

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

**MINUTES OF BOARD OF GOVERNORS MEETING
SASKATOON, SASKATCHEWAN
AUGUST 7-8, 1998**

In Attendance:	David Wagner (President) David Mitchell (President-Elect) David Anselmi (OALA) Vincent Asselin (AAPQ) Rob Crosby (SALA) Heather Edwards (SALA - taking over from Rob Crosby as SALA rep.)	Sara-Jane Gruetzner (AALA) John Laird (NWTALA) Derek Murray (MALA) Greg Smalenberg (BCSLA) Cary Vollick (APALA) Gerhard Weiland (NLALA) Sharon Mousseau (Executive Director) (Recording Secretary)
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AGENDA ITEM	DISCUSSION
1. Opening Remarks	President David Wagner opened the meeting and welcomed three new members to the Board: Sara-Jane Gruetzner representing AALA (Alberta), Gerhard Weiland representing NLALA (Newfoundland and Labrador) and Greg Smalenberg representing BCSLA (British Columbia).
2. Approval of Minutes of Previous Meeting	Motion 98-2-1: Moved by David Mitchell, seconded by Vincent Asselin: “That the minutes of the CSLA Board of Governors’ Meeting held on March 25-26, 1998 be approved as presented.” CARRIED.
2.1. Business Arising from the Minutes	Any items arising are covered later in the agenda.
3. Report on June 1998 ExCom Meeting	The minutes of the meeting were circulated to BOG members and no further discussion took place.
4. Executive Director’s Report	<p>A written report was circulated. David Anselmi raised a question regarding the re-printing of the CSLA brochure and the legality of including space on the back of the brochure for individual members, their firms and/or components to personalize it.</p> <p>BOG members concurred with the E.D.’s recommendation to investigate the move of CSLA Archives to the University of Guelph.</p> <p>Sharon also presented a mock-up of a proposed newsletter format. This would replace the current Bulletin. The fact that it would be less costly to produce and mail would allow for it to be published 5-6 times per year and have content that was timely, newsy and informative. BOG members approved the format and the production of the first issue.</p>

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	<p>Action: The Executive Director to obtain an estimate on the cost of moving the CSLA Archives from the National Archives to the University of Guelph. She will provide this information for the November BOG meeting.</p>
<p>5.1 National Internship Program</p>	<p>Discussion on internship programs within various components. Derek Murray noted MALA's is modelled after the existing Manitoba system but there are some problems with the main issue being liability where individuals who are not in an "interned" office. This relates to Page 3 of the CSLA document in particular. All agreed the policy requires more discussion. Once information is gained from the components, a legal opinion should be sought.</p> <p>David Anselmi noted that because of L.A.R.E., the policies may not be universal amongst the provinces.</p>
	<p>Action: The Executive Director to collect the most up-to-date provincial component by-laws along with info on what internship means to each component.</p>
<p>5.2 Reciprocity Agreement</p>	<p>Derek Murray reported that in Manitoba a Memorandum of Understanding developed with the provincial government will acknowledge landscape architects and they will now get a name act. The MOU will also provide an option to write L.A.R.E. This prompted a question as to whether writing L.A.R.E. becomes a measure of full membership and also if there would be a phase-in period for the reciprocity agreement itself. There was some concern as to whether the language was specific enough, but all agreed that we should get on with this and everyone was prepared to sign. It was determined that it would be more appropriate for the Presidents of each component to sign the agreement and BOG members would bring the agreement back to their components for signing.</p> <p>Other points to be noted:</p> <ul style="list-style-type: none"> - the document is actually membership admission standards and does not reflect reciprocity in terms of licensing or admission to work in another province. (Cary Vollick) - it does take us down the road to uniform national standards. (David Mitchell) - the main task is to work towards common admission standards and reciprocity will follow from that. (David Anselmi) - for APALA the more pertinent issue is out-of-province members because they have no Name Act. They had not seen need for L.A.R.E. as it is expensive and could prove to be an economic barrier to membership. (Cary Vollick) - some BCSLA Board members are now against L.A.R.E. (Greg Smalberg) - should be CSLA policy that L.A.R.E. be available in French and English and with metric equivalencies. - should be looked at as an agreement in principle - sign it and then move towards resolution of these additional issues. (John Laird) <p>Motion 98-2-2: "Moved by Vincent Asselin, seconded by Cary Vollick: "That CSLA write to CLARB requesting that exams be available for Canada in English and French and have metric measurements." CARRIED.</p>

AGENDA ITEM	DISCUSSION
5.2 Reciprocity Agreement - (Contd.)	<p>Motion 98-2-3: “Moved by John Laird, seconded by David Anselmi: “That the Reciprocity Agreement be approved in principle and be re-named “CSLA Common Membership Standards Agreement”.”</p>
	<p>Action: 1. The Reciprocity Agreement to be re-named the “CSLA Common Membership Standards Agreement” and circulated to the components for signing. The agreement will be translated into French. 2. Greg Smallemberg will report back to BOG on a BCSLA evaluation of the CLARB exam.</p>
5.3 CLARB AGM	<p>CLARB have provided a complimentary registration to CSLA for their upcoming AGM. In view of some the above-noted issues, it was agreed that our participation was important.</p> <p>Motion 98-2-4: Moved by David Anselmi, seconded by Rob Crosby: “That David Mitchell represent the CSLA at the CLARB AGM in September 1998.” CARRIED</p>
5.4 CSLA Documentary	<p>Gerhard Weiland distributed a report. He noted the budget and the financial contributions being requested from various levels of government and other organizations. They are also applying to LACF for a grant.</p> <p>Importance of component involvement was noted. They can provide info on provincial funding sources, obtain component endorsement of the documentary and be a contact point.</p> <p>Motion 98-2-5: Moved by Gerhard Weiland, seconded by Sara-Jane Gruetzner: “That the CSLA provide \$6,250 to NLALA to assist with the production of a documentary.” CARRIED.</p>
	<p>Action: Each BOG member to contact Gerhard Weiland by the end of September with a component contact for the documentary.</p>
5.5 Continuing Education Policy	<p>David Anselmi noted that he had prepared this draft document as a collective of thoughts and comments from the March BOG meeting. David further noted that continuing education is the number one priority in Ontario.</p> <p>Other points: - continuing education should go hand in glove with ethics of practice. (Cary Vollick) - when dues are collected, components should take a survey of what members have done in the past year to upgrade their qualifications. (Cary Vollick) - it is CSLA’s role to promote standards of the profession. (Cary Vollick) - continuing education opportunities should be included in our newsletter. (Cary Vollick)</p>

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5.5 Continuing Education Policy - (Cont'd.)	<p>Motion 98-2-6: Moved by Rob Crosby, seconded by David Anselmi: "That David Anselmi finalize the Continuing Education Policy and distribute it to the components for approval at the November BOG meeting." CARRIED.</p>
	<p>David Anselmi to revise CSLA Continuing Education Policy based on his suggestions and distribute to the components for final approval at the next BOG Meeting. The document would then be distributed to the components.</p>
5.6 3-Year Plan	<p>David Mitchell outlined the draft he had prepared. He asked BOG members to review it and use it as preparation for the next meeting. One point resulting from this discussion was the question of retaining CSLA Legal Counsel.</p> <p>David Anselmi noted that OALA retains legal counsel and suggested CSLA might want to consider using the same firm.</p> <p>Motion 98-2-7: Moved by Derek Murray, seconded by David Anselmi: "That the CSLA Executive Director contact the OALA Executive Director to determine the feasibility of CSLA retaining the OALA legal counsel." CARRIED.</p>
5.7 Financial Report	<p>The Executive Director presented financial statements to July 31, 1998 which included revised budget figures as approved at the March BOG meeting. Sharon also noted her desire to have someone on ExCom and BOG who is designated as Treasurer. This would provide an advisor for her on financial issues as well as better accountability for audit purposes.</p> <p>Discussion focussed on adding an item to allow for special professional services, such as legal counsel. An initial amount of \$2,000 was proposed.</p> <p>Motion 98-2-8: Moved by Cary Vollick, seconded by David Anselmi: "That a budget item be created for the ExCom to draw on for special professional services." CARRIED.</p> <p>Motion 98-2-9: Moved by Vincent Asselin, seconded by Derek Murray: "That the CSLA President-Elect or designated alternative, act as Treasurer." CARRIED.</p>
	<p>The Executive Director to develop a definition of the role of President-Elect/Treasurer.</p>

AGENDA ITEM	DISCUSSION
5.8 Communications Plan	<p>John Laird noted that we may have to make a financial investment on our own to invest in the plan and a strategic plan and not wait for the ACD in view of the delays they are experiencing in becoming fully operational. The importance of hearing what others think of us was emphasized. How this ties into our awards, magazine, newsletter and web site is also critical.</p> <p>Other points:</p> <ul style="list-style-type: none"> - the budget should be formed on the basis of agreed on issues and priorities. - David Anselmi noted that OALA spent \$20,000 on public relations and \$5,000 on marketing. <p>It was agreed that the November BOG meeting would include a planning session. Sharon will obtain a facilitator and work with him to organize the session.</p>
5.9 2001 Congress	<p>A draft Memorandum of Agreement from ASLA was circulated and several concerns were noted, particularly in the area of profit-sharing. We need to ensure that CSLA retains a profit in the event that the Congress realizes a profit amount less than \$500,000. The need to have a strong presence at the Portland Congress was also agreed on. The goal is to set up a meeting to finalize the agreement at that time.</p> <p>It was also noted that CSLA and AAPQ must form a local organizing committee to work with ASLA on the Congress.</p>
	<p>The Executive Director to re-word the draft Memorandum of Agreement prepared by ASLA for the 2001 Congress and have it reviewed by legal counsel.</p>
6.0 IFLA Representation	<p>Discussion focussed on the following points:</p> <ul style="list-style-type: none"> - establish an upper and lower limit on dues and ensure our representative has a CSLA proposal in his/her pocket to present. (Cary Vollick) - take the high road and determine if we want to "play" in the international arena. (David Anselmi) - it is appropriate that we re-join with specific qualifiers. (David Anselmi) - need for broader international affairs committee to coordinate these activities. (Cary Vollick) <p>Motion 98-2-10: Moved by David Anselmi, seconded by Vincent Asselin: "That CSLA designate Jim Taylor as the formal CSLA representative for the IFLA Congress being held in Cambridge, UK in September 1998.</p> <p>The CSLA position should indicate that we are prepared to re-join IFLA under the following conditions:</p> <ul style="list-style-type: none"> - receipt from IFLA of a 5-year Business Plan that contains an acceptable financial package and dues structure.
	<p>The Executive Director to organize a conference call between Peter Jacobs, David Mitchell and Jim Taylor to provide Jim with the CSLA position on IFLA prior to Jim's attendance at the IFLA conference in Cambridge, England.</p>

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6.1 President-Elect Nomination	<p>David Wagner provided background on the nomination process noting that the past-President is responsible for soliciting nominations. In addition our by-laws state that members have 60 days to submit other nominations.</p> <p>Ron Middleton, CSLA Past President has submitted Cecelia Paine as a candidate for President-Elect.</p> <p>Cary Vollick noted the importance of conforming with our by-laws to solicit other names.</p> <p>Motion 98-2-11: Moved by Cary Vollick, seconded by David Anselmi: “That should there be no further nominations for the position of President-Elect, that Cecelia Paine be acclaimed to the position.” CARRIED.</p>
6.2 BOG Meeting Dates	A proposed meeting scheduled was discussed and some amendments made.
	Action: The Executive Director to update the BOG meeting schedule and circulate to BOG members.
6.3 National Publication	<p>BCSLA and AAPQ have yet to confirm their financial support for the publication. BC could perhaps subsidize one issue while the feeling in AAPQ is that they would like to see the publication first.</p> <p>Main discussion points:</p> <ul style="list-style-type: none"> - importance of a tangible benefit to members. - subscriber support not viable. (Cary Vollick) - 3 options: do nothing, develop a prototype for “try before you buy”, or buy into the 3 issue option. (Cary Vollick) - importance of having clear expectations and a clear work plan. (Sara-Jane Gruetzner) - move forward - hire a Managing Editor. (John Laird) - importance of solving communication problem with our members. (John Laird) <p>It was agreed to incorporate this issue into the planning session.</p> <p>Motion 98-2-12: Moved by Vincent Asselin, seconded by Derek Murray: “That a decision o implementation of the National Publication de tabled until the November 1998 BOG Meeting.” CARRIED.</p>
7.1 Awards Process	<p>Details were given on process to receive submissions. A postcard has been printed for mailing to members to provide details. Stephen Fediuk of MALA is chairing the process and the adjudication will be done in Winnipeg in November. The process will be advertised in the newsletter as well.</p> <p>Nominations are always open for community service awards and they should be coordinated for presentation in conjunction with BOG meetings. Vincent Asselin noted the importance of the impact on the profession for these awards.</p>

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	Action: Each component to provide the name of a juror for the CSLA Awards to the Executive Director by September 30th.
7.2 Component Reports	Written reports from the components were distributed at the meeting. A verbal report from AAPQ was given noting that they had realized a small profit from the March conference and their membership numbers are stable. The 2001 ASLA Congress is a priority.
7.3 Accreditation Council	A written report from Ron Middleton was circulated.
7.4 Handover of Presidency	<p>David Mitchell acknowledged David Wagner's contribution and achievements during his term as President. Key ones were the opening of an Ottawa office and hiring a full-time Executive Director.</p> <p>David Wagner thanked BOG members for their support and noted that he had enjoyed his term a great deal and looked forward to continuing his involvement through his involvement with the ACD.</p> <p>David Mitchell indicated his pleasure in assuming the role of President and asked BOG members to keep him informed of issues that he should be dealing with. He would like to achieve some of the things already in the 3-year plan.</p>
7.5 1999 Conference	Greg Smalenberg advised that the dates will be April 29/May 1 and the conference will be held at Simon Fraser University. There are several good hotels within close proximity. The conference theme is "Landscapes in Mind".
7.6 2000 Conference	Sharon reported that the Ottawa Chapter has not had a recent meeting but will be doing so in September. She is working with them and is recommending an April/May time frame so that we can keep our AGM process on track in terms of timing.
7.7 New Business	<p>Rob Crosby presented a proposal recently received from the National Research Council. They have funds available for an Urban Infrastructure Best Practices Manual, however landscape architecture is not included.</p> <p>Sara-Jane Gruetzner indicated she had coordinated the Alberta initiative on this.</p>
	Action: Sara-Jane Gruetzner to draft a CSLA position for the NRC Guide for the Urban Infrastructure Practices Manual.
7.8 Adjournment	<p>Motion 98-2-13: Moved by David Anselmi, seconded by Gerhard Weiland: "That the meeting be adjourned." CARRIED</p>

