

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

**MINUTES OF
BOARD OF GOVERNORS MEETING
NOVEMBER 6-7, 1998
HALLIBURTON HOUSE INN, HALIFAX, NOVA SCOTIA**

In Attendance:

David Mitchell, President	Derek Murray - MALA
Cecelia Paine, President-Elect	Greg Smallemberg - BCSLA
David Anselmi - OALA	Cary Vollick - APALA
Vincent Asselin - AAPQ	Gerhard Weiland - NLALA
Heather Edwards - SALA	Sharon Mousseau - Executive Director
Sara-Jane Gruetzner - AALA	(Recording Secretary)

Regrets: John Laird - NWTALA

Agenda Item	Discussion
1. Call to Order	David Mitchell called the meeting to order and welcomed Cecelia Paine as the newly-elected President-Elect.
2. Approval of Agenda	Motion #98-3-1 Moved by Cary Vollick, seconded by Sara-Jane Gruetzner: "That the agenda be approved as amended." CARRIED.
3. Approval of Minutes of Previous Meeting	Derek Murray noted an error in the wording regarding name act legislation in Manitoba. The minutes will be corrected to reflect that change. Motion #98-3-2: Moved by David Anselmi, seconded by Gerhard Weiland: "That the minutes be approved as amended." CARRIED.
4. Business Arising/ Review of Action Items	1. BOG meeting schedule - David Anselmi strongly recommended that we alter the schedule to allow for a BOG meeting in Boston in September 1999 in conjunction with the ASLA Congress. This would be an important gesture on our part with the ASLA Congress 2001 being held in Montreal. According to my notes, a motion was made by Cary Vollick and seconded by David Anselmi that this be done, but I do not have a record of a vote being taken. I have an action item to draft a new version of the schedule. 2. Action still pending on moving of CSLA archives. 3. The "CSLA Common Membership Standards Agreement" will be signed by Component Presidents. 4. General agreement to create the position of Treasurer, preferably from a current member of BOG. 5. Regarding the NRC infrastructure project - Sara-Jane Gruetzner has spoken with NRC and this project has a \$20 million budget. She is meeting with the Project Manager on November 9 th and will report further following that meeting. CSLA has been placed on their mailing list. Sara-Jane views this as an opportunity for CSLA to be an active partner on this project.

Agenda Item	Discussion
4. Business Arising/ Review of Action Items (Cont'd.)	Motion 98-3-3: Moved by Cary Vollick, seconded by Vincent Asselin: "That CSLA support the NRC infrastructure project and name Sara-Jane Gruetzner as its contact person." CARRIED.
	Action: 1. Sharon Mousseau to draft a revised BOG meeting schedule. This was done and circulated to BOG members for their approval and/or comments. 2. Sharon to follow up with legal counsel regarding his opinion on the legality of allowing space on the new brochure for individual, firm and/or provincial component identity. 3. Sharon to follow up with National Archives regarding moving of CSLA archives. 4. Sara-Jane Gruetzner will establish a CSLA working group for the NRC infrastructure project.
5. President's Report	David Mitchell noted that goals and priorities would be established in the following day's planning session. Recent activities include: 1. Attendance at CLARB AGM where he was very well received. - CLARB's long term plans are to go farther afield. They have produced some new documents (samples circulated), assisted some States in obtaining their Practice Acts - they have a template agreement and are willing to assist components in a similar fashion. The principles of health, safety and public welfare are what drives CLARB. - With respect to L.A.R.E., it comes back to being a component decision as to whether to implement it or something similar. It would be a major step towards uniform national standards. Cary Vollick noted it has become a real issue in Nova Scotia as certifications are required by various regulatory authorities, with the current "solution" being to download responsibility. - David also noted that L.A.R.E. has been "metrified" and CLARB are open to French translation. This would involve considerable participation from AAPQ in terms of marking and review. There is still a strong American tone to the exam and perhaps CSLA could have a role in correcting this. - Greg Smallenberg reported on BCSLA's perspective on L.A.R.E. which he circulated. He noted that BCSLA is the only CLARB member that requires a Board of Examiners that actually does the licensing. LARE is considered a pre-exam. - David Anselmi added that OALA has a Board as well and though it is not provincially legislated, it is also the deciding body on licensing. 50-60% of passers of LARE are accepted.- BC and Ontario could become licensors. - Suggestion that under Canadian law this is a provincial responsibility, but is there another role for CSLA? David Mitchell noted CLARB would welcome CSLA input on any current perceived problems. - An OALA task force will be reporting shortly. - Cecelia Paine noted that OALA has a professional advisor/mentorship program in place which is in effect for a minimum of 2 years. Participants are required to submit reports and have to show progress in all areas of practice. 2. David Mitchell outlined negotiations with ASLA re the 2001 Congress. - While we have not seen the actual budget, ASLA overhead is not included in costs that will determine profit. - Anticipated that a special Canadian dollar rate will be developed.

Agenda Item	Discussion
<p>5. President's Report - (Cont'd.)</p>	<ul style="list-style-type: none"> - There is also potential for additional income for CSLA/AAPQ from the sale of T-shirts, etc. - Cecelia Paine enquired re conference proceedings and suggested two options - asking for permission to publish them exclusively or receiving a modest share of income from their production. - Other noted concerns are: what are allowable ASLA expenses; what is gross revenue projection; what are CSLA responsibilities; how do we maximize profits. David Mitchell noted these concerns and will attempt to get further information. - Revised Memorandum of Agreement will be sent to CSLA Legal Counsel and forwarded to ASLA. This has been done - agreement wording was satisfactory. - Cecelia Paine thanked David Mitchell for his efforts with CLARB and ASLA. <p>3. David continued his report with background on negotiations re IFLA reunification. A per capita fee structure with a ceiling has been proposed by the Alliance and appears to be acceptable as well as fair to the larger countries such as the United States. Cecelia Paine noted the importance of participating in IFLA which is the only organization that represents landscape architects internationally.</p> <ul style="list-style-type: none"> - It was generally agreed that we maintain our negotiations through the strength of the Alliance (having Don Barron as our representative) plus Jim Taylor's presence at the IFLA table. - a CSLA position regarding IFLA reunification was approved. <p>Motion #98-3-4: Moved by Cary Vollick, seconded by Vincent Asselin: "That CSLA support the International Landscape proposal for IFLA reunification. CSLA's dues would come from within the current CSLA dues structure." CARRIED.</p> <p>Motion #98-3-5: Moved by Cecelia Paine, seconded by David Anselmi: "That CSLA endorses IFLA's goal of reunification and supports IFLA's re-organizational efforts to harmonize with United Nations principles and regulations with respect to international partner organizations." CARRIED.</p> <p>Motion #98-3-6: Moved by Derek Murray, seconded by David Anselmi: "That CSLA's position with respect to IFLA reunification be through the International Landscape Alliance. CSLA will also maintain an observer presence at the IFLA table." CARRIED.</p> <p>Motion #98-3-7: Moved by Cary Vollick, seconded by David Anselmi: "That the CSLA delegates be instructed to negotiate IFLA reunification in a timely manner that meets CSLA's objectives." CARRIED.</p> <p>Motion #98-3-8: Moved by Cary Vollick, seconded by Cecelia Paine: "That CSLA ratification of IFLA reunification be by a vote of the Board of Governors." CARRIED.</p>

Agenda Item	Discussion
	<p>1. ASLA to provide an expense guide for the 2001 Congress for CSLA approval.</p> <p>2. Sharon to contact ASLA to obtain a copy (if available) of the budget for the 2001 Congress. (This was done and Peter Kirsch advises the budget has not yet been drafted and will not be for some time. The basis for the proposed profit-sharing is past conferences allowing for a reduction in registration given the out-of-country location, as was explained in the initial negotiations.)</p>
<p>6. President Elect's Report</p>	<p>Cecelia Paine thanked BoG members for their support in electing her as President-Elect. Cecelia noted her CSLA commitment goes back a number of years and she has recently been involved on the Board of the Landscape Architects Canada Foundation. Her main interest lies in working on programs and activities that go to the heart of the CSLA objectives of coordination, communication and representation. Some of her other objectives are:</p> <ul style="list-style-type: none"> - development of a new generation of volunteers and partners and provide other opportunities for them to participate in CSLA, perhaps on task forces and committees. - IFLA reunification is a priority. - fruition of National Publication with long-term funding to ensure its continuation.
<p>7. Executive Director's Report</p>	<p>Sharon Mousseau reported on several items:</p> <ul style="list-style-type: none"> - CSLA Web Site. Sharon recommended a new web master the site was not being maintained in a timely fashion, nor had the French page become operational in spite of having been translated since June. - Awards program - the process had consumed considerable time to operationalize given the year lapse and a new Chair. The process is now well in hand. Sharon was asked to ensure that the results are well publicized and there is strong CSLA representation at presentations. Concern was expressed that because the selection process occurs late in the year, identifying the awards with that year creates the perception of them being late. We should also ensure that award winners receive only positive comments from jurors. - Bog Members received the first issue of the re-designed letter very positively. It was suggested that it be made available to components for associate members. Another level of communication for it should also be Past Presidents, Honourary and Life Members. <p>Motion #98-3-9: Moved by Cary Vollick, seconded by Derek Murray: "That the Executive Director take immediate steps to revise the CSLA Web Site and enter into six month contract with a new Web Master. At the end of six months, a new contract will be negotiated following solicitation of additional proposals based on specific terms of reference. " CARRIED.</p> <p>Motion #98-3-10: Moved by Cecelia Paine, seconded by Vincent Asselin" "That the 1998 CSLA Awards Program be re-named "1999 CSLA Awards Program". CARRIED.</p>

Agenda Item	Discussion
	<p>1. Sharon to obtain dates of provincial components AGM's so that award presentations can be made accordingly.</p> <p>2. Sharon to contact Stefan Fediuk, Chair of the CSLA Awards Program to convey the BoG decision to have the current program called "1999 Awards Program" rather than 1998. This will be a continuing policy.</p> <p>3. Sharon to contact the provincial components to facilitate distribution of the December 1998 CSLA newsletter to Associate and other members. This circulation will be done free of charge with following issues available on a subscription basis.</p>
<p>8. Continuing Education Policy</p>	<p>David Anselmi referred to the draft policy he had prepared and noted the importance of establishing consistent language. He emphasized that this policy does not mandate continuing education, but permits the notion of continuing education. David also noted the importance of having contact with all of the l. a. schools of landscape architecture.</p> <p>It was suggested that the document be less specific so that a culture of continuing education is developed. CSLA policy could be to support the concept of continuing education with our policy document being a set of guidelines.</p> <p>Motion #98-3-11: Moved by David Anselmi, seconded by Derek Murray: "That CSLA adopt the Continuing Education Policy, subject to revisions recommended by the Board of Governors." CARRIED.</p>
	<p>Action: 1. David Anselmi to revise Continuing Education Policy and circulate to BoG members.</p>
<p>9. CSLA Documentary</p>	<p>Gerhard Weiland reported that the contract has been signed and this project is proceeding according to plan. He referred to his distributed report. Discussion occurred on the possibility of funders of the documentary obtaining tax receipts through LACF.</p>
	<p>Action: 1. Sharon to contact Gunter Schoch (LACF Treasurer) to enquire re the feasibility of contributors to the documentary receiving tax receipts through the LACF.</p>
<p>10. National Publication</p>	<p>Cecelia Paine provided background (particularly for new BoG members) on the National Publication. There is now unanimous financial support from the provincial components for this initiative.</p> <p>Motion #98-3-12: Moved by Cary Vollick, seconded by Heather Edwards: "That CSLA proceed with the production of a national publication. CSLA will provide \$25,000 for the production of the first issue and \$12,500 for each of the next two issues, based on a 50/50 cost-sharing arrangement with the provincial components." CARRIED UNANIMOUSLY.</p> <p>Motion #98-3-13: Moved by David Anselmi, seconded by Derek Murray: "That a Memorandum of Understanding be struck between the provincial components and CSLA regarding cost-sharing for the national publication. CSLA will then act as signatory with the publisher."</p>

Agenda Item	Discussion
11. Financial Report	Sharon Mousseau presented financial statements to October 31, 1998. It is anticipated there will be a small surplus at the end of the fiscal year. Given that several budget items had no expenditures, the budget format will be reviewed and revised pending the priorities established as a result of the planning process.
12. Component Reports	Component representatives tabled reports.
13. New Business	<ol style="list-style-type: none"> 1. CSLA Brochure - discussion on current format. Some concerns were expressed regarding the current images and the layout. It will be explored further. 2. CSLA Structure - Greg Smalberg raised the issue of administrative coordination for the smaller components and CSLA's role as a federation. It was noted that over the years, components have taken on national projects that contributed to the whole.
14. Adjournment	There being no further business, the meeting was adjourned.

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**BOARD OF GOVERNORS MEETING
NOVEMBER 6-7, 1998**

**HALIBURTON HOUSE INN
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Tel: (902) 420-0658/Fax: (902) 423-2324**

Agenda Item/Time	Topic	Responsibility	Documents Required/Comments
1. 9:00 am	Call to Order - Introduction of Cecelia Paine as President-Elect	David Mitchell	No additional nominations for the position of President-Elect were received by the Oct. 26 deadline.
2. 9:05 am	Approval of Agenda	David Mitchell	
3. 9:10 am	Approval of Minutes of Previous Meeting	David Mitchell	
4. 9:15 am	Business Arising	David Mitchell	Review of Action Items/Motions from August BOG. Please bring document previously circulated.
5. 10:00 am	President's Report	David Mitchell	David will report on his recent attendance at CLARB AGM, ASLA Congress and participation in International Alliance meetings.
6. 10:30 am	President-Elect's Report	Cecelia Paine	
7. 11:00 am	Executive Director's Report	Sharon Mousseau	Sharon will provide a written report at the meeting to outline her activities.
8. 11:30 am	Report on ExCom Meeting	David Mitchell/ Sharon Mousseau	A verbal report on the previous day's ExCom meeting will be given.
Noon	LUNCH BREAK		Lunch (provided by CSLA) will be served in the meeting room.
9. 1:30 pm	Financial Report	Sharon Mousseau	Sharon will present financial statements to Oct. 31 and draft budgets for 1999.
10. 2:30 pm	Continuing Education Policy	David Anselmi	A final draft is being faxed under separate cover.
11. 3:00 pm	National Publication	Cecelia Paine	Cecelia will provide and update on the national publication.
12. 3:30 pm	CSLA Documentary	Gerhard Weiland/ Sharon Mousseau	An update on activities to date will be provided.