

DRAFT MINUTES

CSLA Board of Directors

December 6th and 7th, 2013

Sovereign Suite, International Hotel Suites, Calgary, AB

Present: Gordon Kraushaar, Carol Craig, Jean Landry, Pawel Gradowski, Glenn O'Connor, Arnis Budrevics, Emeka Nnadi, Raquel Penalosa, Claude Potvin, Margaret Ferguson, Trevor Tumach, Michelle Legault, Peter Briggs

Guest: Heather Cram, LAAC

Regrets: Cameron DeLong, Peter Alexander

No.:	Item:
1.	<p>Call to Order and Welcome</p> <p>Peter Briggs welcomed Jean Landry, AAPQ, and Gordon Kraushaar, APALA, new CSLA board members, to the meeting.</p>
2.	<p>Approval of Proposed Agenda</p> <p>The following items were added to the agenda: Nominating Committee, Continuing Education, BCSLA offer to host a future congress, and the University of Calgary Proposed LA Program.</p> <p>MOTION 2013-12-1: Moved by Pawel Gradowski and seconded by Trevor Tumach to approve the amended agenda. Unanimously approved.</p>
3.	<p>Approval of the Minutes of the Meeting of October 23rd, 2013</p> <p>MOTION 2013-12-2: Moved by Emeka Nnadi and seconded by Claude Potvin to approve the minutes of the 23 October 2013 meeting as presented. Unanimously approved.</p>
4.	<p>President's Report</p> <p>Peter Briggs expressed his thanks to the Board and the companies and agencies that supported the members' attendance at the CSLA meetings. He also expressed that the CSLA Board's work should always come back to the CSLA's mission: the art, the science and the practice of landscape architecture. He encouraged members to familiarize themselves with the by-laws, the board manual and corporate policies – documents which ground the CSLA's work. Finally, Peter Briggs recognized and thanked component associations for their valued relationship with the CSLA.</p>
5.	<p>Component Updates</p> <p>_APALA Gordon Kraushaar reported that APALA held its AGM in October in Charlottetown, which is significant</p>



because it shows APALA reaching out to all its represented provinces. APALA has created intern positions and Gordon Kraushaar reported that Dan Glenn is president and Hope Parnham, from PEI, is president-elect. He noted that APALA continues to work with Dalhousie University which continues to bring graduate and undergraduate programs online, and a by-law review is currently in place. He also reported that APALA wants to institute a continuing education program, that the Name Act Legislation work was thwarted by the recent provincial elections and that other priorities include integrating the Newfoundland and Labrador group and increasing the amount of the Peter Klynstra Scholarship.

_AAPQ

Jean Landry reported that Marie-Claude Robert has retired from the AAPQ as Executive Director and was replaced by Benjamin Laplatte, who has an MBA and specializes in management and communications. Benjamin Laplatte's main goal is the implementation of the AAPQ strategic plan. During the AAPQ's strategic planning process, at least 100 members were involved in contributing to the new version. Jean Landry also expressed his thanks and happiness at being included on the CSLA board.

_OALA

Glenn O'Connor reported that OALA is running an \$800 000 per year budget on a 3-year basis. He noted that there are currently 865 full members and that OALA is working on a draft of an economic study of landscape architecture to support the practice tact and the task force assigned to developing it. In 2014, the continuing education program is mandatory and mandatory reporting will be instituted in 2015. He also noted that the demographics of membership are changing with baby boomers retiring, with more members on leave or emeritus. To compensate, OALA has increased their number of affiliate members.

_MALA

Emeka Nnadi reported that MALA continues to be challenged by the continuing education program in a non-regulated component. He suggested that some of the smaller associations may require a different format of continuing education, and hopes that the CSLA will help contribute to that process. In addition, MALA is dealing with applications from out-of-province members and are dealing with the lack of protocol for oral exams, etc. via the reciprocity agreement. MALA is also faced with a case of arbitration which is in direct relation to a loophole in their code of conduct. Finally, he suggested that CSLA act as a clearinghouse for issues of commonality to all components.

_SALA

Trevor Tumach reported that SALA is continuing to develop Name Act Legislation and a continuing education program.

_BCSLA

Pawel Gradowski reported that the BCSLA currently has 569 members, is working actively on changes to by-laws to accommodate reciprocity and labour mobility issues and reported on the letter of intent signed by OALA, BCSLA and AALA regarding labour mobility. 2014 is the 50th anniversary of BCSLA and a land summit is being held May 14-16 in Vancouver. Over 1200 delegates are expected from several professions. Pawel Gradowski encouraged other components to adapt BC Landscape



Standards. He also reported on the interior and island chapters of BCSLA and Whistler is proposing becoming a chapter. The BCSLA website has been upgraded recently as well.

_NWTALA

Margaret Ferguson reported that the membership is stable at 7 members. NWTALA is advancing the work on the CLCI at the local level and wants to develop a website in cooperation with the CSLA. Also interested in discussing continuing education. She encouraged components to share more operational information nationally.

Members suggested that components circulate each other's bulletins to ensure sharing of information. Michelle Legault reported that components and CSLA often share information in each other's bulletins, as well.

_AALA (by e-mail)

Peter Alexander reported that the AALA AGM was recently held on NOV 09, 2013, at Historic Fort Edmonton and was the first time for fall date. This change from spring came about from last year's membership survey. The survey provided valuable information on many association demographic aspects and asked question to improve the association and membership benefits. 20+ new full members were inducted, the President for 2013-2014 is Jonathan Sagi and a major accomplishment by the board and the Registration Committee this year was the revisions of policies and guidelines for full membership, associate membership and the internship/mentor program. The association recently voted and approved the adoption of the LARE as a requirement for full membership and becoming part of CLARB. Early next year a prominent focus will be in providing necessary guidance and study opportunities for associate members preparing to write the LARE.

Report on number of full members in each component:

OALA	865
BCSLA	332
MALA	88
NWTALA	7
NuALA	4
AALA	149
SALA	38
AAPQ	442
APALA	52
TOTAL	1977

6. Executive Director's Report, Review of the CSLA Website and Review of the December 2013 Evergreen Action List

Michelle Legault presented the Evergreen Action List for December 2013. She also reported on the initiatives and projects important since the last meeting, which are: the Accreditation Council, planning multiple Congresses, developing a contract for IFLA 2017 and planning for the upcoming 2014 Congress. In addition, she presented the recent changes to the CSLA website, which include a page of pictures of the past presidents, biographies and pictures of CSLA honorary members, further



	<p>development of the awards atlas, a page for the Accreditation Council, a member directory, and a page for the 2015 Congress. Regarding the member directory, members discussed how it relates to the Privacy Policy and suggested de-emphasizing the e-mail address and adding a date showing the last time the information was updated. Members recognized Michelle Legault's work and thanked her for her contributions.</p>
7.	<p>Finance Committee Report</p> <p>Arnis Budrevics reported on the 2013 budget, noting that because of a higher than expected revenue and cost savings in some areas, that the \$35 000 transfer from unallocated net assets may not be required to balance the 2013 budget.</p>
8.	<p>By-Law Review Committee Report</p> <p>Peter Briggs and Michelle Legault reported on the by-law review and a meeting held with the CSLA's lawyer, who suggested that the issue of election of directors could be resolved by creating 9 classes of membership, that each component be identified as a class of membership, and that a schedule could be attached to the by-laws identifying how the directors are elected, selected or appointed by each component. The lawyer indicated to Peter Briggs and Michelle Legault that this would satisfy the NFP Act requirements.</p> <p>MOTION 2013-12-3: Moved by Emeka Nnadi and seconded by Pawel Gradowski that the By-Law Review Committee institute 9 classes of membership in the CSLA By-Laws, representing each component association, with each class of membership entitled to select their board representative according to each component's established practices in Schedule A, for decision at the 2014 Annual General Meeting. Unanimously approved.</p>
9.	<p>Advocacy Task Force Update</p> <p>a) Update</p> <p>Michelle Legault reported that the ATF continued to work towards a study on the impact of landscape architecture and was investigating the possibility of expanding a similar OALA study due to be finalized in January. She also reported that student advocacy initiatives were moving forward and that a letter from Peter Briggs was sent to the all the schools promoting the CSLA and avenues for partnership. In addition, she reported on a student program to be held at the 2014 Congress. She indicated that the World Landscape Architecture Month program would soon be launched and encouraged all members to contact colleagues they thought would be good contributors to the speakers' bureau.</p> <p>b) Position Papers Sub-Group Terms of Reference</p> <p>Pawel Gradowski presented the proposed position papers terms of reference document. Members encouraged the team to develop the criteria for the selection of topics and also suggested being very strategic in the selection of topic. In addition, members thought that a process for the peer review of the paper should be put in place and that the objectives of the position papers should be strengthened in the document.</p>



	<p>MOTION 2013-12-4: Moved by Claude Potvin and seconded by Trevor Tumach that the proposal submitted by the Position Papers Sub-Group be approved with the further development of the approval process and the selection criteria and objectives. Unanimously approved.</p> <p>MOTION 2013-12-5: Moved by Glenn O'Connor and seconded by Emeka Nnadi that an annual budget of \$6000 be recommended in the 2014 budget discussion for Position Papers. Unanimously approved.</p> <p>c) Canadian Nursery Landscape Association Michelle Legault reported on a recent meeting with the CNLA and asked for the board's direction regarding the nature of our relationship with this association. Members suggested working together on a shared initiative, such as a national landscape standard, and suggested that we collaborate on certain projects instead of developing a strategic alliance with the CNLA. Pawel Gradowski volunteered to work with Michelle Legault to investigate the possibility of working with the CNLA to develop an ad hoc committee for the development of a national landscape standard.</p>
10.	<p>Governance Task Force Report</p> <p>a) Future of GTF and members Claude Potvin reported that the GTF was put in place as a result of the 2012-2014 strategic plan and that a number of strategies have been reviewed and implemented. Members suggested that the component agreements should be a priority for the GTF in 2014.</p> <p>b) Component Agreements Claude Potvin summarized the CSLA and Component Association Agreements report and reviewed the draft component agreement document. He reported that the draft agreement would be mostly standardized but with some adaptations for each component appended to the agreement. Final agreements will be negotiated by the end of 2014. Members suggested, under principles – including that the CSLA is the voice of the membership on national matters, that it's a clearinghouse on national matters, and that the CSLA be involved in developing and being responsible for a national professional development program. Members also suggested including the CSLA mission in the agreement. The agreement should also capture the role of board members and clarify how one enters into CSLA membership. The board endorsed and thanked Claude Potvin for his work and encouraged him to continue refining the agreement for discussion with the component associations.</p>
11.	<p>Congress 2014</p> <p>a) Update Michelle Legault provided an update on the 2014 Congress and noted that both the Call for Abstracts and the Call for Sponsors were circulated.</p> <p>b) Student/Intern Travel Bursary Form Members suggested modifying the program to cover only the cost of transportation for 2 students from each school for a maximum of 10 students at a maximum of \$700 each and 10 interns at a maximum of \$500 each.</p>
12.	<p>Congress 2015 - Update</p>



	<p>Claude reported on the 2015 Congress and noted that a contract was signed with the Hilton Reforma. Serge Poitras, Claude Potvin, Michelle Legault, David Flanders, Jim Vafiades and Liane McKenna are on the program committee. The proposed draft theme is: green futures and keynote speakers are currently being sought. Once a draft program is established, the committee will be working with the Mexican Landscape Architects to finalize the program. A detailed budget for approval will be presented in May.</p>
13.	<p>IFLA Update</p> <p>a) 2017 Summit in Montréal and agreement</p> <p>Claude Potvin reported that the 2017 IFLA Congress would be organized by Mission Design, AAPQ and CSLA and that an agreement is currently being drafted. In that agreement, specific roles and responsibilities as well as the share of the financials has to be determined. Next steps will include creating a program committee scientific committee and finalizing agreements for the conference.</p> <p>b) Canadian Landscape Charter Initiative Update</p> <p>Raquel Penalosa reported that the CLCI is an initiative put forward by IFLA in 2010. A task force is creating a Canadian charter in close cooperation with the component associations. Jean Landry then presented the CLCI report and described the steps required to finalize the draft charter. Members discussed the timelines for the completion of this project and suggested that a final document be submitted at the 2015 Congress instead of the 2014 Congress.</p> <p>c) IFLA World and Regional Update</p> <p>Michelle Legault reported that the IFLA rep, Raquel Penalosa, would continue</p>
14.	<p>LAAC Report</p> <p>a) Update</p> <p>Members reviewed the report provided by LAAC and presented by Heather Cram and discussed the role of the LAAC and the CSLA's governance and oversight responsibilities. In addition, members suggested that the LAAC's finances should be further detailed in the CSLA's bookkeeping practices.</p> <p>MOTION 2013-12-6: Moved by Pawel Gradowski and seconded by Gordon Kraushaar that the LAAC commence a review process with a goal of implementation, including any required By-law amendments, in time for approval at the 2015 Annual Meeting, and that the LAAC conduct a one or two day work session with various stakeholders, either immediately before or after the May 2014 Annual Meeting, including representation from the CSLA Board, various Program Administrators, ASLA Landscape Accreditation Board, a professional accreditation advisor or facilitator and others as may be required. Motion unanimously approved.</p> <p>MOTION 2013-12-7: Moved by Carol Craig and seconded by Margaret Ferguson that the CSLA support an Initial Visit fee of \$500 and annual sustaining fee of \$1,000 on behalf of the LAAC. Motion unanimously approved.</p> <p>MOTION 2013-12-8: Moved by Emeka Nnadi and seconded by Pawel Gradowski that the CSLA support and endorse reaching out to the membership, and the component associations, through the website, Landscapes Paysages, Bulletins, and the 2014 Annual Meeting agenda to assist with the rebuilding and reinstatement of the Roster of Visiting Evaluators. Motion unanimously approved.</p>



	<p>MOTION 2013-12-9: Moved by Glenn O'Connor and seconded by Margaret Ferguson to receive the LAAC report and thank the LAAC team led by Alex Topps for their work. Motion unanimously approved.</p> <p>b) Appointment of Board Champion MOTION 2013-12-10: Moved by Glenn seconded by Margret that Carol Craig be appointed Board Champion of the Landscape Architecture Accreditation Council. Motion unanimously approved.</p> <p>MOTION 2013-12-11: Moved by Emeka Nnadi and seconded by Carol Craig to amend motions 2013-12-6, 2013-12-7, 2013-12-8 and 2013-12-9 by the following: That the CSLA Board endorse:</p> <ul style="list-style-type: none">a. commencing the review process with a goal of implementation, including any required By-law amendments, in time for approval at the 2015 Annual Meeting,b. conducting a one or two day work session with various stakeholders, either immediately before or after the May 2014 Annual Meeting, including representation from the CSLA Board, various Program Administrators, ASLA Landscape Accreditation Board, a professional accreditation advisor or facilitator and others as may be requiredc. establishing a provisional 2014 budget for the process of \$10,000 to be allocated from existing LAAC reservesd. using the wording described in the LAAC report for New Program Accreditation, pending a full review of all Standards and Procedures that is intended to be complete by 2015e. using the wording described in the LAAC report for Candidacy Status, an Initial Visit fee of \$500 and annual sustaining fee of \$1,000, pending a full review of all Standards and Procedures that is intended to be complete by 2015e. reaching out to the membership, and the component associations, through the website, Landscapes Paysages, Bulletins, and the 2014 Annual Meeting agenda to assist with the rebuilding and reinstitution of the Roster of Visiting Evaluatorsf. commencing a process to review the make-up of the Council, to report to the Board on their findings, and to prepare any necessary By-law changes that may be required in time for a vote of the membership at the 2014 Annual Meeting.
15.	<p>Awards of Excellence Task Force Report</p> <p>Arnis reported that the awards task force will spend the next 6-8 months working on a proposal for the board's approval at a later date for implementation in 2016. The awards will remain a national program with a single point of entry, however the evaluation and the promotion of the winners is being modernized. The first level of winners will be nominees for the national awards of excellence. In addition, the categories will be simplified. A best of year award will also be developed, as will a legacy award. OPPI and CPI are good examples of awards promotion.</p>
16.	<p>M. Legault Letter of Employment (This item held in camera)</p> <p>MOTION 2013-12-11a: Moved by Glenn O'Connor and seconded by Trevor Tumach to formalize the contract (as amended) for the executive director as a full time employee with the CSLA. Motion</p>



	unanimously approved.
17.	<p>Code of Ethics Working Group Report Update</p> <p>a) Code of conduct for members</p> <p>Peter Briggs presented the draft code of conduct provided by Booker and Associates. Members noted that the draft code should describe the actions the CSLA would take if members did not abide by its principles. Members then discussed how this code could be utilized and suggested that it should be a template to be provided to the component associations, as opposed to a code enforced by the CSLA. Members suggested that before we delegate the code of conduct to the component associations, the CSLA should consult with a lawyer on whether the CSLA is required to have a code.</p> <p>b) Code of conduct for board members</p> <p>Members suggested that this code should be circulated to components for their information. Michelle Legault reported that this item would be integrated into the Board Manual and board members would be asked to sign it at the May board meeting.</p> <p>MOTION 2013-12-12: Moved by Margaret Ferguson and seconded by Trevor Tumach to approve the code of conduct for board members. Motion unanimously approved.</p>
18.	<p>Reciprocity Agreement Update</p> <p>Peter Briggs reported that a letter was sent to the BCSLA regarding the reciprocity agreement redlined document submitted earlier in the year by BCSLA. The letter asks the BCSLA to prepare a more concise summary. Pawel Gradowski noted that there is more and more support for the reciprocity agreement within the BCSLA, and that he will be chairing a task force to find solutions for the BCSLA signing the reciprocity agreement by the 2014 Congress. Peter Briggs thanked Pawel Gradowski for his continued work and commitment in this area.</p>
19.	<p>President's Pin Design Competition</p> <p>MOTION 2013-12-13: Moved by Pawel Gradowski and seconded by Gordon Kraushaar that the design submitted by Heather Bettridge be selected as the winning entry for the CSLA President's Pin and the Executive Director instructed to begin the process for production. Motion unanimously approved.</p>
20.	<p>Proposal for Winnipeg 2016 Congress</p> <p>Emeka Nnadi presented the Winnipeg 2016 Congress proposal.</p> <p>MOTION 2013-12-14: Moved by Emeka Nnadi and seconded by Glenn O'Connor to approve the proposal to hold the 2016 CSLA Congress in Winnipeg with MALA to co-host the event. Motion unanimously approved.</p>
21.	<p>Revenue Generation Strategy</p> <p>Michelle Legault presented a report on strategies for revenue generation in addition to mock ups for</p>



	<p>advertising in the CSLA's bulletin and web page. Members were unanimous in their decision to not allow advertising on either the CSLA website or the bulletin. Michelle Legault reminded members that the Revenue Generation Strategy was a strategy approved in the 2012-2014 annual report, and described that, in the past year, increased revenues had been obtained through a more profitable contract for L P and by better returns from the Congress sponsorship, trade show and registration.</p>
22.	<p>Academic Council of Landscape Architecture</p> <p>Peter Briggs reported that the ACLA had sought affiliate status in 2006, and that a proposal was approved by the CSLA Board. However, the ACLA did not provide by-laws to the CSLA to allow them to obtain affiliate status. The CSLA recognizes receipt of their proposal, but request the documentation required to finalize the affiliate status. Emeka Nnadi volunteered to work with the ACLA on this initiative.</p>
23.	<p>Recognition Awards for 2014</p> <p>Michelle Legault reported that the awards program would be launched for 2014 and that a committee must be established to promote the award, encourage nominations and select winners for approval by the board. Glenn O'Connor suggested a call for volunteers and members supported this initiative.</p>
24.	<p>Internship Guidelines</p> <p>Michelle Legault reported that the CSLA's Internship Policy had not been reviewed or put into effect since 2000. Members discussed the policy and concluded that it was no longer relevant to the CSLA.</p> <p>MOTION 2013-12-15: Moved by Glenn O'Connor and seconded by Gordon Kraushaar to remove the Internship Policy from the CSLA's Corporate Policies. Motion unanimously approved.</p>
25.	<p>Policy on a Fund for Small Bursaries for Initiatives in the Promotion of the Profession of Landscape Architecture</p> <p>Michelle Legault reported that this policy was developed to allow the CSLA to respond to time-sensitive and small requests for funding for projects which are in keeping with the CSLA's mission.</p> <p>MOTION 2013-12-16: Moved by Pawel Gradowski and seconded by Emeka Nnadi that the Policy on a Fund for Small Bursaries for Initiatives in the Promotion of the Profession of Landscape Architecture be approved as presented. Motion unanimously approved.</p>



26.	<p>Nomination of Susan Bugey as Honourary Member</p> <p>The members discussed the nomination of Susan Bugey as honorary member.</p> <p>MOTION 2013-12-17: Moved by Jean Landry and seconded by Claude Potvin that Susan Bugey be awarded honorary membership at the 2014 CSLA Congress. Motion unanimously approved.</p>
27.	<p>CSLA Position on the LARE</p> <p>Peter Briggs suggested that the CSLA take a position to encourage members to write the LARE, not only to ensure that there is a common professional standard, but to also provide CLARB with a solution for offering the exam in Canada, by making the CSLA a CLARB member. He suggested that we could remove the LARE from the licensure discussion and rather encourage members to write the exam regardless of whether their component requires it or not. With this approach, Peter Briggs explained that the CSLA could become a member of the CLARB board therefore giving access to the LARE exam to all its members. Glenn O'Connor noted that we would need to determine whether BC and ON would need to be members of CLARB, and who would be the representative on the CLARB board.</p> <p>MOTION 2013-12-18: Moved by Pawel Gradowski and seconded by Emeka Nnadi that the CSLA work with CLARB to develop a Canadian model to access the LARE exam. Motion unanimously approved.</p>
28.	<p>Fall, 2014 CSLA Board Meeting</p> <p>Peter Briggs suggested that the CSLA should investigate whether the Fall 2014 board meetings could be held at the ASLA meeting. He noted that there could be many advantages to this, such as developing a closer working relationship with ASLA, encouraging ASLA to be involved at IFLA and having a table at the ASLA alumni event and/or trade show to promote the 2017 Congress.</p> <p>MOTION 2013-12-19: Moved by Gordon Kraushaar and seconded by Trevor Tumach that the CSLA investigate the possibility of holding the CSLA board meeting in conjunction with the 2014 ASLA meeting. Motion unanimously approved.</p>
29.	<p>CSLA Board Outreach</p> <p>Peter Briggs asked board members to take any and all opportunities to thank CSLA's sponsors. Michelle Legault noted that she will circulate a package to members to help support a culture of thanks to sponsors and outreach. The package will include CSLA thank you cards, business cards and a list of past and present sponsors.</p>
30.	<p>Ron Williams Book Tour Proposal</p> <p>Michelle Legault presented the revised LACF proposal for partnership for the Ron Williams Book Tour.</p>



	<p>In response to a question by Arnis Budrevics, Michelle Legault indicated that rather than giving a subsidy that the CSLA would pay for the invoices in the areas of administration, video recording, promotional materials, translation and logistics. Members also encouraged the LACF and the planning team to provide for remote access to the events and published materials for the components in the North.</p> <p>MOTION 2013-12-20: Moved by Emeka Nnadi and seconded by Pawel Gradowski that the CSLA assume the costs of the Ron Williams Book tour in cooperation with the LACF to a max of 30k, to be drawn from Unallocated Net Assets, according to the proposal submitted by the LACF. Motion unanimously approved.</p>
31.	<p>Nominating Committee</p> <p>Michelle Legault presented the dates for the nominations of a president-elect for 2014.</p>
32.	<p>University of Calgary</p> <p>The CSLA Board Members participated in a meeting with Nancy Pollock-Ellwand, Bev Sandalack, Mark Lindquist and Ron Middleton regarding the proposed University of Calgary Faculty of Environmental Design's Master's Program in Landscape Architecture. The University of Calgary is committed to the interdisciplinary study of design and sees the landscape architecture program as a complement to other current programs. The Faculty of Environmental Design has established a committee which is currently working on determining the content of the program and its accreditation. The goal is to have a first intake of students in the Fall of 2015. Because of the heavy government oversight on the development of new programs in Alberta, the committee will require support from the local firms as well as the CSLA. Members were enthusiastic about this initiative and encouraged the committee to call upon the CSLA as required.</p> <p>MOTION 2013-12-21: Moved by Carol Craig and seconded by Gordon Kraushaar that the CSLA appreciates the interaction with the University of Calgary in regards to the proposed development of a master's degree in LA and we look forward to hearing from them as the process moves forward. Motion unanimously approved.</p>
33.	<p>Continuing Education Credits</p> <p>Peter Briggs summarized that many components were investigating continuing education programs and suggested that there may be an opportunity to develop a standard program which would be offered to components. Members discussed how the CSLA could be involved in helping deliver CE credits and whether the CSLA should be accredited by LACES because of the Congress program. Members suggested undertaking a call for volunteers and drafting a terms of reference for the board' approval.</p> <p>MOTION 2013-12-22: Moved by Pawel Gradowski and seconded by Jean Landry to strike a committee to investigate a CSLA-recommended minimum standard for continuing education units for components, with Pawel Gradowski, Emeka Nnadi, Trevor Tumach and Gordon</p>



	<p>Kraushaar currently composing the committee. Motion unanimously approved.</p>
34.	<p>BCSLA Hosting a Future CSLA Congress</p> <p>Pawel Gradowski noted that the BCSLA was interested in hosting the 2018 or 2019 CSLA Congress, and that the next land summit is scheduled for 2019. Members encouraged the Executive Director and the BCSLA to explore this option.</p>
35.	<p>Budget Review</p> <p>Arnis Budrevics presented the 2014 budget proposed by the Finance Committee. He noted that the budget was balanced.</p> <p>MOTION 2013-12-23: Moved by Pawel Gradowski and seconded by Carol Craig to approve the 2014 CSLA budget as presented by the Finance Committee. Motion unanimously approved.</p>
36.	<p>Adjournment</p> <p>MOTION 2013-12-24: Moved by Pawel Gradowski that the meeting be adjourned.</p> <p>The meeting adjourned at 1:20 p.m.</p>