



**CSLA/AAPC
BOARD OF DIRECTORS MEETING
Minutes**

**Teleconference meeting
January 24, 2007**

Present on line:

**Sara Jane Gruetzner, President
Myke Hodgins, President-elect
Fran Pauzé, CSLA Executive Director
Chris Grosset, NuALA
Eduardo Villafranca, MALA
Chantal de Menezes, AAPQ,
Alex Borowiecka, NWTALA**

**Laureen Snook, SALA
Liane McKenna, BCSLA
Cathy Sears, AALA
Rob Leblanc, APALA
Jim Vafiades, OALA,
Gerhard Weiland, NLALA**

ACTIONS

1. Sears will continue to work with Wayne Amundsen to prepare a document outlining CSLA's affiliate criteria which will be forwarded to Bob Brown of ACLA.
2. Pauzé will draft a policy for the existing Special Projects fund to show clear sources of revenue from outside normal revenue. (I.e. Congress surpluses; fundraising etc.)
3. Sears will re-send the draft Board Policy Manual and requested that the board review it and forward input to her by February 12, in order that revisions may be made prior to the February meeting.
4. Villafranca will develop an action plan for resolving reciprocity, defining actions which will subsequently determine where the Code of Ethics fits in.
5. Vafiades will forward the proposed agreement to the Canadian Embassy, with whom the committee is working, for their review and approval to sign.
6. Vafiades will propose that the agreement be revised to be broader and thus achieve the goal of collaborating in a non specific way.
7. Gruetzner will respond to the queries from components about the CSLA dues increase and will forward drafts of the response letters to components to Sears, de Menezes and Villafranca prior to sending them out.
8. Pauzé will manage the correspondence with the components regarding the CSLA dues increase.
9. Pauzé will confirm with Vafiades that he wishes to continue on the Recognition Awards committee.
10. Pauzé will forward all submissions for Recognition Awards to the committee members for their review.
11. The Recognition Awards committee will make its recommendations to the board at the February meeting. The decisions will be made by the Board by secret ballot at the February meeting.
12. Board members are asked to send their comments regarding the Dalhousie proposal to LeBlanc by mid February.
13. The Communications committee will send the revised communications plan to Board members for their feedback by Feb. 15.
14. Sears will seek feedback from the AALA executive as to location preference for Congress 2010 and they will begin discussions regarding a joint conference with RAIC and CIP.



1. Call to Order

The President, Sara Gruetzner called the meeting to order.

2. Approval of Agenda

Two items were added to the agenda: CSLA Dues and the Cuba - CSLA agreement. These were both added to the beginning of the meeting as Vafiades must leave the meeting by 12:15 and his input was required.

MOTION 2007-1-1

Moved by Weiland and seconded by McKenna “that the agenda be approved as amended.”

Motion carried.

3. Cuba Agreement

Vafiades presented the proposed agreement between UNAICC and CSLA- AAPC that was forwarded to all Board members. The President stated that she submitted the document to lawyers in Calgary who noted three areas of concern:

- First that the CSLA should be aware that it is signing a document between Cuba and Canada and we are not clear what the implications are,
- Second that the document should be reviewed and approved for signing by External Affairs, Canada before it is signed, and
- Third that CSLA must determine if it is able to fulfill the commitments outlined in the agreement.

Discussion

As the perceived goal is to have an opportunity at the Congress for a demonstration of good will between CSLA and the Cuban architects association, the document should be greatly simplified and become a gesture of commitment to work together in the future to create a more formal agreement.

ACTION

Vafiades will forward the document to the Canadian Embassy, with whom the committee is working, for their review.

Vafiades will propose that the document be revised to be broader and thus achieve the goal of collaborating in a non specific way.

4. CSLA Dues

The President noted receipt of correspondence from MALA, OALA and AAPQ on the subject of the CSLA dues increase. This correspondence has been forwarded to the Board for their information.

MALA

Gruetzner reported that she has been corresponding with MALA regarding their concerns. The MALA letter states that MALA Bylaws state that MALA may not impose a dues increase without a vote of the MALA members at the AGM. The President will draft a response for review by the MALA Board representative (Villafranca) and Cathy Sears. Fran Pauzé will forward the letter to Dean Spearman with cc. to the CSLA Board.

OALA

The OALA letter indicates that OALA invoices had already been sent to members when the notice of an increase was received from CSLA. Therefore, OALA has proposed the following:

- “1. That the OALA remits its 2007 annual fee to the CSLA based on the 2006 rate as invoices to its membership on or before April 1, 2007 as required by the CSLA Bylaws;*
- 2. That the difference between the 2006 and the 2007 dues rates (\$25.00) per member) be remitted to the CSLA after November 1, 2007 when sufficient funds from OALA members have been collected, (the November 1, 2007 invoice for CSLA and OALA dues for 2008 will include the previously un- invoiced \$25.00 increase in the 2007 CSLA dues);*
- 3. That the CSLA President makes a presentation to the OALA membership on the rationale for the increase in 2007 CSLA fees at the 2007 OALA AGM;*
- 4. That the approved 2007 CSLA budget as well as a letter of explanation of the 2007 dues increase be prepared by the CSLA President , be provided to OALA members as an attachment to the 2007 invoice for 2008 dues, and*



5. *That an amendment to CSLA Bylaws be made to stipulate that component associations be notified of approved changes to CSLA dues for the following year, no later than September 1st of the approval year to allow time for component organizations to invoice members appropriately and to remit funds by April 1 of the following year in accordance with the CSLA Bylaws.*"

The Board agreed with the proposal and noted that item 5 will require a change to procedures, not a change to the CSLA Bylaw as indicated. Excom will draft a response to be reviewed by the OALA Board representative (Vafiades) and Cathy Sears prior to sending it out.

AAPQ

Correspondence has been received from AAPQ stating that the request to increase dues will be presented to the AAPQ membership in March 2007. AAPQ requested that the CSLA discuss this at the Board meeting and indicated that they are available to partner with CSLA to identify strategies for the advancement of the profession. Excom will review the AAPQ letter and discuss the proposal prior to drafting a response which will be reviewed by de Menezes and Cathy Sears.

CSLA sent a letter with the invoices to all components outlining the procedure for CSLA dues increases and noting the amount that components are asked to collect from members on behalf of CSLA. The letter included the excerpt from the CSLA Bylaws that pertains to dues. The CSLA Bylaws, which were approved by the CSLA membership at the AGM in 2005, state that:

"Fees and Levies

On behalf of the Society membership, Components shall pay to the Society an annual fee based on a per capita rate for each of its Landscape Architect members. That rate shall be recommended by the Executive Committee and approved by a Super Majority Vote by the Board. The annual fee from each Component must be remitted to the Society by the first day of April each year."

Discussion

Board members suggested that CSLA should reaffirm the motion from the November meeting. It is important to clarify the role the components take in the collection of CSLA dues.

MOTION 2007-1-2

Moved by Vafiades and seconded by LeBlanc "that the CSLA will collaborate with the component associations as required to coordinate implementation of 2007 dues increase."

Motion carried

ACTION

Gruetzner will respond to the queries from components about the CSLA dues increase and will forward drafts of the response letters to components to Sears, de Menezes and Villafranca prior to sending them out.

Pauzé will manage the correspondence regarding the CSLA dues increase with the components.

Vafiades left the meeting at 12:23

5. Approval of Minutes

McKenna requested a change to the Minutes of the November 4, 2006 meeting.

MOTION 2006-5-5

Moved by Leblanc and seconded by McKenna "that the CSLA increase individual membership dues in the amount of \$25.00 effective Jan. 1, 2007. Motion carried; one opposed

McKenna stated that the seconder of this motion was recorded incorrectly and Villafranca agreed to stand as the seconder. The Motion will be revised to read:

MOTION 2006-5-5

Moved by Leblanc and seconded by Villafranca "that the CSLA increase individual membership dues in the amount of \$25.00 effective Jan. 1, 2007. Motion carried; one opposed



MOTION 2007-1-3

Moved by McKenna and seconded by Villafranca “that the minutes of the Nov. 4, 2006 meeting be approved as revised.”

Motion carried.

6. Review of Action items

The President reviewed the Action items and those not completed will be carried forward to the February Board meeting.

7. Consent Agenda

The Consent Agenda was brought forward which included the Executive Director’s report and Action Minutes from two Excom meetings.

8. Business arising

There was no business arising from the Consent Agenda.

9. Presidents report

The President noted that she felt that the report was redundant. She proposed removing it from the agenda because it was covered in the Excom minutes which are included in the consent agenda and the regular agenda. The Board agreed that this was a good way to move forward.

10. Strategic Plan review

The President reported that Excom met with many of the Board members by teleconference, and that work on the Strategic plan initiatives was progressing. The Board, at the meeting in Cuba, will complete Strategic Plan priorities and allocate resources to priority initiatives.

ACTION

Board members are asked to bring completed templates to the Cuba meeting.

11. Recognition Awards & CSLA Awards of Excellence

LeBlanc reported that new responses had been received to the CSLA Awards of Excellence survey that was sent out. These will be translated, compiled and reported to the Board at the next meeting.

He reported that the date for submissions for the Recognition Awards had been extended to February 1.

Pauzé reported that she sent out a reminder email to all members of this extension and has received a few email queries. There are currently two Teaching Award submissions.

LeBlanc noted that the committee needed additional members and Villafranca and Weiland volunteered to assist.

ACTION

Pauzé will ask Vafiades if he wishes to continue on this committee.

Pauzé will forward all submissions for Recognition Awards to the committee members for their review.

The committee will make its recommendations to the board at the February meeting. The decisions will be made by the Board by secret ballot at the February, 2007 meeting.

12. Dalhousie report

LeBlanc reported that the Vice President of Academic Studies at Dalhousie has asked for a detailed submission including a business plan for the development of a landscape architecture program. They require an assessment of the need for landscape architecture graduates, and the resources that would be required to put a program in place to ascertain if there is a reasonable expectation that a program could be successful and sustain itself in the long term.

APALA requested CSLA assistance in assessing future demand for landscape architects in Canada and the current ability of Canadian schools to meet that demand.

ACTION

Board members are asked to send their comments regarding the Dalhousie proposal to LeBlanc by mid February.

LeBlanc left the meeting at 12:57



13. Communications

Hodgins reported that the communications committee has met and reviewed the plan presented in 2004. Hodgins noted that Snook has made revisions and the committee will present an action plan at the Feb. meeting.

ACTION

The committee will send the revised communications plan to Board members for their feedback by Feb. 15.

14. ACLA-CSLA Affiliates

Sears reported that she has delayed discussion with Bob Brown due to the tragedy in his family.

15. CSLA Policy Manual

Sears reported that she has received no feedback from Board members and requested that they review the document and get back to her prior to the Feb. meeting. She anticipates finalizing the document prior to the May meeting in Ottawa.

ACTION

Sears will re-send the document and requested that the board review the draft Board Policy Manual and forward input to her by February 12, in order that revisions may be made prior to the February meeting.

16. Future Congresses 2008, 2009, 2010

De Menezes reported that plans are progressing well for the CSLA Congress in Quebec City, in Feb. 2008. She stated that the theme is:

Landscape Architecture in Northern Countries

The Congress will be at the Hilton Hotel from Feb. 28 to March 2, 2008.

Sears reported that she has had very preliminary discussions with AALA as to the possibility of hosting the Congress in 2010.

ACTION

Sears will seek feedback from the AALA executive as to location preference for Congress 2010 and they will begin discussions regarding a joint conference with RAIC and CIP.

17. CSLA Election

The president announced that the Chair of the Nomination Committee, Rick Moore, has recruited one candidate, Rob Norman, of OALA.

Gruetzner noted that Moore reported an unconfirmed candidate (Sears) and Sears informed the board that she was willing to stand for election.

The Board gratefully accepts both candidates.

18. Other Business

The President sought information as to which Board members planned to attend the meeting in Cuba. At this time Borowiecka, Sears and Weiland stated that they would not be attending. All other members indicated that they plan to attend.

19. Adjournment

MOTION 2007-1-4

Moved by Eduardo Villafranca "that the January 24, 2007 meeting of the CSLA Board of Directors is adjourned"

Next meeting

Feb. 28, 2007 Havana, Cuba

All reports must be submitted by Feb. 21 after which time Board members are asked to bring copies to the meeting for all participants. There is photocopy service at the hotel.