

**Canadian Society of Landscape Architects/
Association des Architectes Paysagistes du Canada**

**Minutes of Board of Governors Meeting
August 24, 2000**

Present:	Cecelia Paine, President	Don Hester, MALA
On line	Vincent Asselin, President Elect	Donna Hinde, OALA
	Alexandra Borowiecka, NWTLA	Myke Hodgins, AAPQ
	Margot Cantwell, APALA	Fran Pauze, Executive Director
	Gordon Forsyth, SALA	Gerhard Weiland, NLALA
	Sara-Jane Gruetzner, AALA	Andrew Wilson, BCSLA

Agenda Item	Discussion
1. Call to Order & Introduction	Cecelia Paine extended a welcome to the new BOG members: Donna Hinde, Gordon Forsyth, and Myke Hodgins and called the meeting to order.
2. Approval of Agenda	Two items were submitted by Andrew Wilson and it was agreed they be included in item 16- other business. Moved by Andrew, seconded by Vincent, the agenda is approved- none opposed -Carried.
3. Approval of Minutes of May meeting	Moved by Vincent, seconded by Andrew, the minutes were approved with noted corrections in spelling and numerical order to consolidate items. None opposed- Carried.
4. Review of Actions items	Deleted – many will be covered by other items- moved by Gerhard Weiland, seconded by Vincent- no objections. Carried.
5. Presidents report <i>Exec Dir. Contract</i> <i>Federal Liaison</i> <i>Communications</i>	The Executive Director, Fran Pauzé left the meeting & the contract was discussed. Cecelia expressed satisfaction with the new ED. The issue of GST was presented and after discussion it was agreed that GST be paid by the CSLA. Margot Cantwell, Sara Gruetzner, Donna Hinde, Gordon Forsyth, & Alex Borowiecka supported this. Cecelia reported on activities Jim Melvin & David Wagner helped with input requested by Statistics Canada on review of consulting services through NAFTA. The Central Experimental Farm asked for a replacement appointee to serve on a local committee and John Wright was named. Cecelia asked if there was any feedback. Vincent & Gordon supported the decision. Cecelia sent a letter to Gerry Lajeunesse, Chief L.A. with NCC, in response to his presentation on the National Cap. Builders Project at the May BoG meeting. As directed by BoG she informed him that we would be willing to promote the project to CSLA members through the Bulletin and also suggested he approach the LACF regarding possible donations. Cecelia also sent a letter to Guy Felio, NRC researcher, offering to convey information about the NRC infrastructure program to our members. John Guinan, a senior landscape architect with the city Ottawa volunteered to assist on the Federal Liaison initiative on behalf of CSLA. He will undertake an inventory of agencies and departments in landscape architecture, and his findings will be provided to the BoG.

<p><i>Financial Task Force</i></p>	<p>The president was asked to serve as patron and endorse Labash 2001 the international student conference in March 2001 in Montréal. CLARB invited the president to meeting but the budget won't permit this year. The president extended the offer to include information in the CSLA newsletter. At the CELA conference Cecelia & Jan Schach, president of ASLA, spoke on current challenges in education- and links between education & practice. There is concern about the declining numbers of students- net loss in numbers in professional degree programs and growth in non-professional programs. Cecelia reported that letters of thanks were sent to the organising committee of Congress 2000 & also to the CSLA Silver medal winners and all membership certificates are up to date. Cecelia asked Barry Yanchyshyn to serve on the Financial task force with Myke Hodgins, Jack Copeland, treasurer of Congress 2000, David Mitchell and Ron Middleton. The mandate is to establish a policy for the reserve fund, reach an agreement regarding Congress 2001 revenues- profit sharing between AAPQ, and CSLA and to make a recommendation on how CSLA's portion of the profits should be expended or invested. There is an agreement in place but this Congress is different because it is ASLA & CSLA and international. The president asked if the BOG is supportive of the task force. All recommendations will come back to BOG and the committee will contact components to get comments. Cecelia asked the committee to report to the November BOG meeting. It was agreed that the Financial Task Force would seek BOG input through regular process.</p>
	<p>ACTION: Cecelia to provide a terms of reference to the committee and request that they provide a preliminary report to the November BoG meeting.</p>
	<p>ACTION: Financial Task Force to work to establish a policy for the reserve fund, make recommendations on disbursement of CSLA's proceeds from Congress 2001, and reach an agreement regarding Congress 2001 revenues-profit sharing between AAPQ and CSLA. The task force will make a report to BoG at the November meeting.</p>
<p>6.ED report <i>OfficeStatus</i> <i>Advertising Roster</i> <i>Database</i> <i>Website</i></p>	<p>Fran submitted a report and reported on the status of the office, the website, roster and database. A work plan will be established and input was sought for guidance on priorities. The advertisement solicitation for the Bulletin has gone out to suppliers. We should receive the proposal for the 2000-2001 Roster soon from Brian Burton & Assoc. Database is now in the CSLA office and components have been advised to send updates . Redesign – 3 proposals were requested but the others were not within budget. Chiya at Digital Paws was chosen. She did OALA web site and comes highly recommended. The new designs will go into the site in stages. The ISP hosting is also changing to a local company. We have chosen Magma based in Ottawa. The new site is expanding and will accommodate much more information including the Annual Report Cecelia suggested the development of a timeline for the Website redesign. Andrew will volunteer to help on Website- Cecelia asked if there were other volunteers. Concerns were expressed regarding input after the site is up and running. The</p>

	<p>Andrew thinks regional awards should be treated as provincial awards. Wherever the congress is the regional awards should be highlighted and with the exception of Ottawa that is how it has been handled in the past. The local component gave out regional awards at the congresses in BC, AB, & Manitoba.</p> <p>Perhaps this was not clearly defined for Steve for Ottawa & we should prepare people who make submissions for 2001.</p> <p>Cecelia asked for comments and if there is a consensus about 2001 about only presenting national awards in 2001.</p> <p>This means each component should have some presentation of regional awards.</p>
12 Communications	<p>Fall Bulletin- target date is Oct. 15. Editorial deadline is Sept 15</p> <p>Gerhard submitted a report on the documentary.</p> <p>National communication strategy will begin to identify audiences –one of things to clarify the message.</p> <p>The next stage is to develop a communication plan- have strategy in place for Congress 2001 to appeal to the larger audience.</p> <p>Alex said she is willing to serve on committee with Gordon & Donna, to form a task force to target issues, which will begin to identify key messages.</p> <p>The president asked if there are any comments. Gordon asked how the task force would be set up. Donna clarified that what is wanted is a framework and Cecelia suggested a status report in November. Donna agreed to chair the task force.</p> <p>Alex queried how this fits with Strategic plan committees and Cecelia responded that this is one piece within Strategic plan.</p>
	<p>Action: Donna, Gordon and Alex to establish a communications task force to target issues and identify key messages and make a report with recommendations to BoG at the November meeting.</p>
13 Outreach	<p>The president asked for suggestions and input from the BoG as to whether the Community Service, Presidents &, Honorary member's awards should be presented at the AGM in Calgary or should they be postponed. The Fellows awards will be held jointly with ASLA at Congress 2001.</p> <p>It was decided to give Peter Lougheed his Honourary Membership and make a call for nominations for Community Service awards to be given out at the AGM in Calgary.</p>
Presidents award	<p>The Presidents award is given for exceptional service to CSLA or profession at national level. Nominations come from BOG but the winner is selected by President.</p> <p>The president encouraged BOG members to nominate from each component for Congress 2001.</p>
	<p>Action- Fran to research a list of previous Presidents Award winners.</p>
14 AGM update	<p>The date for the AGM is set for April 20-21, 2001 in Calgary .</p> <p>Sara spoke of having BoG meeting & a 1-day education session as well as the AGM.</p> <p>The Alberta regional, Presidents and Community service awards should be given out in conjunction with the AGM and BoG meeting. Andrew suggested it be considered a local event not a conference per se with the BoG meeting 19 & 20 and a morning education session on Saturday- then back to back</p>

	<p>AGM's on Saturday afternoon. A lunch on Friday or Saturday for the awards presentation. This will be held at Fort Calgary with the food at cost. It is understood that attendance will be low, but in order to keep the business of the CSLA on regular schedule the AGM should be in the spring for the change of presidency. This will necessitate proxies.</p> <p>Apr 18- 21 dates are approved.</p>
	<p>Action: Fran & Sara to work on planning the AGM in Calgary with a time schedule and to provide an update to BoG in November. Award ceremony to be arranged .</p>
15. November	<p>BoG meeting in November- Sutton Place Hotel is booked for all who have requested rooms.</p> <p>Meetings are to be 9-5 Friday & Saturday at the hotel.</p> <p>Discussion of events and the possibility of holding a reception. Cecelia said it's good to have contact with local members. Donna will research and see if something is possible for Friday night.</p> <p>Agenda items are requested to be submitted 1 month before the meeting</p>
16. Other Business <i>Cornelia Oberlander</i> <i>Dues</i>	<p>An addition to the agenda is a request for funds for a publication on Cornelia Oberlander. The consensus is that there are no funds available but it was suggested she should approach the LACF- the members of BoG agreed.</p> <p>A letter from BCSLA was circulated to BoG and with reference to the dues increase it stated that the BCSLA board has to either absorb the dues increase or to pass it along to the members. The board is unwilling to pass it on and can't absorb the additional expense.</p> <p>Andrew was asked to convey that the BCSLA is asking the CSLA for justification for the increase -what benefits the members are getting and are there ways to cut down on administration costs.</p> <p>Andrew says all requests for increases must go back to full membership of the BCSLA.</p> <p>Cecelia noted that the increase was approved in Sept 99 by 2/3 majority of BoG.</p> <p>BCSLA is also asking CSLA to consider a different membership category.</p> <p>Sara said the dues increase was supported by AALA and seen as necessary due to inflation. It was noted that there has been no increase for several yrs. Cecelia asked for comments and there was a discussion about restructuring the membership makeup of the CSLA to have 2 tiered membership or perhaps corporate membership.</p>
	<p>Action: Andrew and Margot to research a two-tiered membership and how the revised structure was submitted in 1995-96 with new categories of membership.</p>
	<p>Action: Fran to compose a list of member benefits for the Bulletin.</p>
17. Adjournment	<p>Andrew W. moved to adjourn.</p>