

***Minutes of Irish Planning Institute Meeting
9th January 2001 - 8 Merrion Square, Dublin***

Present: Philip Jones, Paul Hogan, Jim Brogan, Rachel Kenny, Ciarán Tracey, Michael Dillon, Tom Philips, John Spain, Sean Connelly, Brendan Allen, Louise McGauran

Apologies/Absent: Caryn Coogan, Mary Kennelly, Henk Van der Kamp, Hugh Mannion, Catherine McConnell

1. Minutes of Last Meeting

- 1.1 Read and agreed with no amendments

2. Matters Arising

- 2.1 Internet Site Ciarán is still waiting for Louis at SixNet to get back to him. The fax number appears to be incorrect. Carole will arrange for this to be amended to the Wexford fax number (CB)
- 2.2 Letter to Student Members - John has not written said letter yet (JS)
- 2.3 An Bord Pleanála have received copy of the Organisational Review.
- 2.4 Handbook. Philip is to update by March meeting. Carole is to ask Henk if he has a digital copy in order that all council members can have a copy.(PJ/CB)

3. Correspondance

- 3.1 Mass card received from Bernard Muckleys widow
- 3.2 Letter from Patrick Dullaghan stating he wishes to resign his membership as he does not feel he gets any value. Carole is to acknowledge (CB)
- 3.3 Letter from Irish Concrete Federation asking a member to contact them
- 3.4 RTPI asking for input into their review of education, Carole to acknowledge and decline input
- 3.5 Letter from Michael Hehir asking for assistance with his thesis on Part V - Carole to write to him advising him to seek assistance from local authority.
- 3.6 Letter from Aengus Parsons asking for submission/comments on wind energy To be forwarded to Henk for action (HK)
- 3.7 UCC is having a Careers Open Day on 23.1.02 which a member of the Institute has been invited to attend. (SC)

4 Treasurers Report

- 4.1 In Mary's absence, Ciarán delivered the report. Any outstanding conference not recovered in 2002 then they will have to appear the following year as a write off.
- 4.2 Ciarán is to ask Mary to seek advice on the Tax situation as our mandate states we should not make profit. Ciaran proposed and Philip seconded that

arrears should be counted as income received pending advice from the accountants. (CT/MK)

5 Subscription Arrears

5.1 Carole advised that letters were sent out before Christmas advising people that they must pay the arrears or they will be struck/suspended. There has been some responses already and some cheques have arrived/arrangements to clear have been made. At the next meeting Carole will produce a list of people who have not made any effort to contact or pay and further action will be discussed (CB)

6 Administrators Report

6.1 Carole Advised that letters have been sent to anyone individual, company or Local Authority who have not paid. Up to now only Tipperary SR has responded querying the amount as we have invoiced for a delegate who did not turn up. Carole to will write back advising that as we did not received a cancellation notice they will have to pay the full amount. (CB)

6.2 Carole advised that the new data base is coming along as is the 2002 subscription spread sheet. Carole will be sending out the renewal notices by end of January. (CB)

6.3 Telephone calls are increasing, in the main they are membership enquiries

6.4 Carole has several boxes of files which need sorting and filing. It was suggested by Paul that a long standing council member should ideally visit Wexford to sift out what needs to be kept. Ciarán and Philip to arrange a time to visit later in the year. In the mean time Carole will file everything in some order. (CT/PJ/CB)

7 DIT Accreditation

7.1 Following the T&E meeting earlier in the day, the committee are looking at revising the current document. DIT have asked for accreditation procedure and it is felt that the council need to look closely into this as it is the first time it has been done. It was noted that we have yet to receive from copies of the course syllabuses from UCD and Queens, and we would need to wait until students have finished the course to get their comments. In the mean time Philip to send out briefing notes to DIT. (PJ)

8 Awards

8.1 The last submissions assessed from UCD were from 1997. We need to get 1998 and 1999 also assessed. It was agreed that the Thesis awards are a good idea and that the Institute should continue with them. Brendan and Louise will continue to work on what we have at present. (BA/LM)

8.2 Jim prepared a proposal for Boots for their continued sponsorship of awards which has been sent off, we should know within a week whether they will continue sponsorship. If they fail to do so we will be required to find alternatives.

8.3 IPI is to submit our national winners of last awards for the European Awards.

9 Rural Housing

9.1 Caryn was not present for the meeting. John will speak to Caryn about setting up an event for spring if possible. Paul noted that An Taisc has been making several comments in the press regarding Rural Housing and it is felt that the Institute needs to produce some guidelines. Paul suggested that the Institute hold a 2 day event with members contributing to producing a policy document.

(JS/CC)

9.2 Rachel advised that a meeting needs to be arranged with herself, Caryn and Mary. She will speak to them about perhaps hiring a room in the Radisson on a Saturday.

(RK)

9.3 Rachel to speak to Caryn about drawing up a meeting structure, using the policy paper as reference.

(RK/CC)

10. PWIP See section 13 as this issue had to be divided up into 2 segments due to time constraints.

11 Annual Conference

11.1 Rachel and John held a meeting and agree that the Radisson in Galway offers the best value and facilities. The charge to the IPI is £65.00/ €82.53 per delegate. The only issue seems to be that it would appear the Radisson have booked another one day conference on the Friday meaning that they can only accommodate 400 delegates that day in the basement. If necessary then that will be acceptable but John is to speak to the manager of the hotel as it appears to be an error on their part and given that we are hiring for a longer period of time then why cant the other party use the basement instead?

(JS/RK)

11.2 Michael queried was the £65.00 fee based on us booking for 400 delegates. Rachel advised that this was not the case but she will contact the hotel to ensure there is no minimum number of delegates to reserve that rate.

(RK)

11.3 The running order of topics needs to be finalised. A draft programme was prepared Rachel had previously sent a suggested order to all members. Rachel and others will contact possible speakers to find out their availability/willingness to attend.

(RK)

(Jim and Paul both had to leave the meeting)

12 Membership

12.1 The following were elected to Graduate Membership

Matthew Wilson 69 Broadfield View, Naas, Co Kildare

Louis Wildenboer Kyle, , Durrow, Co Laois

Erin O'Brien 1510 West Sixth Street, No.205, Austin, Texas, USA

2 further applications from Detlev Munster and Stefan de Kock were deferred as they require closer examination

(Carole had to leave the meeting)

12.2 It was agreed that all new applications received should receive an acknowledgement letter stating the date it was received and advising that it will be sent to the membership committee for consideration. Carole will draft a letter and start to send with any new applications with immediate effect

12.3 It was agreed that the webmaster should put the Membership Questionnaire on the website with guidance notes as to when it may be required as this could help the membership committee when seeking further information. (CB)

13 PWIP

13.1 Ciaran put together a handout detailing the proposals for hosting the next conference in Cork

13.2 Ciarán is confident that we could win the event, the main competition is from the Danish. He is going to investigate seeking a deal with Ryan Air to cut travelling costs for delegates from Europe. Ciarán feels that a delegation should attend the next meeting in Barcelona to show that the IPI is seriously interested. John has asked Ciaran to look into the profitability from the last 2 conferences. It was generally agreed that it would make a profit and we should press ahead with plans, Cork branch are very interested in hosting the event and offered as much help as they could.

13.3 Philip suggested that whilst the council are in Cork in February possible venues should be investigated and that a meeting should be arranged at City Hall.

13.4 Ciaran, and Sean are to go to Barcelona on 25th January and John should attend when we formally make the bid in June.

13.5 Ciaran, Sean, Philip and John will review the situation after the January meeting in Barcelona (CT/JS/SC/PJ)

14 Committee Reports NONE

15 Hutchinson Report

15.1 Henk was not at the meeting but it does not appear that he has prepared anything yet.

16 AOB

16.1 Ciaran is trying to organise a field trip to Copenhagen on May Bank Holiday weekend and is to send out a flyer asking anyone interested to contact him.

16.2 Ciarán noted that we need to start preparing our Annual Report for 2001 (i.e. President's, Secretary's and Treasurers Reports)

**The next meeting is to be held in Cork on Friday February 8th 2002.
The venue is to be confirmed by the Cork Branch.**