

DRAFT MINUTES

CSLA Board of Directors

Monday, June 25th, 2018, from 12:30 to 2:30 pm EST

Present: Michelle Legault, Cameron DeLong, Natalie Goulet-Sorenson, Jean Landry, Margaret Ferguson, Kathy Dunster, Chantal Alary, Cynthia Graham, Trevor Tumach, Nastaran Moradinejad, Doris Chee, Glenn O'Connor, Lois Ross

Regrets: Hope Parnham, Vincent Asselin, Arnis Budrevics

No.:	Item:
1	<p>Call to Order and Welcome</p> <p>Nastaran Moradinejad welcomed everyone to the meeting.</p>
2	<p>Conflict of Interest Statement</p> <p>Regarding the agenda for today's meeting, does any member of the board have any relationships or interests that could compromise, or be perceived to compromise, your ability to exercise judgment or decision-making independently and objectively with a view to the best interests of the CSLA? If so, please declare the conflict.</p> <p>No conflicts were declared for today's meeting.</p>
3	<p>Approval of Proposed Agenda</p> <p>MOTION 2018-6-1: To approve the agenda as proposed. Moved by Jean Landry and seconded by Glenn O'Connor. Motion unanimously approved.</p>
4	<p>Approval of the Minutes of the Last Meeting</p> <p>MOTION 2018-6-2: To approve the minutes of the April 4th, 2018, meeting as presented. Moved by Glenn O'Connor and seconded by Kathy Dunster. Motion unanimously approved.</p> <p>MOTION 2018-6-3: To approve the minutes of the April 23rd, 2018, meeting as presented. Moved by Glenn O'Connor and seconded by Doris Chee. Motion unanimously approved.</p>
5	<p>Business Arising from the Minutes of the Last Meetings: Ongoing Projects not in this Agenda and deadline</p> <ol style="list-style-type: none"> Legacy Award 2018: Winner to be announced in September and a congruent event to be held. (September 2018) Corporate Sponsorship Program: To be further developed by the membership committee. (flexible) Board Member Position Descriptions and Tasks: Develop a list of board member position descriptions, including tasks. (November 2018) WDSO Communications Strategy and Invoicing: Regular communications with WDSO ticket holders re reimbursements and monitoring WDSO financial situation. Meeting held on 23 March of all creditors attended by V. Asselin and P. Bouchard). The WDSO received a 500k claim from one of the original organizers which has been resolved. In addition, the director of the WDSO is no longer in his position. The

	<p>WDSO Board of Directors has also resigned. A company has been hired to resolve the issue of the creditors. ONGOING</p> <ol style="list-style-type: none"> 5. 2020 Congress (Spring 2020) 6. Reciprocity Committee: Committee is hoping to receive a response from the BCSLA on their issues with the agreement. All other components are, for the most part, agreed on its continuation with minor tweaks. (Fall 2018) 7. College of Fellows Legacy Project: Programming the website and developing a platform for the information which will be collected. (Fall 2019) 8. IFLA: Letter sent to IFLA expressing our concerns and that dues would be withheld in 2019 should those concerns not be addressed. An acknowledgement of receipt was returned to the CSLA by IFLA. (January 2019) 9. Indigenous Issues Task Force: Action Plan to be submitted at the November 2018 Board meetings (November 2018) 10. Letter of understanding between RAIC, CSLA, CIP and EC: signed by all parties and a press release will be crafted making the announcement. (July 2018) 11. National Voluntary Code of Conduct for the Ornamental Horticulture Industry drafted by the Canadian Council on Invasives: list of invasives being developed and final code of conduct will be presented in the Fall. (Fall 2018) 12. Person of National Historic Importance: Proposal for Frederick Todd being drafted by M. Legault and Kathy Dunster (Flexible) 13. AGM Policy: Revised and will be presented to Fall 2018 Board meeting. 14. Student Travel Bursary Program: Revised and will be presented to Fall 2018 Board meeting. 15. Component Advocacy Grant: Revised and will be presented to Fall 2018 Board meeting.
6	<p>Executive Director's Report</p> <ol style="list-style-type: none"> a) <u>Governor General's Medal Ceremony:</u> Michelle Legault reported on the cancellation of the ceremony for the medal at Rideau Hall by Her Excellency the Governor General. Alternate sites and locations are being sought, though the partnership with the architects' association is still in place. There is a strong likelihood that the ceremony will be held in Winnipeg in September, and will be hosted by Manitoba's Lieutenant Governor, though that remains to be confirmed. Michelle also reported that the jury had selected the winner and shared the name confidentially. b) <u>GDPR Compliance:</u> Michelle Legault reported on the GDPR compliance for the EU which was announced recently and affected the CSLA. The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union (EU) and the European Economic Area (EEA). It also addresses the export of personal data outside the EU and EEA areas. The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU. For the CSLA, the impact of the GDPR was such that any contact in our system who was not a member of the CSLA needed to re-assert that they wished to keep receiving communication from the CSLA. Unfortunately, this will probably mean a decrease in the 6000 plus contacts in our database, as many people simply ignore these messages and, an ignored message without action means that a contact must be removed from the system. c) <u>2018 CSLA-OALA Conference Post-Mortem:</u> Michelle reported that a survey was conducted after the conference and revealed the following observations: The event saw a great turnout of over 400 members and participants from across the country. 185 of those participants (as delegates or sponsors) participated in the post event survey. Overwhelmingly, the

program delivered what was advertised in the program description (78% agreed). The survey revealed that delegates were very happy with the keynote and concurrent sessions. Common phrases describing the speakers were: great, inspiring, relevant. A common suggestion was to allow more time between sessions to allow for movement and late comers. Many tours sold out and we held 14 tours over two days, with over 200 people participating. Overall, the tours were rated good to excellent. We also undertook a survey of the trade show exhibitors, and their experience was disappointing, for the most. While there was a greater participation on the Friday, there were still 375 delegates on site on the Saturday, and yet the traffic in the trade show was disappointing.

After review of the revenue and expenses for the AGM and Conference, the OALA and CSLA each have a small deficit of approximately \$4.3 K.

Registration: We had slightly lower attendance than forecasted (418 paid registrations vs. 440 expected) The registration of the lower paying Associate members made up more of the numbers than expected - many OALA members chose the one-day option rather than staying through until Saturday

Hotel attrition: There was an additional attrition amount to pay to the hotel of 17K. As a note, the original amount was significantly higher, but we negotiated this down. The lower reservations were due to two main reasons: Resourceful members finding alternate accommodation in Toronto. Some noted they went home to places as far as London and returned on Saturday. Others stayed with friends. In addition, the hotel had originally provided incorrect pricing information to members

Updated requirements or new costs: There were a few expenses that were higher than planned but that we permitted to ensure that quality of the event remained at a high level:

Some presenters required changes to the ordered A/V equipment. Despite the costs we made the changes required to ensure all presentations were well supported and of high quality.

We also permitted refunds for members where the reasoning for cancellation was found. For example, one member had received a replacement organ and another's illness stopped travel from BC. We chose the long-term member engagement option and thus permitted the refunds even at the last minute.

The City of Toronto added a new Tourism charge of 5% as of April 1st, 2018. This information was not expected or available when we budgeted and made the booking in 2016 but was a required added cost.

- a) Smart Cities Community Support Program: <http://www.infrastructure.gc.ca/cities-villes/support-soutien-eng.html>

Michelle Legault reported that she had initiated discussions with RAIC, CIP and EC regarding applying to this program and that, with the deadline only weeks away, she would suggest tasking the Executive Committee with approving the application submission, which will be crafted very quickly. Following discussions with colleagues, and to be further refined, the preliminary proposal at this time is to ask for funding for a program we are tentatively calling 'Climate Adaptation Centres of Expertise', which would have two components, and would be co-managed by the associations who decide to get involved (CIP is on-board): a) the climate squad, where a group of multidisciplinary experts could go to a community to help them solve an issue related to climate adaptation, and b) the adaptation solution seekers, where a group of municipal employees could travel to another city (even an international destination) to learn how another municipality has successfully dealt with climate adaptation.

MOTION 2018-6-4: That the CSLA applies to the Smart Cities Community Support Program, to be reviewed by the Board and approved by the Executive Committee. Moved by Glenn O'Connor and seconded by Jean Landry. Motion unanimously approved.

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Finance Committee Report

Michelle Legault reported that AAPQ and OALA still owe the CSLA dues and that reminders have been sent to both. OALA has noted that funds would be sent in the next week.

She noted that our balance sheet shows assets of 483k, which means that the CSLA is in a solid financial position

	<p>for the next quarter, and no cash flow issues are projected.</p> <p>Michelle also reported that the budget was in good order and that the revenues collected on membership would be slightly higher than budgeted.</p> <p>However, we had predicted 30k in profits from the 2018 conference and instead a 4k loss will be written in. The Executive Director plans to save on some spending throughout the year to compensate for the lack of congress revenues.</p>
8	<p>Strategic Plan Report</p> <p>Michelle Legault reported on the template which would be used for reporting on the strategic plan.</p>
9	<p>Government Relations Task Force</p> <p>a) <u>Budget brief</u> Lois Ross discussed the pre-budget brief to be submitted to the Finance Committee. The theme is about productivity and the economy. Members suggested that we should not ignore the export of landscape architecture consultation as part of competitiveness. Members are asked to provide feedback to Lois and Michelle by the end of the week.</p> <p>MOTION 2018-6-5: That the CSLA submits a brief to the 2019 pre-budget consultations, and that the brief be approved by the Executive Committee. Moved by Jean Landry and seconded by Glenn O'Connor. Motion unanimously approved.</p>
10	<p>Committee on Climate Adaptation Report</p> <p><u>Terms of Reference</u> Members suggested adding the names of the committee members on the terms of reference.</p> <p>MOTION 2018-6-6: To approve the Committee on Climate Adaptation's Terms of Reference. Moved by Kathy Dunster and seconded by Margaret Ferguson. Motion unanimously approved.</p>
11	<p>Tri-Council Funding Task Force</p> <p>MOTION 2018-6-7: That the Tri-Council Funding Task Force be mandated for another year of activity, until 2019, with its current membership and terms of reference. Moved by Glenn O'Connor and seconded by Doris Chee. Motion unanimously approved.</p>
12	<p>Canadian Landscape Charter and Portfolio</p> <p>Members suggested that we look at video instead of mid-level documents, and other media.</p> <p>MOTION 2018-6-8: That the Board endorses Canadian Landscape Charter Action Plan with further detail and a budget to be submitted at the November 2018 Board meeting. Moved by Kathy Dunster and seconded by Glenn O'Connor. Motion unanimously approved.</p>
13	<p>Laying of a Wreath November 11th, 2018 – this item was deferred to the next meeting</p>
14	<p>Guide for the Wearing of Decorations – this item will be circulated to the Board for approval by email at a later date</p>
15	<p>CSLA Committee Manual – this item to be deferred to the next meeting</p>
16	<p>AALA Competency Project – members are asked to provide comments to Michelle Legault</p>
17	<p>Compensation and Benefits Study – this item to be deferred to the next meeting</p>
18	<p>Appointment to LAAC</p>

	<p>MOTION 2018-6-9: To approve Barbara Myers as the new LAAC member. Moved by Glenn O'Connor and seconded by Jean Landry. Motion unanimously approved.</p>
19	<p>Adjournment The meeting adjourned at 2:49 pm</p>