



**CSLA/AAPC  
BOARD OF DIRECTORS MEETING.  
Minutes  
November 16 & 17, 2007  
Delta Bessborough  
Saskatoon, SK**

**Myke Hodgins, President,  
Cathy Sears, President-elect,  
Fran Pauzé, Executive Director,  
Dean Spearman, MALA,  
Laureen Snook, SALA,  
Robert Murphy, AAPQ,  
Carol Craig, AALA,**

**Peter Briggs, NWTALA,  
Gordon Smith, APALA,  
Gerhard Weiland, NLALA  
Linda Irvine, OALA  
Liane McKenna, BCSLA,  
Chris Grosset, NuALA**

**ACTIONS**

1. Excom will develop a Work Plan for Years 1 and 2 (2007 & 2008) indicating commitments and timing of anticipated outcomes as part of the draft Strategic Plan.
2. Ron Middleton will prepare a description of obligations for Accreditation Council members.
3. Sears & McKenna will draft a letter to components regarding the Strategic Plan and revenue generation and will propose a meeting with component presidents in February to coincide with Board meeting and CSLA Congress in Quebec City.
4. Pauzé & Murphy will work to finalize the CSLA 2008 Congress contract.
5. Excom will draft a letter to be sent to each member who has not paid dues. This letter will state that the CSLA dues were discussed at the Nov. board meeting and the Board observed that while the timing of the dues increase voted on the by the Board in 2006 was unfortunate, Excom worked in good faith to attempt to collect the dues.
6. Murphy will request that the administration of AAPQ not make a recommendation regarding payment of CSLA dues increase.
7. Myke Hodgins will draft a letter to go out to all components thanking them for their cooperation in the collection of CSLA dues for 2007. The letter will be forwarded to all Board members for their approval prior to sending it out.
8. Grosset and Snook will review the Landscape Architecture month proposal and develop a further terms of reference. They will then provide this to Alpha Communications and work to implement the project.
9. Irvine will serve as Acting Chair of the AccreditationTF and will be assisted by Craig.
10. Irvine will contact candidates for the Council who were nominated by Board members.
11. Irvine & Pauzé will work to get documentation from Middleton and may seek support from the AALA to organize the files.
12. Irvine will provide a full report at the February Board meeting.
13. Excom will draft an agenda for the Presidents Roundtable meeting.
14. Sears and McKenna will draft a letter of invitation to the Component Presidents and will follow up with a phone call.
15. Sears & McKenna will prepare a meeting package outlining current initiatives to be circulated to all participants in advance of the meeting for briefing purposes.
16. Sears & McKenna will prepare a key message document to circulate to board members.
17. Board members will identify participants from their component.
18. Sears will review the Bylaw with Wayne Amundsen to determine if a change is required to create the new membership categories.
19. Board members will review the proposed new membership categories and discuss with the component assoc. They will then report back with feedback at the January telecom.
20. The Board will then determine how CSLA can proceed if it wishes to add these membership categories.
21. The Board proposed that Reciprocity be added to the agenda for the President Roundtable meeting. At that time the board will propose an informal brainstorming session on reciprocity.
22. CSLA will inquire if CLARB can provide exams in French.
23. McKenna will lead the discussion at the Feb. meeting.



24. Pauzé will include 1 hour on the agenda for the Feb meeting after the break in the afternoon.
25. The Task Force will include Spearman, Weiland, McKenna and Briggs who will develop an approach for the meeting.
26. The TF will consult Adrienne Brown for her input on the initiative.
27. Sears will consult with Wayne Amundsen to ask if he is able to take this on as an additional project.
28. Sears will request a first draft to be presented to the board at the Jan. teleconference, following which Board members will review the Code with their components to avoid any conflicts.
29. Board Feedback will be provided at the Feb. meeting and the final version will be presented to the board, likely at an April teleconference.
30. The draft Code will be included in the 2008 Roster indicating that it is "Under Review".
31. Sears will finalize the Understanding CSLA Bylaws Provisions document which Pauzé will then forward to all members as a Special Bulletin following translation.
32. The Board is to review the Board of Directors Manual and report back to Sears with any changes by the January teleconference.
33. Pauzé and Grosset will work with Alan Tate and his committee to create a template for the CSLA Awards of Excellence presentation. The University of Manitoba will then be asked to insert the images into the Power Point template.
34. Excom will work to provide information as to specific CSLA requirements for these two events at Congress.
35. Pauzé will forward the draft Congress agreement to Linda Irvine and Arnis Budrevics.
36. Pauzé will propose a teleconference for Excom with OALA representatives to discuss the Congress agreement.
37. Irvine will discuss possible earlier dates with OALA.
38. Pauzé will research including landscape architects in the Standard Industrial Classification Index and report back to the Board.
39. Hodgins and Sears will respond to the complaint regarding the cost of creating a submission to the CSLA Awards of Excellence.
40. Irvine will submit the proposal for the CSLA Honourary Membership in writing to the Board prior to the January meeting at which time the Board will review it.
41. Pauzé will make the changes to the 2008 budget as noted.

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#### **1. Call to Order**

The President, Myke Hodgins called the meeting to order.

#### **2. Approval of Agenda**

##### **MOTION 2007-7-1**

**Moved by Irvine and seconded by Weiland "that the agenda is approved as presented."**

**Motion carried.**

#### **3. Approval of Minutes**

##### **MOTION 2007-7-2**

**Moved by Spearman and seconded by Sears "that the Minutes of the Sept. 12, 2007 meeting of the CSLA Board of Directors are approved as presented."**

**Motion carried.**

#### **4. Introduction**

As there were several new board members (Spearman, Craig, Smith and Murphy) attending their first face to face meeting, each member introduced themselves.

#### **5. Review Action Items from September 2007 meeting**

Action items were reviewed and those items that were incomplete were carried forward to the next meeting.

#### **6. Consent Agenda**

##### **MOTION 2007-7-3**

**Moved by Irvine and seconded by Craig "that the reports included in the Consent Agenda were received by the Board."**

**Motion carried**



## 7. Business arising from the Consent Agenda

### CSLA Dues

Board members questioned the report “*CSLA billing component dues*” in which the year to date numbers were provided for the three components whose members were invoiced separately for the \$25.00 dues increase. The report indicates the following results for the three components:

<b>Component</b>	<b># invoiced</b>	<b>Total Due</b>	<b>#paid</b>	<b>Total paid</b>	<b>Outstanding</b>
<b>APALA</b>	41	\$1,025	26	\$650	\$375
<b>MALA</b>	50	\$1,250	34	\$850	\$400
<b>AAPQ</b>	313	\$7,825	53	\$1,325	\$6,500
<b>TOTALS</b>	<b>404</b>	<b>\$10,100</b>	<b>113</b>	<b>\$2,825</b>	<b>\$7,275</b>

### Discussion

- Members must be encouraged to pay the increase in order to retain their CSLA membership in good standing.
- CSLA Bylaws should be reviewed to ensure CSLA is not in breach by invoicing members directly.
- Decision to invoice directly was taken by Excom on May 30, the Board was advised in the Excom Minutes in June.
- Board must determine if there are consequences for non payment.
- Board members from component who invoiced the increase indicated disappointment that all members do not support the payment.
- CSLA had verbal support from the components that were invoiced directly.

### **ACTIONS**

- Excom will draft a letter to be sent to each member who has not paid dues. This letter will state that the CSLA dues were discussed at the Nov. board meeting and the Board observed that while the timing of the dues increase voted on the by the Board in 2006 was unfortunate, Excom worked in good faith to attempt to collect the dues.
- Murphy will request that the administration of AAPQ not make a recommendation regarding payment of the CSLA dues increase.
- Myke Hodgins will draft a letter to go out to all components thanking them for their cooperation in the collection of CSLA dues for 2007. The letter will be forwarded to all Board members for their approval prior to sending it out.

## 8. Communication

### Website

Laureen Snook provided an updated on the work of the committee. The committee previously reviewed the Communications Plan and identified revisions to the website as a priority. Laureen Snook noted that the committee is working towards changes for the website including creation of a new job posting page. The committee reviewed several sites and selected elements to be incorporated. The calendar page will also be updated. As well, content is being reviewed to update and revise the text. A new Market Place page is also in development.



### CSLA Awards of Excellence

Committee members Rob Norman and Snook met with Bob Somers and Pauzé to discuss Awards media relations proposed changes. Pauzé will develop a terms of reference and will seek proposals from media relations consultants including Alpha Communications. The ToR will identify that CSLA wishes to augment the campaign to endeavour to obtain increased media coverage for the program.

### **9. Landscape Architecture Month**

Pauzé presented a proposal to the board outlining a project to be developed for World Landscape Architecture month. This event was created by IFLA in 2007 as a result of a recommendation from CSLA.

Phase one of the project would be to develop educational materials including a Power Point presentation targeting high school students. The material would provide information on the profession with a goal to encouraging the students to consider a career as a landscape architect.

Phase two involves working with each component association to develop an Ambassadors Bureau of members interested in making presentations provided by CSLA in the schools. This portion of the project would begin in April to celebrate World Landscape Architecture Month.

The CSLA Speakers Bureau (*landscape architects who would be willing to speak about the profession to other landscape architects, representatives of potential clients, service groups, elementary and secondary school students as well as their teachers and guidance counsellors*) may be considered for a future project.

### Discussion

- The project should be considered part of the Youth Initiatives aspect of the new Strategic Plan.
- CSLA can develop partnerships with the components to implement the project.
- Careers are the focus of ASLA's 2008 landscape architecture Month.
- Myke Hodgins proposed that CSLA hold a poster contest for University students with a small prize.
- Grosset thanked the Executive Director for identifying the project and putting it together.

### **ACTION**

- Grosset and Snook will review the Landscape Architecture month proposal and develop a further terms of reference. They will then provide this to Alpha Communications and work to implement the project.

### **10. Accreditation**

Linda Irvine presented a brief report on Accreditation. She noted that the University of Toronto review will take place this fall and after that all 6 programs will be up to date. Middleton's responsibilities will end after the U of T accreditation. This will provide approximately two years to permit the Task force to review the manual and procedures.

### **Motion 2007-7-4**

**Moved by Smith and seconded by Weiland "that the CSLA will establish a Task Force chaired by Linda Irvine and Craig to review Accreditation Standards and procedures."**

**Motion carried**

### **ACTIONS**

- Linda Irvine will serve as Acting Chair of the AccreditationTF and will be assisted by Craig.
- Irvine will contact candidates for the Council who were nominated by Board members.
- Irvine & Pauzé will work to get documentation from Middleton and may seek support from the AALA to organize the files.
- Linda Irvine will provide a full report at the February Board meeting.

### **11. Strategic Plan Review : February Meeting Plan**

The CSLA Board will invite the Presidents of the Component associations to attend a meeting on Thursday Feb. 28 prior to the CSLA Congress in Quebec City. This meeting is intended to provide an opportunity for the board



to discuss the CSLA Strategic Plan with a goal of establishing specific actions and priorities and enlisting the components support to achieve the goals in the plan.

The board initially invited all members to participate in a planning session at the Congress in Vancouver in 2006. At this time the framework for the new plan was created. The Board wishes to strengthen the relationship with the components by creating a partnership. The Board will ask the components for help to move the strategic plan forward. The meeting will be planned to begin with lunch at noon and run from approximately 1 PM to 4 PM with a break at 3 PM.

#### **Motion 2007-7-5**

**Moved by Smith and seconded by Snook “that the CSLA will establish a Task Force to prepare for the Strategic Planning meeting to be held in Feb.2008 with the Component Presidents.”**

**Motion carried unanimously**

#### **ACTIONS**

- Excom will draft an agenda for the Presidents Roundtable meeting.
- Sears and McKenna will draft a letter of invitation to the Component Presidents and will follow up with a phone call.
- Sears & McKenna will prepare a meeting package outlining current initiatives to be circulated to all participants in advance of the meeting for briefing purposes.
- Sears & McKenna will prepare a key message document to circulate to board members.
- Board members will identify participants from their component.

#### **12. CSLA Membership Categories**

Sears outlined the current membership categories and the required procedure to establish new categories. She suggested that with the current Bylaws, individuals outside of the current CSLA membership criteria (Full membership in a CSLA Component association) can't be “Members” but that CSLA could develop another name to recognize them such as “Affiliate” or “Allied professional”.

##### International Membership

Pauzé presented a proposal for International members which described how this category works with some of our allied organizations such as the RAIC, ASLA and CIP. The goal in establishing an International category is to build relationships with landscape architect professionals outside of Canada. This would strengthen the profession and also likely provide resources for members.

##### Discussion

- Cultural diversity is important.
- CSLA would provide outreach and support through these new categories.
- It's important for outside groups and individuals to be a “part of” CSLA.
- Important to establish a means to check credentials.

##### Student membership

Grosset presented a discussion paper regarding the creation of a Student member category for CSLA. He noted that 9 of 10 components already have Student members and that it would be possible to set up a means whereby these component members become members of CSLA as well.

Grosset stated that from the Strategies for Growth report a decline in CSLA membership is predicted and that this new category would strengthen the association while building relationships with these potential Full members.

He noted that Components also have Associate members, and that the proposed process should incorporate them as CSLA members as well. The proposals for the new categories were tabled until additional information was received.

#### **ACTIONS**

- Sears will review the Bylaw with Wayne Amundsen to determine if a change is required to create the new membership categories.



- Board members will review the proposed new membership categories and discuss with the component assoc. They will then report back with feedback at the January telecom.
- The Board will then determine how CSLA can proceed if it wishes to add these membership categories.

### **13. Growing the Profession: Reciprocity**

Pauzé presented a brief report on reciprocity which provided background information and noted that all ten CSLA components have agreed to support in principle the pursuit of Reciprocity.

#### Discussion

- CSLA needs to work with the components to harmonize membership requirements.
- Possibly the best way to achieve this is through a standardised nation wide exam.
- Irvine noted that pass rates have improved with the LARE exam and that OALA is ready to assist other component in setting up the exam.
- CSLA would require that exams be available in French- can CLARB provide this?
- The goal is to find a common ground.

#### **ACTIONS**

- The Board proposed that Reciprocity be added to the agenda for the President Roundtable meeting.
- At that time the board could propose an informal brainstorming session on reciprocity.
- CSLA will inquire if CLARB can provide exams in French.
- McKenna will lead the discussion at the Feb. meeting.
- Pauzé will include 1 hour on the agenda for the Feb meeting after the break in the afternoon.
- The Task Force will include Spearman, Weiland, McKenna and Briggs who will develop an approach for the meeting.
- The TF will consult Adrienne Brown for her input on the initiative.

### **14. Growing the Profession: Code of Ethics**

Weiland noted that the CSLA Code of Ethics was discussed at the November 2006 meeting and that Philip Hicks, who initially recommended changes, was to have been consulted. Unfortunately Hicks is now unable to assist with the project.

#### **ACTIONS**

- Sears will consult with Wayne Amundsen to ask if he is able to take this on as an additional project.
- She will request a first draft to be presented to the board at the Jan. teleconference, following which Board members will review the Code with their components to avoid any conflicts.
- Board Feedback will be provided at the Feb. meeting and the final version will be presented to the board, likely at an April teleconference.
- The Code will be included in the 2008 Roster indicating that it is "Under Review".

### **15. Growing the Profession: Dalhousie update**

Smith provided a brief update on this initiative. At this time little progress has been made but he will provide an update at a future board meeting.

### **16. Component reports**

Sears presented a Q & A document entitled "*Understanding CSLA Bylaws Provisions*" designed to provide information to members on the CSLA decision making process.

#### **Future Congresses**

Chris Grosset noted that NuALA is considering offering to host a future Congress- possible in 2011.

At this time Congresses are planned as follows:

2008 Quebec City

2009 Toronto

2010 Calgary or Edmonton

#### **ACTION**

BoD Minutes Nov. 16 & 17, 2007 Approved Minutes



- Sears will finalize the Understanding CSLA Bylaws Provisions document which Pauzé will then forward to all members as a Special Bulletin following translation.
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## **SATURDAY NOVEMBER 17, 2007**

### **17. Governance**

Sears presented the new Board of Directors Manual. This document includes meeting materials, contact information, the CSLA Annual report and budget.

Sears noted that this is a living document and updates will be sent out regularly to member by email.

A calendar will be developed which will include Component AGM dates where available.

Sears then reviewed the existing CSLA Committees.

**Revenue Generation Task Force:** Craig, Spearman, Murphy, Hodgins

**President Roundtable Task Force:** McKenna, Sears

**Communications Committee:** Chair Laureen Snook, Weiland, Rob Norman, Hodgins, Briggs

**Governance Task Force:** Sears

**Reciprocity Task Force:** Chair McKenna, Weiland, Spearman, Briggs

**Accreditation:** Chair Irvine, Craig

**CSLA Awards:** Chris Grosset, Gordon Smith

### **ACTION**

- The Board is to review the Board of Directors Manual and report back to Sears with any changes by the January teleconference.

### **18. Congress 2008 Agreement**

The agreement was presented and signed by Hodgins on behalf of CSLA. AAPQ President Murphy noted that he wished to review the Addendum again and would provide feedback to Excom.

### **19. CSLA 2008 Congress**

Murphy reported that plans are progressing well with the Congress and that the program is now final. He said that with increased expenses they are now looking at breaking even.

He noted that the CSLA's support in seeking sponsorships and fund raising is essential if the Congress is to realize a profit. This increased participation by CSLA will be the first step and will make it easier for future host components to coordinate the CSLA Congress.

### **Discussion**

- The Board noted that the two CSLA activities – the Fellows Induction and the CSLA Awards of Excellence presentation, require input from the Executive Director and Excom. In particular there is concern re the CSLA Awards of Excellence presentation due to the fact that the jurying will take place one week prior to the presentation.

### **ACTIONS**

- Pauzé and Grosset will work with Alan Tate and his committee to create a template for the CSLA Awards of Excellence presentation. The University of Manitoba will then be asked to insert the images into the Power Point template.
- Excom will work to provide information as to specific CSLA requirements for these two events at Congress.



## **20. Awards**

### **International Garden Festival Proposal**

Excom presented a proposal received from Alexander Reford of the Jardin de Métis. :

“This project is intended to develop a new partnership with universities across Canada. A national competition will be launched in November 2007 to invite proposals from students in all of the universities in Canada that offer programs in landscape architecture and environmental design: Université de Montréal, University of Toronto, Guelph University, the University of Manitoba, the University of Calgary and the University of British Columbia.”

#### Discussion

CSLA should provide a jury member for the competition.

This competition should not be separate from the consideration of the creation of a Student membership in CSLA.

### **Motion 2007-7-6**

**Moved by Briggs and seconded by McKenna “that the CSLA Board of Directors supports in principle the proposal received from Alexander Reford for the creation of a Student competition”.**

**Motion carried unanimously**

#### **ACTIONS**

- Hodgins will discuss CSLA’s questions and concerns with Reford.

## **21. Congress 2009**

Linda Irvine presented a brief report on CSLA Congress 2009. This will take place in Toronto and the committee is now considering the Westin Harbour Castle for June 18 to 20, 2009. Irvine requested that the draft Congress agreement be expedited to OALA as they require this prior to moving forward.

#### Discussion

The Board suggested that dates in April or May could be more convenient for members.

As this is the CSLA’s 75<sup>th</sup> anniversary a special project should be considered for CSLA.

The CSLA Awards of Excellence retrospective had previously been considered for this.

### **Motion 2007-7-7**

**Moved by Smith and seconded by Briggs “that the CSLA will establish a Task Force to identify projects for CSLA to recognize the 75<sup>th</sup> anniversary.”**

**Motion carried unanimously**

#### **ACTIONS**

- Pauzé will forward the draft agreement to Linda Irvine and Arnis Budrevics.
- Pauzé will propose a teleconference for Excom with OALA representatives to discuss the Congress agreement.
- Irvine will discuss possible earlier dates with OALA.

## **22. Census**

Smith presented a request from APALA for CSLA to research including landscape architects in the Standard Industrial Classification Index. If landscape architects are not listed in the index; they are not defined and cannot define the group in a way to get special treatment or government recognition due to it.

HRSDC have done studies on the role and value of design professions to Canadian gross domestic product. Architects, interior designers, and engineers are listed separately. Landscape architects, if they appear at all, are only a footnote. Architects, engineers, and interior designers are able to use this information as a major promotional tool.

#### **ACTION**

- Pauzé will research including landscape architects in the Standard Industrial Classification Index and report back to the Board.



## 23. Other Business

### CSLA Election

Hodgins informed the Board that there is currently one candidate standing for election to President elect: Linda Irvine.

Pauzé stated that this information would be sent out to all members on or before December 1 inviting members to propose additional candidates. The deadline for new candidates is Jan 1. At that time material will be prepared and sent out to members if additional candidates are identified and an election is required.

### CSLA Awards of Excellence Submission requirements

BCSLA and Excom received a complaint regarding the cost of creating a submission to the CSLA Awards of Excellence.

#### ACTION

- Hodgins and Sears will respond to the complaint regarding the cost of creating a submission to the CSLA Awards of Excellence.

### Honourary Membership

Linda Irvine presented a suggestion for a recipient for the CSLA Honourary Membership (David Suzuki).

#### ACTION

- Irvine will submit the proposal for the CSLA Honourary Membership in writing to the Board prior to the January meeting at which time the Board will review it.

### Board Subsidy

The Board subsidy was set at \$750 per member per meeting for the three components that receive the assistance: NLALA, NuALA and NWTALA. Board members agreed that it is very important to have the input from these three components and equally agree that Board members should not be required to pay their own expenses to attend the meetings. Thus it was decided to increase the allocation to more completely cover the expenses for travel and accommodations.

### Motion 2007-7-8

**Moved by Sears and seconded by Irvine “that the CSLA Board of Directors will increase the amount of subsidy provided to members from the three components (NuALA, NLALA and NWTALA) to a maximum of \$1500 per member per meeting.”**

**Motion carried, three abstentions (Grosset, Weiland and Briggs)**

## 24. CSLA 2008 Budget

The budget was reviewed and changes noted.

### Motion 2007-7-9

**Moved by Smith and seconded by Weiland “that the 2008 CSLA Budget is approved as amended.**

#### ACTION

- Pauzé will make the changes to the 2008 budget as noted.

## 25. Adjournment

### Motion 2007-7-10

**Moved by ..... that the November 17 & 18, 2007 meeting of the CSLA Board of Directors is adjourned.”**

### Future Meetings

Teleconference January 23, 2008

Quebec City Feb. 27 & 28

Teleconference April 2008 TBA

Calgary AB June 2008 TBA