

**THE CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS
L'ASSOCIATION DES ARCHITECTES PAYSAGISTES DU CANADA**

Minutes of the Board of Governors meeting held at the University of British Columbia, Faculty Club, in Vancouver, on June 26th 1986.

PRESENT: C. Hahn Oberlander President
 Bradley Johnson President Elect
 John J. Altorio Treasurer
 Robert A. Gibbs AALA
 Vincent Asselin AAPQ
 Peter Klynstra APALA
 David Wagner MALA
 Richard Moore OALA
 Douglas Clark SALA
 Recording Secretary

ABSENT: Arthur Cowie BCSLA

Mr. Cowie arrived at 11.00 a.m.

1. INTRODUCTION

The President thanked Michael Hough, outgoing President, for his help during the last year.

The President called the meeting to order at.....

2. ANNOUNCEMENT

The President introduced the President Elect, Bradley Johnson.

3. ADOPTION OF THE PROPOSED AGENDA

The President commented that, together with the President Elect, they conversed several time with Mr. Vachon during the last 24 hours to discuss how to arrive at a working relationship. Therefore:

C - should be amended as follows:

C.2 - Executive Director:

To resolve the Executive Director's operation with a method in which the component associations can interact with Mr. Vachon.

MOTION: It was moved by R. Moore, seconded by D. Clark that the proposed agenda be adopted as amended.

CARRIED Unanimously

4. PRESIDENT'S REPORT - proposed programme

- increase of employment for L.A. in the public sector
- increase of dialogue with related professions
- communication with the public at large
- increase support vis-a-vis the school

(The President proposed visiting various schools and has already sent several invitations in this regard. Travels to coincide with meetings throughout the provinces).

The President proposed the elaboration of a three-year master plan to develop existing committee structure. The President pointed out that a five-year committee was now in place, thanks to M. Hough, and perhaps this could be renamed the Master Plan Committee.

The President added that, with the advent of an Executive Director, it was hoped the Board would take the time to develop policies and strategies in this regard.

The President commented that, while the presence of an Executive Director would lead to new expenditures, there were economies to be had: the recently inaugurated Bulletin would change and be part of LAR: there will be modified secretarial functions.

It is necessary to focus on what needs to be done at the national level and provide an adequate budget for this purpose;

- A) Influence policy decisions;
- B) provide members with advice and information on federal contract possibilities;
- C) market the profession with federal clients such as CMHC, CIDA, DOT, TAND, DFW; etc.

Suggestions were made for modifying the budget in order to free funds for the new secretariat projects.

The President called R. Moore who proposed to discuss the general programme under C.1

C.1 R. Moore pointed out that the money should be better divided.

- Calendar of functions and administration - needs more clarification as to tasks done by the Secretariat;
- Bulletin - should be clarified as to what its purpose really is and whether or not it should be sent alone;
- Establish what the impact of the new Executive Director would be;
- Set-up of the new office - not so traditional;
- Appropriate budget to get results and identify a few projects;
- Strategy for public awareness - key areas, goals, purposes, etc., provide members with: a) influencing policy decisions; b) services to the members; c) marketing the profession:
 - a) influencing environment issues in establishing that we should be consulted, that we are credible and should participate in key decisions; b) competitive bidding such as with Public Works Canada, education and information to inform members of what is going on and what we do in their best interest; c) marketing through representation: tourism, federal government agencies, etc. Each of these three divisions should be subdivided into key areas and money available for implementation.

R. Moore further pointed out that the salary of the Executive Director could also come from the provinces in that the OALA would want some issues to be investigated by Mr. Vachon. In other words Mr. Vachon could work on issues of common interest or value across the country and on others particular to a specific province and according to provincial priority. This work would then be funded by the province.

The President adopted this point of view of paying the Executive Director for specific jobs as being a very positive approach.

The President thanked R. Moore for his suggestions, and introduced Mr. Pierre Vachon (10.00 a.m.)

Mr. Vachon suggested some specific issues in order to have a clear understanding of what is expected to be done and what budget is allocated for that purpose: if not specific amounts at least some indication of what can be spent on each project and what the range might be. He presented guidelines:

- objectives to be quantified;
- strategic consideration;
- steps to be followed;
- ideas as to where to start;
- maximize resources;
- fundamental issues: profile, visibility, role understanding, remuneration for contract in the public sector: issues which permeates everything else.

His proposal was not unlike that of R. Moore and went further in relationship with other organizations.

J. Altorio commented that there is little change in the proposals, in that the Secretariat had been doing the work for whoever. He added that, although the work was done by the Secretariat, the authority remained with the President and the Executive Secretary-Treasurer. The division between what is secretariat and what is not is not clearly defined. The Secretariat does whatever has to be done without much supervision. The difference, in this case, would be that the Manual of Policies and Procedures would have to be changed or updated for the authority to rest with the new Executive Director.

The President suggested changing J. Altorio's title to that of Treasurer, to which J. Altorio proposed to keep the manual unchanged until there is a clear understanding of what the changes imply.

4. APPOINTMENT OF THE EXECUTIVE SECRETARY-TREASURER

MOTION; It was moved by A. Cowie, seconded by R. Gibbs that the executive secretary-treasurer be appointed for another year.

CARRIED unanimously

5. REPORT OF THE EXECUTIVE SECRETARY-TREASURER

See Saturday meeting's discussions

MOTION: It was moved by R. Moore, seconded by David Wagner that the budget be established at a membership fee level of \$75.00 per member and that expenses, exceeding budget approved levels, be funded from the current and anticipated surplus.

CARRIED unanimously

MOTION: It was moved by Peter Klynstra, seconded by A. Cowie, that the fees payable to the Executive Director be set a \$12,000 for the management of the association and at \$11,500 for government relations.

CARRIED unanimously.

5. REPORT FROM THE PRESIDENT ELECT - Bradley Johnson 86-87

5.1 Accreditation Council

- a review -
- November: received Manual of Accreditation which was reviewed from November to January - selected Council members in accordance with the guidelines: 5 fellows and 2 lay members.
- Meeting, June 6th in Ottawa, to review the Council structure and operating procedures, discuss the lay candidates, the budget and the administrative duties.

It was decided, at that meeting, that certain aspects of the manual should be reexamined and recommendations prepared for approval by this board today.

Whereas the CSLA must avoid any actual conflict of interest in its University accreditation process and whereas the avoidance of such conflict should include the separation of standards setting for evaluation, recommendation and decision making as well as the provision of a just appeal procedure, the members of the Accreditation Council move that the CSLA /AAPC Board of Governors approve the following changes to its accreditation structures and procedures:

- 1- The present manual provides that 2 members of the Accreditation Council be appointed to the Visiting Team whereas the other 2 members are selected by Universities and the component associations, where the regional schools exists, thus providing another person. It is felt that this is a conflict of interest, or gives the appearance of a conflict of interest, in that half the visiting team will report to itself.

By changing the above format we will reduce the size of the Council and we recommend that membership of the Council consist of 3 members of the College of Fellows, 1 L.A. educator, a fellow or not, and 1 L.A. layman. Also we recommend reducing the size of the Visiting Team from 4 members to 3 members, to be selected from a roster, rather than selecting a team at the time of an accreditation visit.

The roster to be prepared as follows:

Each component association to provide 3 members and the CSLA another 3 members for a maximum of 6 made of persons in public or private practice primarily. Each school in Canada offering L.A. programme, within a degree granting programme, will provide 2 persons: 1 a L.A. educator and the other a lay educator or administrator. This pool of persons available to the Accreditation Council will select a team of 3 other persons to be the Visiting Team to School, thus giving the Accreditation Council some manoeuvring ability.

We, therefore, ask the Board to approve in principle the changes suggested to the accreditation manual of 1985 as the official guidelines for accreditation process.

B. Johnson suggested to members of the Board to go through the documentation distributed and read some of the written changes. B. Johnson also commented that this manual would be distributed across the country.

Budget: B. Johnson pointed out that except for D. Paterson, all other members of the Council came from the immediate regions, thus minimizing the cost of travel. Aside transportation cost there will be the cost of a two-day meeting.

Summary revised as follows:

- 1- reduced 1,000 to 800
- 2- meeting expenses reduce to 1,500 (2,000)
for a revised total of \$3,800

If 2 visits, then the operating cost will remain the same for a total operating budget of \$7,100

Ongoing years: on the assumption of 2 meetings - 2 schools visits: budget: to be established

The President asked for discussion on the amendments proposed -

Accreditation is renewed every five years and the budget is for a 2-year period. Answering a question asked by P. Klynstra, B. Johnson commented that, according to the last manual of accreditation as approved by the Board, the Schools would pay for transportation and accommodation only while the CSLA would carry the balance. P. Klynstra suggested an amendment stipulating that, since the school pays an application fee, the fee should cover these costs.

The President suggested a motion on the amended or revised accreditation manual and that further discussion could take place during meetings of the Accreditation Council.

B. Johnson, noted that the change of application fee can be done and a fixed amount be arrived at. P. Klynstra suggested that, if the application fee does not support the accreditation council, it should, at least, pay for a very substantial part of its operations.

J. Altorio commented that the intention was originally that the schools would support the Accreditation Council for there had been no allocation in the budget for supporting it out of the CSLA funds and further added that it is important that this not be a burden on the Society.

B. Johnson pointed out that this is certainly not what the manual stipulates, in that it mentioned that the schools would pay only for transportation and accommodation and P. Klynstra added that the application fee should carry the Council.

It was pointed out that there were several amounts claiming to be the total such as 4,900, 7,100 and 6,000 from J. Altorio, and clarification was requested.

J. Altorio commented that the 6,000 was only an indication of an amount necessary for this and that he could make the adjustment to the bottom line of the final total.

B. Johnson offered to explain the confusion in this way: the 6,000 was the result of a prior discussion and assuming 2 schools would be accredited; \$4,900 for one school, \$7,100 for 2 schools.

The following motion was submitted: it was moved by P. Klynstra, seconded by D. Clark, that an application fee of \$2,500 per school be added as a requirement for considering accreditation, with all other expenses remaining as stated.

P. Klynstra suggested that, if at the next November meeting B. Johnson reports to this Board that no one will pay the \$2,500, the Board could reconsider. B. Johnson's concern was the time between this meeting and the November one.

D. Wagner expressed the consensus of the Board that the Council should be self-sustaining and that Universities and Colleges would raise the funds.

J. Altorio asked that the motion tabled be resolved and further added that, on the recommendation of R. Williams and P. Jacobs, there were, in the budget, 5,500 as a start-up funds for the Accreditation Council. As of July 2nd 1985 this amount had not been spent, or very little, unless there are outstanding bills. Assuming that this amount is standing, adding to that would not be appropriate since this would not be within the keeping of the original mandate of the CSLA. In effect we still have this amount in the budget.

The President then suggested that P. Klynstra's motion be carried

MOTION: It was moved by P. Klynstra, seconded by D. Clark that an application fee of \$2,500 per school be added as a requirement for considering accreditation and that all other expenses are to remain as stated.

CARRIED unanimously

6. ENVIRONMENTAL QUALITY COMMITTEE

The President read a letter resignation from P. Jacobs from the Environmental Quality Committee and requested nomination of a new Chairman.

Jonas Spence-Sale was suggested as candidate for the chairmanship.

MOTION: It was moved by D. Clark, seconded by Peter Klynstra, that Jonas Spence-Sales be appointed Chairman of the Environmental Quality Committee and that a report be prepared by the new Chairman for presentation at the November meeting, outlining how he proposes to function with the other provinces and carry out this programme.

amendment: that the new Executive Director be involved in this, under the authority of the committee chairman.

CARRIED unanimously as amended

It was pointed out by B. Johnson that W. Kehm would very much like to serve on the Environmental Quality Committee.

7. **BILL ROCK FOUNDATION:**

After a brief discussion the following motion was submitted:

MOTION: It was moved by R. Moore, seconded by D. Clark that the CSLA make a contribution of \$500 per year for a period of 4 years.

CARRIED unanimously

8. **IFLA REPORT:**

Prepared and distributed by P. Jacobs and A. Rattray - request that the CSLA establishes a committee to coordinate Canadian effort and assistance to third-world countries, in attempting to establish landscape architectural training center and academic programmes.

The President asked for discussion on the subject and recommended a Canadian effort but without monetary support.

J. Altorio reported that IFLA dues have been paid before July 31st 1986 as requested in Swiss Francs deposited directly to a Belgium account. He commented that, although IFLA assumes that the declared membership of one year is that of the next, it is NOT the responsibility of IFLA to tell what the CSLA membership is, but for the CSLA to tell IFLA how many declared members there are each year.

In order to pay the dues, a form must be signed by the President, to which the number of declared members is added. Our accounts are based only a FULL members and our dues are paid on that basis.

J. Altorio commented that \$8,000 were put aside for IFLA dues for this year, plus the yearbooks expenses.

The suggestion by IFLA of advertising the CSLA's support of the Federation was turned down. However, it was proposed to advertize the new Ottawa's office after finding out the cost involved in such an advertisement and that decision could be taken at the November meeting should this be found to be in the best interest of the CSLA.

B. Johnson noted that, if there is a resource to be taken advantage of, then the CSLA should pay the price for it. D. Clark commented that the story was not a new one and that the question has been asked as to what is the CSLA doing for its members and now the CSLA is asking what is IFLA doing for us. The motion now being tabled calls for adoption of the formula and, since it is important that we maintain our relationship with IFLA, perhaps we should adopt the motion.

J. Altorio suggested that the amount of \$8,000 be augmented to cover possible increase.

MOTION; It was moved by David Wagner, seconded by R. Moore to direct IFLA's representative to resist any increase in dues but that the CSLA wishes to remain a member of IFLA

CARRIED but not unanimously

MOTION: It was moved by A. Cowie, seconded by V. Asselin that the discussion on IFLA be postponed until the November meeting.

CARRIED unanimously

9. ROSTER UPDATES

ZIM software - P. Klynstra noted that updates should be made as soon as possible upon receipt of such changes and D. Clark added that a list should be sent to members of the Board before Congress. P. Klynstra said that changes had been in excess of 200 so far.

10. MANUAL OF POLICIES AND PROCEDURES

The President suggested this be updated as soon as possible and that revisions be started.

J. Altorio commented that some pages could be changed immediately and that it could be done quickly by the Secretariat, but in other cases it would require, not just a very careful evaluation of what we are going to do, but also of what we want to do; what the goals are. In other cases new by-laws or changes in the by-laws will be required and this could not be done immediately: 1) someone should take the responsibility of looking at what is there and what the differences are with what we are doing to day and also what was intended in the first place; therefore, someone should be responsible for looking at it between now and November and then have some proposals ready for that meeting, so that action can be taken at that time.

The President commented that someone very familiar with the Association should undertake this project and J. Altorio suggested the previous executive secretary stating that she had knowledge of the association, he added that she had proposed carrying on some of the work she had been doing, such as translations and that she would certainly be qualified to do that type of work.

The President asked if she could be approached and how much she would charge for the work.

MOTION: it was moved by D. Wagner, seconded by D. Clark that this matter be placed on the agenda of the November meeting.

CARRIED unanimously

11. L.A, questionnaire by Moura Quayle

re: printing cost - The President proposed granting \$180.00. The President added that Moura Quayle had been granted \$500.00, but that the amount did not cover the cost of printing. D. Clark asked what will be done with the questionnaire once it is printed and the President replied that this would be sent to L.A. across the country. A preliminary questionnaire dealing with the profession.

The President suggested that this could be very useful to the CSLA and D. Clark said that \$600 should be granted for printing and distributing.

MOTION: It was moved by P. Klynstra, seconded by D. Clark that \$600 be granted to Moura Quayle to assist in the preparation of her questionnaire.

CARRIED unanimously

There being no further business on the agenda the following motion was submitted:

MOTION: It was moved by D. Clark, seconded by D. Wagner that the meeting be adjourned at 2:00 p.m.

CARRIED unanimously.