

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

**Minutes of CSLA Board of Governors  
Teleconference Meeting  
March 5, 2001**

**Present on line:**

Cecelia Paine, FCSLA, President  
Vincent Asselin, FCSLA, President Elect  
Alexandra Borowiecka, NWTLA  
Margot Cantwell, APALA  
Sara-Jane Gruetzner, AALA

Don Hester, MALA  
Myke Hodgins, AAPQ  
Jim Melvin, OALA  
Fran Pauzé, Executive Director  
Richard Seypka, NLALA

**1. Call to Order**

The president, Cecelia Paine, called the meeting to order.

**2. Approval of Agenda**

The president asked if there were additional items. Three items were added to the agenda after Action Items;

4.A Agreement with AAPQ concerning Congress 2001

4.B All things in item 12 that require Board of Governors approval

4.C Richard Seypka's report on Documentary and his opinion on dues increase

The status of retired members is added to other business.

**Motion 2001-1-1**

Moved, as amended by Jim Melvin, seconded by Don Hester " That the agenda be approved as amended".

Motion CARRIED, unanimous

**3. Approval of Minutes of Previous Meeting**

The president asked if there were any additions, corrections or deletions to the minutes.

**Motion 2001-1-2**

Moved, by Jim Melvin, seconded by Sara Gruetzner " That the minutes of the November 10-& 11, 2000 meeting be approved."

Motion CARRIED, unanimous

**4. Review of Action Items from Previous Meeting**

Many of the items are underway and are progressing. Jim Melvin asked if the operating line of credit had been established as agreed in the November meeting. This has not been done yet pending approval of Congress 2001 budget.

**ACTION:** Fran will follow up with Andrew Wilson (BCSLA) regarding alternate sources of revenue.

**Minutes of the Board of Governors Meeting  
Teleconference March 5, 2001**

**4.A** Richard Seypka provided a report and outlined that NLALA is making progress with a Website and also with the Name Act in Newfoundland.  
The business plan for the documentary is being completed.  
They have approached Air Canada in Newfoundland to obtain funding. He requested that Jim Bird be permitted to give a presentation to Board of Governors and one to the LACF.

**5. President's Report**

The President, Cecelia Paine submitted a written report detailing recent activities.

**Congress 2001 agreement**

The task force made a recommendation in November & December, and it formed the basis of the agreement. There are three components to it- first is the recovery of the original CSLA investment estimated at \$19,000.00.

Second is that CSLA has access to three revenue streams: the ASLA money, AAPQ revenue from sponsorship- and revenue from onsite sales.

The third element is that all revenues and all expenses will be shared at a rate of 50% each.

The president asked if there were comments or suggestions.

NLALA, NWTALA and MALA conveyed their support for the agreement.

Jim Melvin, OALA and Sara Gruetzner, AALA asked for clarification of how the funds from ASLA will be allocated. They asked about the amount of \$ 45000. US and whether the first \$19000. comes to Canadian Society of Landscape Architects.

Cecelia confirmed that an agreed upon budget forms an integral part of the Congress 2001 AAPQ- CSLA agreement.

The roles of each party are clear. The AAPQ as Host Chapter coordinates the reception for the President, organizes the tours and assist s the ASLA in finding a site for Gala.

CSLA coordinates national responsibilities and joint events such as Fellows Awards.

Translation

ASLA will pay for simultaneous translation of the three general sessions. CSLA has a small budget to translate some marketing materials. A grant proposal will be sent out to Heritage Canada to assist with translation of certain elements of the Congress for proceedings i.e. marketing materials, and Website translation. Additional translation will be covered as funds permit.

**Motion 2001-1-3**

**Moved by Vincent Asselin, seconded by Don Hester "That the CSLA /AAPQ Congress 2001 agreement submitted on February 9, 2001 be approved."**

**Motion CARRIED, unanimous**

The budget for the Congress will be sent to the Board of Governors for information, after approval by the Executive Organizing Committee.

The president told the Board of Governors that John Laird had communicated with the Board regarding the formation of the Nunavut Association of Landscape Architects. Cecelia will contact John Laird and ask for more information. Other professions are pursuing formation of

Fran Pauzé, Executive Director

Minutes March 5, 2001

Revised June 5, 2001

Approved Apr 20 BoG mtg.

**Minutes of the Board of Governors Meeting  
Teleconference March 5, 2001**

associations in Nunavut. The president asked the Board if there are any concerns. It was mentioned that when NLALA entered they were required to forward a constitution, and Nunavut should be asked for the same information. If the CSLA was to endorse another association the expenses would be of consideration to the Canadian Society of Landscape Architects

**ACTION:** Fran to work out financial consequences and implications of additional component organization should the Nunavut Society of Landscape Architects be established and wish to become a component member of the Canadian Society of Landscape Architects

Following meetings in Ottawa with CMHC, the need for a representative to the Sustainable Communities Committee was realized. There is no budget implication.

**Motion 2001-1-7**

**Moved by Jim Melvin, seconded by Don Hester " That the CSLA support the appointment of John Guinan for a period on 3 years to serve as representative on the CMHC committee for Sustainable Development. This appointment may be renewed once."**

**Motion CARRIED unanimous**

As well Cecelia Paine and Fran Pauzé met with the Canadian Institute of Planners and then with HRDC and discussed how the profession is being classified and promoted on the HRDC Website. We will forward examples of job titles to HRDC for inclusion in their descriptions.

**LABash**

CSLA is hosting a lunch at LABash on March 9. Fran and Cecelia will attend following the meeting on Thursday with the Congress 2001 Organizing committee. The CSLA gave LABash a \$1000.00 donation. Don Hester reported that the University of Manitoba is considering hosting LABash in the future.

**Finance Task Force**

The Task Force (Ron Middleton, Myke Hodgins, Barry Yanchyshyn, Jack Copeland and David Mitchell) was appointed by the Board at the August meeting to give guidance on agreement with Quebec and make suggestions as to what CSLA should do with its share of the proceeds from ASLA from Congress and what replenishment of the reserve fund should be undertaken. The two items will come to the Board in a final report at the April Board of Governors meeting.

In the absence of the Executive Director a review of her performance over the last year was briefly discussed. In general the Members of the Board were satisfied with Fran's performance. A member noted that sometimes the delays for getting information are too long.

V.Asselin noted that President Paine made a very detailed report on the work done by the ED over the first period of her contract. All the matters were discussed in detail with Fran, and actions have already been taken in order to improve the weakness. It was also noted that Fran has been with the CSLA for only a few months and there are a lot of new things for her to learn.

**Motion 2001-1-8**

**Proposed by Vincent Asselin, seconded by Don Hester.**

**"It is proposed to renew Fran Pauze's contract as the CSLA Executive Director for a period of one year. The amount for her salary is to be increased to 48,000\$ per year, the**

**Minutes of the Board of Governors Meeting  
Teleconference March 5, 2001**

**allocation for the office expenses will be reduced to 375\$ per month to cover the items listed in the annex.”**

**Motion CARRIED unanimous**

## **6. Executive Director's Report**

Fran Pauzé submitted a written report detailing recent activities. She outlined activity in the CSLA office, including the recent mailout of the January Bulletin along with AGM information and election material on the two candidates.

Member certificates have now been re-printed and sent out to all members who had requested them. In future they will be done in two or three batches per year, with the next batch being sent in the summer.

The Directors and Officers liability is in place with an effective date of the policy of June 1.

The 2000 Awards certificates were also sent out in January.

The first drafts of the 2000 financial statements have been received and the final version will be available for inclusion in the Annual Report, which is also being done.

The 2001 CSLA Roster is in production. The format will be changed this year to an alphabetical listing of all members with contact information. This will be followed by a listing by component with all members names listed by Full Member and Associates. The individual component offices are being asked to accept responsibility for the accuracy of information submitted and have been sent their pages for verification.

The Website is currently being updated every 2 months. Job posting submissions are being requested in both French and English. A separate Member section is discussed to be accessible only by a password.

### **ACTION: Website**

1. Fran will investigate the possibility of having one job page on the Website with jobs posted as received either in French, English or both with links to both French & English Home pages. Job postings will be included on both French and English sites even if they are received in English only.

2. Fran to research with ASLA how their Web site is administered in terms of a separate section for Members only and Fran will also investigate the cost to CSLA of implementing such a section.

### **AGM**

The AGM (April 21) and the Board of Governors meetings (April 19 & 20) will be in Calgary. Rooms are available for all CSLA members at the Westin Hotel at a rate of \$109.00 per night.

The cut off date for reservations is March 30.

Two education sessions are planned by AALA for April 21, and a banquet, on April 20.

Proxies are being faxed to the office.

## **7. 2000 Financial Report**

An up to date budget report was presented by Fran Pauzé. The CSLA is on track with the budget, for 2001. The projected surplus for 2000 will be slightly higher than anticipated.

There are a few items in the budget which need adjusting; specifically the Elections line, which will exceed the allowed amount of \$500.00 because of the two mailings that have gone out and the line should change to \$1600.00.

Fran Pauzé, Executive Director

Minutes March 5, 2001

Revised June 5, 2001

Approved Apr 20 BoG mtg.

**Minutes of the Board of Governors Meeting  
Teleconference March 5, 2001**

Past due accreditation fees will be collected from the University of Montreal and revenues should be adjusted to reflect higher membership numbers. Using the reports from the components for the Annual Report we show approximately 1240 members, and the budget was calculated based on 1204. The National publication subscription amount will also increase. The Awards program has exceeded budget due to the number of submissions.

**ACTION:** Fran will provide an updated budget with changes indicated by an asterisk in the margin marking changes. She will also look in to the purchase of Swiss francs to pay the IFLA dues.

The Financial Statements are in draft form. The Landscape Paysage lines surpassed budget due to the third issue. However, Accreditation and Awards did not spend the complete budget, which contributes to the surplus.

The record keeping for Accreditation is discussed and as there is already a separate bank account, it is thought that transactions should be kept separate from the CSLA books. A portion of the expense for the Executive Director should also come from the Accreditation accounts.

The president said that the Board should consider maintaining separate financial records for the Accreditation council. The money is supposed to be independent from the Canadian Society of Landscape Architects. The Accreditation council should also be paying for the administrative services of the Executive Director.

**Motion 2001-3-9**

**Moved by Vincent Asselin and seconded by Don Hester "That separate financial statements be established by the accountant, Warren Snelling, for the Accreditation Council in 2001."**

**Motion CARRIED unanimous**

**7.A Dues Increase**

Following the email sent by V. Asselin concerning the Motion 99-2-5 Voted in Boston concerning the dues increase, **Motion 99-2-5 Moved by Cary Vollick, seconded by Gerhard Weiland " That the CSLA dues be increased to \$125.00 by the 2001 fiscal year." CARRIED, 1 against, 1 abstention,** and a short discussion by the BoG it is clear that this motion is not applicable by the CSLA it is therefore decided that this motion shall be repealed.

**Motion 2001-3-10**

**Moved by Vincent Asselin, seconded by Sara Gruetzner, "It is proposed to repeal the Motion 99-2-5, concerning the 15\$ dues increased voted at the Board of Governors meeting of September 1999."**

**Motion CARRIED, unanimous**

Since it is clear that CSLA must think of increasing it's revenues, a discussion concerning the timing of the dues increase follows. At the last BoG meeting in Toronto, a motion was voted in order to change the way by which the CSLA would increase it's dues. This Bylaw change will be

Fran Pauzé, Executive Director  
Minutes March 5, 2001  
Revised June 5, 2001  
Approved Apr 20 BoG mtg.

**Minutes of the Board of Governors Meeting  
Teleconference March 5, 2001**

submitted at the next AGM in Calgary. If the Bylaw change is successful, we could have a motion to increase the dues immediately at the next AGM in Calgary. The general consensus is that an increase of \$5.00 will be accepted by the membership, a larger increase would not be accepted. It is therefore recommended to ask the Board to go back to their members and inform them of this fact and to secure proxies if they are not able to attend the AGM.

Following this discussion a motion was tabled:

**Motion 2001-3-11**

**Moved by Vincent Asselin, seconded by Jim Melvin, " To submit to the general membership at the next Annual General Meeting, in Calgary, an increase of the CSLA dues of \$5.00 per year per member".**

**Motion CARRIED unanimous**

It is understood that this motion will be tied to the successful passage of the proposed Bylaw change regarding the new mechanism by which the CSLA dues are accepted.

The president referred any members who may question the increase to the January Bulletin article regarding the dues increase. There has not been a dues increase since 1996. The increase then was \$5.00. Future increases should be discussed annually by the Board of Governors.

## **8. Governance**

### **Elections**

David Mitchell chaired the committee for nominations for President Elect. The mail-in ballot is being sent out and everyone is encouraged to vote for one of the 2 candidates, André Schwabenbauer and David Powell. The deadline to return Ballots is March 31.

Vincent asked that all members be reminded to vote and also to forward their proxies.

**ACTION:** Fran to send notice to all members via email and to the component offices reminding them of the AGM and of the vote in which members should participate. A reminder to submit proxies will be included in this transmission.

Sara Gruetzner reported that Barry Yanchyshyn is looking into the committee structure, and taking an inventory of the existing committees.

A more formalized and comprehensive committee structure might benefit the Canadian Society of Landscape Architects. There are volunteers available and they are an untapped resource at the moment. There are many people we could be drawing on and a committee structure might help them become more involved. A communications committee is needed to assure that the various materials fill the need.

Sara asked if anyone is interested in re-doing the Bylaws. The president suggested that perhaps one of the past presidents might be interested.

## **8. Congress 2001 status report**

Fran Pauzé, Executive Director  
Minutes March 5, 2001  
Revised June 5, 2001  
Approved Apr 20 BoG mtg.

**Minutes of the Board of Governors Meeting  
Teleconference March 5, 2001**

The Budget for the congress is not finalized yet but will be discussed at meeting of the Executive Organizing Committee in Montreal March 9. It will be submitted to Board of Governors after this meeting.

Maurice Nelischer of the University of Guelph is coordinating the Alumni reception. Jim Taylor is looking after the joint foundation dinner. Charles Thomsen is working on the Fellows presentation.

There is a proposed CSLA session on Growing the Profession for Friday afternoon. It will consist of a series of round tables and including special organizational material. It is a way to bring CSLA members tog separate from ASLA. Approximately 100 people will be invited to attend.

There are three methods to highlight Canadian landscape architects at the Congress.

The Practice Profile is a display of panels at Palais des Congrès providing subsidy is obtained. Fifteen minutes before the 3 general assemblies Images of Canadian landscape projects will be projected in a Power point presentation. Jim Melvin, Barry, and Vincent are working with Jim Taylor. Images are requested to be sent to the Exec. Org. Committee. The third way is the 2000 awards issue of L/P, which comes out in August. We can run additional copies and make them available.

The CSLA has the opportunity to recognize members with Honour Awards at the Congress.

**ACTION:** Vincent Asselin to follow up on general strategy for presentation of Honour Awards.

#### **10. 2001 Professional Awards Program**

Doug Backhouse, Alan Tate, Ed Fife, and Myke Hodgins were the jurors for the 2001 Professional Awards.

There were 63 entries this year with 27 awards being given. The official presentation of the National Awards will be at Congress 2001 in Montreal in an integrated presentation with ASLA. Regional Awards will be given out at the components AGM's.

Coordination of a media campaign and promotion strategy is needed with the announcement of the Awards also being coordinated by Ian and Fran. The president asked if any Board members are interested in participating. Arnie Budrevics had said he would be interested in helping promote the awards.

#### **11.IFLA**

A notice has been sent to IFLA that CSLA is interested in hosting the World Congress. The CSLA proposal to host the World Congress for 2003 must be submitted to them in June.

**ACTION:** Proposal to IFLA re the World Congress, to be prepared and submitted to the Board of Governors by Jim Taylor at the April meeting in order that it may be presented to IFLA at the World Congress in Singapore in June.

**Minutes of the Board of Governors Meeting  
Teleconference March 5, 2001**

**ACTION:** Re IFLA Dues, Fran to inquire when they are payable and also to investigate if we should buy some Swiss francs at a good rate.

**12. Outreach - Members**

Jim Melvin reported that David Wagner had served on Board of Governors and is past president of CSLA and Mala. In recognition of his extensive service to the Society he is requesting that the board nominate David Wagner to the College of Fellows.

**Motion 2001-1-4**

**Moved by Jim Melvin, seconded by Don Hester " That the CSLA Board of Governors endorse the nomination of Mr. David Wagner, Past President of the Society as a nominee to the College of Fellows and that the president of the Society submit the endorsement of this nominee with this letter as backup to the Secretary-Treasurer of the College of Fellows on or before March 31, 2001."**

**Motion CARRIED, unanimous**

Myke Hodgins requested information on the numbers of Fellows approved each year. Vincent Asselin clarified that there is a limit based on the percentage of the total members of a component association.

Peter Lougheed will be named an Honourary Member at the AGM, but he will be unable to attend the AGM. It is agreed that we should give the award " in absentia" and invite a member of the family to accept the Award.

As well HRH Prince Charles will be visiting Saskatchewan at the end of April & presiding at the opening of many public projects- some of which have been designed by SALA members. A statement of support has been prepared to give the Prince an Honourary membership.

**Motion 2001-1-5**

**Moved by Jim Melvin, seconded by Vincent Asselin " That the Board of Governors of the CSLA supports the nomination of HRH Prince Charles, the Prince of Wales as an Honourary member of the Canadian Society of Landscape Architects."**

**Motion CARRIED, unanimous**

**ACTION: SALA to pursue the logistic and protocol concerning this nomination.**

The president is recommending Don Barron be given the President's Award in recognition of his contribution.

**Motion 2001-1-6**

**Moved by Don Hester, seconded by Vincent Asselin " That Don Barron be nominated for the President's Awards in recognition of his exemplary contribution to the profession."**

**Motion CARRIED, unanimous**



**Minutes of the Board of Governors Meeting  
Teleconference March 5, 2001**

There is a request made for other nominations – they can be forwarded to President Paine by email.

Sara Gruetzner has asked at AALA if there are any nominations for Community Service Awards but there have been no responses to date.

**13. April Board of Governors meeting**

The Board of Governors will meet Thursday & Friday the 19 & 20 of April. There is a banquet planned for Friday night and we should decide what is included. The presentation of the Honourary membership will take place on Friday night and it should be determined if the President's Award to Don Barron will take place on Friday at the banquet or Saturday at the AGM. A reservation has been made for everyone to go out to dinner on Thursday night,

**14. Other Business**

The components are inquiring as to the status of retired members. Lifetime / Emeritus memberships are given to longtime contributors to the profession. A differentiation is needed and also the CSLA should determine what benefits these members receive. They might only get certain services like the Bulletin & L/P - they can't vote.

Standardizing the policy is needed and Margot Cantwell will look into this.

The components should forward names of retired members so they can continue to receive all mailings. The policy should be equal across the components.

**ACTION:** In order to standardize the CSLA's approach Fran will research with components re the status of "retired" members, and will forward information to Margot who will gather data.

APALA is investigating the possibility of bringing in the LARE exams.

**15. Adjournment**

**Motion 2001-3-12**

**Moved by Margot Cantwell, to adjourn the meeting of the CSLA Board of Governors.**