

CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS

MINUTES

BOARD OF GOVERNORS MEETING OF THE C.S.L.A./A.A.P.C.
OCTOBER 27-28, 1984, CALGARY, ALBERTA

Part 1

Attended by:

Len Novak, President, CSLA/AAPC
Michael Hough, President-elect, CSLA/AAPC
John Altorio, Executive Secretary-Treasurer, CSLA/AAPC
Reinhart Petersmann, President, APALA
Macklin L. Hancock, President, OALA
Richard Gaudreau, President, AAPQ
Charles H. Thomsen, President, MALA
Victor Ford, Past President, SALA Marie
Kipen, President, AALA
Richard Pavelek, President, BCSLA

MOTIONS & DISCUSSIONS:

1. Adoption of Proposed Agenda

MOVED: Charlie Thomsen moved that the agenda be adopted
2nd: Victor Ford Carried.

2. Richard Gaudreau asked for review of brochure under his component association report and review of double billing issue under New Business.

3. Minutes of Previous Board Meeting in Ottawa, Ontario.

MOVED: Marie Kipen that the minutes be adopted.
2nd: Charlie Thomsen Carried.

4. Unfinished Business and Items Arising from Previous Meetings.

4.1 Complete and Adopt Budget Formally

John Altorio presented two charts, one for Core Program and one for Elective Program. See attached.

CSLA CORE PROGRAM - (TENTATIVE) 1984/85

July 15, 1984

CORE PROGRAMS	PROPOSED 84/85 BUDGET	COMPARATIVE 83/84 BUDGET	COMMENTS
Executive TRAVEL	\$4,000.00	\$4,000.00	
Executive Secretary - Treasurer Honorarium * Approved in a Motion	\$3,500.00	\$5,000.00	
Clerical Secretary Salary * Approved in a Motion	\$7,000.00		
Executive Office Expenses * Approved in a Motion	\$3,000.00	\$3,000.00	
Board of Governors' Meeting Expenses	\$500.00	\$500.00	
President's Communication Expenses	\$1,500.00	\$1,500.00	
President-Elect's Communication Expenses	\$750.00	\$750.00	
Election of President - Elect	\$500.00	\$500.00	
IFLA Dues (1984-85) Based on Declared Total CSLA Membership (this meeting)	\$5,000.00	\$5,500.00	
IFLA Delegate Travel Expenses	\$1,000.00	\$1,000.00	
TOTAL (for new programs only) \$3,660.00 Translation Expense (proposed) not included	\$26,750.00	\$22,000.00	* Missing in the 83/84 Total is Past-President's Expenses - \$250.00
Declared Membership	485	489	
Core Cost Per Member (rounded)	\$55.00	\$45.00	

NOTE: CORE PROGRAM DUES ARE CALCULATED AS A FACTOR OF TOTAL CORE BUDGET - TOTAL DECLARED MEMBERS

() = MEMBERS SUPPORTING CSLA ELECTIVE PROGRAM - (TENTATIVE) 1984/1985 JULY 15, 1984

	3.3% APALA 16	17.32% AAPG 84	44.54% OALA 216	4.12% MALA 20	3.3% SALA 16	10.31% AALA 50	17.11% BCSLA 83	TOTALS
% Total Membership Association Members Declared =								485
ROSTER \$ 500 (485)	1.03	1.03	1.03	1.03	1.03	1.03	1.03	\$ 500
BULLETIN \$ 2,100 (401)	5.24	-	5.24	5.24	5.24	5.24	5.24	2,100
TASK FORCE ON EDUCATION \$ 500 (485)	1.03	1.03	1.03	1.03	1.03	1.03	1.03	500
ACCREDITATION \$ 5,500 (485)	11.34	11.34	11.34	11.34	11.34	11.34	11.34	5,500
CONGRESS '86 \$ 1,000 (485)	2.06	2.06	2.06	2.06	2.06	2.06	2.06	1,000
ENVIRONMENTAL ISSUES \$ 500 (485)	1.03	1.03	1.03	1.03	1.03	1.03	1.03	500
STUDENT AWARDS \$ 1,750 (485)	3.60	3.60	3.60	3.60	3.60	3.60	3.60	1,750
PROFESSIONAL AWARDS \$ 2,500 (365)	6.85	-	6.85	-	-	6.85	6.85	2,500
ELECTIVES BUDGET SHARE / MEMBER	32.18	20.09	32.18	25.33	25.33	32.18	32.18	14,350
SHARE OF CARE BUDGET	55.00	55.00	55.00	55.00	55.00	55.00	55.00	26,750
ACTUAL TOTAL	87.18	75.09	87.18	80.33	80.33	87.18	87.18	
ROUNDED SHARE PER MEMBER	87.00	75.00	87.00	80.00	80.00	87.00	87.00	41,100

Core Program - see attached.

Ten items listed on Core Program. Three items with asterisks had Motions passed on them. The remaining seven were tabled with gesture of support but no Motions.

Elective Program - see attached.

Items with blanks indicate province will likely not support. Remaining items show gestures of support.

Len Novak indicated further deliberation is required on budgets.

Core Program

John Altorio stated CSLA should have sufficient funds to cover Core Program.

Executive Secretary position - temporary distribution of mail through Len Novak's office. At end of 3 month honorarium should go through individual in Ottawa.

Honorarium assignment for John Altorio is eliminated in the amount of \$3,500 as he is offering his time voluntarily.

\$7,000 figure for secretary and \$3,000 figure for office expense remains. John Altorio stated that a nominal increase of \$500 - \$1,000 should be considered to cover two years. Marie Kipen concurred. Discussion followed that budget should overshoot rather than undershoot.

Len Novak asked for comments on Executive budget of \$10,500. John Altorio suggested \$11,000 was a reasonable figure.

No discussion other than this is acceptable as a whole. Individual items can be discussed.

Mack Hancock asked where 11,500 figure comes from. John Altorio clarified 7,000 for clerical/secretarial, 3,000 for office expenses with 1,000 extra as a cushion. Savings of \$2,500 is due to honorarium not being paid to John Altorio.

Len Novak noted CSLA still owes John Altorio fees for half of July, and all of August and September and should be paid. This could be handled in the scope of Core Budget allocations. John Altorio mentioned there would be some charge for his office expenses.

Mack Hancock inquired as to how CSLA Board reviews the creation of a national office as he feels it is essential to look at the matter. Len Novak replied Michael Hough will be giving a report on the matter and it will be reviewed later in the meeting.

Richard Gaudreau inquired as to cost per member in the revised Core Program as it would help his decision to support and accept. John Altorio replied the additions and deletions will continue and a total per member cost could not be calculated until review of Core Budget was completed.

In the matter of IFLA dues, a cheque was forwarded by John Altorio in August to clear up dues. He received a letter from IFLA stating CSLA owes an additional 1260 Swiss francs which is approximately \$600 in Canadian funds for interest according to IFLA bylaws.

ACTION

John Altorio questions this and will contact IFLA to clear up the matter. He will report on this at the next meeting.

This is a recent development, therefore John has not had time to clear it up. The payment in August was made in an attempt to clear all debts with IFLA in order to start with a clean slate in January, 1985. It is possible CSLA records and IFLA records differ with regard to numbers of members.

The Board decided to pay IFLA dues as of January 1, 1985 according to the number of CSLA members. This number stands at 485. John Altorio stated the amount paid January 1 may vary according to the value of the Swiss franc at the time of payment and membership numbers may be greater at point of payment. The \$5,000 allocation is for 485 members with a buffer.

IFLA delegate budget amount is \$1,000 as the Board agreed to send one delegate. John Altorio stated that Phil Tattersfield has indicated CSLA may need to send two. Further discussion on that matter will follow at a later time in this meeting.

Len Novak suggested addition of one item. He has had communication with the College of Fellows who have had some expenses which need to be included in the Core Budget. He suggested an amount of \$750 to cover office/secretarial expenses. In discussion the Board felt these expenses had been absorbed in the past by individuals. Michael Hough suggested \$500 should be an ample figure.

Len Novak brought up the matter of the Archives and the estimate of \$1,000 to transfer the material to Ottawa. John Altorio suggested the cost was used in previous budgets according to his information. Len Novak suggested this be considered under the Elective Budget as it is a special cost.

Elective Program

Len Novak requested new rosters from component associations as required at all Board meetings. Rosters were received by all associations with the exception of BCSLA.

Discussion followed regarding Lombard North Croup's proposal to computerize rosters. Reinhart Petersmann expressed concern on

APALA's part as a program was already in place there and was not being put to use. In addition, no payment has been received for the work already done. John Altorio said the cheque was sent recently and should be received.

Len noted that a fresh roster is required from each association at each board meeting and this would be put on a computer program and could be updated and changed at any time. Larry Paterson of Lombard North Group has a proposal indicating cost of updating and producing the roster for CSLA which will be discussed later in this meeting. John Altorio mentioned he has paid \$450 to Lombard North Group but is unclear what it is for.

Richard Gaudreau suggested adoption of roster proposal required further discussion.

(BRIEF ADJOURNMENT)

Bulletin

Len Novak asked for suggestions of how to distribute the Bulletin to AAPQ members. Marie Kipen suggested printing extra copies to distribute. Reinhart Petersmann suggested subscriptions. Richard Gaudreau noted it was the principle involved, i.e., most members will not understand an English version. Law says it must be two separate publications, one in French and one in English. Richard Pavelek suggested AAPQ could contribute to the extra cost.

Len Novak noted AAPQ is the only group not supporting this publication. Richard Gaudreau replied there is no change in his group's position and they are waiting to meet with the Secretary of State regarding funding. Mack Hancock indicated OALA is cooperating with AAPQ on this matter. Len Novak indicated several members of AAPQ had approached him and would like copies of the English version nonetheless.

Mack Hancock felt it behooves the President now or later to study the problem and provide solutions. Len Novak replied issue was delayed to wait for possibility of government assistance through the Secretary of State. Michael Hough felt it was reasonable for CSLA to fund a bilingual Bulletin. Len Novak noted the cost to produce the Bulletin is low, the expense would likely be in translation costs. Richard Pavelek wondered if AAPO could contribute to the cost of publishing a French Bulletin. Richard Gaudreau felt it required further investigation. Len Novak suggested CSLA keep elbow room in the budget for further expense during the year on the Bulletin bilingualism issue. Michael Hough noted the Bulletin is a national publication and should be treated as such. John Altorio said there is a 17 percent difference in producing Bulletin in French in addition to English with APPO's support. Reinhart Petersmann suggested approving \$2,100 with further amendment. Agreement was reached to go with a \$3,000 budget amount. Richard Gaudreau gave a tentative approval and said that if the media tool of the Bulletin was made accessible to AAPO members he will strongly recommend it be accepted by his members.

Task Force on Education

The Board agreed that figure of \$500 for Task Force on Education is acceptable.

Accreditation

Len Novak received report from Pon Williams. The proposed 1984/85 budget for accreditation is \$5,200. \$5,500 figure stays in budget.

Student Awards

The Board accepted this as a tentative program.

Professional Awards

Charlie Thomsen stated MALA would opt out on this matter due to concerns. Victor Ford also noted SALA has concerns in this issue. Award program for this year is \$2,500.

Archives

Rough estimate given by Len Novak of \$1,000, according to the wishes of the Board at the last meeting, the archives material should go to the Public Archives in Ottawa. A decision was made and now the money is required for the move. Owen Scott has not forwarded the figures to Len Novak as he was requested to do. The \$1,000 estimate is for students at Guelph to pack and move 35 boxes of material.

Richard Pavelek wondered what the \$2,000 already paid to Guelph for catalogueing, et cetera was for. Victor echoed this concern. Len Novak suggested the \$1,000 should be paid or bad feelings will erupt and efforts to get this far would be lost. CSLA is dependent on Owen Scott and the people at Guelph to get the job done. Michael Hough concurred and stated that the importance of the task far outweighs the \$1,000 required to accomplish the task. Reinhart Petersmann suggested moving the \$1,000 to the Core Program, all agreed to "lump" the \$1,000 into the total Core Program figure.

Charlie Thomsen wondered whether CSLA will cover future costs of transferring further material to the Public Archives. Len Novak confirmed that yes this will be considered in the Core Program annually. John Altorio said this would add \$2 to fees of each member for the Core Program for a total of \$53.

Jim Taylor's Report

John Altorio suggested it would be sent to the Board of (overnors and component associations. Reinhart Petersmann supported this. Richard Gaudreau suggests CSLA provide a resume of the document and make it available on request at a cost. Richard Pavelek would support it depending on the cost. Victor Ford stated SALA would support. Mack Hancock indicated OALA would also support although the cost would probably be high.. He suggested making it available at a high price and if an individual wanted a copy he could buy one. Marie Kipen and Charlie Thomsen would not support mass distribution. Michael Hough suggested publishing a summary of findings and make copies available at a cost. All agreed to make the report available at a cost. Len Novak stated Lombard North Group is set up to produce conies.

Len Novak asked for acceptance of the budget. John Altorio provided a quick summary of total amount of dues owing according to numbers of members.

	Core	Elective	Total
APALA	53	33	86
AAPQ	53	26	79
OALA	53	33	86
MALA	53	26	79
SALA	53	26	79
AALA	53	33	86
BCSLA	53	33	86

Total dues comes to \$41,000 for an increase of \$6.19/member for revised budget.

John noted billings will be going out immediately and money is to be paid by component associations by the end of April, 1985.

(LUNCHEON ADJOURNMENT)

4.2 LAR

A report was given by Richard Gaudreau on billing issue. In Nick Van Vliet's proposal a suggestion was given to publish articles in the language they were written in, with French articles in a French section of the magazine. AAPQ's counter proposal is to mix articles under topics rather than language. Richard Gaudreau stated AAPQ is unable to agree on any proposal before March, 1985. He has authority to buy 200 subscriptions but suggested postponement to April so members could see what they are buying. He suggested 8 articles per issue, 40 articles per year was conceivable through AAPQ members. Len Novak wondered if the editorial would alternate languages and Richard Gaudreau stated it would depend on the content of the editorial. Michael Hough mentioned the quality of the articles needs improvement. Richard Gaudreau suggested the possibility of hiring a professional journalist. Michael Hough suggested an all out effort to persuade people who do write to contribute to LAR. Mack Hancock said CSLA must seek out people and convince them to write articles with a particular aspect. Len Novak noted that LAR is CSLA's "link with the world" to which Mack Hancock added that with French articles included it would increase international appeal and readership. Len stated Nick Van Vliet is looking for direction from the Board on an editorial board. Michael Hough suggested editorial board should be regional with each acting as a "finder" within his own region. All members suggested possible candidates with Charlie Thomsen mentioning Al Simon and Bob Alisop, and Mack Hancock suggested Dick Forrester.

Action President of each component organization will work towards every region being represented on an editorial board. It was suggested certain regions could team up, e.g. Alberta/B.C.; Manitoba/Sask. Names will be proposed by each region of people who are journalistically motivated and minded. These names are to be submitted to Nick Van Vliet directly with copy to CSLA.

Question of whether LAR is the official publication of the CSLA was posed. Nick Van Vliet requested position of the Board. The question arose as to why he wanted this position and whether it was a reflection of wanting financial support. Michael Hough stated it should be an independent publication as the Bulletin is the CSLA's official publication.

MOVED: Charlie Thomsen moved that the CSLA will support LAR but to assure editorial independence it should be an independent publication. CSLA should be credited with support in the pages of LAR as is currently done, i.e., "under the auspices". It is also to be requested that the words "official publication of CSLA" be removed from the pages of LAR. CSLA views LAR as an independent publication but supports it.

2nd: Reinhart Petersmann Carried: Unanimously

The question of an award for the best article was brought up. It was noted that this was discussed in Ottawa and was dropped. The position of the Board remains the same.

Doug Paterson's education committee suggests a referred issue.

Grady Clay has suggested possibility of a host editor, perhaps a hardbound edition of Landscape Architecture in Canada. Len suggests spreading this out into a series of articles with a regional aspect.

4.3 Professional Liability Insurance

Report was given by Richard Pavelek. Richard stated a clear cut decision was necessary among Board members to create a liability policy. He suggested sending out a questionnaire to all members describing who and what "we" are for the purposes of presenting to insurance brokers. He presented a sample copy of a questionnaire describing range of liabilities, type of practice, et cetera. A terms of reference is needed for acquiring a policy. The system involves three or four brokers who would give a bid to CSLA. There are probably only 10 brokers in the world who would handle this type of policy. The brokers get quotes from several insurance companies and present one quote from those. Len suggested making a national decision whether or not to pursue the matter and then distribute the questionnaire. Michael Hough suggested Len Novak send each member a notice of interest and find out what interest there is among members.

Richard Pavelek mentioned this should include individuals and government employees as well as firms. Marie Kipen suggested Jim Taylor's report may be a good profile of the profession and also noted that group rate insurance is not good. Len clarified that this would be a preferred rate, not group. Mack Hancock noted the cost of such a program is inconsequential when compared with the publicity which would be achieved.