



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

**Draft Minutes
December 9, 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 “That the CSLA work to develop a memorandum of understanding with the CNLA that establishes a framework for working on issues of mutual interest and benefit, and enables regular contact. While this is in process, the CSL will explore participating with the CNLA and the National Master Specification Secretariat to update the Canadian Master Specification for Landscapes” - **Smith**
- 5.2 *Landscape Paysages* magazine will be mailed to federal departments with an interest in landscape architecture – **Vinette**
- 5/3 Gordon agreed to keep the Board apprised of developments with PWGSC re formalizing a relationship with CSLA – **Smith**
- 5.4 “That the CSLA formally approach the ASLA to explore partnership opportunities to develop position papers” – **Smith**
- 5.4 “The CSLA will develop position papers on issues of importance to landscape architects” – **Smith**
- 5.4 The Advocacy Committee should identify subject experts who could respond to inquiries once the statements are published on the CSLA website – **Smith**
- 5.5 It was agreed to follow association minute-taking best practice of not recording the names of persons who move and second motions, as motions carried carry the support of the CSLA Board - **Vinette**
- 5.6 The Advocacy Committee will draft a letter under President Irvine’s signature to the Governor General of Canada requesting a landscape architecture medal be created, and have the final draft reviewed by those who are on the CSLA Governor General Task Force – **Smith**
- 9.1.3 “That the proposed 2010 CSLA budget be approved as a management tool and that it be ratified at the February Board meeting when reliable membership projections are available – **Budrevics/Vinette**
- 10.2 Irvine confirmed that she will issue a formal reply to the AAPQ letter tabled at the Presidents’ Round Table meeting in August 2010 – **Irvine**
- 10.4 Grosset reported that a letter requesting CSLA seed funding was being prepared by the Host Committee. Work has begun to identify committees. The dates are July 13 – 17, 2011. It was suggested that the dates be announced in March 2010 and the official announcement be made during the August CSLA Congress in Edmonton – **Grosset**
- 12.1 Irvine confirmed that she will send a revised draft of a CSLA Reciprocity agreement to the Component Organizations for comment – **Irvine**
- 12.2 Smith will circulate the consultant’s report on the Atlantic LA Program project when it is available – **Smith**



1. Call to Order

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

2. Approval of Agenda

MOTION 2009-12-1

Motion to accept the agenda

The motion that the agenda be accepted was moved and seconded. Motion carried.

3. Approval of Minutes

MOTION 2009-12-2

Motion to approve the minutes

The motion "that the Minutes of the August 11 and 12, 2009 Toronto meeting of the CSLA Board of Directors are approved as presented" was moved and seconded. Motion carried.

4. Consent Agenda Reports

None were received in advance. The Advocacy Committee Chair presented a written report with recommendations.

5. Business Arising from the Consent Agenda Reports

The Board discussed the recent activities of the Advocacy Committee. During the discussion it was agreed that:

- 5.1 The Advocacy Committee is pursuing establishing formal relationships with associations CSLA shares common interests with. The Committee advanced formalizing a relationship with the Canadian Nursery and Landscape Association, which has formally approached CSLA to enter a Memorandum of Understanding (MOU) and who have invited CSLA to participate with their Canadian Master Specification for Landscape update, as one of the first initiatives in this area.

MOTION 2009-12-3

Motion to develop an MOU with CNLA

The motion "that the CSLA work to develop a memorandum of understanding with the CNLA that establishes a framework for working on issues of mutual interest and benefit, and enables regular contact." While this is in process, the CSL will participate with the CNLA and the National Master Specification Secretariat to update the Canadian Master Specification for Landscape" was moved and seconded. Motion carried and then amended.

Friendly amendment to Motion 2009-12-3

Motion to develop an MOU with CNLA

It was moved and seconded that the words "will participate with" be replaced with "will explore participating with" and thus the motion reads:

"That the CSLA work to develop a memorandum of understanding with the CNLA that establishes a framework for working on issues of mutual interest and benefit, and enables regular contact." was moved and seconded. While this is in process, the CSL will explore participating with the CNLA and the National Master Specification Secretariat to update the Canadian Master Specification for Landscape" was moved and seconded. Motion carried.

- 5.2 The Advocacy Committee recommended that CSLA's *Landscape Paysages* magazine be mailed to federal departments with an interest in landscape architecture. This would not have any CSLA budgetary impact. The recommendation was supported.
- 5.3 The Advocacy Committee Chair has made a formal approach to the Federal Ministry of Public Works and Government Services Canada (PWGSC) to establish a Memorandum of Understanding. The goal includes the establishment of common standards. Gordon agreed to keep the Board apprised of developments with PWGSC re formalizing a relationship with CSLA.



- 5.4 The Advocacy Committee intends to produce CSLA position papers, and research confirmed that ASLA have a large number of such documents on their website.

MOTION 2009-12-4

Motion to develop joint position papers with ASLA

The motion "The Advocacy Committee seeks permission from the Board to formally approach ASLA to partner on the development of joint position papers. If we are not successful with this initiative, the Committee will seek permission to use the ASLA's papers as the basis of CSLA position papers" was moved and seconded.

During the discussion a friendly amendment was supported.

Friendly amendment to Motion 2009-12-4

Motion to develop joint position papers with ASLA

It was moved and seconded to reframe the motion which now reads:

"That the CSLA formally approach the ASLA to explore partnership opportunities to develop position papers". The motion was moved, seconded and carried.

MOTION 2009-12-5

Motion to develop CSLA position papers

The motion "The CSLA will develop position papers on issues of importance to landscape architects" was moved, seconded and carried.

It was agreed that the Advocacy Committee should identify subject experts who could respond to inquiries once the statements are published on the CSLA website.

- 5.5 It was agreed to follow association minute-taking best practice of not recording the names of persons who move and second motions, as motions carried carry the support of the CSLA Board.
- 5.6 The Advocacy Committee will draft a letter under President Irvine's signature to the Governor General of Canada requesting a landscape architecture medal be created, and have the final draft reviewed by those who are on the CSLA Governor General Task Force.

President Irvine thanked Gordon and his Committee for their work.

6. Review of Action Items from previous meeting

The Board reviewed the list of actions listed in the last meeting minutes as follows:

- 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 \$2,000. **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

7. President's Report

The President commented on her experience of attending dinner with the Royals at the invitation of the Governor General in Ottawa in November 2009, and the privilege of having ten CSLA members attend a tree-planting ceremony with the Royals before their departure.

8. Executive Director's Report

The Executive Director referred to her written report posted on the FTP site. There were no comments/questions.



9. Governance & Administration

9.1 Financial Reports

9.1.1 Year-to-Date as at Nov 30, 2009

The unaudited CSLA financial statement as at Nov 30, 2009 was posted to the FTP site for the Board's advance review. No questions were asked.

9.1.2 Year-end Forecast

Budrevics reported that he and the Executive Director forecast to close the 2009 fiscal year a \$10,000 contribution to CSLA's unrestricted net assets.

9.1.3 2010 CSLA Proposed Budget

Budrevics presented the proposed 2010 CSLA proposed budget. He explained that we cannot confirm the revenue numbers until February as we rely on our Components to predict the number of members they will pay CSLA dues for. He reminded the Board that CSLA 2010 dues are reduced from \$145 per member to \$138.10 (+ GST) thereby likely reducing our revenue over the previous year. He answered questions and suggested that the Board approve the proposed budget for management purposes (only) and revisit the 2010 budget at the in-person Board meeting in February 2010.

MOTION 2009-12-6

Motion to approve the 2010 CSLA Budget

"That the proposed 2010 CSLA budget be approved as a management tool and that it be ratified at the February Board meeting when reliable membership projections are available". The motion was moved, seconded and carried.

It was stated that the L/P Editorial Committee may want increased financial support from CSLA; the Board agreed that if this is the case, they need to file a formal request as do all committees reporting to the CSLA Board.

10. Professional Development

10.1 Congress 2009 Revenue Update

Budrevics confirmed that the 2009 CSLA Congress, hosted by OALA, will generate in excess of \$2,000 for CSLA.

10.2 Presidents' Round Table Next Steps

Irvine confirmed that she will issue a formal reply to the AAPQ letter tabled at the Presidents' Round Table meeting in August 2010.

10.3 2010 Congress Update

Craig confirmed that plans are being developed for the August 19 – 21, 2010 Edmonton congress and that website content is being generated.

10.4 2011 Iqaluit Congress Update

Grosset reported that a letter requesting CSLA seed funding was being prepared by the Host Committee. Work has begun to identify committees. The dates are July 13 – 17, 2011. It was suggested that the dates be announced in March 2010 and the official announcement be made during the August CSLA Congress in Edmonton.

11. Programs

11.1 Professional Awards of Excellence

Spearman reported that plans are on target to select the 2010 Awards of Excellence recipients.



11.2 Recognition Honours & Awards - Appointment of new Chair

The President explained that while the Board voted at its last meeting to have the Past Chair serve as Chair of the Recognition Honours & Awards Committee, she is recommending that this change only take place in 2011 given that Claude Potvin had already announced his acceptance to serve as the Recognition Honours & Awards Committee Chair for 2010. Irvine added that a member at large, not serving on the Board, should also serve on the Recognition Honours & Awards Committee.

Motion 2009.12.7

Motion to have the Claude Potvin serve as Recognition Honours and Recognition Chair That the CSLA Board appoint Claude Potvin, AAPQ, CSLA as Recognition Honours and Awards Committee Chair for 2010. Motion moved, seconded and 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.

11.3 World LA Month (WLAM)

Grosset reported that the WLAM Committee chose a WLAM logo for Canada and presented it for the Board comments. Suggestions were offered to refine the CSLA logo and text placement.

MOTION 2009-12-8

Motion to approve a Canadian WLAM Logo

"That the WLAM logo be approved, subject to refinements as discussed." The motion was made, seconded and approved.

Grosset asked the Board to support their Component's activities, to avert the perception that CSLA is downloading the work to the Components. He reminded the Board that the essence of the program is for CSLA to provide tools to members and Component Organizations who plan WLAM activities in their jurisdictions.

12 Growing the Profession

12.1 Reciprocity

Irvine confirmed that she will send a revised draft of a CSLA Reciprocity agreement to the Component Organizations for comment.

12.2 Atlantic Canada LA Program

Smith will circulate the consultant's report on the Atlantic LA Program project when it is available.

12.3 National Sponsorship

It was agreed that Gradowski will continue to develop a recommended approach for a CSLA Sponsorship Program that can be launched after the CSLA Edmonton Congress.

13. Advocacy & Outreach

13.1 Youth & Students – You Tube Video Contest

Briggs reported we did not received any entries even after extending the deadline, and that he was still uncertain as to the reasons.

13.2 Government – Priority Action Plan

The elements of the Advocacy Committee's report were offered at the opening of the teleconference (see section 5)



13.3 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 attended a meeting with her RAIC and CIP counterparts to approach FCM to host the 2010 NUDA presentation at their May conference in Montreal. It was agreed the presentation could be made during the CSLA Congress if appropriate.

13.4 ASLA – 2010 Presidents’ Council

Irvine recommended Niagara on the Lake as her preferred venue for CSLA to host the 2010 Presidents’ Council meeting. The date will be confirmed shortly.

14. Future Meetings

The 2010 Board schedule is as follows:

15. New/Other Business

None was raised

16. Date and Location of Next Meeting

Wednesday, January 26, 2010 teleconference at 12:00 noon EST for two hours.

16. Adjournment

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