



**CSLA/AAPC
BOARD OF DIRECTORS MEETING.
Teleconference Minutes
Sept. 12, 2007**

Present on line:

**Myke Hodgins, President,
Cathy Sears, President-elect,
Fran Pauzé, Executive Director,
Dean Spearman, MALA,
Carol Craig, AALA,
Chris Grosset, NuALA,**

**Laureen Snook, SALA,
Robert Murphy, AAPQ,
Peter Briggs, NWTALA,
Rob LeBlanc, APALA,
Gerhard Weiland, NLALA**

Regrets: Liane McKenna, BCSLA, Linda Irvine, OALA,

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. Sears will develop a timeline and will send out the new policy manual.
3. Sears requested feedback on the Manual from Board members by the November meeting in Saskatoon in order that the document can be approved at that meeting.
4. The Board will also approve the process to review policies for Affiliates at that time.
5. Ron Middleton will prepare a description of obligations for Council members.
6. 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.
7. Pauzé & Robert Murphy will work to finalize the CSLA 2008 Congress contract.
8. Leblanc and Grosset will forward proposed revisions to the Recognition Awards criteria to Board members by September 28.
9. The Board will vote electronically on these revisions in order that CSLA members can be informed of the deadline for nominations.
10. Board members and component President will forward names and contact information of potential sponsors for Congress.
11. Pauzé will contact Component Presidents to encourage them to support the fundraising project.
12. The Revenue Generation Task force will compile a master list of sponsors.
13. Task force members will contact the targets.
14. Robert Murphy will assist with the "close" of sponsorship agreements.
15. Pauzé will assist in the overall management of the fundraising initiative including follow up after the event (thank you letters).
16. Excom will finalize the Congress agreement with AAPQ including a special clause regarding division of proceeds.
17. Laureen Snook will provide specific instructions for the proposed website changes.



18. Pauzé will set up a teleconference all with the Webmaster, Garry Brownrigg to discuss implementation of the changes.
 19. Laureen Snook will contact Hrolfur Kristinsson to coordinate the CSLA Board member's participation in Design week in November.
 20. Grosset will prepare a report on student memberships to present at the November Board meeting.
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1. Call to Order

The President, Myke Hodgins called the meeting to order.

2. Approval of Agenda

MOTION 2007-6-1

Moved by Leblanc and seconded by Grosset “that the agenda is approved as presented.”

Motion carried.

3. Approval of Minutes

MOTION 2007-6-2

Moved by Murphy and seconded by Craig “that the Minutes of the June 11, 2007 meeting of the CSLA Board of Directors are approved as presented.”

Motion carried.

4. Review Action Items from June meeting

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

5. Consent Agenda

MOTION 2007-6-3

Moved by Murphy and seconded by Leblanc “that the reports included in the Consent Agenda were received by the Board.”

Motion carried

6. CSLA Awards of Excellence

As per the Action item from the June meeting, Alan Tate has created revisions to the Submission requirements for the 2008 CSLA Awards of Excellence that comply with the Awards of Excellence Task Force's recommendation.

One of the Task Force's recommendations was to encourage an increase in the number of submissions and to augment the marketing and media coverage of the program. Bob Somers, in Winnipeg has volunteered to help with increasing visibility of the program.

To this end Excom recommended that the Submission fee be increased from \$200 to \$225. per submission to cover related increased costs.

MOTION 2007-6-4

Moved by Dean Spearman and seconded by Laureen Snook “that the submission fee for the CSLA Awards of Excellence program is increased to \$225.00 per submission.”

7. CSLA Recognition Awards

As Leblanc will soon be leaving the Board, Excom asked Grosset to work with him to review the criteria for the Recognition Awards.

ACTION

Leblanc and Grosset will forward proposed revisions to the Recognition Awards criteria to Board members by September 28.

The Board will vote electronically on these revisions in order that CSLA members can be informed of the deadline for nominations.



8. CSLA Congress

Murphy reported that plans are moving ahead with programming. He noted that fund raising is essential and requested the Board's help in identifying potential sponsors.

9. Strategic Plan Review : Revenue Generation

Robert Murphy reported that the letter and Sponsorship program had been sent out to all component presidents seeking component support for this initiative.

He noted that there is a good opportunity for CSLA to increase revenues through the Congress and stated that the AAPQ has offered a revenue split based on the percentage of total revenue raised through fund raising.

ACTIONS

Board members and component President will forward names and contact information of potential sponsors for Congress.

Pauzé will contact Component Presidents to encourage them to support the project.

Revenue generation Task force will compile a master list of sponsors.

Task force members will contact these targets.

Robert Murphy will assist with the "close" of sponsorship agreements.

Pauzé will assist in the overall management of the initiative including follow up after the event (thank you letters).

Excom will finalize the Congress agreement with AAPQ including a special clause regarding division of proceeds.

Robert Murphy left the call at 2:30

10. Communications

Laureen Snook presented a report on the status of the initiative. The committee reviewed the CSLA website and has proposed specific changes and additions. Snook will work with Pauzé and the webmaster to make the changes.

Board members noted that the Opportunities page should be more prominent, and the Awards page needs revising.

ACTION

Laureen Snook will provide specific instructions for the proposed website changes.

Pauzé will set up a teleconference call with the Webmaster, Garry Brownrigg to discuss implementation of the changes.

11. Growing the Profession: Dalhousie update

Leblanc reported that APALA members Sue Sirrs has agreed to chair the committee which is working to develop materials to support the proposal.

Leblanc left the call at 2:50

12. Outreach: ASLA, LABash

The President reported that he will address the ASLA Board of Trustees at the ASLA Congress which he will attend with the President-elect.

13. Strategic Plan Review: November meeting plan

Laureen Snook informed the Board of opportunities to participate in Saskatchewan Design Week activities which coincides with the CSLA Board meeting.

ACTION

Snook will contact Hrolfur Kristinsson to coordinate the CSLA Board member's participation in Design Week in November.

14. Other Business

CSLA Election



Past President Gruetzner asked that the Board provide names of proposed candidates for election. Gruetzner also reported that Linda Irvine has agreed to let her name stand for CSLA election.

L-P

Grosset reported that he and Snook are working as Guest editors of the Winter issue with a theme focused on young professionals and Growing the Profession.

CSLA Student Memberships

Grosset inquired if CSLA had considered creating student memberships. He noted that given the focus on creating links with students this is an important way to make that link stronger.

ACTION

Grosset will prepare a report on student memberships to present at the November Board meeting.

15. Adjournment

MOTION 2007-6-5

Moved by Sears “that the Sept 12, 2007 meeting of the CSLA Board of Directors is adjourned.”