

**CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS
ASSOCIATION DES ARCHITECTES PAYSAGISTES DU CANADA
EXECUTIVE COMMITTEE MEETING @ CSLA Office
AUGUST 24-27, 1995, OKOTOKS, ALBERTA**

ATTENDED BY: DON BARRON, PRESIDENT
KEN HOYLE, PRESIDENT-ELECT
LARRY PATERSON, EXECUTIVE DIRECTOR

Note: the minutes which follow are draft minutes based upon the notes I took in the meeting. Please review them and provide any corrections or comments so that a final copy can be produced. .

Action By

1 Adoption of Agenda

The agenda as tabled was modified to facilitate issues of immediate concern. The information which follows is based upon priority of the discussions.

2. Three Year Plan

The plan is to be based upon the seven programs of the CSLA:

- administration
- Awards and Special Services
- Education
- National Initiatives
- International Initiatives
- Communication
- Promotion

Philosophy of the Three Year Plan:

The Three Year Plan for the period 1996-1999 will be directed to member services and programs with a primary focus on national issues.

Each Program of the Three Year Plan to have a separate Program Director (need to confirm and recognize those already acting in these capacities as committee chairpersons. There is the potential to place ads in the Bulletin to solicit interest and build a data base of individuals we can call on for assistance.

BOG

Ken Hoyle to refine plan for presentation at the upcoming BOG meeting.

Hoyle

3. CSLA Office

It was recommended that the Executive Director join the National Executive Directors Society. Paterson

Need to prepare job descriptions for each of the office positions. Paterson

Need to establish an agreement regarding the use of equipment. Should the CSLA lease, own or lease-to-own equipment. Need to determine separate agreement regarding office space. Execom

Issue of Executive Director to be placed on the agenda for upcoming BOG. Paterson

4. Membership Categories

Discussed the various categories of membership in the Society and compared them with the ASLA model. The issue of Associate membership in CSLA needs to be worked out in detail in order to allow it to proceed as approved by the BOG. Execom

5. CSLA Policies

Need to establish clearly defined policies for the CSLA to adopt and implement. These include national issues related to all areas of member interest. Tasks need to be defined to allow the development and implementation of CSLA Policies. Execom

6. AAPQ Concerns

AAPQ dues for 1995 must be paid in order to allow them to be fully recognized and to deal with their desire for change. Agreed to send statement noting AAPQ is in arrears. Letter to include original invoice and suggest that it may have been missed in the transition of executive offices in the AAPQ. Indicate that we are currently putting programs together for the next three years and we want to be able to include an AAPQ perspective. Paterson

Issues requiring resolution include Congress 93, Bylaws, Dues Increase and Payment, Congress 2000.

The process of change is clearly defined within the Bylaws and AAPQ is to be encouraged to effect change. Execom

Reviewed Ops Manual regarding Core and Elective Program and also compared the Vancouver 81 and Montreal 93 Bylaws. It was noted that the only difference between these documents was that we were now treating the entire annual budget as a core program and allowing opting in/out on special projects such as the History Study. Barron to further review and prepare letter for AAPQ.

Barron

7. Finances

Reviewed current financial statements.

- Re: Dan Glenn Invoice for Kananskis accommodation - agree that this to be paid by APALA. CSLA offered only to pay 1 night accommodation for additional member, not BOG rep. to attend.
- Need to seek accounting advice on how deal with GST/tax implications on contracts which the society may undertake.
- Agree to provide \$1,500.00 assistance for Peter Jacobs to attend the IFLA congress and lobby on behalf of Canadian interests.
- Agree to support MALA Community Service Project as per their request. Cheque to be issued for presentation at Congress 95.
- Agree to allow two attendees at Alliance meeting if funding can be accommodated within existing budgets.

Paterson

Paterson

Paterson

Paterson

Paterson

8. Professional Insurance

Reviewed the Marsh & McLellan proposal and Encon recommendation noting concerns regarding the rolling in of clients already existing within the Encon group. Those receiving preferential rates should continue to do so. M & M to send letter to each CSLA member.

Paterson

9. Bulletin

Roger Todhunter has indicated he will not be editor following the next issue. Agreed he has done an excellent job to date and should be suitably recognized. Agreed the Bulletin should transition from Roger to the CSLA office pending expansion of office duties within the three year plan.

Execom

10. Awards

Agree to produce certificates in French as soon as possible.

Paterson

Agree to prepare certificates to recognize committee chairs.

Paterson

Plaques are currently underway to be presented at Congress. Presentations will include President's Award, Honorary Members, Life Members, Professional Awards, Community Service, etc.

Barron

11. Congress 2000

AAPQ has not submitted their letter of requirements/ clarified their position as yet. This should be in place prior to Winnipeg.

Barron has approached D. Clark to look after CSLA interests and perhaps chair the Congress 2000 Committee - to be discussed at upcoming BOG.

BOG

Must to have clear understanding of liaison process, need to articulate needs of all parties and have a resolution in place quickly. CSLA programs must dovetail into those of ASLA. Agreed to put together an illustration of how ASLA, CSLA and AAPQ relate to one another and distribute to all parties so that we can refine if necessary.

Execom.

Should have regular monthly meetings until issues are resolved. Could perhaps gain agreement with AAPQ for billeting of reps. To attend meetings. CSLA will get him there AAPQ looks after him when he's there.

CSLA is to be the contact with ASLA on matters related to the business of congress.

12. Congress 95

Reviewed agenda as provided and noted several refinements regarding CSLA issues of meeting schedules, presentations and protocol. To be forwarded to MALA for consideration.

Paterson

Established separate meetings Friday PM for those interested in CSLA - ASLA joint meeting, Congress 2000, Policy Sessions, Exec.. Director's meeting, Foundation and Fund Raising.

13. International Affairs

Agreed to prepare letter for the Alliance informing them that Canada is not a member but is interested in assisting in the development of a world organization of landscape architects.

Reviewed proposed CSLA Policy and noted that Canada wishes to have opportunities for growth and advancement for Canadian Landscape Architects throughout the world, wishes to have global communications with other nations, wants job opportunities in other countries and is desirous of working towards universally accepted education standards. Revised draft of Policy prepared and needs to be approved by the BOG.

BOG

Regarding IFLA it was agreed that Peter Jacobs is not at Thailand to promote the Alliance but to advise that CSLA continues to be unhappy with IFLA reorganization efforts to date and that we remain out of IFLA and will not rejoin until change is in place. Canada will continue to offer support for change and will clearly state what we want from a world organization.

Execom

At the upcoming Alliance Meeting October 29 - Nov. 1, 1995 in London, England our representative(s) are to clearly state Canada's Policy and position and offer assistance to work towards one world organization of landscape architects. It is to be noted that Canada can not join the Alliance until it has the opportunity to review the constitution/memorandum of agreement.

Execom

Detailed reports are to be submitted following both meetings and the BOG provided sufficient information to allow them to make a decision regarding CSLA's participation by June 96.

Execom/BOG

14. Adjournment

The meeting adjourned noting little time remained between this session and the upcoming BOG.