

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

**Minutes of the Board of Governors Meeting
September 20 & 21, 2001**

Queen Elizabeth Hotel, Montréal

Present

Vincent Asselin FCSLA, President
Andre Schwabenbauer, President elect
Gordon Forsyth, SALA
Margot Cantwell, APALA
Barry Yanchyshyn, MALA

Myke Hodgins, AAPQ
Jim Melvin, OALA
Adrienne Brown, BCSLA
Richard Seypka, NLALA
Fran Pauzé, Executive Director

(Margot Cantwell present from 11 AM Richard Seypka from 1 PM, Sept. 20, & Adrienne Brown present for Sept. 21 only)

1. Call to Order

The President called the meeting to order and extended a welcome to the new AALA representative Garry Carson.

2. Approval of Agenda

The President asked if there were additions or deletions for the agenda. The agenda was amended, as the BoG representative from BCSLA will not be present until Friday, therefore the order was changed.

Motion 2001-3-1

Moved by Andre Schwabenbauer, seconded by Jim Melvin " That the amended agenda be approved."

Motion carried, unanimous

3. Approval of Minutes of Previous Meeting

ACTION

The Minutes of the April meeting are to be amended to read:

Motion 2001-2-14

Moved by Sara Gruetzner and seconded by Gord Forsyth "that the CSLA approve a dues increase of \$ 5.00 effective Jan. 1, 2002"

Motion 2001-3-2

Moved, by Barry Yanchyshyn, seconded by Jim Melvin " That the amended minutes of the April 19 & 20, 2001 be approved."

Motion carried, unanimous

4. Review of Action Items from Previous Meeting

The Action items were reviewed and the following were carried forward:

ACTION

The CSLA will make all student associations in university landscape architecture programs across Canada aware that the CSLA has endorsed completing a review of the potential formation of student chapters.

ACTION

Margot Long and Andre Schwabenbauer to work on implications of creating the student chapters and come back to Board with a recommendation.

Board of Governors

Minutes Sept. 2001- Approved Jan 14, 2002

Fran Pauzé, Executive Director

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ACTION

Gord Forsyth will collect promotional material from the components and work on the development of new materials for the CSLA including budget implications and timeline. He will make a recommendation to BoG.

ACTION

Andrew Wilson will look at the status of Lifetime / Emeritus memberships with Margot Cantwell and whether there are Bylaw revisions required. They will present a report to the BoG.

5. President's Report

The President submitted a written report detailing recent activities. He outlined the activities leading up to the joint ASLA-CSLA Congress, which was cancelled due to the tragic events of September 11. The report also gave background information on the requests by BCSLA as to support from the components for the Sustainability Declaration.

He summarized CSLA activity on Student Membership and the research by ASLA on the Body of Knowledge that is required of students tested for the LARE. Cecelia Paine will be CSLA's representative for this.

The roster was discussed and many positive comments have been received- it is considered a big improvement over the previous issue. The president asked if there are any comments to forward them to the office to be used in preparing the next issue.

Alexandra Borowiecka has written a letter stating that NWTALA will only be able to attend one meeting per year due to financial constraints.

BCSLA has made recommendations to L-P and the proposed changes will be discussed at the Editorial Board meeting.

The president reported on the success of the trip to Saskatoon, Saskatchewan in April when an Honorary membership was given to HRH Prince Charles, the Prince of Wales. The president extended congratulations to SALA for their organization of the event.

The president also thanked Cecelia Paine and Jim Taylor for their assistance with the Congress, especially with the LAC project and the Profession Awards presentation.

6. Executive Director's Report

Fran Pauzé submitted a written report detailing recent activities including research into the addition of a Members only page to the Website. As well, following up on action items from the previous meeting; Fran outlined the Minutes that are missing from the archives. This included Minutes from the meetings in 1999 other than the April & September meeting and the 1997 November meeting. The Minutes from the 1995 with the exception of the March meeting are also missing.

Fran proposed in her report the possibility of creating a new membership category. This is outlined in the CSLA Bylaws as being a BoG responsibility. Garry Carson suggested there could be more than one category of new membership.

ACTION

Fran will prepare a report providing more information as to whom would be targeted for the new memberships, and what benefits offered. She will seek additional information from the components as to what is charged for these categories.

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7. 2001 Financial Report

Financial Report 2001

An up to date budget report was presented by Fran Pauzé. The CSLA is on track with the budget, for 2001. Component dues are generally up to date. Revenues for advertising are not confirmed for either L-P or the Bulletin.

Accreditation fees are now paid in full for 2001. The Congress budget, due to the cancellation by ASLA will show a loss for this year. Expenses in other areas are in line with the budget.

8. Governance

Barry Yanchyshyn submitted a written report giving an inventory of the mandates of the various committees. The purpose of the inventory is to serve as a means of tying the Strategic Plan to a Priorities Plan that will inform a Multi-Year Budget Process. It will serve as an orientation and outreach tool for CSLA.

He also reported on the documented relationships with CSLA partners and programs including IFLA and the Fellows. The goal of the report is stated to come to a consensus on what are the main CSLA activities and to identify issues within the committees and establish budgetary means to achieve the goals.

The need to clarify the administrative aspects of Governance and thus become more effective by identifying the prime focus is discussed. Barry Yanchyshyn said that he is following up on the work done by Sara Gruetzner and that she wished to be involved in the final document. A meeting with Garry Carson, Barry Yanchyshyn and Sara is proposed to finalize this document.

The president commended Barry Yanchyshyn for a very comprehensive document that endeavors to communicate what, why and who is the Canadian Society of Landscape Architects.

ACTION

The BoG representatives are asked to scrutinize and review the report and respond with comments and to identify issues to Barry Yanchyshyn before mid- November.

9. Strategic Plan

Andre Schwabenbauer provided an update on the status of the current Strategic plan that was approved in 1999 and for which revisions should now be undertaken. There is a need to clarify the work in progress and there should be more discussion after the Growing the Profession workshop.

ACTION

Andre Schwabenbauer will submit a formal report on the Strategic plan before the end of the year.

10. Novator

Steven Page of Novator made a presentation to the board on Novator, a company that offers a Web page building service to associations.

The program uses a series of templates that landscape architects can customize to create their own Web site very economically.

These sites can be linked to the CSLA site and are offered in multi language format

After the presentation general feedback from the Board was that the program could be of interest to the members. We need clarification of costs and also of possible revenue generation for CSLA. We should determine if there is interest from members.

ACTION

Fran will send advertising details to Steven Page in order to include information in the next Bulletin. Fran should proceed with getting more data from Novator.

ACTION

BoG to research to how much interest there is within the components.

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11. Policies & Procedures for Future CSLA Congresses

The process for negotiation between CSLA and the components should be formalized and the need to clarify agreements is discussed re the share of profits CSLA receives. Cost sharing and a comprehensible understanding of CSLA's role in Congresses are also needed. There must be the perception that it is a CSLA Congress and not the component's congress with CSLA having some control over guidelines regarding how events proceed and responsibilities and accountability clearly allocated. It is understood that it is difficult to organize a Congress every year and the general model now is a Congress every 2 years with a smaller version combined with the AGM in the other years. A plan for large and small congress is proposed to permit smaller components to coordinate a Congress on a suitable scale.

ACTION

Vincent Asselin, Andre Schwabenbauer and Jim Melvin to draft a template of contractual responsibilities delineating accountability and clearly spelling out protocols for future congresses with guidelines as to financial agreements with component associations.

12. Student Associations

The president submitted a proposal to extend ASLA membership to Canadian students. The formation of CSLA student chapters at the six accredited programs in landscape architecture was approved at the last BoG meeting. The chapter will comply with student requirements in specific schools. A clarification of roles is needed. The action item from the previous meeting is carried forward.

ACTION

Ask Margot Long if she is willing to serve as student outreach co-ordinate with a goal of increasing student involvement and to inventory what we do for students

13. Component Associations

APALA

There are 27 full and 5 Associate members. The Name Act legislation has been a focus although no real progress has been made. Last year a Sustainability Declaration and a clear definition of Associate Membership were established. APALA is undecided as to whether it wants to adopt the LARE.

Margot Cantwell also gave a brief report on the Environment Committee of the Canadian Federation of Municipalities. In a three year study the committee will develop a terms of reference and find ways to define the structure and measure environmental performance. Sustainable infrastructure is an area of focus. Margot's specific task will be liaising with the storm and waste water committee relative to environmental issues, and she will represent CSLA issues on the Environmental Steering Committee.

The committee will produce a guide, which will provide information to Canadian municipalities regarding provincial legislation.

NLALA

Richard Seypka presented a written report on activities in Newfoundland and Labrador.

Documentary

They have submitted a request to the Nfld. and Labrador Film Development Corp. requesting \$25,000 to have Rex Murphy complete the draft script. They will continue to seek the necessary funds. They stress that CSLA will not be approached for additional funds, and understand that the only funds available are as matching monies to support the applications.

Name Act

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Notification has been obtained that the Nfld. Association of Architects the NLALA's request "to have their act amended to include anyone using the term 'landscape architect ' must be a registered member of NLALA" before legislation. NLALA is awaiting their decision on this.

AAPQ

Myke Hodgins presented a written report. The AAPQ is encouraging all Associate members to complete their studies and become full members. They have established a maximum duration to be an Associate of four years. The provincial awards have been set aside and a decision taken to increase participation in existing awards programs.

OALA

Jim Melvin submitted a written report, and outlined some of the activities in Ontario. In education, the Ryerson program is winding down although the night school courses are doing well. At York University a new program of undergrad study will feed the MA programs at Guelph and U of T. Arthur Timms has retired and the announcement of a new Executive Director of OALA is imminent. The OALA continues to be concerned about the expense and the poor pass rate of associates writing the LARE.

MALA

Barry Yanchyshyn submitted a written report outlining activities with the Name Act legislation, membership increase and the Awards program. The membership stands at 40 full members, and 24 Associates. The Name act continues to be a top priority. A final draft has been tabled and forwarded to the Legislative Council and to the APEGM and MAA for review.

AALA

Garry Carson submitted a written report. Membership stands at 87 Full members, and 16 Associates. Professional registration is an important goal of the AALA and necessary administrative adjustments to achieve this are being undertaken. The University of Calgary has begun a new graduate program in Urban Design, which is being coordinated by Bev Sandalack. NAIT continues to provide excellent training in landscape architectural technology. AALA has also had a change in management and a new firm has been hired to assist with this.

SALA

Gord Forsyth submitted a written report. There are 28 Full members and 3 Associates. Four members have recently left Saskatchewan which created a gap in the executive committee. These positions have been filled on an interim basis. SALA plans to reactivate work on the Name Act legislation in the near future. The new web site is up and a brochure is in the works. The Honourary membership given to HRH Prince Charles took place in Saskatoon in April and was a huge success.

14. Future Meetings and 2002 AGM

A report was submitted by James Melvin who investigated the costs of holding CSLA conferences in Canada compared to all-inclusive travel arrangements to a destination outside of Canada. This comparison indicates that there is not a great deal of cost difference between a Canadian or Caribbean destination. He made a recommendation that the CSLA BoG continue to research the idea of holding a meeting outside of Canada. The planning may take 1 year and the CSLA BoG should endorse this idea with an implementation timetable of February / March 2003.

APALA has agreed to host the 2002 CSLA AGM. Date and location will be determined.

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Friday September 21, 2001

Vincent Asselin welcomed Adrienne Brown of BCSLA, who is replacing Andrew Wilson at this meeting and James Taylor who will give a report on IFLA activities.

17. Outreach: IFLA

James Taylor submitted a report on the IFLA World Council Meeting in Singapore giving information on IFLA priorities and actions achieved.

He also submitted a written report on the 2003 World Congress. CSLA made a bid to host the World Congress in 2003 and this was formally accepted in Singapore in June. An Organizing Task Force has been formed which was asked to undertake site selection, Congress 2003 dates, theme and structure for the future Organizing committee. Several key task areas are outlined in the report as well as comparison of locations, and a timeline and whether insurance should be obtained.

The agreement with IFLA outlines that 20% of registration fees go to IFLA. Other revenues and profits (losses) remain with the host chapter.

Discussion ensued regarding details of the congress and the importance of a trade show. Registration cost should be kept affordable for the approximately 300 to 1000 delegates who may attend.

Motion 2001-3-3

Moved by Andre Schwabenbauer, seconded by Jim Melvin " That the CSLA reaffirm the commitment to proceed with planning and hosting of the 2003 IFLA World Congress."

The motion is subsequently amended to include: " The BoG directs the CSLA President to sign the contract with IFLA"

Motion carried, unanimous

Information as to theme, and location should be made available in time for the regional conference-taking place in Brazil in November.

ACTION

CSLA should investigate whether there are Canadian landscape architects working in Brazil.

18. Outreach: 2001 Professional Awards Program

Barry Yanchyshyn presented a written report summarizing recent events including the resignation of Ian Corne, as Chair of the Professional Awards Program. The report offers several recommendations as to how to improve the program and proposes the appointment of Alan Tate as the new chair. The report also recommends the engagement of a paid administrator and the increase of the Professional Awards Program budget to \$14,000 per year.

Barry Yanchyshyn said that a committee was appointed in Calgary but it has not been effective, as members have not responded to the requests of the chairperson.

Vincent Asselin thanked Barry Yanchyshyn for his report.

Jim Melvin noted that the program has been self financing but proposed an increase to the entry fees from \$175.00 to \$200.00, which could provide additional revenues to cover the cost of a paid administrator.

Margot Cantwell said that ASLA's fee is \$300.00.

Canceling the Awards for 2002 is discussed but Adrienne Brown confirmed that BCSLA considers it a very important program and BoG thereby resolves to support the Awards for next year.

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It is necessary to determine what support MALA needs and to provide it. MALA should provide a very clear description of what the requirements are. Myke Hodgins confirmed that many of the 400 hours itemized by Ian were used to resolve the 2000 Professional Awards Program, which was not completed by the previous chairperson. The possibility of whether the University of Manitoba is able to provide support is discussed.

Jim Melvin recommends that the CSLA should direct needed funds to MALA and they would be responsible to hire an individual to administer it.

Motion 2001-3-4

Moved by Myke Hodgins, seconded by Garry Carson that "It is proposed to accept MALA's recommendation that Alan Tate be appointed Chair of the CSLA Professional Awards Program to replace Ian Corne who reports to the Board of CSLA and we thank him for his assistance"
Motion carried, unanimous

Motion 2001-3-5

Moved by Margot Cantwell, seconded by Adrienne Brown "that MALA continue as Host component for the jurying of the program at least to administer the Professional Awards program for 2002."
Motion carried, unanimous

Vincent Asselin thanked Barry Yanchyshyn for the report and extended thanks to Ian Come for all his hard work.

19. Draft Budget 2002

Andre Schwabenbauer presented a draft budget for 2002. Highlights were outlined. Vincent Asselin noted that there will be a separate accounting for Accreditation next year and it will no longer appear in the CSLA's books. Several changes and amendments were discussed regarding programs no longer being used or items that appear for one year only. There is a possibility of a deficit this year due to the cancelled ASLA/CSLA congress and the use of the Reserve Funds would be needed to cover this. In order to achieve the recommended replenishment of the Reserve fund, it will be added to the budget as a line item.

Jim Melvin recommended the re-allocation of funds in order to stress the focus of the Strategic Plan.

The increase of the entry fees for the Professional Awards Program is considered and Garry Carson said that the BoG needs to look at the cost of administering the program. The fee should be appropriate to run the program. The budget needs must increase to \$14,000. The BoG recommends direction to the committee that the program be self-funded.

Jim Melvin suggested that CSLA must advance the money as the Professional Awards Program is in crisis; some lines must be reduced to provide a contingency line to support this year's program.

Motion 2001-3-6

Moved by Jim Melvin, seconded by Barry Yanchyshyn that " CSLA raise line 63 Professional Awards Program expenses in the draft budget to \$14,000 from \$6,500 and increase line 13 Awards Program – entry fees to \$9,000 from \$7,600."
Motion carried, 2 opposed

Motion 2001-3-7

Moved by Myke Hodgins and seconded by Jim Melvin that " the CSLA brochure is not a priority this year and should be removed from the budget"
Motion, defeated, 4 in favor, 5 opposed

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Motion 2001-3-8

Moved by Adrienne Brown and seconded by Margot Cantwell " that the CSLA produce the Bulletin and the Annual Report electronically only for 2002"

Motion carried, 8 in favour, 1 opposed

Jim Melvin notes that he endorses this motion with no change to the budget.

ACTION

Fran to determine if this impacts on Bulletin advertising revenue.

Motion 2001-3- 9

Moved by Jim Melvin and seconded by Barry Yanchyshyn "that line 33, Brochure, be reduced to \$2500.00"

Motion defeated, 4 in favour, 5 opposed

Motion 2001-3-10

Moved by Jim Melvin and seconded by Adrienne Brown " that line 45, Documentary- Pilot Production be reduced to 0 from \$6,100 for the year 2002 but that the line item stays in the budget"

Motion carried, 5 in favour, 3 opposed.

It is noted by Richard Seypka that it is unlikely that NLALA will require the funds in 2001.

Motion 2001-3-11

Moved by Jim Melvin and seconded by Gord Forsyth " that line 47, Student Liaison be reduced to zero from \$500 for 2001."

Discussion followed re the importance of the student associations and the visibility of the CSLA president in the schools .

Motion defeated, 4 in favour, 5 opposed

Motion 2001-3- 12

Moved by Jim Melvin seconded by Adrienne Brown that line 55 IFLA International Programs be reduced to Zero"

Discussion followed regarding the fact that the board supported the rejoining of IFLA and part of that mandate is to support and re-direct funds to areas within IFLA that are most needed. Margot Cantwell recommended that the motion be amended to read " reduce the line to \$200."

Motion to amend the motion defeated, 4 in favour, 5 opposed

Motion carried, 5 in favour, 4 opposed

Motion 2001-3-13

Moved by Margot Cantwell and seconded by Adrienne Brown " that CSLA BoG is prepared to provide SEED money to the Professional Awards Program to put the program back on solid footing on our members behalf"

Motion carried, 7 in favour, 2 abstentions

Discussion followed with the following adjustments recommended for item 42 (reduce to \$1000), item 45 (reduce to zero for 2002) item 49(reduce to zero) item 57(reduce to zero) item 58(budget \$200) and item 63 (increase to \$14,000)

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22. Other Business

BCSLA Report

Adrienne Brown will report back to the Board on the proposed Dues increase for 2002.
The discussion on the Sustainability Declaration is deferred to a later meeting.

ACTION

The components are asked to set a deadline by which time they will respond with feedback on the Sustainability Declaration.

ACTION

Myke Hodgins to send the AAPQ comments on wording of Sustainability Declaration to BCSLA.

Motion 2001-3-14

Moved by Adrienne Brown seconded by Richard Seypka “ that the CSLA will follow the lead of the ASLA to declare a National landscape architect week and will do this in tandem with ASLA. The ASLA week is dated April 20-28

Motion carried, unanimous

ACTION

Fran to investigate what ASLA is doing for the landscape architect week and see if we can team up with them.

BCSLA has adopted a process for jurors selection.

ACTION

BCSLA to send electronic copy to Fran for component review and potential adoption.

With the report on Lifetime members there is discussion of the idea that life members become responsible for maintaining students and interns.

ACTION

MALA, AALA, NLALA and NWTALA to send member definitions to Margot Cantwell . Margot to update report and make a specific recommendation on life members.

ACTION

All members are encouraged to get the budget and reports out sooner so the components can get to their executives before the next meeting.

23. Adjournment

Motion 2001-2-15

Moved by Myke Hodgins

“That the September 20, 21, 2001 meeting of the CSLA Board of Governors be adjourned.”