

Minutes of the 8th AGM: 6 May 2021:

Zoom meeting

1 Welcome from Chair (Annabel Downs)

Attendees: Annabel Downs (chair), David Appleton, Diana Armstrong Bell, Helen Brown, Lisa Creaye-Griffin, Kristof Fatsar, Karen Fitzsimon, Caroline Fraser, Virginia Hinze, Edward Hutchison, Hal Moggridge, Colin Moore, Helen Neve, Ruth Shelton, Barbara Simms, Helen Tranter, Richard Tranter, Akash Wadhawan.

Apologies received: Camilla Beresford, Robert Holden, Jane Findlay, Guy Baxter Caroline Gould.

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 6 on the agenda.

2 7th AGM (22 October 2021): Draft minutes for approval

- .1 No comments.
- .2 Annabel advised that only those who attended the last AGM should vote on the minutes
- .3 Proposed Helen Neve, seconded Mark Loxton
- .4 Annabel Downs advised that the final minutes would be posted on the FOLAR website

3 Matters Arising from 7th 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, particularly:

- .1 Items 2.4 and 8.6: documents posted on website
- .2 Item 9.1.2: Raising the profile of the archive (and FOLAR): ongoing, see Chair's report
- .3 Item 9.1.3: LI Grant to MERL raised with LI Trustees and ongoing, see Chair's report
- .4 Item 9.2.2: Presentation to LI Fellows: Planned FOLAR article about the archive in Landscape Matters and associated Landscape Matters discussion, see Chair's report
- .5 Item 9.2.3: Raising the profile of the archive with a 'popular campaign': Annabel advised that the FOLAR new communications team were working on a series of short videos to raise the profile of the archive.

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, and thanked MERL (particularly Guy Baxter and Caroline Gould) and LI (particularly Jane Findlay) for their support.
- .3 Annabel invited questions on the report
- .4 Hal Moggridge asked about the reference to Burle Marx in the report and whether there were any of his drawings in the archive. Annabel advised that the reference was to a drawing of Burle Marx by John Medhurst which is at MERL and on the FOLAR website <https://www.folar.uk/blog/burle-marx-on-the-back-of-an-envelope>
- .5 Chair's Report: Proposed Colin Moore, seconded Helen Neve.

5 Treasurer's Report

- .1 Helen Neve summarised the key points of her report (annexed below).
- .2 Helen advised that membership at the end of April 2021 was: individual members 61 practice members 7, student members 12.
- .3 Helen invited questions on the report.
- .4 Helen requested everyone to renew their membership which was due on 1 May, if they hadn't already done so.
- .5 Treasurer's Report: Proposed Ruth Shelton, seconded Annabel Downs.

6 Election of members on committee

- 1 Annabel Downs thanked the committee members for all of their efforts and in particular Phillada Ballard who was stepping down. Annabel confirmed that other than Phillada all the existing members of committee wished to continue and that Caroline Fraser wished to move from co-opted committee member to elected committee member. Annabel advised that no other FOLAR members had expressed a desire to stand for election.
- .2 Officers election:
Chair Annabel Downs: Proposed Hal Moggridge, seconded Helen Tranter
Treasurer Helen Neve: Proposed Hal Moggridge, seconded Helen Tranter
Secretary Colin Moore: Proposed Hal Moggridge, seconded Helen Tranter
- .3 Other committee members election: Helen Brown, Kristof Fatsar, Caroline Fraser, Robert Holden, Hal Moggridge, Mark Loxton, Alexandra Rook, Ruth Shelton, Jan Woudstra. Meeting agreed the other committee members can be voted for all together.
Proposed Helen Neve, seconded Annabel Downs
- .4 Co-opted members of committee: Rupinder Chawlia, Bettina Kirkham and Rosa Virgo
- .5 Activities and roles of members:

LI liaison	Hal Moggridge
Fundraising	Helen Neve, Ruth Shelton, Mark Loxton + <u>vacancy</u>
Promotion	Mark Loxton, Caroline Fraser
Membership	Alexandra Rook
Communications	Alexandra Rook, Caroline Fraser
Website	Helen Neve, Annabel Downs
Social media	Rupinder Chawlia (Instagram) + Annabel Downs (Twitter), Rosa Virgo
Symposia	Robert Holden + <u>vacancy</u>
Other events	Annabel Downs, Mark Loxton, Robert Holden, Colin Moore, Helen Neve + Rosa Virgo (Eventbrite and Zoom)
Oral history	Helen Neve, Ruth Shelton
Acquisitions	Hal Moggridge
Telling stories	Colin Moore, Helen Neve
Second-hand books	Bettina Kirkham
LI 100 project	Robert Holden, Kristof Fatsar, <u>+ vacancy</u>
Born Digital	<u>vacancy +</u>
Why archives important	Ruth Shelton, Rupinder Chawlia, Caroline Fraser, Rosa Virgo, (Annabel Downs)
- .6 **Annabel invited anyone to volunteer to assist** with any of the activities of FOLAR and that volunteers were specifically needed to assist with the challenge of progressing an archive for born digital material with MERL, LI100 Project, fundraising and symposia.

VOTING

- .1 Voting was done with a Zoom poll covering all the items requiring a vote.
- .2 **The minutes of the 7th AGM** were agreed with no votes against
- .3 **The Chair's report was agreed** with no votes against

- .4 **The Treasurer's report was agreed** with no votes against
- .5 **Annabel Downs was re-elected as Chair** with no votes against
- .6 **Helen Neve was re-elected as Treasurer** with no votes against
- .7 **Colin Moore was re-elected as Secretary** with no votes against
- .8 The **other members of the committee were elected** with no votes against

7 Any Other Business

- 7.1 .1 Edward Hutchison advised that he has some **books to donate** either to MERL Library or to FOLAR to sell.
- .2 Helen Neve agreed to advise Edward on the procedure for donation, which would involve initially listing the books.
- 7.2 .1 Richard Tranter advised that quite a few bids for funding had been submitted to the Research Council which proposed to use the archive at MERL, which was raising awareness of the archive with other researchers and could generate a snowball effect on interest in using the archive for research.
- .2 Annabel advised that FOLAR were included in 4 university groups who were bidding for funding, and Richard confirmed that there were many others that did not include FOLAR.
- 7.3 .1 Virginia Hinze said the Gardens Trust series of **talks on Post-war Designed Landscapes** had been extremely popular with huge audiences (200-250 people) and had raised the profile of archives including the MERL archive. She advised that they were considering another series on the same subject but with a different focus and would be in contact with FOLAR to collaborate.
- .2 Annabel advised that a FOLAR were planning a series on talks involving a talk on each of the post-war landscape projects registered/listed in 2020, particularly the ones archived at MERL, with a focus on people as well as place and would be in contact with the Gardens Trust to collaborate and avoid duplication.
- 7.4 .1 David Appleton said that many of the LI members didn't know anything about the archive and particularly what it contained. He asked whether the archive could be viewed at MERL, whether there was a catalogue and that such information should be made easily available to all members.
- .2 Annabel Downs advised that FOLAR were working to **raise the profile of the archive** at MERL and that the archives could normally be viewed at MERL, but covid restrictions had closed physical access. She also advised that the FOLAR communications team and MERL were working on an induction to the archive. Karen Fitzsimon advised that there were catalogues of the various landscape archives at MERL https://www.reading.ac.uk/merl/collections/Archives_A_to_Z/merl-SR_LI.aspx Annabel advised that MERL had recently set up a virtual reading room and had requested feedback from FOLAR. It includes some photos and drawings from some of the landscape collections. Annabel agreed to email David with the information, and anyone else who would like it.
- .3 Edward Hutchison advised that the proposed article on the importance of archives and the LI archive at MERL by FOLAR in Landscape Matters magazine in Autumn 2021 and the subsequent debate would raise the profile of the archive with a significant number of LI members
- .4 Annabel advised that it was also necessary to raise the awareness of practices to the importance of keeping archive material rather than binning it.

7.5 .1 Annabel asked Barbara Simms to **keep FOLAR advised of any relevant research** using the MERL landscape archive being undertaken at the moment. Barbara advised that the only one at the moment concerns Russell Page which is mostly using the Garden Museum archive.

7.6 Annabel Downs was thanked for being chair of FOLAR for the past year and chairing the meeting

8 Date of 9th AGM (2021-22):

TBC: May 2022: probably by Zoom

CM 10 May 2022

FOLAR AGM 6 May 2021

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 October 2020, and our plans and aspirations for the next 12 months from May 2021. Our previous AGM was October 2020 on zoom. Our future AGMs will be held annually in April/May.

Since October 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.

Oct 2020 – May 2021

Continuing Promotion of the LI Archive

OCT 2020 AGM + FOLAR and LI NE ***Speaking out for landscape – Oral history and landscape architecture*** - talks by Marie Lagerwall discussing her research findings re FOLAR 2019 Review of Landscape Oral Histories; Sally Watson on researching Erskine's archive with regard to children's plays paces at Byker Wall, Newcastle; Colin Moore on the Telling Stories initiative. Including Helen Neve's introduction, the three talks are freely available on FOLAR website <https://www.folar.uk/events>

MARCH 2021 ***From the contemporary archive series*** – with talks by Richard Cass on being creative and inventive with post-industrial landscapes; Mark Loxton on master planning a 1980s new town in Hong Kong; Guy Denton on uplifting local spaces in urban centres in middle England; and Jun Huang on interdisciplinary approach in design. These four talks are freely available on FOLAR website <https://www.folar.uk/events>

MAY 2021 **Women in Landscape architecture** – we are repeating the first series so that we can record them this time and adding a fourth talk: Dr Phil Back on Elisabeth Beazley; and Sally Ingram on Susan Jellicoe; Hal Moggridge on Brenda Colvin; and Diana Armstrong Bell on her own work. These will be made freely available on FOLAR website.

We have extended the FOLAR **blog** series with an insight on **Burle Marx** and part one of an account how the **Huddart drawings came to MERL**

We have received from John Peverley six **letters from Geoffrey Collens** studying landscape architecture at Penn, and early days at Derek Lovejoy's office; three have been transcribed, the second batch will be posted on people places projects shortly. (The original letters and the Burle Marx drawings have been sent to the LI archive at MERL)

Some FOLARs were invited to contribute to a successful series of talks in association with Gardens Trust on the different categories of **20c post-war Listed Landscapes** in Feb 2021 and have been in discussions since about how to expand this initiative to a wider audience and how to get more post war landscapes listed.

FOLAR has held and is in ongoing discussion with LI chair and trustees to secure a **proportionate donation to MERL for the upkeep and development of LI archive** there, in accordance with the promise made by the LI trustees to the membership in advance of the 2013 LI EGM.

Continuing Promotion of Landscape Research

FOLAR invited as project partner to AHRC **Landscapes of Post War Infrastructure** - Luca Csepely-Knorr and Richard Brook, Manchester Metropolitan University; events on Zoom during COVID, ongoing from 2019

FOLAR invited as partner to proposed AHRC project **Women of the Welfare Landscape**, Brenda Colvin 100 anniversary and travelling exhibition Luca Csepely-Knorr and Richard Brook, Manchester Metropolitan University, 2021

FOLAR contributing to proposed AHRC research bid by multi-disciplinary group now led by Sarah Spooner UEA **Wellbeing and modern landscape design: unlocking knowledge from the Landscape Institute archive**; 2019 bid due to be submitted May 2021

FOLAR contributing to NERC project bid led by Jan Woudstra and Camilla Allen Uni of Sheffield **The Equitable City of Trees: Re-visioning urban and peri-urban Treescapes**; bid to be resubmitted in May 2021

FOLAR continues to provide information for PhD students in landscape research and we are extremely encouraged (and excited!) by the topics being covered, and the growing numbers of students.

We have to more detailed life stories to prepare on **Michael Littlewood** and **Laurie Fricker** following their sad demise – if anyone has any info they would like to share with us please do get in touch

FOLAR has very recently joined the Network of European Landscape Architecture Archives, and we look forward to exploring this new collaboration.

2. FOLAR Plans for MAY 2021- April 2022

- We are planning FOLAR's **next talks** series to coincide with recent **20c post war landscape listings** by HE September – February 2022 (?) in collaboration with Gardens Trust.
- Fourth series of **women in landscape**
- **FOLAR Symposium 1951 Festival of Britain** is scheduled for Nov 2021 held as a live (or virtual) event at The MERL; with pop up exhibition.
- Contributing three posts to **51 Voices exhibition** celebrating 70 years of **The MERL** through the archive <https://merl.reading.ac.uk/explore/online-exhibitions/51-voices/>
- Holding **zoom debate** on archives with Landscape Matters
- Hosting a born digital archives meeting / talks with outside archivists and MERL September 2021
- Getting FOLAR **ORAL history** recordings underway
- **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.
- Develop plans and project partners to **celebrating LI centenary**
- Increasing FOLAR members and sphere of influence
- Increasing links with LI branches

FOLAR Membership

FOLAR membership	April 2020	April 2021
Individual member	25	59
Practice member	4	7
Student member	1	10
Total	30	76
Non-member mailing list	210	655

All of this activity has only been possible with support from **our members and friends**, and **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 saying **thank you but not good bye** to **Phillada Ballard** who is stepping down from Committee but will remain involved with oral histories; and **hello** to **Caroline Fraser** who will be taking her place on committee and Rosa Vigo for joining as a co-opted member.

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

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

Annabel Downs 21 April 2021

FOLAR AGM 6 May 2021

Treasurer's Report

It is a pleasure to report that FOLAR's finances remain in a healthy condition despite, and in some cases because of, Covid 19 restrictions.

Last year I reported that our accounts showed a significantly different financial pattern from the preceding year and, due to the Corona virus, the pattern is, once again, very different for the year 2020/21. The year started and finished in lockdown and, in common with many organisations, Zoom meetings and online events have quickly become the norm. Our income has been low, but our expenditure even lower, leaving the bank balance showing a modest increase. I would also suggest that our outreach and promotion of the archive, based on a simple assessment of activity, event attendance and membership, has improved significantly.

The headline figures are as follows:

	Opening Balance	Income	Expenditure	Closing Balance
2020/21	£6,276.50	£1,572.41	£1,079.26	£6,769.65
2019/20	£7,996.58	£4,677.22	£6,397.30	£6,276.50

In detail, I would like to mention the following items which have direct relevance to our financial situation.

Website: the website has now been in operation for 15 months and is proving a valuable tool. Its role in raising FOLAR's profile and providing a platform for collecting new archive material has been unexpectedly positive. Financially, it has also proved to be a good investment, in particular by providing options for on line membership renewals. Although the provider, Stripe, takes a cut from every transaction, ease of use and provision of credit card options have been beneficial in maintaining and increasing membership.

Events: as noted in the Chair's report, operating on-line events via Zoom, has increased attendance significantly. Our ticket prices have been modest, but the offer of free tickets to members has increased membership income considerably.

Oral History: for obvious reasons, the Oral History project has had to be put on hold, but during the year, we used our LI grant funding to purchase two sets of recording equipment and have carried out training in how to operate the technology.

Book sales: thanks to Helen Brown, it has been a very good year for book sales, raising over £400 for FOLAR funds. Our second hand book catalogue continues to expand and we hope to recommence sales once Covid restrictions allow us to transfer the unsold books to Berkshire. Thanks to Bettina Kirkham for taking over the role of book seller.

Financial Year 2021/22: obviously it is very difficult to predict the outcomes for the new financial year, but I think we can be fairly optimistic, based on performance achieved in 2020/21. We hope the 2021 annual symposium, postponed to November 2021, will be a traditional live event, perhaps with an online component, but alternative options are feasible if restrictions continue.

And finally - please renew your memberships and encourage others to join as well. We propose to continue the same membership rates for 2021/22, ie £20 for individual members, £50 for practice members, and free to students. Additionally Zoom event rates will continue as free for members and £5 for non-members. The Symposium, if live, will probably be similar to last year, ie £30 for members and £40 for non-members; this will be confirmed in due course.

In conclusion I am still of the opinion that FOLAR offers good value for money and that our finances will be sufficient to continue a diverse programme of activities throughout the current financial year.

A summary of income and expenditure for 2020/21 is given in the tables below.

Bank balance as of 01/4/20	£6,276.50
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Income received:

Item	Income £	
Membership Subscriptions	1,097.92	
Event income – 2020 symposium	30.00	
Event income – Contemporary Archive Talks	24.12	
Event Income – Heroines of L/S Architecture w LI London	13.99	
Book sales	406.38	
Donations	0	
Total		£1,572.41

Expenditure:

Item	Expenditure	
2020 Event expenses (Symposium)	80.00	
2020 Event expenses (OH talks)	60.00	
Website (hosting & domain renewal)	52.51	
Oral History volunteer expenses	46.25	
Oral History Equipment	709.61	
Zoom account	130.89	
Total		£1,079.26

Bank balance as of 31/3/21	£6,769.65
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