

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

**MINUTES OF BOARD OF GOVERNORS MEETING
SEPTEMBER 12-13, 1999**

Revised to Comments received to March 23, 2000

MARRIOTT COPLEY PLAZA HOTEL, BOSTON, MASSACHUSETTS

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

Regrets: John Laird, NWTALA

Agenda Item	Discussion
1. Call to Order	President David Mitchell called the meeting to order.
2. Approval of Agenda	The agenda was approved as amended.
3. Approval of Minutes of Previous Meeting	<p>Motion #99-2-1: Moved by Heather Edwards, seconded by Gerhard Weiland: That the minutes of the meeting held on April 28-29, 1999 be approved as amended. CARRIED.</p> <p>The amendments were: Item 19 - note that CSLA will act as the sole signatory with the publisher in the Memorandum of Understanding with the provincial components. Item 23: Delete "and also to" after Strategic Plan, replace with "to delete line items that had not been used for several years".</p>
4. Review of Action Items	<ol style="list-style-type: none"> 1. Sara-Jane had followed up on infrastructure initiative and there will be more info forthcoming as a scheduled meeting was cancelled. 2. David Mitchell advised of the addition of Heather Edwards to ExCom. 3. Web site - in progress. 4. Discussion on exactly what is needed in terms of brochure. Cary Vollick will develop a plan by October 31. 5. Some components have reviewed ethical guidelines and many have a similar concept in place. Those that have not yet reviewed them will do so. 6. Awards process - Derek Murray advised committee has been expanded to include more than just one person given the size of the task. Alf Simon will co-chair with Steve Fediuk. Judging will be done in late January of 2000 rather than in November, as is normally the case. Guidelines and submission process will also be reviewed. 7. Circulation of OALA task force report on membership to components remains to be done. 8. Internship policy has been re-drafted and circulated. 9. Continuing Education Policy still to be reviewed by some components. 10. Circulation of MOU, re publication to be done. 11. Insurance - a presentation will be done later in the agenda.
	<p>Action:</p> <ol style="list-style-type: none"> 1. Sharon to circulate OALA task force report on membership to components. 2. Sharon to circulate MOU on national publication to components for signature. 3. Sharon to initiate an interactive box on the web site to solicit input on CSLA awards.
5. Executive Director's Report	A written report was circulated and is attached to the minutes. Several BOG members noted there were many errors in component information raised in the new roster.
	<p>Action:</p> <ol style="list-style-type: none"> 1. Sharon to contact Naylor Communications with respect to the considerable number of errors in the roster and ask them to do a re-print.

<p>6. Insurance</p>	<p>Greg Smallenberg updated BOG members on action to date and the realisation that most of us are not qualified to compare our current policy with the one proposed by Metrix at the Vancouver BOG meeting. Greg noted it is important to distinguish that Encon offers a policy whereas the Hartford proposal is a program. In view of the considerable differences between the two policies, Greg is recommending a committee be appointed to analyse the proposals. Another major question is whether we really want to endorse one specific policy.</p> <p>David Anselmi suggested that perhaps we should be endorsing the concept of members having liability insurance - it is mandatory in some components. Cecelia recommended that we give Marsh & McLennan the opportunity to match the Metrix proposal.</p>
	<p>Action:</p> <ol style="list-style-type: none"> 1. Greg Smallenberg will continue to work on the insurance program and will solicit assistance from other BoG members as necessary. 2. Sharon to include a members' survey on the insurance program in the next bulletin.
<p>7. ACD/IFLA</p>	<p>Jim Taylor joined the meeting and reported on two areas that he is involved in: IFLA and the Alliance for Canadian Design (ACD) Standards.</p> <p><u>ACD Standards</u></p> <ol style="list-style-type: none"> 1. Standards have now officially been designated as occupational standards. 2. Landscape architects are generally well organised as compared to the other design sectors. 3. The career awareness initiative is proceeding. <p>A more complete ACD report will be dealt with later in the agenda.</p> <p><u>IFLA</u></p> <ol style="list-style-type: none"> 1. Jim provided historical background on IFLA and CSLA involvement. 2. Hopes CSLA will re-join in 2000. 3. IFLA constitution and by-laws have been revised with more emphasis on the regions. 4. A budget and business plan will be developed. 5. Many IFLA officers have personally funded meeting attendance. 6. Canada has been asked to assist on third world projects. 7. Strength and unity are required to have an impact at the international level. <p>David Mitchell thanked Jim on behalf of CSLA for the time and energy he has devoted to this task.</p> <p>Cecelia Paine noted that it would be nice to have Canadian members at the spring IFLA meeting in Costa Rica. While this will be a World Congress, it will be smaller than normal.</p> <p>David Anselmi questioned the benefits to members who bring projects to IFLA that they themselves are funding. It was noted that the international profile gives a higher status to the project.</p> <p>Greg Smallenberg noted there seems to be a disconnection between IFLA's programs and CSLA. How best could individual members access the information?</p> <p>It was further noted that IFLA participation could be seen as an investment in our future. What can we put in and how can we use the international federation to our benefit.</p> <p>Cecelia further noted that IFLA participation opens doors to key programs, e.g. educational, national and cultural heritage. These programs need to be better communicated</p>
	<p>Action:</p> <ol style="list-style-type: none"> 1. Sharon to include IFLA news pages in the CSLA Bulletin.

<p>8. IFLA Special Guest</p>	<p>1. IFLA President Arno Schmid was welcomed to the meeting and introduced by Jim Taylor. President Schmid spoke to the B.O.G. and expressed his pleasure at the re-unification of the world's landscape architects. He spoke of the ongoing activities of IFLA that Canada would be participating in again. He briefly answered questions from the BOG and was thanked for his efforts made to reunify IFLA by President Mitchell.</p> <p>Motion #99-2-4: Moved by Cecelia Paine, seconded by Cary Vollick: Whereas IFLA is the official organisation representing landscape architects at the international level, and whereas the Board of Governors of the Canadian Society of Landscape Architects/Association Des Architectes paysagistes du Canada (CSLA/AAPC) has endorsed reunification subject to a number of conditions, and whereas those conditions have been agreed to by IFLA and the resigned nations, it is moved that: CSLA/AAPC rejoin the International Federation of Landscape Architects as a Full Member and support its ideals, its goals, its objectives and its programs. This would be in effect January 1, 2000. CARRIED UNANIMOUSLY.</p> <p>2. Importance of having terms of reference for IFLA delegate noted.</p>
<p>9. Congress 2000</p>	<p>Sharon Mousseau provided an update on arrangements to date. Hotel space has been blocked and the program is almost complete. Consideration has been made for other events, such as the Fellows investiture, CSLA and other meetings. The Call for Papers is being prepared and will be circulated shortly.</p>
<p>10. Documentary</p>	<p>Gerhard Weiland reported that in October representatives from the film company (Portal) would go to Toronto to search out broadcasters. David Anselmi has agreed to sit in on these meetings. There is not much more to do until a broadcast license fee has been established.</p> <p>Gerhard asked BoG members to promote the project as they are speaking with delegates at the ASLA Congress. Gerhard also noted that someone else is interested in producing a book and it will only be a matter of securing a publishing house and a book photographer.</p> <p>With respect to the \$7,500 requested for Rex Murphy's participation, it had not been clear as to whether BoG approval had been given in April to expend any of the \$15,000 budgeted until other funding had been secured, therefore BoG approval was sought on the expenditure of the \$7500. BoG members indicated that they clearly felt that the expenditure was authorised.</p>
<p>11. National Publication</p>	<p>Cecelia Paine provided an update on the national publication and outlined the arrangements with Southam. The galley proofs will be available within the next week. Components will still be committed to \$16 per member for 2000. Some noted concerns were: how does CSLA manage the editorial board; French content; what is objective after second issue; how is the call for submissions done; what is Southam commitment to us after the second issue; will the product be substantially different than what was originally planned.</p> <p>David Mitchell noted that there were many unresolved issues with Azure and Cecelia was directed to the best she could with available resources. Cecelia emphasised there is no difference in having Southam publish the journal than Azure and noted that we will continue to influence the content through our editorial board which contains 17 representatives from across the country. Cecelia is further recommending that a landscape architect be hired part time as a Consulting Editor is.</p> <p>Following considerable discussion it was agreed that we needed to see the first issue to properly evaluate the product. No assumptions have been made yet on the third and fourth issues.</p> <p>There was further discussion on the financial implications to components. Cary Vollick emphasised the project has always been a three issue one and the funding beyond issue three has never been nailed down</p>

	<p>Action:</p> <ol style="list-style-type: none"> 1. Sharon to contact the components for their mailing lists of associate members for journal distribution. 2. Cecelia Paine to contact Southam to determine if contract arrangements under the same terms can be extended to Issue 3. If this is possible, Sharon will follow up with components to have MOU signed. Note: Several BoG members felt it was not necessary to sign the MOU, but there was discussion about it being re-visited following publication of the third issue.
12. Financial Report	Financial statements to August 31, 1999 were presented. Concern was expressed over member dues being under budget. The seed money from the BC Congress should also be forthcoming shortly.
13. Governance	<p>Sara-Jane Gruetzner provided background on the efforts by Heather Edwards and herself in following up on this process.</p> <p>Key points:</p> <ol style="list-style-type: none"> 1. Structure is only one small part of the governance process. 2. Input is required throughout the process. 3. Commitment from current BoG members is required. 4. Request for small amount in 2000 Budget - \$3,000. 5. Awards should be a regular agenda item. 6. Committees need to know what is expected of them. <p>An in-camera session was held at this point in the meeting to discuss the role of the Executive Director.</p>
14. Continuing Education	<p>David Anselmi reported on activity to date and referred to the revised document circulated in advance of the meeting.</p> <ol style="list-style-type: none"> 1. The CSLA guidelines will probably be endorsed at the September OALA council meeting. 2. MALA has been adopted. Would like some assurance that these guidelines would have some weight if someone moves to another province. David Anselmi noted they would not facilitate entrance into Ontario as the key here these are voluntary guidelines, not mandatory ones. 3. AALA - Were well received and were helpful in regulatory discussions with the province. 4. APALA - Have been adopted. 5. AAPQ - Have been adopted. 6. SALA - Will be on agenda for next meeting.
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15. Internship Guidelines	<p>David Anselmi suggests that this document be used as the guidelines - similar to the Continuing Education one.</p> <p>Key points:</p> <ol style="list-style-type: none"> 1. CSLA should be advocates for an internship program. 2. Language in existing document is problematic. 3. Current forms are very limiting and not representative of the breadth of the profession. 4. Advisor role not well articulated. 5. Liability concern - are we being asked to certify the work of members? <p>Following discussion, there was consensus on having a broad-based policy.</p>
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<p>16. Component Reports</p>	<p>NLALA - most of their activity has been focussed on the documentary. They are continuing work on development of a web site.</p> <p>AAPQ - They have a new Executive Director - Marie-Claude Robert. The international mosaicultural project has been revised downward somewhat as provincial funding was lower than expected. The former AAPQ Executive Director, André Abran is working for that group. They will work with OALA on holding their 2000 AGM in conjunction with the Ottawa Congress.</p> <p>AALA - Membership numbers are up and a further increase is expected.</p> <p>SALA - Name Act now on hold due to provincial election. A volunteer is going to write the history of landscape architecture in Saskatchewan. A slide show of landscape architecture projects in the province is available on CD. Initiated media coverage to set the record straight on the riverbank slump in Saskatoon as L.A.'s had initially been held responsible.</p> <p>BCSLA - Have agreed to send the CSLA bulletin to Associates.</p> <p>Remaining component reports were circulated.</p>
<p>17. Alliance for Canadian Design</p>	<p>David Anselmi noted his reluctance to continue as the CSLA representative on the educational committee given that he is no longer affiliated with the University of Toronto. He felt someone from the academic community and preferably bilingual would be more appropriate. John McLeod from the University of Montreal had indicated his availability.</p> <p>Motion #99-2-2: Moved by David Anselmi, seconded by Vincent Asselin: That John McLeod be appointed as the CSLA Educational Representative to the Alliance for Canadian Design. CARRIED.</p>
<p>18. Alliance for Canadian Design (cont'd)</p>	<p>A request was received from David Wagner for \$1,000 to assist with his attendance at a design sector exhibition in Australia.</p> <p>Motion #99-2-3: Moved by Cary Vollick, seconded by Derek Murray: That \$1,000 be advanced to David Wagner to defray his costs to attend an ACD Exhibition event in Australia. MOTION DEFEATED.</p>
<p>19. Year 2000 Budget</p>	<p>1. Cecelia Paine introduced the draft budget for the year 2000 in her role as Treasurer. Discussion followed. The revised draft year 2000 budget has been circulated separately. (This budget has been revised to respond to further comment received.)</p> <p>2. Budget/Strategic Plan - A dues increase should be considered for 2001. There has not been an increase for some time. Agreed that components should be asked how they feel about this.</p> <p>Motion #99-2-5: Moved by Cary Vollick, seconded by Gerhard Weiland: That CSLA dues be increased to \$125 by the 2001 fiscal year. CARRIED. 1 against, 1 abstention.</p> <p>3. Cost of accommodation and number of meetings an issue and will be given consideration.</p> <p>4. How do we fund special projects, e.g. availability of \$25,000 for documentary project in 2000? Gerhard feels as long as \$50,000 is available over the term of the project that is satisfactory.</p> <p>5. Cary Vollick to develop a proposal for a communications plan by October 31.</p>

<p>20. New Business</p>	<p>1. Greg Smallenberg advised the group about an initiative of Michael Can Housen's and the merit of sponsoring the publication or printing of a select number of books on the profession. This will be considered within the strategic plan.</p> <p>2. Discussion on role of Alliance now that reunification has been achieved. A letter of thanks will be sent to Don Barron by David Mitchell to thank him for his efforts.</p> <p>3. This is the last BoG meeting for Derek Murray, Greg Smallenberg and Cary Vollick. David Mitchell acknowledged their excellent contribution and thanked them for their considerable efforts on behalf of CSLA</p>
	<p>Action: 1. Jim Taylor will be requested to draft terms of reference for the CSLA delegate to IFLA.</p>
<p>21. Next Meeting</p>	<p>The next meeting will be held in conjunction with the 2000 Congress in Ottawa in May 2000. Location and exact dates to be advised.</p>
<p>22. Adjournment</p>	<p>There being no further business, the meeting was adjourned.</p>

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Post-It™ Fax Note	7671E	Date	03/16/01	# of pages	6
To	FRAN PAUSE	From	B. YANCHYSKYA		
Co./Dept.	CSLA	Co.	SMITH CARTER		
Phone #		Phone #	(204) 477-1260		
Fax #	(613) 622-5870	Fax #	(204) 477-6346		

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<p>17. Alliance for Canadian Design</p>	<p>David Anselmi noted his reluctance to continue as the CSLA representative on the educational committee given that he is no longer affiliated with the University of Toronto. He felt someone from the academic community and preferably bilingual would be more appropriate. John McLeod from the University of Montreal had indicated his availability.</p> <p>Motion #99-2-2: Moved by David Anselmi, seconded by Vincent Asselin: That John McLeod be appointed as the CSLA Educational Representative to the Alliance for Canadian Design. CARRIED.</p>
<p>18. Alliance for Canadian Design (cont'd)</p>	<p>A request was received from David Wagner for \$1,000 to assist with his attendance at a design sector exhibition in Australia.</p> <p>Motion #99-2-3: Moved by Cary Vollick, seconded by Derek Murray: That \$1,000 be advanced to David Wagner to defray his costs to attend an ACD Exhibition event in Australia. MOTION DEFEATED.</p>
<p>19. Year 2000 Budget</p>	<p>1. Cecelia Paine introduced the draft budget for the year 2000 in her role as Treasurer. Discussion followed. The revised draft year 2000 budget has been circulated separately. (This budget has been revised to respond to further comment received.)</p> <p>2. Budget/Strategic Plan - A dues increase should be considered for 2001. There has not been an increase for some time. Agreed that components should be asked how they feel about this.</p> <p>Motion #99-2-5: Moved by Cary Vollick, seconded by Gerhard Weiland: That CSLA dues be increased to \$125 by the 2001 fiscal year. CARRIED. 1 against, 1 abstention.</p> <p>3. Cost of accommodation and number of meetings an issue and will be given consideration.</p> <p>4. How do we fund special projects, e.g. availability of \$25,000 for documentary project in 2000? Gerhard feels as long as \$50,000 is available over the term of the project that is satisfactory.</p> <p>5. Cary Vollick to develop a proposal for a communications plan by October 31.</p>

20. New Business	<p>1. Greg Smallenberg advised the group about an initiative of Michael Van Hausen's and the merit of sponsoring the publication or printing of a select number of books on the profession. This will be considered within the strategic plan.</p> <p>2. Discussion on role of Alliance now that reunification has been achieved. A letter of thanks will be sent to Don Barron by David Mitchell to thank him for his efforts.</p> <p>3. This is the last BoG meeting for Derek Murray, Greg Smallenberg and Cary Vollick. David Mitchell acknowledged their excellent contribution and thanked them for their considerable efforts on behalf of CSLA</p>
	<p>Action:</p> <p>1. Jim Taylor will be requested to draft terms of reference for the CSLA delegate to IFLA.</p>
21. Next Meeting	The next meeting will be held in conjunction with the 2000 Congress in Ottawa in May 2000. Location and exact date to be advised.
22. Adjournment	There being no further business, the meeting was adjourned.

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