

DRAFT MINUTES | CSLA Board of Directors

Tuesday, May 16th, 2017, 2 to 3:30 p.m. EST

Present: Michelle Legault, Gordon Smith, Cameron DeLong, Sarah Culp, Robert Norman, Lois Ross, Kathy Dunster, Dan Glenn, Trevor Tumach, Margaret Ferguson, Vincent Asselin, Monica Giesbrecht, Nastaran Mordinejad

Regrets: Jonathan Sagi, Arnis Budrevics, Jean Landry,

No.:	Item:
1	<p>Call to Order and Welcome</p> <p>Gordon Smith called the meeting to order.</p>
2	<p>Approval of Proposed Agenda</p> <p>MOTION 2017-5-1: Moved by Vincent Asselin and seconded by Trevor Tumach to approve the agenda as proposed. Motion unanimously approved.</p>
3	<p>Approval of the Minutes of the Last Meeting</p> <p>Under section 5c), should read SEDRD</p> <p>MOTION 2017-5-2: Moved by Sarah Culp and seconded by Dan Glenn to approve the minutes of the March 30th, 2017, CSLA Board meeting as modified. Motion unanimously approved.</p>
4	<p>Executive Director's Report</p> <p>Michelle Legault provided an overview of the May 2017 Evergreen Action List.</p>
5	<p>Finance Committee Report – Review of current financials</p> <p>Michelle Legault reviewed the current financials and noted that they were in good order. Highlights include:</p> <ul style="list-style-type: none"> - most of the component associations paid their dues early this year, with only a portion of AAPQ and OALA dues remaining to be paid in the Fall - the World Design Summit Organization still owes the CSLA 10,000\$ and has since June 2016. We understood from a previous communication that they would be in a position to pay this last month, but they are experiencing significant cash flow issues - In terms of the balance sheet, the CSLA's accounts are in good shape and we have no cash flow issues because of the early payment of dues from the components and because, at the end of April, we had expensed 169,000\$ of a 468,000\$ budget. - Our Unallocated Net Assets are sitting at 62,000\$, and there are no projected withdrawals from that account for 2017 or 2018, other than the 5,000\$ support for LAAC which may not be required because of savings they made in other areas. - the revenues at what is essentially our mid-year are in line with our projections, other than with LP magazine, which tends to report late.

6	<p>Advocacy Task Force Chair</p> <p>This item was deferred to the Executive Committee.</p>
7	<p>IFLA Delegate Nominating Committee</p> <p>http://www.csla-aapc.ca/the-society/ifla-representative-policy</p> <p>Raquel Penalosa, the current IFLA delegate, will advise the IFLA Nominating Committee, and Gordon Smith and Vincent Asselin volunteer to form the IFLA nominating committee.</p> <p>MOTION 2017-3-4: Moved by Nastaran Moradinejad and seconded by Sarah Culp that Vincent Asselin and Gordon Smith form the IFLA Delegate Nominating Committee. Motion unanimously approved.</p>
8	<p>Budget Brief Submission</p> <p>Michelle Legault presented the draft budget brief submission outline, and noted that it had been endorsed by the Executive Committee. In June, there will be a theme submitted by the government which should anchor the content of the brief. The deadline for the brief is the beginning of August. In September, the government may choose to invite associations to present briefs to the finance committee. Members discussed flagging the recent floods as a story to explain the possibilities of landscape architecture. The Board should be informed of the theme once it is announced and asked to submit thoughts as applicable. In addition, the budget brief should make as specific recommendations as possible and we should evaluate whether we may integrate designs. We should also consider a quote from the Prime Minister: We should re-think how we plan our cities; and emphasize the training and education of landscape architects.</p> <p>MOTION 2017-5-3: Moved by Robert Norman and seconded by Margaret Ferguson to endorse the outline of the CSLA's 2018 Budget Brief Submission and instruct the Communications Advisor to write the brief in collaboration with the Executive Director for approval by the ExCom. Motion unanimously approved.</p>
9	<p>Qualifications-Based Procurement</p> <p>Michelle Legault reported on the Qualifications Based Procurement discussion document circulated to the Board for discussion. The Board asked whether there was a fee to be involved in QBS Canada. The Board asked the Executive Director to make further inquiries about how to get involved with QBS Canada and report back. Members suggested that a Board member could sit on this committee. We should also evaluate how this relates to the strategic plan.</p>
10	<p>Guidelines for the Awards of Excellence External Juror</p> <p>Michelle Legault reported that the ExCom had requested that guidelines be drafted for the external juror which is appointed every year to participate in the Awards of Excellence Jury. Members suggested including the time commitment and location, and a general statement on ensuring the organizer of the awards of excellence notes the timelines, location and process with the jurors. Also, state the purpose of the guideline, which is to guide the Board in the decision.</p> <p>MOTION 2017-5-5: Moved by Robert Norman and seconded by Trevor Tumach to approve the Guidelines for the Awards of Excellence External Juror as modified. Motion unanimously approved.</p>
11	<p>2018-2021 CSLA Strategic Plan: Process, Planning, Volunteers</p> <p>Gordon Smith reported on the importance of the strategic plan for the CSLA, focusing on our key activities. Gordon Smith, Monica Giesbrecht, Sarah Culp and Robert Norman volunteer to form a committee.</p>
12	<p>Committee Review</p> <p>Michelle Legault reported on the committee review discussion document circulated to the Board. Members noted:</p> <ul style="list-style-type: none"> - For every new committee or task force, does a committee support the strategic plan? Are there financial

	<p>implications? Are there volunteers to lead them, outside our Executive Committee?</p> <ul style="list-style-type: none"> - A common template should be developed to report back to the Board.
13	<p>Wreath Laying Proposal</p> <p>Michelle Legault asked Board members to review the proposal for the CSLA to lay a wreath during the national Remembrance Day ceremonies. The OALA will most likely participate at a provincial level at an event in Toronto. Members suggested speaking to our members in Parks Canada who are working on the war graves to evaluate how this advances the goals of our strategic plan.</p>
14	<p>Transfer of Presidency: Gordon Smith to Vincent Asselin</p> <p>Gordon Smith handed the presidency to Vincent Asselin. He noted that being president of the CSLA was a delight, and gave him the opportunity to work with wonderful people.</p> <p>Vincent Asselin accepted the presidency and thanked Gordon Smith for his dedication and hard work. He noted his commitment to advancing the strategic plan's objectives, and indicated that the Montreal Congress would be an important part of his work. He would like to review our role within IFLA, and what we want to accomplish or be involved with IFLA. In addition, he commits to visiting every program in landscape architecture (including upcoming programs).</p> <p>Robert Norman noted that this was his last meeting on the Board, and he thanked Board members on the progress made by the CSLA.</p>
15	<p>Adjournment</p> <p>The meeting adjourned at 3:40 p.m.</p>