



**CSLA/AAPC
BOARD OF DIRECTORS MEETING
Minutes
April 6, 2006**

**Rick Moore, President
Sara-Jane Gruetzner, President-elect
Fran Pauzé, CSLA Executive Director
Alex Borowiecka, NWTALA,
Chris Grosset, NuALA**

**Eduardo Villafranca, MALA
Roger Green, SALA
Liane McKenna, BCSLA
Cathy Sears, AALA
Gerhard Weiland, NLALA**

Regrets: Leblanc, APALA, Vafiades, OALA, de Menezes, AAPQ

1. Call to Order

The President, Rick Moore called the meeting to order and welcomed the new board member from NuALA, Chris Grosset.

2. Approval of Agenda

McKenna requested that Item 17 (Honourary membership) be included with Item 4 (Recognition Awards).

MOTION 2006-2-1

Moved by Gruetzner and seconded by Villafranca “that the agenda be approved as amended.”

Motion carried

3. Approval of Minutes from January 20-21, 2006 meeting

MOTION 2006-2-2

Moved by McKenna and seconded by Green “that the minutes of the January 20-21, 2006 meeting be approved as presented.”

Motion carried

4. CSLA Recognition Awards

OALA President Linda Irvine had forwarded a recommendation that for this first year of the CSLA Teaching Award, the award be given to the founders of the five landscape architecture programs at Canadian Universities: University of BC, University of Manitoba, University of Guelph, University of Toronto and University of Montréal.

MOTION 2006-2-3

Moved by McKenna and seconded by Green “that the CSLA proceed with Irvine’s recommendation to present the CSLA Teaching Award to all of the founders and or original directors of the Canadian university programs.”

Motion carried

The Board further considered a nomination submitted by Richard Wyma on April 1, 2006 to award the Teaching Award to Robert Brown of the University of Guelph. The submission deadline was March 1.

Discussion

- This nomination should be treated as a separate proposal
- It should be deferred to 2007 and considered at that time
- The criteria states that there is to be one award per year
- The first year will be considered exceptional



ACTION 1

Pauzé will contact the universities to research who is the founder/ first director of each program to establish correct recipients.
Pauzé will contact Wyma to advise him of the Board's decision.

CSLA Lifetime Achievement Award

As there were no nominations received for this award in 2006, the Board will consider making a nomination.

ACTION 2

Board members will submit nominations for this award to Pauzé by April 20.
These nominations will be forwarded to the Recognition awards committee.

CSLA Honourary membership

The BCSLA wishes to nominate Larry Beasley for this CSLA recognition.

MOTION 2006-2-4

Moved by McKenna and seconded by Sara Gruetzner “that the CSLA supports the nomination of Larry Beasley for a CSLA Honourary membership.”

Motion carried

ACTION 3

McKenna will forward information to the Board.

Pauzé will draft a letter to Mr. Beasley informing him of this award for Rick's signature and will include an invitation to the CSLA banquet.

CSLA Community Service Award

BCSLA board has discussed the nomination of Denise Savoie for this Award.

MOTION 2006-2-5

Moved by McKenna and seconded by Sears, “that the CSLA will present a Community Service Award to Denise Savoie, pending the nomination's approval by the BCSLA Board.”

ACTION 4

McKenna will forward information on Savoie to Pauzé.

Roger Green left the meeting at 12:35 ET

Schwabenbauer Award

The President advised that Board that he is seeking nominations from the Board for this award.

5. CSLA IFLA Dues

Since rejoining IFLA in 1999, the CSLA has been paying dues based on the Svendborg agreement.

This sets CSLA's dues payable at a maximum of 7500 CHF per year and is based on 600 members at a rate of 12.50 CHF per member.

IFLA has recently indicated that as this agreement has now expired it will be seeking increased dues from those countries that rejoined.

EXCOM has held two teleconferences with Jim Taylor, the CSLA IFLA representative and has also discussed this with Nancy Somerville, Executive Director of ASLA. Following these calls Excom drafted a proposal for the board's review which provides a cap to membership to range between 700 and 750 members and that the rate will continue at 12.50 CHF. Further the proposal recommends that this new rate be in effect for a period of 5 years.



Discussion

- In order to continue discussions, members propose that the cap be related to membership.
- Dues must continue to be affordable.
- Dues should be itemized on future invoices showing amounts clearly.

MOTION 2006-2-6

Moved by Sears and seconded by McKenna “that the CSLA establish the cap on membership for IFLA dues at 55% of actual full members and that the rate of 12.50 CHF be continued for a period of 5 years.”
Motion carried

ACTION 5

Pauzé will draft a letter to IFLA with this proposal.

6. CSLA 2006 Budget

A revised 2006 budget was presented that showed the Special Projects fund as a separate page on the budget.

MOTION 2006-2-7

Moved by Sara Gruetzner and seconded by Sears “that the 2006 CSLA budget is approved as presented.”
Motion carried

7. Executive Director Review & Work plan presentation

Sara Gruetzner presented an update on the Executive Director Review and Performance Outcomes to the Board. A report was presented to the Executive Director outlining 2006 performance outcomes. Gruetzner reported that the Executive Director’s review was conducted by Excom to discuss the points raised by the board at the in camera session in Toronto. She noted that she had requested and received letters from two past presidents, Colleen Mercer Clarke and Jim Paterson as there was no previous documentation of the Executive Director review process.

The Executive Director’s 2006 Work Plan, incorporating these recommendations, was also submitted to the board for information.

8. CSLA Board responsibilities

In conjunction with the Executive Director’s review, Excom discussed the difficulties encountered by the Executive Director during meetings in which she is required to take minutes while at the same time participating in the meetings. Gruetzner noted that in most boards a member serves as Secretary and she recommended that this role be reinstated at the CSLA Board to be combined with that of Treasurer. Further this person would strengthen Excom by becoming a fourth member.

ACTION 6

Board members are asked to consider volunteering to serve as CSLA Secretary Treasurer.

9. CSLA Strategic Planning session

McKenna informed the Board that there will be a session at the Vancouver Congress to develop a new CSLA Strategic plan. She noted that they hope to use information gleaned from the Growth Strategy survey and that the facilitator will be from the Survey consultant- the Mustel Group.

ACTION 7

Board members are asked to provide input on the Strategic planning session by April 28. The President and President elect gave their support and requested that board members provide input on the session.

**ACTION 8**

McKenna will forward a communication to be sent out to members soliciting their input and participation in the session.

The Growth Strategy Task force members will be encouraged to participate in coordinating the session.

10. Consent Agenda

The following reports were received by the Board on the Consent Agenda:

- a) Executive Director's Report
- b) Communications Priorities report
- c) Awards media report
- d) Board Component representative report

MOTION 2006-2-8

Moved by Sears and seconded by Sara Gruetzner "that the CSLA has received the above mentioned reports as information."

Motion carried

11. Business arising from Consent agenda

The Executive Director's Communications report prioritizes some of the recommendations in the CSLA Communications Plan. Excom had requested that the Executive Director clarify those items that can be achieved in the CSLA office by the Executive Director and which tasks require specific committee input.

As well, the report recommends that the current Communications committee, which has not been active recently, be re-structured as a Task force and that this Task force be charged with the creation of the CSLA resource centre for the new website. The Executive Director's report recommends that the board appoint a member as chair of the new task force.

Discussion

- The Board noted that these are good recommendations
- Further discussion is needed at the meeting in Vancouver in June
- New Board members encouraged to consider their role
- The upcoming report on Growth Strategy will likely provide communications suggestions

12. CSLA Strategy for Growth Survey

McKenna reported to the board that the survey has been sent out 4 times to CSLA members and Associates. Response has been low and disappointing however; the consultant has tracked the non responses and will follow up with a telephone survey.

A survey has also been sent to three of the five landscape architecture schools and the remaining two schools (Montreal and Manitoba) will be encouraged to assist. McKenna has spoken with Jim Paterson and Chantal de Menezes to seek their assistance with this.

The consultants will also be contacting past graduates of the programs for additional information.

13. Congress 2006 update

McKenna provided a brief update on the 2006 Congress.

The tradeshow is now 80% booked.

There are currently 21 registered delegates.

The deadline for the Early Bird is May 1 and the committee expects increased registration prior to that.

Several sponsorships are confirmed.

There will be 6 keynote speakers and 120 presenters over three days.



14. CSLA Governance & 2007 AGM timing

The new Bylaws state that the CSLA AGM shall be held not more frequently than 9 months and proposed timing for 2007 will place the AGM approximately 8 ½ months after the one in Vancouver.

Sears reported that she has spoken with Wayne Amundsen (the consultant who worked on the revision to the CSLA Bylaws) regarding the timing of the 2007 AGM. She will discuss this further with him and will report back to the board.

As well, she noted the query received from OALA president Linda Irvine in January and requested that a copy of this be forwarded to Mr. Amundsen.

Sears reported to the Board that she expects to have a final version of the new Handbook to present to the board in June.

ACTION 9

Sears will report to the Board in June on Amundsen's findings regarding timing of the 2007 AGM. Pauzé will follow up with OALA to obtain a copy of Irvine's letter.

15. Congress 2007 Update

As the OALA representative was absent, there was no report.

16. Report on PWGSC Standing offers

Villafranca reported that he had contacted the person responsible at Public Works and noted that they will implement a change in procedure for 2006. They have also recently enacted a Memorandum of Understanding with the RAIC and the Engineers Association as to requirements in proposals from these professionals.

Villafranca suggested that CSLA should consider pursuing a similar agreement for CSLA as there are now limits as to who they will accept proposals from.

ACTION 10

Villafranca will provide contact information to Pauzé. Pauzé will research this agreement with Public Works.

Sara Gruetzner left the call at 1:50 PM

17. Other Business

McKenna informed the Board that the BCSLA board had recently voted that she remain on the CSLA Board for an additional two years.

18. Adjournment

MOTION 2006-2-9 Moved by Villafranca "that the April 6, 2006 meeting of the CSLA Board of Directors is adjourned."

2006 MEETINGS OF THE CSLA BOARD OF DIRECTORS

Thursday, June 1, at noon eastern time
Tuesday, June 13
Wednesday, June 14

June teleconference
Presidents Roundtable
CSLA Board of Directors, Vancouver

Tentative Date

Friday-Saturday November 2 & 3, 2006

CSLA Board of Directors, Halifax, NS