



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

**Draft Minutes
October 21, 2009 Teleconference**

Attendees:

**Linda Irvine, OALA, CSLA President
Neil Dawe, NLALA, CSLA President-Elect**

**Arnis Budrevics, OALA
Peter Briggs, NWTALA
Carol Craig, AALA
Jim Floyd, NLALA**

**Pawel Gradowski, BCSLA
Chris Grosset, NUALA
Gordon Smith, APALA
Laureen Snook, SALA
Dean Spearman, MALA**

Paulette Vinette, CAE Executive Director (Recording)

Absent:

Claude Potvin, AAPQ

ACTIONS

- 5.1 Executive Director to draft Bylaw changes required to permit electronic voting **Vinette**
- 5.2 Sears to lead a Task Force to update CSLA's Board Manual and develop an Operating Policies and Procedures Manual. **Vinette/Sears**
- 5.3 Bylaws to require monies be held in "interest-bearing accounts" **Vinette/Budrevics**
- 5.4 Investments be transferred to ING interest-bearing account as they become due. **Vinette**
- 5.5. Executive Director confirmed Welch LLP accept to be our 2010 auditors
- 5.6 Sears to work with its Component Organizations to move forward with the development of a proposed Code of Ethics. **Sears**
- 5.7 Irvine agreed to review the outcomes of the LeaderQuest contract (to identify a qualified Executive Director) prior to the November one-year anniversary. **Irvine**
- 5.8 Grosset offered to assist the Executive Director to draft some Communications Protocol content. Directors were invited to suggest priority areas. **Grosset/Vinette**
- 5.9 Review the roles and responsibilities of the Nominating Committee. **Sears**
- 5.10 ExCom prepare a updated Strategic Plan and budget to present to the Board . **Irvine/Vinette**
- 5.11 Executive Director reported that she will be creating a 2010 Work plan to schedule resources and support the budgeting process. **Vinette**
- 5.12 Board members were asked to complete and return the CSLA Speakers' Bureau nomination form to Snook promptly. **Board**
- 5.13 A final 2009 CSLA Congress report will be provided to the Board. Budrevics predicted CSLA revenue in the order of \$20,000. **Budrevics**
- 5.14 CSLA needs to review the existing Congress hosting model. **ExCom**
- 5.15 Gradowski exploring the "Atlas" approach to recording history. Briggs exploring developing an LA Wiki. These activities are scheduled to begin in 2010. **Vinette/Gradowski/Briggs**
- 5.16 CSLA Executive Director to create a Congress operating policies and procedures manual. **Vinette**
- 5.17 CSLA Awards roles and responsibilities document with timelines to be produced. **Spearman/Grosset**
- 5.18 CSLA Awards juror manual be developed providing them guidelines. **Spearman/Grosset**
- 5.19 Awards submissions should be web-based to avert transporting design boards, requiring CSLA to re-purpose digital submissions. A group of Peter Briggs, Dean Spearman and Pawel Gradowski to work on a new approach (which would not likely be ready for 2010). **Spearman/ Gradowski/Briggs**
- 5.20 Potvin agreed to draft Terms of Reference for the Honours and Awards Committee. **Potvin**



- 5.21 Grosset agreed to clarify WLAM roles and create fact sheets and information sheets to support the Component Organizations for the 2010 campaign. **Grosset**
- 5.22 Grosset agreed to develop a WLAM logo for CSLA and possibly develop a 2010 campaign theme. **Grosset**
- 5.23 Irvine agreed to revise the draft Reciprocity Agreement document and circulate it to the Board for comments. **Irvine**
- 5.24 Smith to share the consultant's feasibility report for an Atlantic LA academic program with the CSLA Board. **Smith**
- 5.25 Gradowski stated he needed LA Community demographics and agreed to continue to develop a CSLA national sponsorship program for the Board's consideration. **Gradowski**
- 5.26 Sears agreed to study changes to membership categories and report to the Board as Past President. **Sears**
- 5.27 CSLA to develop a media kit, and develop fact sheets on each of its strategic priorities. **Snook**
- 5.28 It was agreed that CSLA should have a communications audit conducted, and a member survey in 2010. **Snook**
- 6 Irvine stated that she intends to issue a President's Communiqué on matters of national importance on a regular basis to increase CSLA communication with all members. **Irvine**
- 7 Irvine invited Board members to provide feedback to Neil on the new CSLA Power Point template. **Board**
- 8.1 Budrevics invited to Board to study the proposed 2010 budget provided and be prepared to vote on it at the next Board meeting. **Board**
- 9.2 Irvine confirmed that she is working with Sears and the Executive Director to craft a formal reply to the AAPQ letter tabled at the Presidents' Round Table meeting in August.
- 9.4 Grosset agreed to draft a formal letter to CSLA requesting specific seed money for the 2011 CSLA Congress as they need to begin securing space for the 2011 Iqaluit congress (dates to be determined). **Grosset**
- 10.3 Grosset reported that he is working on developing a WLAM logo for Canada and augmenting the tools available to Components and members on the website. **Grosset**
- Motion 2009.10.6 To have the Past Chair serve as Recognition Honours and Recognition Chair**
- 11.1 Irvine will send a revised draft of a CSLA Reciprocity agreement to the Board for their feedback. **Irvine**
- 12.2 Advocacy Committee would draft a letter for the President's signature to the Governor General asking for an LA Medal after Irvine attends the Royals' dinner in Ottawa November 11, 2009. **Smith**
- 13 The Executive Director agreed to reissue the proposed list of 2010 Board dates and then publish the final selections. **Vinette**
- Motion 2009.10.7 To publish Ron Middleton's Open Letter to the Board in the CSLA Bulletin**

1. Call to Order

The President, Linda Irvine, called the meeting to order at 12:03 p.m.

2. Approval of Agenda

MOTION 2009-10-1

Motion to accept the agenda

Moved by Gradowski and seconded by Grosset that the agenda be accepted. Motion carried.

3. Approval of Minutes

MOTION 2009-10-2

Motion to approve the minutes

Moved by Gradowski and seconded by Dawe "that the Minutes of the August 11 and 12, 2009 Toronto meeting of the CSLA Board of Directors are approved as presented." Motion carried.

4. Consent Agenda Reports

The president reported that none were received.



5. Review of Action Items from previous meeting

- 5.1 Executive Director to draft Bylaw changes required to permit electronic voting **Vinette**
- 5.2 Sears to lead a Task Force to update CSLA's Board Manual and develop an Operating Policies and Procedures Manual. **Vinette/Sears**
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- 5.26 Sears agreed to study changes to membership categories and report to the Board as Past President. **Sears**
- 5.27 CSLA to develop a media kit, and develop fact sheets on each of its strategic priorities. **Snook**
- 5.28 It was agreed that CSLA should have a communications audit conducted, and a member survey in 2010. **Snook**

6. President's Report

Irvine confirmed that she presented a CSLA activities and objectives overview PowerPoint presentation to the ASLA Board in September that it was well received. She also invited the ASLA Board to our upcoming CSLA congresses.

Irvine stated that she intends to issue a President's Communiqué on matters of national importance on a regular basis to increase CSLA communication with all members.

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MOTION 2009-10-3

Motion to approve the President's Report

Moved by Budrevics and seconded by Gradowski that the President's Report be approved. Motion carried.

7. Executive Director's Report

The Executive Director referred to her written report presented as a PowerPoint presentation using the new template drafted by Neil Dawe. Irvine invited Board members to provide feedback to Neil on the new CSLA Power Point template.

MOTION 2009-8-4

Motion to accept the Executive Director's report

Moved by Budrevics and seconded by Floyd that the Executive Director's Report be accepted. Motion carried.

8. Governance & Administration

8.1 Financial Reports

- **Year-to-Date & 2010 proposed Budget**

Budrevics reported that when comparing budget versus actual to-date, CSLA is a sound financial position. Budrevics invited to Board to study the proposed 2010 budget provided and be prepared to vote on it at the next Board meeting.

MOTION 2009-10-5

Motion to Accept the Financial Reports

Moved by Budrevics and seconded by Gradowski that the Financial Reports be accepted. Motion carried.

- **Reserve Funds**

The Executive Director confirmed that CSLA now has an interest-bearing ING account and has begun transferring funds as investments mature.

- **GST & Membership Dues Communication Plan**

Budrevics reported that CSLA has not received any negative feedback on moving to charging GST in 2010.

- **Confirmation of Auditors**

The Executive Director confirmed that Welch LLP have accepted to be CSLA auditors in 2010.

9. Professional Development

9.1 Congress 2009 Update

As reported earlier, we can expect \$2,000 in revenue from the very successful 2009 CSLA Congress hosted by OALA.

9.2 Presidents' Round Table Next Steps

Irvine confirmed that she is working with Sears and the Executive Director to craft a formal reply to the AAPQ letter tabled at the Presidents' Round Table meeting in August.

9.3 2010 Congress Update

Craig confirmed that plans are being developed for the August 19 – 21, 2010 Edmonton congress. She mentioned that they were considering the theme "Its Our Time".

9.4 2011 Congress Update

Grosset agreed to draft a formal letter to CSLA requesting specific seed money for the 2011 CSLA Congress as they need to begin securing space for the 2011 Iqaluit congress (dates to be determined).



10. Programs

10.1 Professional Awards of Excellence

Spearman reported that Ian Chodikoff, OAA, MRAIC has accepted to be the external juror.

10.2 Recognition Honours & Awards - Appointment of new Chair

The President stated that she would like to appoint the Past Chair as Chair of the Recognition Honours & Awards Committee.

Motion 2009.10.6

Motion to have the Past Chair serve as Recognition Honours and Recognition Chair

Moved by Craig and seconded by Budrevics that the CSLA Board appoint the Past Chair of CSLA/AAPC as Recognition Honours and Awards Committee Chair in 2010 and moving forward .
Motion carried.

During the discussion it was agreed that a Board member should be named to assist the Past Chair and that Claude Potvin, AAPQ, CSLA should be approached.

10.3 World LA Month (WLAM)

Grosset reported that he is working on developing a WLAM logo for Canada and augmenting the tools available to Components and members on the website.

11 Growing the Profession

11.1 Reciprocity

As previously reported, Irvine will send a revised draft of a CSLA Reciprocity agreement to the Board for their feedback.

11.2 Atlantic Canada LA Program

As previously report, Smith will circulate the consultant's report on the Atlantic LA Program project.

11.3 National Sponsorship

Gradowski spoke to his electronic report; he will continue to develop a recommended approach for a CSLA Sponsorship Program.

12. Advocacy & Outreach

12.1 Youth & Students – You Tube Video Contest

Briggs reported we had not yet received any entries and that he was uncertain as to the reasons.

12.2 Government – Priority Action Plan

Smith reported that the new Advocacy Task Force is working on this matter.

Government – Governor General's Award

It was agreed that the Advocacy Committee would draft a letter for the President's signature to the Governor General asking for an LA Medal after Irvine attends the Royals' dinner in Ottawa November 11, 2009.

12.3 Allied Organizations – 2010 National Urban Design Awards (NUDA)

The Executive Director reported that CSLA is an equal partner with the Royal Architectural Institute of Canada (RAIC) and the Canadian Institute of Planners (CIP) and that CSLA appointed Vincent Asselin, AAPQ, FCSLA as its juror. The Executive Director reported that she will be attending a meeting with her RAIC and CIP counterparts to approach FCM to host the 2010 NUDA presentation at their May conference in Montreal.

12.4 ASLA – 2010 Presidents' Council

Irvine reported that she is working to find a suitable date and location for CSLA to host the 2010 Presidents' Council meeting.



13. Future Meetings

The Executive Director agreed to reissue the proposed list of 2010 Board dates and then publish the final selections.

14. New/Other Business

Ron Middleton Letter

The Board discussed an Open Letter to the Board sent by Ron Middleton, AALA, FCSLA and agreed that it should be published in the Bulletin; they asked the Executive Director to offer Ron an opportunity to revise the letter.

Motion 2009.10.7

Motion to publish Ron Middleton's Open Letter to the Board in the CSLA Bulletin

Moved by Craig and seconded by Gradowski that the CSLA Board supports publishing Ron Middleton's open letter to the Board in the next issue of the CSLA Bulletin. Motion carried.

15. Date and Location of Next Meeting

Wednesday, December 9th teleconference at 12:00 noon EST for two hours.

16. Adjournment

The meeting was adjourned at 1:19 p.m.