



**CSLA/AAPC
BOARD OF DIRECTORS MEETING**

**Draft Minutes
June 6 & 7, 2008
Calgary, Alberta**

Attendees:

**Cathy Sears, President,
Linda Irvine, President-elect,
Fran Pauzé, Executive Director,
Pawel Gradowski, BCSLA,
Peter Briggs, NWTALA,
Chris Grosset, NuALA,
Laureen Snook, SALA,**

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

ACTIONS

(Including items carried forward from February meeting)

1. Smith and Grosset will put forward for Board discussion the topic of advocacy/ leadership.
2. Budrevics will re-format the CSLA budget for 2009 and review and revise the Special Projects Fund policy for presentation and review at the September teleconference.
3. Pauzé to forward the policy that was completed last year to Budrevics.
4. Pauzé & Snook will confirm that the Website contract with Thierry Bregaint to improve the site has been completed and if not, follow up on outstanding items.
5. The Board recognizes that there was a change of scope in the communications initiative and thus the budget line should have accommodated the increased expense.
6. In the future the Executive Director shall forward invoices to and receive authorization from the committee chair in order for the chair to keep track of their approved budgets.
7. The Board requested that the future Executive Director draft a written agreement with the stores who currently receive copies of L-P for sale. It was noted that these copies are currently provided free of charge to these stores and that proceeds from any sales are retained by the stores. Further, the Executive Director recommended that follow up with the stores should be undertaken after the CSLA Awards of Excellence issue of the magazine is sent out in August.
8. The CSLA Board also will encourage members of the Editorial board to secure additional retail sites to make copies of the magazine available to the public.
9. Pauzé will contact Cecelia Paine to request that she make the presentation at the U. of Guelph.
10. Pauzé will forward details of the presentation at the University of Toronto to Budrevics, who will make that presentation on behalf of CSLA.
11. Pauzé will include the awards in the Summer Bulletin.
12. Pauze will follow up with John McLeod and advise him to provide the Montreal recipient's names to Cathy Sears.
13. The future Executive Director will obtain information in advance to coordinate presentation opportunities.



14. The CSLA will adopt Pauzé's recommendation and email the Annual report or the link to the website posting to members 2 weeks prior to the AGM if possible.
15. As well, CSLA will continue to print 100 copies to be made available for members attending the AGM.
16. Sears will prepare a letter to LACF asking them to reconsider their decision to cease funding of translation for L-P for 2008.
17. Craig will report back on a National Sponsorship package at the November meeting.
18. Irvine & Craig will establish the new Accreditation Task force by July 2008 and will submit a detailed report at the November board meeting providing names of Council nominees and detailing the timeline and approach to revitalising the CSLA Accreditation Council.
19. Pauzé to request more information from Stutt and confirm Stutt's completion of contract items.
20. The CSLA Awards of Excellence Task Force will provide recommendations for changes to the Submission requirements and a proposal for the juror subsidy to the Board at the September teleconference.
21. Pauze to forward additional information from session to ExCom.
22. Snook will explore costs for job posting on other association sites and prepare recommendations for the Board at the September meeting.
23. Snook will prepare a proposal for the Speaker's Bureau at the September meeting.
24. Board members are asked to provide feedback on the Landmark Award to Grosset before the September board meeting.
25. Gradowski and Grosset will continue to explore options for the 2010 membership directory.
26. Pauze to provide to the transition team, copies of all our current contracts for operations and committee initiatives.
27. Board members are requested to submit comments related to the Board Policies to Sears by end of July.
28. The Governance Committee will update the manual for the next face to face meeting at which time will ask that the policies be approved by the Board,
29. Floyd will review Tab 11- CSLA History and submit edits to Sears.
30. Pauzé will forward all draft operating policies to Sears.
31. The Governance committee will review the implications of the addition of new member categories
32. The Governance committee's work will include reviewing Grosset's report on a Student Membership.
33. Sears will send the draft Affiliates policy to the components to solicit feedback.
34. The Board will review the draft Code of Conduct with their components and provide feedback. The document was tabled until such time as all of the components have provided their input.
35. The governance committee will draft policy on how to use the CSLA logo and name. The policy associated with notification will depend on the components input.
36. Smith will circulate the draft Terms of Reference to the Board upon completion and will report further at the September teleconference.
37. Sears will provide the following names to the ASLA to fulfill the committee representation; Irvine to the Administration Committee, Craig and/or Gradowski to the Review and/or Monitoring Committee.
38. Irvine will follow up with Craig regarding her commitment.
39. Board members provide additional names of members who may be interested



40. Budrevics will review the existing contract and develop a revised model for the contract in the process of organizing Congress 2009 in Toronto.
 41. Floyd will continue to follow up with the project chair to obtain more details on the College of Fellows project for the 75th Anniversary.
 42. Grosset will report further on CSLA Congress in 2011 at the September Board teleconference.
 43. Briggs will reflect the Canadian perspective in all communications with CLARB and will report back at the September meeting.
 44. Spearman will work on a draft of general principles for Reciprocity and will report back in September.
 45. Pauzé to contact Taylor to request names to be added to the L-P mailing list.
 46. Sears to request update from Taylor following the IFLA meeting.
 47. Budrevics will discuss the issue with Naylor with a view to securing additional revenues from additional advertising available in the special issue.
 48. Board members to advise Components they can add recipients to the L-P mailing lists. Components will ultimately need to submit these contact lists to Naylor.
 49. Spearman to forward more information from MALA on the proposed Masters program.
 50. Sears to draft letter to U Manitoba, the Board would prefer the program "Landscape Architecture" as opposed to "Landscape Design"
 51. Pauzé will follow up with Craig and Snook to find out when their term on the Board is complete.
 52. Pauzé will forward contract and N.B. meeting information to Smith and Sears.
 53. Sears will set up the teleconference meeting for September.
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1. Call to Order

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

2. Approval of Agenda

The President requested that items 24 and 12 be exchanged.

MOTION 2008-4-1

Moved by Floyd and seconded by Briggs "that the agenda is approved as amended."

Motion carried (unanimous)

3. Approval of Minutes

Grosset requested that Action item 26 be changed to read:

"The Board will discuss alternatives for a printed Roster at the June meeting."

MOTION 2008-4-2

Moved by Irvine and seconded by Craig "that the Minutes of April 23, 2008 meeting of the CSLA Board of Directors are approved as amended."

Motion carried (unanimous)

4. Review Action Items from April 23 teleconference

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

5. Consent Agenda

MOTION 2008-4-3

Moved by Snook and seconded by Gradowski "that the reports included in the Consent Agenda were received by the Board."

Motion carried (unanimous)



6. Business Arising from Consent Agenda

MOTION 2008-4-4

Moved by Smith and seconded by Spearman” that the Board supports the reformatting of the budget and the revision of the policy for the Special Projects fund. “

Motion carried, unanimous

ACTIONS

Budrevics will re-format the CSLA budget for 2009 and review and revise the Special Projects Fund policy for presentation and review at the September teleconference.

Pauzé to forward the policy that was completed last year to Budrevics.

Pauzé & Snook will confirm that the Website contract with Thierry Bregaint to improve the site has been completed and if not, follow up on outstanding items.

The Board recognizes that there was a change of scope in the communications initiative and thus the budget line should have accommodated the increased expense.

In the future the Executive Director shall forward invoices to and receive authorization from the committee chair in order for the chair to keep track of their approved budgets.

7. Executive Director Report

L-P News Stand sales

ACTIONS

The Board requested that the future Executive Director draft a written agreement with the stores who currently receive copies of L-P for sale. It was noted that these copies are currently provided free of charge to these stores and that proceeds from any sales are retained by the stores. Further, the Executive Director recommended that follow up with the stores should be undertaken after the CSLA Awards of Excellence issue of the magazine is sent out in August.

The CSLA Board also will encourage members of the Editorial board to secure additional retail sites to make copies of the magazine available to the public.

CSLA Student Awards

The Executive Director report noted that the following Student Awards of Merit would be presented in 2008:

School	Student	Presentation
UBC	Sara Fryer	May 27
U Manitoba	Andrea Christine Kennedy	May 27
U Toronto	Michael Andrew Ormston-Holloway	June 11
U Guelph- BLA	Katherine Evans	June 12
U Guelph- MLA	Yun Liu	

The President encouraged CSLA Board members to participate in the presentation of these awards when possible. In the future, the Executive Director needs to obtain information in advance to coordinate presentation opportunities.

ACTIONS

Pauzé will contact Cecelia Paine to request that she make the presentation at the U. of Guelph,

Pauzé will forward details of the presentation at the University of Toronto to Budrevics, who will make that presentation on behalf of CSLA,

Pauzé will include the awards in the Summer Bulletin.

Pauze will follow up with John McLeod and advise him to provide the Montreal recipient's names to Cathy Sears.

The future Executive Director will obtain information in advance to coordinate presentation opportunities.

Annual Report

The Executive Director conducted an informal survey of 9 (nine) related organizations to determine whether they create a printed version of an Annual report. The majority indicated that they do create this report but none of them print and mail it to members. Most of them do however post it to their website - both to the public and



Members only section of their websites. Pausé recommended that CSLA continue with its practice of creating the printed version of the report, and making 100 copies available in print at the AGM (number required for quorum). Further she suggested that CSLA continue to post the report to the website and that this link should be forwarded to members before the AGM.

The President thanked Pausé for her report and noted that this was her last report as CSLA Executive Director.

ACTION

The CSLA will adopt Pausé's recommendation and email the Annual report or the link to the website posting to members 2 weeks prior to the AGM if possible. As well, CSLA will continue to print 100 copies to be made available for members attending the AGM.

8. President's Report

The President reported that her time has been spent on the responsibilities associated with the on going programs and business of the CSLA as well added responsibilities associated with recruitment. Pausé will be leaving in July so in anticipation of her departure Sears has been pressing forward with Fran to bring a number of business and financial items to conclusion.

Since the Board's last teleconference call on April 23, Sears assisted with May Bulletin; Sears had the pleasure to attend by phone on May 6 the NuALA AGM and created messages for the RAIC media release/ awards magazine for the National Urban Design awards.

Sears noted that she will be representing the CSLA at the National Urban Design Awards Ceremony in Moncton at the end of June and further representing the CSLA in Ashville, North Carolina on an ASLA initiated session about growing the profession on July 9th.

Strategic Plan

The plan was to develop and present a draft 3 year strategic plan at the June meeting. Sears reported that her notes and Liane McKenna's are now completed and she has had a preliminary review of the consolidated input from the Presidents Roundtable session. Based on her brief analysis the CSLA is working on many of the items identified in the plan and at the Round Table. However good the results are the plan still appears to focus on a "shopping list of activities" and not strategic goals.

At this point she recommends that CSLA get it right more importantly than get it fast and re-establish a task force to follow up with the development of a 3-5 Strategic Plan with the goal to have the plan in place by June 2009 as there may be more input/member survey required.

The Board and task force will need to flush out the key priorities established for the ongoing work to help anticipate and establish 2009 budget.

The plan is envisioned to focus on Strategic Activities / Goals that would generate real change and progress for the CSLA; the time is right with the pending change in the Executive Director and the ramping up of the value and role of the CSLA.

MOTION 2008-4-5

Moved by Irvine and seconded by Gradowski "that the CSLA will establish a Task Force to review the current Strategic Plan and recent planning process outcomes and draft a 3-5 year plan reflecting the refinements and changes required. Members of the new Task Force include Chair, Sears, Irvine, Potvin and Grosset."

Motion carried, unanimous

9. LACF Funding

Sears reported that the LACF had voted at their AGM in March 2008, to no longer provide financial support for the translation of Landscapes-Paysages now that the magazine is well established. She suggested that perhaps LACF could be encouraged to reconsider their position for 2008 as this item was included in the approved budget for 2008. The Board is encouraged to also look into other CSLA initiatives which LACF may consider supporting and offer more visibility.



ACTION

Sears will prepare a letter to LACF asking them to reconsider their decision to cease funding of translation for L-P for 2008.

10. Revenue Generation

Craig reported that for the first time, CSLA actively participated in seeking sponsors for the CSLA Congress in Quebec City in March, 2008. CSLA was instrumental in bringing in revenue from sponsors including Stantec, Hunter, Eidos and Carlyle and Associates.

She said she is currently working on a national sponsorship package which will include levels and outline of benefits. Craig indicated that there has been a positive response from several national companies who indicated their willingness to support the national association. She indicated the importance that these are national companies in order not to be in conflict with any component fund raising initiatives.

ACTION

Craig will report back on a National Sponsorship package at the November meeting.

11. Accreditation

Irvine & Craig reported that they have had discussions with Past Chair of the Accreditation Council, Ron Middleton. They plan to establish a Task Force to review the parameters for Council member's commitment and recruit members to the Accreditation Council. The future Council members will be asked to review and revise the Accreditation. Standards as these have not been updated since 1997. These new standards should be in place by 2010 in time for next team visit. As well, the Council needs a mechanism in place for succession planning.

This item was first brought to the Board's attention in 2006 when Ron Middleton met with a Task Force in June at the Vancouver congress. At that time changes were sought to the standards but no formal report was ever submitted and no progress has been made to date. As this program is a very important one for CSLA, it is essential that a systematic approach be taken to establish a new Accreditation Council.

ACTION

Irvine & Craig will establish the new Accreditation Task force by July 2008 and will submit a detailed report at the November board meeting providing names of Council nominees and detailing the timeline and approach to revitalising the CSLA Accreditation Council.

12. CSLA Awards of Excellence

Media Relations

Pauzé presented a report from Tim Stutt outlining his work on the media relations for the 2008 CSLA Awards of Excellence. This report showed media coverage as well as providing names of recipients of the media release.

ACTION

Pauzé to request more information from Stutt and confirm Stutt's completion of contract items.

CSLA Awards of Excellence Task Force

Spearman submitted a report from the Task force, reviewing the CSLA Awards of Excellence. He noted that they reviewed Roger Green's report from 2005 and most of the recommendations have been completed from that report. The Task force will review the Submission requirements for 2009 and indicated that they support electronic submissions. Past jury member Potvin noted that a streamlining process is very desirable as the submissions are still too time consuming and costly.

The Board was surveyed as to their preference and most indicated that they support electronic submissions. As well Board members encouraged increased promotions and said that the CSLA should promote the benefits of the program.

Subsidy for juror's expenses was discussed as NuALA wishes to send a juror in 2009. This cost is currently covered by the component associations which could prevent participation from the smaller components.



ACTION

The CSLA Awards of Excellence Task Force will provide recommendations for changes to the Submission requirements and a proposal for the juror subsidy to the Board at the September teleconference.

13. CSLA Archives

Paupé presented a report on a session organized by CSAE on archival best practices that she attended. She reported that the session facilitator, Executive Director of the Association of Canadian Archivists, stated that 95% of the material created should be discarded while only 5 % is retained. The report outlined in detail which documents should be retained. Specifically all minutes, reports, financial statements, insurance policies and information from Awards programs should be retained.

ACTION

Paupé to forward additional information from session to ExCom.

14. Communications

Snook presented a written report informing board members of recent activities. She noted that the new job posting page is now on the website as is the new calendar page. Snook reported that she has been guiding the process, and working directly with the webmaster to implement changes and get these new pages running smoothly. She noted our job postings are a revenue generating opportunity once all the “bugs” are ironed out and said that non members will soon be charged \$75.00 for three months. As well Snook reported that she is working on a proposal for the Speaker’s Bureau and will provide further information at the September meeting.

ACTION

Snook will explore costs for job posting on other association sites and prepare recommendations for the Board at the September meeting.

Snook will prepare a proposal for the Speaker’s Bureau at the September meeting.

15. Recognition Awards

Grosset presented a written report on the current status of the CSLA Recognition awards. The report included a draft work plan for the 2009 awards. He has updated the description for each award and noted that the President award is at the discretion of the President. Some clarification is required for this award and the discussion was deferred to September.

Grosset noted that the Landmark Award also needs clarification and asked if the Board would consider if the award should be tied to Congress and if it should be allocated by the host component.

ACTION

Board members are asked to provide feedback on the Landmark Award to Grosset before the September board meeting.

16. Landscape Architecture Month

Grosset submitted a work plan and timeline for the 2009 event. He proposed that as the program has the potential of becoming one of the biggest CSLA programs, a vision statement and a statement of purpose should be drafted for future events.

Grosset also suggested that the Board consider themes for the 2009 event.

He noted that feedback from 2008 was very positive and proposed that CSLA develop a tool kit for circulation to the components which should include a draft media release, and a draft letter. Landscape architecture month for 2009 should continue with the poster competition but Grosset suggested that CSLA should encourage greater participation both through the components and from the schools.

New Board members were encouraged to join the committee for 2009. Peter Briggs and Gradowski volunteered to participate with Grosset as Chair.

The Board thanked Grosset for his reports and indicated it is most appreciated to receive reports that are so comprehensive and thorough

17. CSLA Membership Directory

Grosset proposed that Board members consider changing the CSLA membership directory to an electronic document only. He suggested that it would be easier to keep it up to date, and any errors, such as the ones encountered in the 2008 edition, could be corrected.



President Sears proposed a round table discussion and the board members were asked if they supported an electronic directory. Many board members supported an electronic version but several suggested that it should continue to be printed and available on line. Board members noted that as the contract for 2009 has been signed with Naylor, any changes would be implemented for 2010.

ACTION

Gradowski and Grosset will continue to explore options for the 2010 membership directory.

18. Executive Director Succession Planning

Pauzé provided an update to the Board as to actions she is taking to ensure a smooth transition to the new Executive Director. She is preparing a list of tasks for specific programs and a map of her hard drive. As well, she has provided names and contact information to the Task force.

Grosset expressed thanks to the Executive Director on behalf of NuALA members, for assisting them in the development of the NuALA component.

ACTION

Pauze to provide to the transition team, copies of all our current contracts for operations and committee initiatives.

Saturday June 7th,

Craig left the meeting at 8:30

19. CSLA Board Manual & Governance

Sears began the Sat. morning meeting with a brief description of the Board Manual and policy distinctions. The Board Manual is intended as a reference for board members and contains information about the CSLA including history, bylaws, org charts, letters patent, annual plans and budgets. Most important is the Board Policies – which are policies that guide the work of the Board and implementation of the provisions of the bylaws. The President noted that there is a distinction between Board policies and operations and procedures policies and guidelines. Operations and procedures policies cover more the responsibilities of the Executive Director in managing business and programs.

Sears received comments on the Board policies from Smith and requested any additional comments be sent to her by the end of July. She encouraged board members to participate on the Governance Committee and Gordon Smith agreed.

ACTION

Board members are requested to submit comments related to the Board Policies to Sears by end of July, The Governance Committee will update the manual for the next face to face meeting at which time will ask that the policies be approved by the Board, Floyd will review Tab 11- CSLA History and submit edits to Sears, Pauzé will forward all draft operating policies to Sears.

20. Growth of the Profession- Membership Categories

Sears updated the Board on the progress regarding the addition of CSLA Membership categories. Based on feedback obtained from the components, most support the addition of a Student membership as most components already have this category. There was little support for an International category.

Sears outlined the current categories in the CSLA bylaws are regular, life and honorary and stated that the addition of new membership categories would require a Bylaw change. Sears outlined that other implications need to be reviewed and assessed related to the addition of new categories and presented for further consideration; for example who can use the CSLA title, collaboration/agreement from components, new associate categories i.e. Alberta, student fees (components/other associations) .



Discussion

Addition of membership categories should be part of a bigger picture in terms of the strategic plan and visioning for the future,
CSLA needs to determine what it gains by having Student members,
Growth of the Profession report states very clearly that Students and associates need a vehicle to be engaged by the national organization,
The addition of categories must be a collaborative process.

ACTION

The Governance committee will review the implications of the addition of new member categories
The Governance committee's work will include reviewing Grosset's report on a Student Membership.

Academic Council of Landscape Architects (ACLA)

Sears updated the board on the proposal from ACLA noting that the Board received a proposal from ACLA seeking affiliate recognition and status. Sears responded to Bob Brown, who submitted the proposal and prepared a draft policy on how CSLA will recognize and de-recognize Affiliates. These policies provide the basis for the Board to consider affiliate status. This policy must be approved by the Board.

ACTION

Sears will send the draft Affiliates policy to the components to solicit feedback.

21. Policy Development

Bylaw Clarification as it relates to Annual Fees

Sears reported that CSLA Board Member Linda Irvine requested that the CSLA look into the question as to whether or not the CSLA should have invoiced components for the 2007 fee increase directly. More specifically Linda is interested to know going forward whether or not the Board should implement additional provisions to ensure that this practice is not repeated.

Background

November 2006 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.

January 2007 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".

The CSLA Bylaws state:

3.3.1 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.

There is a provision in the Bylaws that outlines how the CSLA shall collect from the Components member fees however there is not a provision in the bylaw that outlines how the CSLA can follow up on outstanding fees. The only provision that relates to collection and failure to pay membership dues is to cease to recognize the Component.

3.4.1 The Board may only cease to recognize any Component for repeated failure to pay membership dues or for countenancing practices derogatory to the profession of landscape architecture upon the unanimous vote of the representative to the Board of all other Components.

Further, the CSLA bylaws do however have a provision regarding bylaw interpretation.

Interpretation

1.2.1 If any doubt shall arise as to the construction or interpretation of any provision of the Bylaws, the decision of the Board shall be binding on all members of the Society.



The President proposed that the CSLA adopt the following procedures for future dues increases:

- Invoice/increase schedule – the CSLA communicate to Component Organizations an invoice/increase schedule to ensure the notification of increase is well in advance of the Component's membership invoice date. (September for April 1st). The CSLA currently provides written communication of any dues increase by September 30 of the previous year and forwards invoices payable by April 1 to all components in January of each year.
- The CSLA consider a policy for collections of outstanding fees once this information is presented. This policy will become an integral component of the CSLA invoicing (written on each invoice). Currently four components have not paid 2008 dues.
- CSLA request those components kindly include outstanding payment for members in arrears on CSLA dues in their 2009 member invoicing.

It was agreed that the bylaw provisions in place satisfactorily describe how the CSLA collects fees. It was also agreed that the new operational provisions (notification of fees increase/ invoicing schedule in September) supports the same.

Budrevics indicated the OALA was now satisfied with the CSLA's response and clarification regarding the increase and collection of the member dues (2007) and presented the OALA's cheque for the outstanding member fee increase.

Budrevics encouraged Potvin to speak to the AAPQ on the matter of outstanding fees related to the increase in CSLA dues (2007).

22. Code of Ethics

Sears provided some background on this initiative.

In 2004, NLALA member, Philip Hicks requested that CSLA update the Code of Ethics as he believed it was out of date and contained inaccuracies. The Board agreed and CSLA President Colleen Mercer Clarke agreed to work with Hicks to revise the Code. Unfortunately for a variety of reasons the work was not completed and the Board discussed the project in November 2006. At that time the Board agreed that changes were needed.

In February 2008 Sears presented to Board a discussion paper prepared by AXI. In effect the paper provided information to enable the Board to make informed and knowledgeable decisions with respect to the existing CSLA Code of Ethics and proposed specific matters for consideration with the intent that the Code remains current, relevant and useful for the LA profession in Canada.

The discussion paper reviewed the following.

- What was in the name – code of conduct or code of professional conduct as opposed to an ethical based code (promoting specific behaviours vs. what is right and wrong)
- Enforcement since the CSLA has minimal ways to enforce a code needs to be voluntary
- Then what are the elements of a voluntary code
- What is the content – needs to have positive rules of conduct vs. what conduct to avoid as well they can not be self serving or their legitimacy is challenged.

The Board agreed at that time that the existing document needed to be redone and agreed that the CSLA needs to encourage its voluntary adoption by components as a guide and that the Code needs to be re developed in the context of all the component codes – not to replace any component codes but to complement.

June 7, 2008 Sears presented a new Code of Conduct (ethics no longer used) to the Board and outlined that the following draft Code of Professional Conduct was created after a review of all existing component codes including translated version of the AAPQ's. It is proposed to be a voluntary guide to promote appropriate practice and complement our component's codes.

Sears recommended that the Board consider approving the code in conjunction with the development of a policy that would address the following two points.



- We need to describe how members can use our logo and name in policy.
- We need to describe “notification of breach” procedurally. It was noted that notification is not the same as reporting – being aware by notification is positive and adds value to the profession.

ACTION

The Board will review the draft Code of Conduct with their components and provide feedback. The document was tabled until such time as all of the components have provided their input. The governance committee will draft policy on how to use the CSLA logo and name. The policy associated with notification will depend on the components input.

23. Dalhousie Update

Smith reported that this initiative is moving forward. The committee is working on two streams: a position paper outlining expectations for the proposed program and Terms of Reference to engage a consultant to assist with necessary research to support the proposal. They expect to have much of this completed by summer 08. Smith noted that they have positive support from the NS Agricultural College.

ACTION

Smith will circulate the draft Terms of Reference to the Board upon completion and will report further at the September teleconference.

24. Continuing Education

Irvine provided the Board with background documents from LA CES and reported that the LA CES initiative is moving ahead and they are ready to start to establish approved providers. Sears has been asked by the ASLA to provide the names of our CSLA Representatives. Three committees have been formed - Administration, Review and Monitoring. The positions require a minimum of 2 representatives because the member of the Administration Committee can not sit on the Review or Monitoring Committees due to possible conflict. The committee commitment is 2 years.

Discussion

CSLA needs to determine how to move forward
Components should be surveyed regarding CE requirements,
Members should be consulted regarding requirements and involvement.

ACTION

Sears will provide the following names to the ASLA to fulfill the committee representation; Irvine to the Administration Committee, Craig and/or Gradowski to the Review and/or Monitoring Committee. Irvine will follow up with Craig regarding her commitment.
Board members provide additional names of members who may be interested

25. Congress Overview

Sears introduced the CSLA standard Congress contract. She noted that the contract includes a reporting requirement which has not always been fulfilled. As well, the contract provides for the CSLA to be involved in Congress budget approval and included in financial decisions as both the Executive Director and the President are members of the Executive Organizing Committee. Sears suggested that more rigour is needed in overseeing the annual CSLA Congress and more visibility and branding for CSLA should be part of the contract.

ACTION

Budrevics will review the existing contract and develop a revised model for the contract in the process of organizing Congress 2009 in Toronto.

26. Congress 2008

Potvin provided a brief report on CSLA Congress 2008. He noted that there were 210 participants and they are anticipating a profit of \$20000.



27. Congress 2009

Budrevics reported that the Organizing committee recently met and is reviewing possible themes. He noted that a main theme will be the 75th Anniversary for CSLA. Continuing education will be an important element.

Floyd reported on the College of Fellows project for the 75th Anniversary. He said that the plan is to get each member to nominate at least one project of recognition. The College of Fellows project, led by Rick Moore, will have no limit to submissions and that it will ultimately be curatorial in creating a legacy project. Criteria are to be established and the Fellows will be responsible for delivery of the program.

ACTION

Floyd will continue to follow up with the project chair to obtain more details on the College of Fellows project for the 75th Anniversary.

28. Congress 2011

Grosset reported that NuALA is considering hosting a CSLA Congress in 2011 but has not yet made a final decision. They have reviewed all reports from previous Congresses.

ACTION

Grosset will report further on CSLA Congress in 2011 at the September Board teleconference.

29. CLARB

Peter Briggs reported that he participated in a teleconference in April and noted that CLARB wishes to establish a relationship with CSLA as they develop an international profile.

Discussion

CSLA must determine what it can gain from developing this relationship,
This link can help facilitate common initiatives,
Component issues must be researched in developing this relationship further.

ACTION

Briggs will reflect the Canadian perspective in all communications with CLARB and will report back at the September meeting.

Laureen Snook left the meeting at 1:00

30. Reciprocity

Spearman presented a brief report on the background and status of the reciprocity initiative. He noted that much work was done on this in 2004 by Adrienne Brown and since then it has not advanced. He reported that a letter was sent out by past President Gruetzner requesting support from the component associations who all responded with support in principal for continuation on the project. CSLA now must determine what the next steps are. Spearman also noted that the TILMA Agreement between BC and Alberta will endeavour to regulate mobility across that border and the agreement is being reviewed across Canada.

Discussion

Floyd explained that the BNA Act ensures labour mobility across Canada,
Common/commonality entrance standards are required in order to have reciprocity,
CSLA is committed to move this forward,
Core competencies must align with the Code of Conduct,
Reciprocity depends on all partners being equal. It is not possible where two groups are dominant.

ACTION

Spearman will work on a draft of general principles for Reciprocity and will report back in September.

31. IFLA

Sears presented a brief report from Jim Taylor. IFLA is developing an initiative to support advancing the profession in Africa. This plan will be presented at the IFLA Congress. If approved there would be opportunities for member nations to assist/participate. One possible programme is to partner with an African nation. Kenya might be a possibility. Another possibility would be to share our magazine. This would be especially appreciated



in Francophone Northern Africa. The idea has been supported by the President Council of ASLA where he presented the programme at the invitation of the ASLA last month and at the Landscape Futures Conference in South Carolina two weeks ago.

Discussion

Board members recommended that they await further details before making a decision, It is possible to add recipients to the L-P distribution list, postage included in our contract. Our contract quantity of the magazine is not fully ear marked

ACTION

Paupé to contact Taylor to request names to be added to the L-P mailing list.
Sears to request update from Taylor following the IFLA meeting.

32. L-P Special CSLA Awards of Excellence Issue

Irvine reported that the Editorial Board recently held a special meeting to discuss this special issue for which Doug Clark has agreed to be the guest editor. She noted that the issue will not just look back but is intended to look ahead at future trends. Work towards this issue must be in progress by October.

Irvine noted that additional funds will be required for the proposed additional pages. Approximately \$15,000 will be needed for Naylor for the additional pages and to pay Judy Lord.

ACTION

Budrevics will discuss the issue with Naylor with a view to securing additional revenues from additional advertising available in the special issue.
Board members to advise Components they can add recipients to the L-P mailing lists. Components will ultimately need to submit these contact lists to Naylor.

33. Component reports

NuALA, AAPQ, and NLALA submitted written reports.

MALA

Spearman noted that MALA has concerns regarding the University of Manitoba's consideration of a Masters program in Landscape Design.

BCSLA

Gradowski reported that the BC Architects association is pushing to get revisions to existing legislation and also proposing one umbrella organization for all design professionals in BC.

ACTION

Spearman to forward more information from MALA on the proposed Masters program.
Sears to draft letter to U Manitoba, the Board would prefer the program "Landscape Architecture" as opposed to "Landscape Design"

Sears requested info on changeover for Board reps in the coming year. Several Board members are new to the Board (Gradowski, Floyd, Potvin, and Budrevics) and will be serving for two years or more.

Grosset reported that he would be staying with the Board for one more year.

Smith reported that he has approximately 14 months remaining.

Grosset left the meeting at 3 PM.

ACTION

Paupé will follow up with Craig and Snook to find out when their term on the Board is complete.

34. Future Meetings

Paupé reported that meeting space and block of rooms has been booked for the Board meeting in Moncton, N.B. on November 14 & 15 at the Delta Beausejour.



ACTIONS

Pauzé will forward contract and N.B. meeting information to Smith and Sears.
Sears will set up the teleconference meeting for September.

35. Other Business

Smith expressed thanks to Fran Pauzé who has been CSLA Executive Director for the past eight years. Board members wished her well in her retirement.

36. Adjournment

MOTION 2008-4-6

Moved by Gradowski “that the June 6 & 7, 2008 meeting of the CSLA Board of Directors is adjourned.”

Future Meetings

Sept. 17, 2008 Teleconference
November 14 & 15, 2008, Moncton NB

CSLA Representation, Committees and Task Forces

Revenue Generation Task Force: Chair Craig,

Strategic Plan Task Force: Chair Sears, Irvine, Potvin and Grosset

Communications Committee: Chair Snook, Rob Norman, Briggs

Governance Committee: Chair Sears, Smith

Reciprocity Task Force: Spearman, Briggs

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

2009 Landscape Architecture Month: Chair Grosset, Briggs, Gradowski

CLARB Communications Committee: Briggs