

**Landscape SIG**

13 January 2024, 10AM-11AM  
Online - Teams

**Minutes**

**Present:**

- David Astbury - DA
- Lianne Birney (CIfA) - LB
- Brandon Braun (secretary) - BB
- Kat Hopwood-Lewis (advisory council representative) - KHL
- Ian Houlston
- Sam Turner (chair) - ST
- Meike Van Lit (treasurer) - MVL

Agenda Point		Action (Initials)
1.	<p><b>Apologies</b></p> <p>JY, AT</p>	
2.	<p><b>Minutes of the Previous Meeting</b></p> <p>Accepted without changes</p>	
3.	<p><b>Matters Arising</b></p> <p>Follow-ups from previous meetings:</p> <ul style="list-style-type: none"> <li>- Events (agenda point 7)</li> <li>- Communications (agenda point 8)</li> </ul>	
4.	<p><b>SIG Specialist Matrix</b></p> <p>LB was invited to talk about specialist matrices:</p> <ul style="list-style-type: none"> <li>- Been around since 2016, with reviews every few years. Current review could coincide with website redesign and new information/guidance for applicants.</li> <li>- Creation requires time/work, needs to have criteria for every grade.</li> <li>- Question for committee to consider: would specialist matrix be useful for our members/future members?</li> </ul> <p>Some committee discussion:</p> <ul style="list-style-type: none"> <li>- Many of SIG membership (non-CIfA) don't see themselves in the general matrix.</li> <li>- Whether LSIG should wait for new guidance and then ask group membership.</li> <li>- Discussion about creating matrix at same time of another group, in order to peer review during process.</li> </ul> <p>Committee will revisit towards end of the year</p>	Committee members

<p><b>5.</b></p>	<p><b>AC Updates</b></p> <p>KHL gave updates:</p> <ul style="list-style-type: none"> <li>- Co-opted members, including BB</li> <li>- Reported on discussion on comprehensive membership survey that CifA will conduct.</li> <li>- No actions required, but noted Climate Change group may get in touch in the future.</li> </ul>	
<p><b>6.</b></p>	<p><b>Ordinary member co-option</b></p> <ul style="list-style-type: none"> <li>- LB explained usual CifA procedure/form</li> <li>- LB will send to AT</li> </ul>	<p>AT</p>
<p><b>7.</b></p>	<p><b>Events</b></p> <p>Lunch time talks</p> <ul style="list-style-type: none"> <li>- 15 January - ST and MVL. KHL will introduce and monitor chat.</li> <li>- 12 March - KHL and IH(?). Someone will monitor chat.</li> </ul> <p>CifA conference sessions(s)</p> <ul style="list-style-type: none"> <li>- KHL reports no Natural England session.</li> <li>- ST reports no LSIg session, but we're invited to have it as event/CPD later in the year. There will be a landscape session available, just not run by LSIg.</li> <li>- KHL plans to be at conference, ST if can.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>- About LSIg AGM: hybrid during CifA conference or online to coincide with a lunch time talk?</li> <li>- Benefits of, and plans for, some in-person meeting, perhaps a training event in 2026. Discuss next committee meeting.</li> </ul>	
<p><b>8.</b></p>	<p><b>Communications</b></p> <p>MVL gave updates. Engagement fairly low in terms of likes, etc, but seems to help with signup for events. LSIg now has Bluesky and LinkedIn. Requests volunteers for content</p>	<p>MVL and committee</p>
<p><b>9.</b></p>	<p><b>AOB</b></p> <p>MVL and KHL met an AEA speaker they'd like to invite for a lunchtime talk.</p> <p>KHL posted BNG questionnaires from HE, will post to social media</p>	<p>MVL and ST</p> <p>MVL</p>
<p><b>10.</b></p>	<p><b>Date of next committee meeting and future events</b></p> <p>Committee meetings:</p>	

	<ul style="list-style-type: none"> <li>- TBA. Date poll to committee</li> </ul> <p>Events:</p> <ul style="list-style-type: none"> <li>- 15 January 2025, 1205-1255</li> <li>- 12 March 2025, 1205-1255</li> </ul>	BB
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**Action summary**

Action	Who	When
<p>Ordinary member co-option</p> <ul style="list-style-type: none"> <li>- Reach out to potential volunteers that previously expressed interest. Invite them to fill in form.</li> </ul>	<ul style="list-style-type: none"> <li>- AT</li> </ul>	<p>As soon as possible, preferably before next committee meeting. Note that co-option can happen between meetings.</p>
<p>Communications</p> <ul style="list-style-type: none"> <li>- Respond to call for volunteers for February and March</li> <li>- Post BNG questionnaire to social media</li> </ul>	<ul style="list-style-type: none"> <li>- All</li> <li>- MVL</li> </ul>	<p>Before 17 January</p> <p>No due date mentioned</p>
<p>Scheduling/events</p> <ul style="list-style-type: none"> <li>- Respond to poll</li> <li>- Reach out to potential speaker from AEA</li> </ul>	<ul style="list-style-type: none"> <li>- All</li> <li>- ST</li> </ul>	<p>As soon as possible, preferably by 17 January</p>