

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

**MINUTES OF BOARD OF GOVERNORS MEETING
APRIL 28-29, 1999
DELTA VANCOUVER SUITES HOTEL, VANCOUVER, B.C.**

Present: David Mitchell - President (Chair)	Don Hester - MALA * (for a portion of the meeting)
Cecelia Paine - President-Elect	Karen LeGresley-Hamre - NWTALA
David Anselmi - OALA	Greg Smallemberg - BCSLA
Vincent Asselin - AAPQ	Cary Vollick - APALA
Heather Edwards - SALA	Gerhard Weiland - NLALA
Sara-Jane Gruetzner - AALA	Sharon Mousseau - Executive Director

Regrets: John Laird, Derek Murray

Agenda Item	Discussion
1. Call to Order	David Mitchell called the meeting to order.
2. Approval of Agenda	With the addition of several items, the agenda was approved as amended. Motion #99-1-1: Moved by Cary Vollick, seconded by Vincent Asselin: That the agenda be approved as amended. CARRIED.
3. Approval of Minutes of Previous Meeting	Motion #99-1-2: Moved by Heather Edwards, seconded by Vincent Asselin: That the minutes of the previous meeting be approved as circulated. CARRIED.
4. Review of Action Items	Action Items from the previous meeting were reviewed. Action: 1. Sara-Jane Gruetzner to follow up on next steps regarding the infrastructure initiative.
5. ExCom Report	1. Necessity of a third member of ExCom was discussed and the ability of ExCom to act on issues between BoG meetings. 2. David Mitchell provided background on recent IFLA developments. Things now look very uncertain with respect to reunification. A more detailed report to be provided later in the meeting by Jim Taylor. Action: 1. ExCom to explore the addition of a third member to the committee.
6. Executive Director's Report	Sharon Mousseau reported on several items: 1. Web Site: now up to date and being maintained on a regular basis. Concerns noted on graphic design element and perhaps upgrading that. Greg Smallemberg offered to provide terms of reference for BCSLA web site. 2. Brochure: recognition that we are trying to target different audiences and how best to address that. Discussion on how web page might serve our needs. 3. A hot link for members to the federal Foreign Affairs site will be established. This will permit our members to quickly access overseas business opportunities. Motion #99-1-3: Moved by Cary Vollick, seconded by Vincent Asselin: That the contract with the current Web Master be extended until December 31, 1999. CARRIED.
	Action: 1. Sharon to work with the Communications Committee to develop a draft brochure for approval at the next BoG meeting. In the meantime a format that could be downloaded off the web site will be developed for immediate needs such as student requests.

<p>7. IFLA</p>	<p>Jim Taylor joined the meeting at this point to provide an update. Jim provided background on CSLA involvement with IFLA:</p> <ul style="list-style-type: none"> - CSLA was a founding member in 1948. - had excellent representation over the years. - Peter Jacobs was a major broker for change within IFLA. - CSLA withdrew in 1992. - IFLA now has approximately half the resources it had in the early 90's which has forced them to operate more efficiently. - IFLA has played a positive role in education in developing countries and is a member of UNESCO. - IFLA is moving to stronger regional initiatives. - There is concern over ending up with an "Anglo" block which is not really global. - The proposal agreed to in Portland in 1998 was delegated to the IFLA ExCom to work out the details and that hasn't happened. - Jim emphasized the importance of CSLA being at the table to influence the discussions and decisions. <p>David Mitchell noted the special project levy is a concern as well as the IFLA constitution.</p> <p>David Anselmi asked how IFLA could help CSLA members as it is often difficult to justify what IFLA does. Jim Taylor indicated it is up to the individual member if they have an international interest and take advantage of what IFLA can offer. The returns are not always obvious. Cecelia Paine noted that it is the only sanctioned international organization that represents landscape architects. Jim Taylor reinforced the lobbying impact IFLA has - if the profession is strong internationally this could improve opportunities. Sara-Jane Gruetzner noted that most firms who work internationally do not think of going through IFLA. Cary Vollick also indicated the value of IFLA's membership with other international organizations.</p> <p>Jim Taylor and Don Barron will be representing CSLA at an upcoming IFLA Congress in Denmark and will report back.</p>
<p>8. Ethical Guidelines</p>	<p>Jim Taylor provided background on these guidelines which ASLA, CSLA and South America agreed to develop in 1996 on programs of mutual interest, e.g. ethics, communications, etc.</p> <p>Jim attended an ethics workshop in September 1997 and was asked to circulate this document to CSLA. The primary purpose of the document is to assist emerging organizations. Jim noted these are currently guidelines only and the most contentious clause is 2.7. Sara-Jane raised a question on 2.8 - Fee Regulations. Jim indicated regulation may be the wrong word and will determine what is meant by that.</p> <p>Several components indicated the availability of similar guidelines on their web sites.</p> <p>Jim noted this has the potential to become an international code which would replace IFLA's.</p>
	<p>Action: 1. BoG members to review the Guidelines for Ethical Conduct within their components with a view to obtaining approval in principle or suggested changes in advance of the September BOG meeting. Jim Taylor will prepare a one-page context statement and e-mail to BoG members.</p>
<p>9. CLARB/LARE</p>	<p>David Mitchell reported on his attendance at the CLARB meeting in Vancouver where the expense of the process was discussed. There is potential for CSLA or BC or Ontario to become an administrator of the LARE.</p> <ul style="list-style-type: none"> - Sara-Jane noted that where there is no requirement to write LARE there is no demand otherwise. - Ontario now has sittings in more than one place. - In answer to a question from Vincent Asselin on basic requirements, David Mitchell noted they would be any that are established within the common membership standards.

10. AGM Process	The process for this year's AGM was reviewed and it was noted that for 2000 in Ottawa some advance planning should be done to ensure proper protocol for Fellows investiture, etc. This has been coordinated with the Ottawa organizing committee.
11. Accreditation Council	Ron Middleton submitted the name of Bill Marsh as an appointment to the Council for five years. Concern was expressed at the appointment of someone from the U.S., but it was determined that Bill attended a Canadian university, was eminently qualified and had been highly recommended. The vacant spot on the Council should be filled by someone from the academic milieu. Motion #99-1-4: Moved by Cary Vollick, seconded by Greg Smallenberg: That Bill Marsh be appointed to the CSLA Accreditation Council. CARRIED.
12. Awards Ceremony	Some suggestions were proposed to improve the process: - revision of categories - timing of presentation - maximizing public awareness
	Action: 1. Awards submission process to be reviewed by Executive Director and Awards Chair. An interactive box for members' input will be put on the web site, submission of panels will be looked at and also increasing public awareness and maximizing media opportunities.
13. Component Reports	NWTALA - have 6 Full Members - 1 in Nunavut. Act now with Justice Department. AALA - Have an active membership and several applications for associate membership. Associate Members can be on their executive, although not as President or President-Elect. BCSLA - Greg Smallenberg welcomed all to Vancouver and highlighted the BC Fellows initiative. AAPQ - Membership is stable. They may be losing their Executive Director to the International Mosaicultural Project. This project has a \$17 million budget. They have a new President - Chantal Gagnon. AAPQ will hold their 2000 AGM in conjunction with the Ottawa CSLA Congress. APALA - Very quiet as members have been busy. Name Act not progressing because of the minority government. There is a possibility of an omnibus bill. APALA members will donate their services to the SwissAir memorial. As August 1999 is their 25 th anniversary, this will be an anniversary project. MLA program still moving ahead, but slowly. SALA - This is their 20 th anniversary year. Looking for assurance that national publication will be realized.
13. Component Reports - Cont'd.	NLALA - Most members have been busy working on the documentary project. A number of graduates will be joining them over the summer. Common Membership Standards are being applied and they are working on a web site. OALA - Possibility of Omnibus bill in Ontario. Ontario has prepared a Task Force Report on membership categories. David Anselmi suggested other components may wish to look at it with respect to LARE.

<p>14. Congress 2001</p>	<p>Vincent Dumais joined the meeting and provided background on the importance of a formal organization for Congress 2001. He reviewed a draft organizational chart that he had prepared which showed that this is a CSLA event with AAPQ is taking on the host chapter responsibilities.</p> <ul style="list-style-type: none"> - David Mitchell noted it is an opportunity for both organizations to be left with a financial legacy, therefore we must ensure there are very clear and strict financial controls. - Vincent confirmed no expenditures would be made without an approved budget. - Clarification required from ASLA as to what is included in their congress budgets. - Revenue and cost-sharing key issues to be clarified. <p>Based on discussion at this meeting, the organizational chart will be revised.</p> <p>A final draft Memorandum of Agreement was received from ASLA and reviewed. There were no substantial changes from the last version and input from CSLA legal counsel was noted.</p> <p>Motion #99-1-5: Moved by Vincent Asselin and seconded by Cary Vollick: (a) That the CSLA BoG delegates the necessary responsibility to the Congress 2001 Executive Organizing Committee (EOG) to organize Congress 2001. (b) The first task of the EOG will be to finalize the Memorandum of Agreement between CSLA and AAPQ and submit its final version to the CSLA BoG. (c) The EOG must maintain a record of all expenses incurred to date by CSLA and AAPQ for the 2001 Congress and present a complete financial statement to the next CSLA BoG Meeting. (d) The EOG will operate as a Board of Directors, keep minutes and report to the CSLA BoG on its activities.</p> <p>Motion #99-1-6: Moved by David Anselmi, seconded by Sara-Jane Gruetzner: That David Mitchell be authorized to sign the Memorandum of Agreement with ASLA for Congress 2001.</p>
<p>15. Internship Policy</p>	<p>David Anselmi questioned whether we are getting into something that we have no jurisdiction over. As with the Continuing Education Policy, this should perhaps be a less prescriptive document that encourages rather than dictates as CSLA has no authority to police or manage internship.</p> <p>Cary Vollick noted the key here is having harmonized record-keeping as I.a.'s move from province to province. Our policy should be that it is a portable reporting instrument only and indicate that here is an example of what a provincial policy could look like..</p> <p>Greg Smallenberg noted that it must be supported by all components.</p>
	<p>Action: 1. David Anselmi will re-draft the Internship Policy to make it consistent with the Continuing Education Policy, i.e. a guideline type document rather than a prescriptive one.</p>
<p>16. Membership Roster</p>	<p>Discussion on the new format being done in conjunction with OALA through Naylor Communications. David Anselmi expressed a concern that BCSLA had developed a similar roster, also thorough Naylor - what impact might there be on advertising revenue. OALA gave up a considerable amount of their information in the roster to make room for it to be a national publication.</p> <p>Greg Smallenberg indicated his understanding that the BC roster had been ongoing for some time and that the advertising in it was BC focussed.</p> <p>Contact with Naylor indicated that they did not perceive a problem.</p>
<p>17. Continuing Education Policy</p>	<p>David Anselmi provided background on the guidelines he had prepared and circulated.</p> <p>Motion #99-1-7: Moved by David Anselmi, seconded by Cary Vollick: That the CSLA Board of Governors accept the revised Continuing Education Policy dated March 26, 1999. CARRIED.</p>

	<p>Action: 1. Each BoG member to have the Continuing Education Policy reviewed by their respective components and provide feedback on if and/or how it will be implemented.</p>
18. National Publication	<p>Cecelia Paine reviewed her written report and noted a meeting of the committee will be held on Saturday morning.</p> <p>While the schedule is somewhat delayed, it is anticipated that the first issue will be available this fall.</p> <p>CSLA will act as the sole signatory with the publisher.</p>
19. BoG Meeting Schedule	<p>Some concerns were noted regarding the time committed to a BoG meeting during an AGM. Perhaps the time could be overlapped rather than scheduled ahead of the meeting.</p> <p>An ExCom meeting will be held in Montreal in June.</p> <p>The schedule as circulated remains unchanged.</p>
20. Common Membership Standards Agreement	<p>Sara-Jane Gruetzner provided background on AALA concerns. APALA will sign it as is. There is support within MALA for it. Concern in AAPQ is LARE. David Anselmi noted that the federal government will enforce labour mobility and this document only sets a benchmark and forms the basis for a consensus.</p>
21. Documentary	<p>Gerhard Weiland provided background on the documentary. The concept is to focus on landscape architects and their work in conjunction with the culture of the land. Portal Film and Video have been retained and have been very cooperative in going beyond the original scope of the contract. An administrator is on contract. Rex Murphy is very interested in being involved with the project. Gerhard reviewed funding and expenses to date as well as in-kind services.</p> <p>They are seeking \$185,000 for the pre-production phase. NLALA has exhausted their funds and now require additional funds to continue. They are requesting \$1,500 from CSLA and a letter of intent from CSLA to assist in securing other funding. The letter of intent would indicate a commitment from CSLA of \$50,000 payable in two instalments - this year and next. No CSLA financial commitment would be required until outside funding of \$110,000 has been secured.</p>
21. Documentary - Cont'd.	<p>Gerhard showed a sample of the documentary which was prepared by Portal with narration done by Philip Hicks. Some concerns were expressed: the mention of Bill Gates which would preclude sending it to potential corporate sponsors, no actual mention of landscape architects which should be more specific if we are seeking outside funding.</p> <p>Motion#99-1-8: Moved by Sara-Jane Gruetzner, seconded by Cary Vollick: That the CSLA provide a letter of intent indicating its support towards a commitment of \$50,000 for the documentary project. CARRIED.</p> <p>Motion #99-1-9: Moved by David Anselmi, seconded by Vincent Asselin: That the CSLA Executive Director pursue other funding sources to support the documentary project. CARRIED.</p>
22. Insurance Presentation	<p>Jean Levesque of Merit Insurance presented a proposal for a CSLA members' insurance policy. The proposal consisted of two policies: practice insurance for the firm and individual liability insurance which would only be practical if all or a large majority of members participate to allow a low premium of \$20 per person. The individual coverage is meant to be a catch all for situations not already covered.</p>
	<p>Action: 1. Greg Smalenberg will meet with Metric to obtain further information and draft an article for the next CSLA Bulletin. Each BoG member will bring the proposal back to their component to assess whether it is worth pursuing.</p>

23. Financial Report	Financial statements under a new reporting system were presented. Budget figures are on target. The budget presentation was re-worked to conform with the program areas outlined in the Strategic Plan and also to. The budget was revised to incorporate an additional \$1500 in administrative costs for the documentary as well as \$15,000 for this project in this fiscal year if outside funding is secured. Motion #99-1-10: Moved by Cary Vollick, seconded by Greg Smallemberg: That the revised budget be approved as amended. CARRIED.
24. Adjournment	There being no further business, the meeting was adjourned.