 18. Scarlett Liang |
| 3. Andrew Turnbull | 11. John Madry | 19. Shaun Walsh |
| 4. Carlo Missio | 12. Keith Stead | 20. Shea Hatch |
| 5. Ella Gauci-Seddon | 13. Meihui Li | 21. Steve Forrest |
| 6. Elly Russell | 14. Miriam Enoch | 22. Stuart Scobie |
| 7. Greg Thomas | 15. Mitchell Audsley | 23. Tessa Leggo |
| 8. Hans Oerlemans | 16. Samuel Hare | |

Also in attendance:

- | | | | |
|--------------------------------|----------------|---------------------|------------|
| 24. Ben Stockwin | AILA CEO | 32. Georgina Scriha | AILA Staff |
| 25. Ben Willsmore | AILA Board | 33. Kaye Hall | AILA Staff |
| 26. Claire Martin | AILA President | 34. Louise Hain | AILA Staff |
| 27. Jasmine Ong | AILA Board | 35. Marnie Bignell | AILA Staff |
| 28. Katharina Nieberler-Walker | AILA Board | 36. Martha Delfas | AILA Staff |
| 29. Peta-Maree Ashford | AILA Board | 37. Nicole McCue | AILA Staff |
| 30. Michela Secci | AILA Staff | 38. Sally Bolton | AILA Staff |
| 31. Carmen Williams | AILA Staff | | |