

Minutes of the 7th AGM: 22 October 2020:

Zoom meeting

1 Welcome from Chair (Annabel Downs)

Attendees: Annabel Downs (chair), Phillada Ballard, Ruth Benson, Tess Canfield, Tony Edwards, Karen Fitzsimon, Kristof Fatsar, Virginia Hinze, Robert Holden, Edward Hutchison, Sue Ireland, Bettina Kirkham, Marie Lagerwall, Hal Moggridge, Colin Moore, Helen Neve, Ruth Shelton, Barbara Simms, Helen Tranter, Akash Wadhawan.

Apologies received: Dan Cook, Jane Findlay.

Voting: Attendees reminded that only paid up FOLAR members can be proposers, seconders and vote. Annabel also advised that voting for all the relevant items would be done after item 8 on the agenda.

2 6th AGM (21 January 2020): Draft minutes for approval

- .1 Colin Moore advised that there was a spelling mistake ('that') in item 8.5 which would be corrected in the final minutes.
- .2 No other comments.
- .3 Proposed Helen Neve, seconded Hal Moggridge
- .4 Annabel Downs advised that the final minutes would be posted on the FOLAR website

3 Matters Arising from 6th AGM

Annabel Downs advised that all of the matters arising of significance were covered by the Chair's and Treasurer's reports or were resolved already or being picked up by the committee.

4 Chair's Report

- .1 Annabel Downs summarised the key points of her report (annexed below).
- .2 Annabel congratulated the team on their achievements since the last meeting
- .3 Annabel invited questions on the report
- .4 Robert Holden requested an update on the Manchester Metropolitan University project The Landscapes of Post-War Infrastructure: Culture, Amenity, Heritage and Industry. Annabel advised that she would get an update from MMU and circulate. *[Post Meeting Note: The project leaders have advised that the project has been delayed due to COVID but would soon start to progress virtually]*
- .5 Chair's Report: Proposed Robert Holden, seconded Tony Edwards.

5 Treasurer's Report

- .1 Helen Neve summarised the key points of her report (annexed below).
- .2 Helen invited questions on the report
- .3 Robert Holden requested the current number of FOLAR members. Helen advised that membership was gradually increasing annually but didn't have the current number t hand, but between 30 and 40. *[Post Meeting Note: current membership: individual members 45 (including 2 students); practice members 4]*
- .4 Treasurer's Report: Proposed Annabel Downs, seconded Robert Holden.

6 Election of members on committee

- 1 Annabel Downs thanked the committee members for all of their efforts and confirmed that all the existing members of committee wished to continue. Annabel advised that no challenges for positions on the committee had been received and invited anyone who wished to join the committee to email FOLAR.
- .2 Officers election:
Chair Annabel Downs: Proposed Helen Neve, seconded Helen Tranter
Treasurer Helen Neve: Proposed Annabel Downs, seconded Tony Edwards
Secretary Colin Moore: Proposed Tony Edwards, seconded Phillada Ballard
- .3 Other committee members election: Phillada Ballard, Helen Brown, Kristof Fatsar, Robert Holden, Hal Moggridge, Mark Loxton, Alexandra Rook, Ruth Shelton, Jan Woudstra. Meeting agreed the other committee members can be voted for all together.
- .4 Activities and roles of members:

LI liaison	Hal Moggridge
Fundraising	Helen Neve, Ruth Shelton, Mark Loxton + <u>vacancy</u>
Promotion	Mark Loxton
Membership	Alexandra Rook
Communications	Alexandra Rook
Website	Helen Neve, Annabel Downs, Colin Moore
Social media	Rupinder Chawlia (Instagram) + Annabel Downs (twitter)
Symposia	Robert Holden + <u>vacancy</u>
Other events	Annabel Downs, Robert Holden, Colin Moore + <u>vacancy</u>
Oral history	Helen Neve, Ruth Shelton
Acquisitions	Hal Moggridge
Telling stories	Colin Moore, Helen Neve
Second-hand books	Bettina Kirkham
- .5 **Annabel invited anyone to volunteer to assist** with any of the activities of FOLAR and that volunteers were specifically needed to assist with fundraising, symposia and other events.

7 Future plans

Annabel Downs advised that the future plans were outlined in the Chair's report; essentially to continue to do work to achieve the FOLAR Mission and Constitution; do more and better.

8 Approval of FOLAR Constitution 2020

- .1 Colin Moore introduced the revised constitution advising that the revisions were minor additions, tweaks and corrections and that the changes were highlighted in the document comparing the new with the old constitutions which was included in the AGM papers.
- .2 Colin advised that the revised constitution had been agreed by the FOLAR committee at their last meeting but in order to take effect it needed to be agreed at an AGM.
- .3 Robert Holden pointed out that the FOLAR name had been changed in item 1 from "Friends of Landscape Library & Archive at Reading" to "Friends of the Landscape Archive at Reading" which wasn't a minor change. Annabel Downs pointed out that the definition of "Landscape Archive" added in item 1 included the library, thus enabling the name to be shortened.
- .4 There were no other comments or questions
- .5 FOLAR Constitution 2020: Proposer Hal Moggridge. seconder Annabel Downs

- .6 If vote passed Colin to finalise the constitution for posting on the website (annexed below).

VOTING

- .1 Voting was done with a Zoom poll covering all the items requiring a vote.
- .2 **The minutes of the 6th AGM** were agreed with no votes against but several abstentions from those who had not attended the meeting.
- .3 **The Chair's report was agreed** with no votes against and 1 or 2 abstentions
- .4 **The Treasurer's report was agreed** with no votes against and 1 or 2 abstentions
- .5 **Annabel Downs was re-elected as Chair** with no votes against and 1 or 2 abstentions
- .6 **Helen Neve was re-elected as Treasurer** with no votes against and 1 or 2 abstentions
- .7 **Colin Moore was re-elected as Secretary** with no votes against and 1 or 2 abstentions
- .8 **The other members of the committee were elected** with no votes against and 1 or 2 abstentions
- .9 **The FOLAR Constitution 2020 was agreed** with no votes against and 1 or 2 abstentions

9 Any Other Business

- 9.1 .1 Tony Edwards asked about the value of the current **grant from LI to MERL** for the archive and whether it was adequate. Hal Moggridge advised that it was £10,000 for 2020-21 which was inadequate to cover the basic work that MERL do on the archive. MERL were doing additional work e.g. related to events like the annual symposium including the associated exhibition. Various options were discussed concerning how to approach the issue
- .2 It was agreed that the profile and importance of the archive needed to be raised among landscape professions so that the need to fund the archive would get a higher priority within the LI.
- .3 It was also agreed that Hal would contact the LI acting Treasurer, Carolin Gohler to discuss the issue, so that FOLAR can decide how to proceed.
- 9.2 .1 Edward Hutchison advised that there was a group within the **LI College of Fellows** who wanted the Fellows to be more active as an intellectual forum to constructively assist the LI, and that many of the group considered that MERL and FOLAR very important to LI and its members but that MERL is underfunded by LI.
- .2 Hal Moggridge agreed to do a presentation about MERL/FOLAR and its importance to LI to the Fellows.
- .3 Virginia Hinze suggested that the LI membership needed to adopt the idea of the archive, which would lead to support for MERL/FOLAR; a 'popular campaign'? (see also item 9.1.2 above).
- .4 Helen Tranter suggested and it was agreed that any formal link between the College of Fellows and FOLAR was inappropriate because they were stronger if not linked, that FOLAR membership is open to anyone and that it was essential for FOLAR to remain independent of LI in order to fulfil its remit.
- 9.3 .1 **Events:** Annabel Downs reminded everyone that there was a FOLAR/LINE event on oral history starting after the AGM: Speaking Out for Landscape
- .2 Annabel advised that a FOLAR/MERL lunchtime series of talks was being planned for Spring 2021.

.3 Robert Holden advised that the next FOLAR symposium was being planned for 13 November 2021 and would be on the Festival of Britain.

10 Date of 8th AGM (2020-21):

TBC: May 2021: by Zoom

CM 8 May 2021

FOLAR AGM 22 October 2020

Chair's Report

FOLAR is a friends group of landscape architects and other interested parties tasked with supporting and advising The MERL (University of Reading), on behalf of the LI, with regard to maintaining and developing the archive and library.

FOLAR was established to support the Landscape Institute in the delivery of its charitable objects: *'to protect, conserve and enhance the natural and built environment for the benefit of the public by promoting the arts and sciences of Landscape Architecture...and for that purpose to foster and encourage the dissemination of knowledge relating to Landscape Architecture and the promotion of research and education therein...'*

This report outlines FOLAR's activities since Jan 2020, and our plans and aspirations for Oct 2020-Spring 2021. Our previous AGM was Jan 2020 in London and our future AGM's will be held annually in April/May.

Since Jan 2020 FOLAR has continued to be proactive promoting the landscape archive and landscape architecture to new audiences. Fortunately like some other organisations FOLAR has adopted new ways of doing this following the COVID lockdown and we have achieved more talks, more regular committee meetings, and meetings with MERL than previously. Operating online has also brought us in touch with a wider and more dispersed audience.

1. Jan 2020- Oct 2020

Promotion of the LI Archive

- **Heroines of landscape architecture** on Sylvia Crowe, Fanny Wilkinson, Sheila Haywood, **FOLAR - LI London** joint event following our last AGM in Jan 2020; the three talks were recorded and are available here: <https://www.folar.uk/events/the-landscape-hour> We are currently planning more talks on the theme of women pioneers in landscape.
- **FOLAR symposium - Landscape of state-financed industry** with pop up and new online exhibition <https://merl.reading.ac.uk/explore/online-exhibitions/landscape-state-financed-industry/> 7 March 2020, at The MERL. All the talks were recorded and a number have been released as YouTube Premieres, part of the FOLAR and LI London hosted online lecture series **Landscape Hour** <https://www.folar.uk/events/the-landscape-hour>
- FOLAR presented **The MERL series of five lunchtime talks**, April – June, on zoom - *Designing landscapes for the people – from the Clapham Omnibus to the Royal Parks*; covering factory gardens, Royal Parks, and the works of Richard Sudell, Patrick Geddes and Michael Brown <https://www.folar.uk/events> The talks were broadcast to an audience of 150+ and since then have been accessed on YouTube 900+ times.
- FOLAR and LI NE talks following this AGM – **Speaking out for Landscape** on oral history <https://www.folar.uk/events/folar-agm-talk-oral-history-and-landscape-architecture>, our third LI branch-linked event.

- FOLAR's **new website** <https://www.folar.uk/>, launched in Jan 2020, is now an essential tool for us. We have transferred from various sources all previous recordings of symposia and seminars, recorded by Tom Turner, and these can be found on the events page. On **Twitter @LscapeArchive** FOLAR has now 532 followers and we are following 439. Our **Instagram** account **#thelandscapearchive** is also becoming more active.

Promotion of research

- FOLAR **Oral History project**, match funded by LI, has provided oral history training for nine people, has two sets of equipment purchased, interviewees identified, and is ready to go at social distances...
- FOLAR's role as project partner with **Manchester Metropolitan University for The Landscapes of Post-War Infrastructure: Culture, Amenity, Heritage and Industry** is continuing albeit delayed by COVID.
- FOLAR is currently working with a multi-disciplinary multi-university group defining a research project based on **Using Archives to Understand the Development of Ideas in 20th Century Landscape Design for Health and Well-Being** where one of the key aspects is to make the LI archive more accessible to different audiences.
- FOLAR provided assistance on an expert panel for **Historic England post war landscape listing** project with excellent results and **20 sites** being added to register of HE Parks Gardens and Landscapes. FOLAR has promoted this and will continue through articles in LI journal, **2021 talks series**, and social media outlets.
- FOLAR has compiled **obituaries** for two of the founding members of Derek Lovejoy Partnership **Geoffrey Collens** and **John Mayson Whalley PPLI**. <https://www.folar.uk/people-places-projects>. Circulated also via LI's Vista online newsletter, we invited further responses and have received some informative insights and welcome contributions, to be posted shortly. The obituaries have also been forwarded to the Penn Gazette alumni magazine.
- FOLAR continues to provide information for **PhD students in landscape research** and we are extremely encouraged (and excited!) by the topics being covered.
- FOLAR has very recently joined the **Network of European Landscape Architecture Archives**, and we look forward to exploring this new collaboration.

2. Tentative Covid-dependent plans for Oct 2020- Dec 2021

- FOLAR **Symposium 1951 Festival of Britain** is now scheduled for Nov 2021
- FOLAR's 2nd **lunchtime recorded talks series with The MERL** on a selection of the new additions to HE post war listings, Spring / Summer 2021, with an online exhibition or a new nest box of plans, images and papers of related material from the LI archive to be included in The Merl's **Virtual Reading Room** <https://collections.reading.ac.uk/visit-us/using-collections/virtual-reading-room/>

- Carrying out our first **Oral History interviews** and developing pilot **Telling Stories** project
- Promoting take up of **FOLAR bursary** at The MERL
- Continuing to support **academics and students** from Institute of Historical Research, University of East London, Manchester Metropolitan University, multi-disciplinary teams, and others using landscape archives at the MERL for teaching, learning, research and for funding bids.
- **CPD training** for landscape architects using landscape archives at The MERL – postponed from last year to a future date...
- Continuing with **FOLAR programme of shared LI branch linked events** showcasing landscape architects or projects of local significance. Please contact us with any suggestions info@foliar.uk
- Continuing to nudge practices to consider safely archiving their significant projects, and continuing to nudge MERL to collect born-digital material.

All of this activity has only been possible with support from **our members and friends, The MERL and LI** – thank you all very much. Please keep backing us and coming up with good ideas and offers... and renewed memberships!

All of this also is only achievable with our dynamic and diversely talented team of people on the **FOLAR Committee**, and so my heartfelt thanks indeed to them for their wit, enthusiasm and ideas to realising a number of our dreams to *'foster and encourage the dissemination of knowledge relating to Landscape Architecture and the promotion of research and education therein...'*

We are seeking **additional recruits** for **FOLAR symposia, fund-raising, promotion, and lots of other things!** Very delighted to receive any offers, any time: info@foliar.uk !

FOLAR Committee: Annabel Downs (chair), Helen Neve (treasurer), Colin Moore (secretary), Phillada Ballard, Helen Brown, Rupinder Chawlia, Kristof Fatsar, Robert Holden, Bettina Kirkham, Mark Loxton, Hal Moggridge, Alexandra Rook, Ruth Shelton, Jan Woudstra.

Annabel Downs Tuesday 7 October 2020

FOLAR AGM 22 October 2020

Treasurer's Report

It is a pleasure to report that FOLAR's finances remain in a healthy condition.

After the excellent financial out turn for the year 2018/19, a year of planning and which saw the beginnings of significantly increased activity, our accounts for 2019/20 show a very different financial pattern, with less income and greater expenditure. This out turn is largely due to timing, with a significant amount of grant income received in 2018/19, and the expenditure of that funding, on the relevant project, falling in the following financial year.

On reviewing FOLAR's tangible and intangible outputs for the 2019/20, I suggest that this financial year represents excellent value for money and that our finances provide more than sufficient assets to continue both fund raising and activity in the current financial year.

The headline figures are as follows:

	Opening Balance	Income	Expenditure	Closing Balance
2019/20	£7,996.58	£4,677.22	£6,397.30	£6276.50
2018/20	£2,816.88	£7,323.18	£2,143.48	£7,996.58

The Chair's report highlights the range of events which FOLAR has organised recently, so I will not dwell on them here. I would like to mention, however, the following which have direct relevance to our financial situation:

Website: the website was launched in January 2020. Thanks to our generous donors, the website fund more than covered the cost of the design, and left a small amount to cover costs of 'going live' and the early stages of site maintenance. Updating and maintenance is now carried out by FOLAR volunteers at no cost to FOLAR. In addition, the website has revolutionised our ability to communicate with members, friends, supporters and the rest of the world, and the site is having a very significant impact on our ability to fulfil our objectives and raise funds. In particular, memberships can be – and are being - purchased or renewed on line, using a credit card, as well as by electronic banking. Please visit www.folar.uk

Events: the majority of our events have been low budget activities, either free to attend with minor expenses, or ticketed events with all costs covered but limited income. The March 2020 symposium raised a very adequate surplus but was impacted by Covid 19 fears and was followed by lock down. later the same month.

Oral History: the very welcome LI grant funding received during the 2018/19 financial year boosted our income, but project delivery began in earnest in the 1919/20 financial year, and accounts for much of the apparent increase in expenses and decrease in income noted above.

Members: membership income for 2019/20 has shown a 20% increase, and this support makes a very welcome addition to our ability to deliver a wider range of events and activities. As I noted last year, standing orders are now in operation and have been very beneficial - easier for both members and for FOLAR. I would urge you all to make us of this method of subscription renewal.

Book sales: thanks to Helen Brown book sales have continued to increase. This small but very useful income (£185.50 during 2019/20) has already been doubled in the current financial year.

A summary of income and expenditure for 2019/20 is given in the tables below.

Bank balance as of 01/4/19	£7,996.58
-----------------------------------	------------------

Income received:

Item	Income	
Membership subscriptions (for 2019/20) x 25 @£20	500.00	
Membership subscriptions (for 2019/20) x 4 @£50	200.00	
Membership subscriptions (for 2020/21) x 7 @£20	140.00	
Event income – tickets for symposium 2019	127.69	
Event income – tickets for symposium 2020	1,014.03	
Book sales	185.50	
Donation	20.00	
Donations – website	550.00	
Grants – Oral History	1,940.00	
Total		£4,677.22

Expenditure:

Item	Expenditure	
2019 Event expenses (Symposium + Kingston)	103.83	
2020 Event expenses (LI London/symposium)	560.95	
Event recording equipment	72.16	
Website (hosting and updating)	439.31	
Website (redesign)	2,000.00	
Oral History Phase 1	2,318.85	
Oral History Phase 2	668.35	
Donation (MERL)	224.40	
Committee expenses	9.45	
Total		£6,397.30

Bank balance as of 31/3/20	£6,276.50
-----------------------------------	------------------

Financial Year 1920/21: at the half way point in the current financial year, income exceeds expenditure. Membership has increased again and, as noted above, book sales have been healthy. The majority of expenditure relates to equipment for the Oral History Project, which is a draw down on existing grant funding. This situation may change, however, as Covid 19 has significantly impacted on the potential to for event income. At the time of writing, our annual symposium is postponed to November 2021, in the hope that we can avoid a virtual event, and it is unlikely that we will be able to hold any 'paid for' events during the current financial year. Membership, donations and perhaps grants may, therefore, be our main source of income. I predict that we will end the year in the black, but we cannot afford to do this for two years running without making serious inroads into our resources. Please renew your memberships and encourage others to join as well.

Helen Neve, Hon Treasurer, 6th October 2020

FOLAR CONSTITUTION (October 2020)

1. The group shall be called FOLAR - Friends of the Landscape Archive at Reading.

The Landscape Archive at The Museum of English Rural Life (The MERL), University of Reading includes the landscape collections deposited by the Landscape Institute (LI) in 2013 and subsequent acquisitions; this comprises the LI Corporate Archive, the LI Library, and archives of LI members and landscape practices.

2. The aims of FOLAR shall be:
 - a. to support The MERL in its activities and in furtherance of the Royal Charter of the Landscape Institute to grow the landscape collections deposited at The MERL;
 - b. to spread knowledge about the landscape collections in general to a wider audience and increase awareness of the history of the landscape profession;
 - c. to help resource projects as determined by FOLAR and in discussion with The MERL;
 - d. to advise and offer expertise to The MERL in assessing their landscape collections, both existing and potential.
3. All Officers and Committee members shall be elected at each AGM.
4. There shall be the following Honorary Officers:
 - a. Chair
 - b. Secretary
 - c. Treasurer

There shall be a maximum of 9 Committee members in addition to the Officers.

5. Four Committee members shall form a quorum for Committee meetings.
6. The Chair shall take the chair at all meetings at which he or she is present. If the Chair is not present, the meeting will elect a chair for the meeting from those present.
7. The Chair shall not vote at Committee meetings or AGMs, except to exercise a casting vote in the event of a tied vote.

8. The Committee shall have power to co-opt members and create corresponding members.
9. The committee shall have power to create sub committees.
10. An Annual General Meeting (AGM) shall be held annually within 12 months of the end of the relevant financial year (end March). Twenty-eight days notice of this meeting shall be given and reports and resolution papers shall be issued at least 14 days before the meeting. Eight FOLAR members shall form a quorum for an AGM.
11. At the discretion of the Committee subscriptions can be charged.
12. The Annual Subscription shall be such a sum as is determined from time to time by the Committee and approved at the next AGM.
13. Any amendments to the Constitution shall be presented to the members for approval at the AGM following the Committee meeting at which these amendments have been suggested and recommended.
14. The Committee can nominate patrons of FOLAR for approval at an AGM.
15. In the event of FOLAR deciding to dissolve, this shall be proposed to the membership at an AGM. The resolution to dissolve shall be decided by a vote of three quarters of the members present at that meeting, being in favour of the resolution.
16. All assets held by FOLAR following a decision at an AGM to dissolve, shall be donated as that AGM directs.

End

First edition 2015: Agreed at the second Annual General Meeting held on Saturday 21 March 2015 at The MERL, University of Reading, Redlands Road, READING.

2020 revision: Agreed at the 7th AGM (2019-20) held on 22 October 2020 (virtual meeting).