



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

**Draft Minutes
January 28, 2009
Teleconference**

Attendees:

**Cathy Sears, President,
Linda Irvine, President-elect**

**Peter Briggs, NWTALA
Arnis Budrevics, OALA
Chris Grosset, NuALA**

**Carol Craig, AALA
Jim Floyd, NLALA
Gordon Smith APALA
Laureen Snook, SALA
Dean Spearman, MALA**

Paulette Vinette, Executive Director

Regrets: Claude Potvin, AAPQ, Pawel Gradowski, BCSLA,

ACTIONS

(Including items carried forward from prior meetings)

1. The next meeting of the Board of Directors (BoD) will be held in Vancouver; the Executive Director will work with Board members to confirm the best date. Vinette
2. The Accreditation Council will be asked to meet in conjunction with the BoD meeting. Irvine
3. The Executive Director will confirm the details of LACF's 2009 funding commitment of \$10,000. Vinette
4. The Anniversary issue of L/P to include LACF history. Vinette
5. President Sears to attend the ASLA President's Council meeting January 18th in Tucson and include a summary in the next issue of the CSLA *Bulletin*. Sears
6. It was agreed CSLA should consider inviting the ASLA President's Council to meet in Canada in 2010. Sears
7. CSLA submitted comments to the Sustainable Sites Initiative (drafted by Adrienne Brown). It was suggested that CSLA form a Task Force to do more work. Sears
8. It was suggested that the Board discuss an Emeritus membership category (full like rights after 25 years) at its next in-person meeting so that an impact analysis could be prepared. Sears
9. It was agreed that media releases should be sent announcing the Aof E winners. Vinette
10. It was suggested that an Awards Program post mortem be conducted. Spearman
11. Grosset confirmed that the Recognition Awards program is in place with a March 31st deadline. Letters to Components and Schools will be sent. Vinette
12. It was suggested that recognition awards mention occur at the Congress. Irvine, Grosset, Floyd.
13. It was agreed that the LACF must have visibility in the 75th anniversary Spring issue. Vinette
14. It was agreed that the 75th anniversary Spring issue should include a 2009 Congress promotion piece. Budrevics
15. The Board Manual will be placed on the new Board FTP site. Vinette
16. The Executive Director will work on suggesting upgrades to the current Board policies. Vinette
17. Budrevics reported that he is working with staff and the auditors to confirm the 2008 year-end financials. Budrevics
18. The ExCom continues to work on finalizing a 2009 CSLA Budget (and lowering the deficit to \$10,000 and eliminating a special projects fund – move monies to surplus) which will be presented to the next BoD meeting. Budrevics
19. Staff will provide analysis of the 2009 translation budget on a regular basis. Vinette
20. Budrevics reported that plans are coming along for a successful 2009 Toronto Congress. The Board is interested in knowing what the 75th Anniversary activities and financial forecasts will be. Budrevics
21. It was agreed that all published Congress documents on the CSLA/AAPC website need to also be available in French. Vinette
22. Smith reported that he would provide the Terms of Reference for the Dalhousie Assessment project to the Executive Director for posting to the website. Vinette
23. It was agreed the \$5,000 allocated for the Dalhousie project in 2008 be included in the 2009 budget. Budrevics



24. Grosset confirmed that the 2009 April is World LA Month PowerPoint is being finalized and will be available in both official languages. Craig
 25. The judging of the 2009 LA poster contest took place: Sylvie Godin from Montreal won. An April Word is LA Month communications/marketing strategy will be developed and implemented. Grosset/Vinette
 26. The Board suggested that the Accreditation Council vote on recommending the appointment of Alexander Topps as an alternate to Council. Irvine
 27. CSLA to plan to launch the You Tube program mid-March. Briggs
 28. The Executive Director to provide a recommendation on how to charge to post jobs to the Board. Vinette
 29. Snook to finalize the Speakers' Bureau project proposal for the BoD. Snook
 30. It was agreed that CSLA needs to e-mail the Bulletin to members directly. Vinette
 31. The Executive Director to develop draft translation guidelines for the BoD's review. Vinette
 32. Sears agreed that the CSLA / AAPC *Bulletin* be issued by-monthly (every second month). Sears/Vinette
 33. Reciprocity will be an important discussion topic at the next in-person Board meeting. Sears
 34. Craig reported that she and the Executive Director will be working together to develop a CSLA Sponsorship proposal for the BoD. Craig/Vinette
 35. It was suggested a Task Force be appointed to prepare a formal Board submission to hold the 2011 CSLA/AAPC Congress in Iqaluit, Nunavut. Grosset
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1. Call to Order

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

2. Approval of Agenda

MOTION 2009-1-1

Motion to accept the agenda.

Moved by Floyd and seconded by Smith "that the agenda be approved". Motion carried.

3. Approval of Minutes

MOTION 2009-1-2

Moved by Smith and seconded by Craig "that the Minutes of the November 14 and 15, 2008 meetings of the CSLA Board of Directors are approved as presented." Motion carried.

The President thanked the Executive Director for providing the meeting documents on our new FTP site.

4. Review of Action Items from the November 14 and 15, 2008 meetings

The President reviewed the status of actions items from the previous meeting.

- 4.1 The next meeting of the Board of Directors (BoD) will be held in Vancouver; the Executive Director will work with Board members to confirm the best date. Vinette
- 4.2 The Accreditation Council will be asked to meet in conjunction with the BoD meeting. Irvine
- 4.3 The Executive Director will confirm the details of LACF's 2009 funding commitment of \$10,000. Vinette
- 4.4 The Anniversary issue of L/P to include LACF history. Vinette
- 4.5 President Sears to attend the ASLA President's Council meeting January 18th in Tucson and include a summary in the next issue of the CSLA *Bulletin*. Sears
- 4.6 It was agreed CSLA should consider inviting the ASLA President's Council to meet in Canada in 2010. Sears Sears reported that they are looking at establishing a LA Without Borders program.
- 4.7 CSLA submitted comments to the Sustainable Sites Initiative (drafted by Adrienne Brown). It was suggested that CSLA form a Task Force to do more work. Sears
- 4.8 It was suggested that the Board discuss an Emeritus membership category (full like rights after 25 years) at its next in-person meeting so that an impact analysis could be prepared. Sears
- 4.9 The February 15th edition of *Executive Canada* is scheduled to include an article featuring an interview with Cathy Sears who profiled CSLA and industry trends.
- 4.10 Sears shared ASLA April is World LA Month models that we might use in 2010.
- 4.11 Sears report that Arnie Thiessen is quite ill and that Cam Patterson will take over his duties as SALA President in the interim.
- 4.12 It was agreed that the Board should discuss establishing strategic partnerships at its next in-person meeting in Vancouver. Sears



5. President's Report

Items were covered in the discussion under item 4 of these minutes.

6. Executive Director's Report

Items were covered in the discussion under item 4 of these minutes.

7. CSLA Awards Update

7.1 Awards of Excellence:

Spearman reported that as of last Friday, 56 entries had been received compared to a rolling average of 59 (the lowest year on record was 30).

It was agreed that media releases should be sent announcing the winners. Vinette
It was suggested that a post mortem be conducted. Spearman

7.2 Recognition Awards

Grosset confirmed that the Recognition Awards program is in place with a March 31st deadline. Letters to Components and Schools will be sent. Vinette

It was suggested that recognition awards mention occur at the Congress. Irvine, Grosset, Floyd.

8. Publications

8.1 CSLA/AAPC 2009 Membership Directory

With the unanticipated delay in providing CSLA membership data, the Directory will likely be mailed in March/April.

8.2 L/P Magazine

It was agreed that the LACF must have visibility in the 75th anniversary Spring issue. Vinette
It was agreed that the 75th anniversary Spring issue should include 2009 Congress promotion piece. Budrevics

9. Governance

9.1 Board Manual

The Board Manual will be placed on the new Board FTP site. Vinette

9.2 Board Policies

The Executive Director will work on suggesting upgrades to the current Board policies. Vinette

9.3 2008 Year-End and 2009 Budget

Budrevics reported that he is working with staff and the auditors to confirm the 2008 year-end financials.
Budrevics

The ExCom continues to work on finalizing a 2009 CSLA Budget (and lowering the deficit to \$10,000 and eliminating a special projects fund – move monies to surplus) which will be presented to the next BoD meeting.
Budrevics

Staff will provide analysis of the 2009 translation budget on a regular basis. Vinette



10. Advocacy/Leadership

10.1 CSLA 75th Anniversary Congress

Budrevics reported that plans are coming along for a successful 2009 Toronto Congress. The Board is interested in knowing what the 75th Anniversary activities and financial forecasts will be. Budrevics

Budrevics reported that the OALA does not intend to translate the Sponsorship Kit into French.

It was agreed that all published Congress documents on the CSLA/AAPC website need to also be available in French. Vinette

10.2 Dalhousie Assessment ToR

Smith reported that he would provide the Terms of Reference for the Dalhousie Assessment project to the Executive Director for posting to the website. Vinette

It was agreed the \$5,000 allocated for the Dalhousie project in 2008 be included in the 2009 budget. Budrevics

10.3 April is World LA Month

Grosset confirmed that the 2009 April is World LA Month PowerPoint is being finalized and will be available in both official languages. Craig

The judging of the 2009 LA poster contest took place: Sylvie Godin from Montreal won. An April Word is LA Month communications/marketing strategy will be developed and implemented. Grosset/Vinette

11. CSLA Accreditation Council

MOTION 2009-1-3

Moved by Irvine and seconded by Snook that the Accreditation Council recommendation that Mary-Ellen Tyler, Associate Professor, Environment Design in Calgary be appointed as the non-member participant on the Accreditation Council be supported. Motion carried

Irvine suggested that Alexander Topps be approved as an alternate to Council. The Board suggested that the Accreditation Council vote on recommending the appointment of Alexander Topps as an alternate to Council. Irvine

12. Website and Communications

12.1 You Tube Video

Briggs reviewed the plans to run a You Tube video contest open to students, interns and members. CSLA to plan to launch the You Tube program mid-March. Briggs

12.2 Web job postings changes

The Executive Director reporting that staff is investigating the costs of using Pay Pal to charge members to post jobs. The Executive Director to provide a recommendation on how to charge to post jobs to the Board. Vinette

12.3 Speakers' Bureau

Snook reported that she has a list of potential speakers. Snook to finalize the Speakers' Bureau project for the Board. Snook



12.4 Becoming a member?

Sears thanked Snook for getting a new tab added to the website that provides complete membership information.

12.5 CSLA Bulletin transmission

It was agreed that CSLA needs to e-mail the Bulletin to members directly. Vinette

12.6 Translation guidelines

The Executive Director to develop draft translation guidelines for the BoD's review. Vinette

12.7 Monthly/Quarterly Bulletin

Sears agreed that the CSLA / AAPC *Bulletin* be issued by-monthly (every second month). Sears/Vinette

13. Reciprocity

Spearman and Floyd agreed to continue to monitor Reciprocity /AIT developments and look for common denominators among Components. Spearman/Floyd

Reciprocity will be an important discussion topic at the next in-person Board meeting. Sears

14. National Sponsorship

Craig reported that she and the Executive Director will be working together to develop a proposal for the BoD. Craig/Vinette

15. 2011 CSLA/AAPC Congress

Sears reported that the ExCom held a teleconference with NUALA representatives on January 13th to discuss giving support in principal to NUALA to host the 2011 Congress. It was agreed that special funding and resource support would be required given the small number of members in that region. It was suggested a Task Force be appointed to prepare a formal Board submission to hold the 2011 CSLA/AAPC Congress in Iqaluit, Nunavut. Grosset

16. Other Business

None was raised.

17. Adjournment (2:30 p.m.)

MOTION 2009-1-4

Moved by "that the January 28, 2009 meeting of the CSLA Board of Directors is adjourned."