



**CSLA/AAPC
BOARD OF DIRECTORS MEETING**

**Minutes
April 23, 2008 Teleconference**

Present on line:

**Cathy Sears, President,
Linda Irvine, President-elect,
Fran Pauzé, Executive Director,
Liane McKenna, BCSLA,
Peter Briggs, NWTALA,
Chris Grosset, NuALA,**

**Arnis Budrevics, OALA,
Gordon Smith APALA,
Jim Floyd, NLALA,
Carol Craig, AALA,
Dean Spearman, MALA.**

Regrets: Laureen Snook, SALA, Claude Potvin, AAPQ

ACTIONS

(Including items carried forward from February meeting)

1. Excom will develop a 3 year Strategic Plan. Outcomes from Presidents' Roundtable in Quebec City will help to guide the final plan. Progress to be presented at the June Board meeting.
2. Irvine will contact candidates for the Accreditation Council who were nominated by Board members and provide a full report at the June Board meeting. Irvine and Craig will also report on the Terms of Reference for the future Accreditation Council at the meeting.
3. Pauze will investigate and report to Board in June on best practices related to archival management.
4. The Recognition Awards committee will develop criteria for the new Landmark Award to be presented to the Board at the June Board meeting.
5. The CSLA Awards of Excellence Task force (Jim Floyd & Dean Spearman) will present a draft report at the June Board meeting.
6. Pauze will ask the CSLA Editorial Board, chaired by Don Hester, to report back to the CSLA Board with specific parameters and requirements for the L-P Special CSLA Awards of Excellence Retrospective issue. Pauze will obtain information regarding the Guest editor and advise Irvine ASAP.
7. The CSLA Communications committee will continue its review of the communications tools – website updates are a priority (procedures/content for members only, job posting, and calendar). The Communications committee will be asked to develop an overall policy for website postings.
8. Pauzé will research Annual reports with related organizations to determine if they print and mail the report to their membership. She will report back at the June meeting with recommendations for the CSLA.
9. The Executive Director Search task force will consider fund raising as part of the Executive Director Terms of Reference, new initiatives by revenue generation committee on hold.
10. Pauzé will follow up with Murphy regarding revenue for CSLA from Congress 2008.
11. Sears & Pauzé will complete and provide updates to the Board Manual at the June Board meeting.
12. Pauzé will update the web calendar including the AGMs of all components, conferences etc. by May 15,



13. The Communications committee will report back to the Board at the June meeting with work programs and budgets for development of the Speakers Bureau and Photo Gallery.
14. Spearman will research Reciprocity legislation further and report to the board at the June meeting.
15. Sears will present information on student and associate memberships at June meeting.
16. Sears will present draft Code of Conduct document at the June meeting.
17. Floyd will present update to the Board in June on the Fellows 75th anniversary project.
18. Smith and Grosset will prepare report to Board in June on recommendations for the CSLA related to advocacy and allied organization relationships.
19. Grosset will explore 2011 Conference hosted by NuALA and will provide an update at the June meeting.
20. Pauzé will forward Dec. 31 Year to Date actual to Excom and update Board presentation of financial information to include actual and budget from past year.
21. Pauzé will add line 4A – Super Saturday SEED funds (\$1000.) to year to date.
22. Board members to send input and feedback on LA month to Chris Grosset by May 15.
23. Pauzé will follow up on April 15th Exec Director Teleconference and with all components and forward reports on Landscape Architecture month to Grosset.
24. Sears/Pauze will draft an apology letter to NuALA from CSLA to include the action that will be taken regarding the errors in the 2008 Roster and further actions that will be implemented to avoid future errors before NuALA AGM May 6th.
25. Pauzé will ask the other 9 components if there were errors in the data in the Roster, discuss errors with Naylor and obtain costs for printing/ mailing Erratum – report at next Excom.
26. Pauzé will include CSLA Membership Roster on the agenda for the June meeting.
27. Budrevics will forward information on the 2009 CSLA Congress for Pauzé to post on the Website.
28. Smith will review National Occupation Classification survey with Floyd and will forward any updates to HRSDC by April 30.
29. Pauzé will compile and forward meeting information for the June meeting to the Board.
30. Smith will contact Taylor to advise him of the Board's nomination for the Sir Geoffrey Jellicoe Award and if willing to stand for nomination Smith will organize the nomination package and will .



1. Call to Order

The President, Cathy Sears, called the meeting to order.

2. Approval of Agenda

MOTION 2008-3-1

Moved by McKenna and seconded by Irvine “that the agenda is approved as presented.”

Motion carried (unanimous)

3. Approval of Minutes

Gordon Smith noted that there is a correction to the Minutes item for the Feb. 2008 meeting. It should read:

12. Growing the Profession- Dalhousie

*“Smith reported that John Zuck had resigned **as Chair of the committee** and that the Terms of reference have not been developed. Smith noted that there will be a new Dean of the program next year so the committee hopes to meet with him / her to determine if there is support to create the new program.”*

MOTION 2008-3-2

Moved by Smith and seconded by Floyd “that the Minutes of the February 27 & 28, 2008 meeting of the CSLA Board of Directors are approved as amended.”

Motion carried (unanimous)

4. Review Action Items from February meeting

Action items were reviewed and those items that were incomplete were carried forward to the next meeting. Progress on items is included under specific agenda items.

5. Consent Agenda

MOTION 2008-3-3

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

Motion carried (unanimous)

6. Business Arising from Consent Agenda

ACTION

- Pauzé will forward Dec. 31 Year to Date actual to Excom and update Board presentation of financial information to include actual and budget from past year.
- Pauzé will add line 4A – Super Saturday SEED funds (\$1000.) to Year to Date.

7. President’s report

Sears reported that she:

- Worked with Naylor Publications & Fran Pauzé to ensure that the non delivered copies of L-P designated for the LABash delegates, were sent to each student at their respective schools. Sears created a presidents message to be included with the mail out.
- Received the resignation of the CSLA Executive Director, Fran Pauzé, on April 4th, 2008,
- Prepared and sent out a communiqué to all members advising them of the Executive Director’s resignation and prepared follow up correspondence with Pauze Consulting.
- Created a message for the Spring Bulletin to members.
- Attended the OALA AGM in Waterloo and presented CSLA Report to members.
- Set up and chaired initial teleconference of the Executive Director Search Task Force.
- Assisted with LA Month correspondence and distribution.
- Drafted response and letter to OALA - Jan 23 CSLA letter (clerical errors).
- Cathy thanked the Board for all their support at the Conference in Quebec City and for their unwavering commitment to the work that everyone does for the CSLA.



8. Landscape Architecture Month

Grosset stated that last year (2007) was the inaugural year for World LA Month. CSLA sent out a media release. This year for 2008, a Poster contest was organized and the winning poster was printed and provided to all CSLA components electronically or in hard copy. As well it was sent to all landscape architecture schools and many affiliated organizations.

Grosset reported that he is now working on an implementation plan to address some of the issues that came up this year. This will enable the Board to organize future LA Months more effectively.

ACTIONS

- Board members to send input and feedback on LA month to Chris Grosset by May 15.
- Pauzé will follow up on April 15th Exec Director Teleconference and with all components and forward reports on Landscape Architecture month to Grosset.

9. Recognition Awards

Grosset reported that the committee is working on an implementation/procedures plan to streamline the program. He noted that it was difficult to get nominees for some of the categories. He is also working on developing criteria for the new Landmark Award and suggested partnership opportunities that the CSLA could consider for example creating a brochure for this award. He will report further at the June meeting.

10. CSLA Membership Directory

Grosset reported that there were errors in the 2008 Membership Roster in some of the NuALA member's listings. Specifically the names of 3 of the 5 members appeared under their first names rather than their surname. NuALA sent a letter to CSLA to which Sears acknowledged via email.

ACTIONS

- Sears/Pauze will draft an apology letter to NuALA from CSLA to include the action that will be taken regarding the errors in the 2008 Roster and further actions that will be implemented to avoid future errors before NuALA AGM May 6th.
- Pauzé will ask the other 9 components if there were errors in the data in the Roster, discuss errors with Naylor and obtain costs for printing/ mailing Erratum – report at next Excom.
- Pauzé will include CSLA Membership Roster on the agenda for the June meeting .

11. Congress 2009

Budrevics reported that plans are progressing well for the CSLA 75th Anniversary Congress in Toronto, June 4-6, 2009. He noted that Jim Vafiades and Jim Melvin are serving as Co chairs of the conference organizing committee.

ACTION

- Budrevics will forward information on the 2009 Congress to Pauzé for posting on the CSLA Website.

12. NOC Consultation

Pauzé reported that she had received a request from HRSDC Canada announcing the launch of a website to receive revisions to the "Canada National Occupation Classification" (NOC). They are requesting our contribution to the next edition which will be released in 2011.

ACTION

- Smith will review the NOC survey and description in the National Occupation Classification with Floyd and will forward an updates to HRSDC by April 30.

13. Accreditation

Linda Irvine reported that she is working with Carol Craig, who is Co-Chair of the Task Force. They will report further in June.



14. Communications/ Website

As Laureen Snook was unable to participate in the call, Sears reported that changes to the website had been launched. She noted that there is now a Member's Only section for which members require a password.

15. Reciprocity

Spearman & McKenna requested that this item be deferred to the June meeting. Spearman noted that McKenna will be leaving the Board after the BCSLA AGM and Conference May 2 & 3

16. Dalhousie Update

Smith reported that the committee recently met in Halifax to discuss the project and determined that they will develop a Terms of Reference and will then hire a consultant to assist with the development of a business plan. CSLA and APALA are providing assistance with this. He will report further at the June meeting. Sears suggested that Smith contact the AALA for a copy of their presentation (business case) made to NAIT. This presentation is several years old now but still would have a relevant outline.

17. CLARB Communications

Briggs reported that he received package from Sears and has contacted CLARB to confirm his interest. He noted that the teleconference was to have been held on Apr 22, but that it had been rescheduled. He will report further in June and noted that CLARB is holding discussions with the AAPQ regarding a French exam.

18. Advocacy / Affiliate & Allied relationships

Grosset & Smith reported that they are giving consideration to the issues and roles CSLA should be considering and will report further at the June meeting.

19. Future Meetings

Pauzé noted that the June meeting will now be held in Calgary at the Palliser Hotel. Excom determined that with the search for a new Executive Director, it was preferable to hold the team building meetings at another time. As well, there will be a teleconference on September 17 and the November 14 & 15, 2008 meeting will be held in Moncton, NB.

ACTION

Pauzé will compile and forward meeting information for the June meeting to the Board.

20. Other Business

Sears noted that CSLA had received information on the Jellicoe award from IFLA which was forwarded to the Board members. This Medal is awarded every four years by the International Federation of Landscape Architects and pays tribute to a practising landscape architect whose merit, talent and actions are acknowledged at international level.

Sears suggested that CSLA consider making a nomination but noted that the deadline is May 2.

MOTION 2008-3-4

Moved by Sears and seconded by Smith "that the CSLA Board of Directors supports the nomination of James Taylor for the Sir Geoffrey Jellicoe Award."

Motion carried (unanimous)

ACTION

Smith will contact Taylor to advise him of the Board's nomination for the Sir Geoffrey Jellicoe Award and if willing to stand for nomination Smith will organize the nomination package.

21. Adjournment

MOTION 2008-3-5

Moved by Budrevics "that the April 23, 2008 meeting of the CSLA Board of Directors is adjourned."



Future Meetings

June 6 & 7, 2008, Calgary AB
Sept. 17, 2008 Teleconference
November 14 & 15, 2008, Moncton NB

CSLA Committees and Task Forces

Revenue Generation Task Force: Chair Craig, Spearman,

President Roundtable Task Force: McKenna, Sears

Communications Committee: Chair Snook, Rob Norman, Briggs

Governance Task Force: Sears

Reciprocity Task Force: Spearman, Briggs, (new BCSLA Representative)

Accreditation Task Force: Irvine, Craig

CSLA Recognition Awards Committee: Grosset, Smith

CSLA Awards of Excellence Task Force: Floyd, Spearman

Executive Director Search Task Force: Budrevics, Irvine, Smith, Sears