



**CSLA/AAPC
BOARD OF DIRECTORS MEETING
Teleconference Minutes**

September 20, 2006

**Sara Jane Gruetzner, President
Myke Hodgins, President-elect
Fran Pauzé, CSLA Executive Director
Alex Borowiecka, NWTALA,
Chris Grosset, NuALA
Eduardo Villafranca, MALA
Chantal de Menezes, AAPQ,**

**Laureen Snook, SALA
Liane McKenna, BCSLA
Cathy Sears, AALA
Rob Leblanc, APALA
Jim Vafiades, OALA,
Gerhard Weiland, NLALA**

ACTION ITEMS FROM THE SEPTEMBER 20, 2006 MEETING OF THE CSLA BOARD OF DIRECTORS

1. Pauzé will forward Sear's letter to ACLA noting the Board's comments and informing them that CSLA is working on a detailed response to their proposal.
2. Sears will continue to work with Wayne Amundsen to prepare a document outlining CSLA's affiliate criteria which will be forwarded to Bob Brown of ACLA.
3. Pauzé will create a format for compilation of membership details for the component associations to be included with their dues remittance.
4. McKenna will forward the Growth Strategy report to the Board and will work with the committee to clearly define the next steps.
5. Fran Pauzé will follow up with Gerald Lajeunesse on creation of a formal memorandum of understanding between CSLA and the NCC.
6. Excom will develop options for minute taking for future meetings.
7. Board members will forward comments and identify concerns regarding minute taker to the President.
8. Fran Pauzé & Rob Leblanc will work to find a local intern to take minutes for the Halifax meeting
9. Board members will provide a brief summary of reports and will interact with the minute taker as to accuracy of specific agenda items for which they are responsible.
10. Gerhard Weiland will contact Hicks to determine the status of the Code of Ethics project. Pauzé will forward any pertinent material to Weiland.
11. The Board members will review the CSLA Code of Ethics prior to the November meeting.
12. Pauzé will complete revisions to the CSLA dues report and will forward to the Board by October 23 in order that they can review prior to the November meeting.
13. Pauzé will advise components of the IFLA dues increase and will request that in future component itemise CSLA and IFLA dues separately on their membership invoices.
14. Pauzé will advise Taylor and Fajardo of the board's decision re IFLA dues.
15. Board members will review the chart detailing each board member's roles and responsibilities.
16. Pauzé will forward the policy on Board subsidy to Alex Borowiecka.
17. Leblanc will finalize the Awards survey and Pauzé will send it out to members by Sept. 28.



18. Jim Vafiades will draft a letter to be sent to affiliated organization inviting them to attend the 2007 Congress.

1. Call to Order

The President, Sara Gruetzner called the meeting to order.

2. Approval of Agenda

The CSLA Awards of Excellence survey was added to the agenda.

MOTION 2006-4-1

Moved by Villafranca and seconded by McKenna “that the agenda be approved with the addition of the CSLA Awards of Excellence survey.”

Motion carried.

3. Approval of Minutes from June 14, 2006 meeting

MOTION 2006-4-2

Moved by Rob Leblanc and seconded by Laureen Snook “that the minutes of the June 14, 2006 meeting be approved as presented.”

Motion carried.

4. Review of Action Items from June 14 meeting

The President reviewed the Action items. Most were either completed or are in progress. New Action items resulting from these discussions are noted above.

5. Consent Agenda

- a) Presidents report
- a) Executive Director Report
- c) Financial report

The above mentioned reports were forwarded to the Board prior to the meeting and were received by them.

6. Business Arising from Consent Agenda

Secretary-Treasurer

The President noted that her report recommended the creation of the position of Secretary – Treasurer for the CSLA Board. This person would be the fourth member of Excom and would be responsible for developing a means of minute taking for CSLA Board meetings. Following discussion, Excom agreed to review options.

- Board members will forward comments and identify concerns regarding minute taker to the President.

Landscapes- Paysages

The Executive Director's report recommended that as the CSLA Awards of Excellence program was re-organized in 1987, an issue of the magazine be used to provide a retrospective in 2007.

Discussion:

- review past projects and see how they have evolved.
 - Review to be limited to five projects.
 - A standard Q & A format will be developed to compare & analyze the projects.
- Pauzé will make this recommendation to the Editorial Board.

Code of Ethics

Pauzé reported that in 2004 Philip Hicks (NLALA) had volunteered to do revisions to the CSLA Code of Ethics. The Code is contained in the CSLA membership roster. The Executive Director recommended that the code should be aligned with each of the component's Codes of Ethics.

- The Board members will review the CSLA Code of Ethics prior to the November meeting.



- Gerhard Weiland will contact Hicks to determine the status of the project and identify the concerns. Pauzé will forward any pertinent material to Weiland.

7. CSLA dues update

The President reported that Excom is preparing a report on the dues increase that will be sent out prior to the November meeting. She noted that the report addresses the priorities identified in the CSLA Strategic plan.

8. IFLA Dues

CSLA has received a proposal from IFLA seeking an increase of dues in the amount of 13.50 CHF per member with a capped membership of 700.

This compares with the previous dues payable, in the Svendborg agreement from 1999. At that time the rate was set at 12.50 CHF per member and membership was capped at 600.

Excom presented a recommendation to accept the proposal, as well as a report from Jim Taylor, the CSLA's IFLA representative.

MOTION 2006-4-4

Moved by Gerhard Weiland and seconded by Jim Vafiades “that the CSLA accepts the proposal from IFLA to increase CSLA’s dues payable to 13.50 CHF per member, and further, that this membership is capped at 700.”

Motion carried.

- Pauzé will advise component of the increase and will request that in future the components itemise CSLA and IFLA dues separately on their membership invoices.
- Pauzé will advise Taylor and Fajardo of the board's decision.

9. CSLA Policies development

Reserve Fund; Election procedures

These items are both in progress and will be submitted to the Board at the November meeting. The Reserve Fund policy will provide guidance as to the management of the fund. The CSLA Election Policy & procedure will describe how votes are to be collected and counted.

Sears left the teleconference call at 1 PM eastern time.

10. November Board meeting in Halifax

Strategic Planning session

The President reported that the November meeting will begin with a one day session to update the CSLA Strategic plan to identify priorities and align them with the proposed fee increase.

- Following the Strategic Planning session in Halifax, Gruetzner will report to the component presidents outlining the priorities identified, and informing them of the decision regarding the dues increase..

Board subsidy

Board members for the three components who receive financial assistance to attend Board meetings requested information as to the policy for these funds. It was noted that not all of the funds will be disbursed in 2006.

Eduardo Villafranca stated that the MALA Council have not budgeted for him to attend three meetings in 2006.

- Pauzé will forward the policy on Board subsidy to Alex Borowiecka.

Communications

Myke Hodgins presented a draft mandate for the communications committee. He noted that as communications is one of the main activities for CSLA there should be a Board committee responsible for regular reviews of CSLA communications tools. Further, the report indicated that the Executive Director is responsible for the implementation of the communications tools.



Following the Strategic Planning session Halifax, there will be time to review the mandate. Hodgins stated that there should always be at least one Board member on the committee. He will serve as interim chair.

Board responsibilities

Excom presented a chart detailing each board members roles and responsibilities.

- Members were asked to review this prior to the meeting in Halifax.

11. Congress 2006

Liane McKenna reported that the financial news from the Congress was good and that she would submit a complete report to the Board in November.

12. CSLA Strategy for Growth Survey

Liane McKenna reported that the final report from the consultants would be available in time for the November meeting.

13. Congress 2007 update

Jim Vafiades reported that Plans are progressing well for the Congress. There are currently 68 delegates registered.

The President asked Board members who would be attending and noted that Sears had advised she will not be attending. The remaining members all plan to attend.

- Jim Vafiades will draft a letter to be sent to affiliated organizations inviting them to attend.

14. Other Business

CSLA Awards of Excellence survey

- The survey will be finalized and sent out to members by Sept. 28.

Rob Leblanc left the meeting at 1: 25 Eastern time

15. Adjournment

MOTION 2006-4-5

Moved by Vafiades “that the September 20, 2006 meeting of the CSLA Board of Directors is adjourned.”

THE NEXT MEETING WILL BE IN HALIFAX, NOVA SCOTIA, NOVEMBER 3 & 4, 2006.