



Honorary Secretary's Report to the AGM May 2010

Administration

The council held monthly meetings since the last AGM.

Administrative duties were carried out by Grainne Finn who has proved invaluable in ensuring contact with members and outside parties. Her duties have again increased during the year and include communications both internal and external, updating the database of members and ensuring payments. She is also responsible for the administration of our website together with a retained website designer.

Corporate Governance

The affairs of the Institute are managed by the executive of the council. The Institute is a company registered by guarantee and has a board of directors. The board consists of two directors (Mr. John Ward and Ms. Deirdre Black with Mr. Tony Williams as Company Secretary). This change will be instituted as soon as possible. We are reviewing the need for changes to the procedures of the board and also its constituent members.

As a company limited by Guarantee, we require a minimum of two directors and a secretary

Current Directors : Mr. John Ward
Ms. Deirdre Black

Changes Required: DB would like to resign as a director.

Policy change: For the current incoming council the following will be proposed.

That the executive council also act as the directors of the company. Thus the following would be required to become directors of ILI.

Proposed Directors: President
Immediate Past President
Vice President
Honorary Treasurer
Honorary Secretary

On completion of an officer's service in the executive, the members may then resign. It would be proposed to try to ensure at least two directors are chosen from the membership to oversee the work of the executive in terms of compliance with the requirements of corporate governance



ILI status

In terms of our status, we would like the ILI to be registered for charitable status. This will be progressed in the coming year and may assist with the collection of funds and applications for grants.

Membership

The membership has been reviewed as part of the ongoing updating and expansion of our membership database. The table below presents the membership numbers both historically and as they currently stand. The current membership figures are subject to change as we are ensuring only those members who are fully paid up are listed in the e register. However, we would expect little change from the numbers listed in the table below.

Membership Category	2006-2007	2007-2008	2008-2009	2009-2010 ¹	2010-2011
Fellow	4	6	4	4	6
Honorary	4	4	4	4	5
Corporate	69	69	154	112	99
Practice	36	36	39	30	29
Graduate	60	69	76	41	28
Student	25	26	32	46	46
Affiliate				6	5
Total	198	210	309	243	218

As with the years 2008-2009 and 2009-2010, there is a reduction in corporate and graduate members in part due to non payment (and therefore removal from the database pending payment of fees) and in part due to the economic downturn. Corporate members who have become unwaged are allowed to reduce their fee once they present evidence of social welfare payment if appropriate. However, they are still listed as full corporate members with no reduction in entitlements. Also in common with the previous year 2009/2010, some corporate and graduate members would appear to have emigrated and have therefore not retained their membership.

Since 2008/2009, there has been a reduction in practice numbers in part, no doubt, due to the same reasons. Any practice experiencing financial difficulty has been contacted and arrangements made to pay due fees in instalments via standing orders. However, should an individual or practice be unable to pay and come to an agreement regarding arrears, they are included in the list.

From April 2010, the category of Graduate Membership is open to those members who have graduated and aim to sit the ILI Professional exams, or who have sat the exams and failed and intend to resit those exams. All Graduate members who have sat and passed their exams will be automatically deemed to be a Corporate Members of the ILI (MILI) and will be required to pay the appropriate fee of €170 per annum.

¹ Subject to final list being generated for E Register



Membership Review and E register

We have now established the e register on line and it is possible for members of the public to check the status of members. The e-register only lists the names and membership type with no other information available. As of yet, no contact details are included for members. We are continuing to review the membership database to ensure the e-register is up to date. Members of the public are able to confirm the membership by name and by status but no other information will be visible to the public.

To ensure we have all membership data, we would request that members submit any professional details if requested by the council. This is in order to ensure that we have an up to date and comprehensive record of all members and a record of their pathway through the membership of the council (i.e. from student to corporate member). Practices may also be required to provide additional data to ensure their practice details are fully presented on the website.

Website Development

We expect to begin working on the next phase of the reorganisation and updating of the website in the coming months. We will inform the members by e bulletin of changes as they occur.

A key aspect of the website design is the inclusion of a members area where certain information will only be viewable by members. The members area will also allow for the uploading of data from each member to ensure we have an up to date record of the profile of members, work experience, CPD log and copies of qualifications and this will assist with ensuring an up to date register of members.

Note to Members

We have experienced much difficulty with issues relating to non payment of fees and much of our time is spent on ensuring payments are up to date. I would like to remind members that it is their responsibility to ensure their payments and membership details are up to date. Please ensure you inform us of any issues relating to your payment of fees or personal contact details. We rely on you the membership to ensure our database is up to date.

Tony Williams MILI
Honorary Secretary
Irish Landscape Institute

May 2011