



**CSLA/AAPC
BOARD OF DIRECTORS MEETING
HALIFAX, N.S.
DRAFT Minutes**

November 4, 2006

**Sara Jane Gruetzner, President
Myke Hodgins, President-elect
Fran Pauzé, CSLA Executive Director
Chris Grosset, NuALA
Eduardo Villafranca, MALA
Laureen Snook, SALA
Chantal de Menezes, AAPQ,**

**Liane McKenna, BCSLA
Cathy Sears, AALA
Rob Leblanc, APALA
Jim Vafiades, OALA,
Gerhard Weiland, NLALA**

Regrets: Alex Borowiecka, NWTALA

ACTION ITEMS FROM THE November 4, 2006 MEETING OF THE CSLA BOARD OF DIRECTORS,

1. Sears will continue to work with Wayne Amundsen to prepare a document outlining CSLA's affiliate criteria which will be forwarded to Bob Brown of ACLA.
2. Pauzé will request new membership data from the component associations to include with their dues remittance as per the recommendations of the Strategy for Growth report.
3. Pauzé will inform the RAIC and CIP of the Board's support in principle for a joint Congress in 2010 and will suggest that the location be discussed.
4. Sears will contact AALA to discuss possible hosting of Congress 2010.
5. Pauzé will forward her report on GST to Board members for information.
6. Pauzé will ask Pro Reg to accord the Congress Early Bird rate to all Board members.
7. Pauzé will forward a letter to the Component presidents informing them of the dues increase.
8. Pauzé will draft a policy for existing Special Projects fund to show clear association with revenue streams from outside normal revenue. (I.e. Congress surpluses; fundraising etc.)
9. Pauzé will make revisions to the 2007 Budget as discussed incorporating dues increase and pro rating administration expenses to programs.
10. Pauzé will respond to Strong with this information, inviting him to attend the banquet in Ottawa.
11. Sears requested that the board review the draft Board Policy Manual and forward input to her by January 15, in order that revisions may be made prior to the January teleconference.
12. Villafranca will develop a work plan for reciprocity, defining actions which will subsequently determine where the Code of ethics fits in.
13. Gerhard Weiland will call Hicks advising him of the Board's decision.
14. Leblanc will prepare a report on the Awards survey for inclusion in the December Bulletin.

1. Call to Order

The President, Sara Gruetzner called the meeting to order at 8:30.



2. Approval of Agenda

MOTION 2006-5-1

Moved by Weiland and seconded by Leblanc “that the agenda be approved as presented.”

Motion carried.

3. Approval of Minutes from September 20, 2006 meeting

Sears proposed that Item 10 under communications should be amended to read:

Communications

Myke Hodgins presented a draft mandate for the communications committee. He noted that as communications is one of the main activities for CSLA there should be a **Board** committee responsible for regular reviews of CSLA communications tools. Further, the report indicated that the Executive Director is responsible for the implementation of the communications tools.

MOTION 2006-5-2

Moved by de Menezes and seconded by Villafranca “that the minutes of the Sept. 20, 2006 meeting be approved as amended.”

Motion carried.

4. Review of Action Items from September 20, 2006 meeting

The President reviewed the Action items. Most were either completed or are in progress. New Action items resulting from these discussions are noted above.

5. President’s Opening remarks

The President presented a written report describing recent activities in particular her trip to the ASLA – IFLA Congress with Hodgins. She said that it was a great opportunity and that the ASLA is very welcoming. The Congress was based around themes of sustainability, advocacy and growing the profession. She noted the many similarities that CSLA shares with ASLA and is facing the same challenges: geography, growth and communication.

6. Consent Agenda

The Excom Minutes and the Executive Director’s report were presented in the consent agenda.

MOTION 2006-5-3

Moved by Myke Hodgins and seconded by Gerhard Weiland “that the Consent agenda is received by the Board.”

Motion carried

Two reports were removed from the Consent agenda to be presented separately:

Executive Director Report on CIP- RAIC Alliance, and

Executive Director Report on Reciprocity

CIP- RAIC Congress

The Executive Director met with Jon Hobbs (Executive Director – RAIC) and Steve Braiser (Executive Director- CIP) and discussed the possibility of a joint conference.

Timeline was discussed and 2010 selected as likely date. A western location was preferred by both CIP & CSLA- with Calgary selected as a good venue.

Pauzé made a recommendation that the CSLA Board of Directors consider holding a joint conference with the Architects (RAIC) and the Planners (CIP) in 2010. The benefits of such a joint venture would be numerous both for members and for the association through increased media profile.

Discussion

Board members believe is important that CSLA has equal input on programming. As the planners and architects far out number the landscape architects, this may be difficult.

Edmonton should be considered as a location due the Congress 2003 having been in Calgary.



MOTION 2006-5-3

Moved by Leblanc, seconded by Snook “that the CSLA Board supports in principle the ongoing discussion with CIP and RAIC to hold a joint Congress in 2010.” Motion carried.

ACTION

Pauzé will inform the RAIC and CIP of the Board's support in principle for a joint Congress in 2010 and will suggest that the location be discussed.

Sears will contact AALA to discuss possible hosting of Congress 2010.

Executive Director Report on reciprocity research

The Executive Director presented a report on research conducted with the CIP as to how they achieved Minimum Common membership standards and thus reciprocity.

The report included a recommendation:

That the CSLA Board of Directors consider the creation of a Membership committee composed of each Component association's Registrar, a representative of ACLA and two members from the CSLA Board of Directors, one of whom will serve as Chair.

MOTION 2006-5-4

Moved by McKenna and seconded by Weiland “that the CSLA move the report off the Consent agenda and consider it as part of Villafranca's ongoing research into membership standards.” Motion carried.

7. Business Arising

There was no business arising from the Consent Agenda

8. Financial report

The Executive Director presented a written report outlining variances between the October 31 Year to Date statement and the approved 2006 budget.

ACTION

Pauzé will forward her 2004 report on GST to Board members for information.

Pauzé will ask Pro Reg to accord the Congress Early Bird rate to all Board members.

9. CSLA Fees report

Excom presented a report on the proposed CSLA fees increase.

The report stated that the CSLA's expenditures currently exceed revenues. CSLA is operating with a deficit budget and is depleting the surplus gained from previous years including proceeds of Congresses 2001 and 2003. The last fee increase was in 2001 in the amount of \$5.00. Previous increases were in 1993 and 1991- also in the amount of \$5.00.

MOTION 2006-5-5

Moved by Leblanc and seconded by Villafranca “that the CSLA increase individual membership dues in the amount of \$25.00 effective Jan. 1, 2007. Motion carried; one opposed

MOTION 2006-5-6

Moved by Villafranca and seconded by Vafiades “that the CSLA will commence automatic increases to membership dues in 2008 based on the previous year's Government posted inflation rate.” Motion carried; one opposed

ACTION

Pauzé will forward a letter to the Component presidents informing them of the increase.

Pauzé will draft a policy for existing Special Projects fund to show clear association with revenue streams from outside normal revenue. (I.e. Congress surpluses; fundraising etc.)



10. CSLA 2007 Budget

The 2007 draft budget was presented to the Board for information.

ACTION

Pauzé will make revisions to the 2007 Budget as discussed incorporating dues increase and pro rating administration expenses to programs.

11. CSLA Policies

- Reserve Fund,
- Election procedures

Pauzé presented the draft Reserve Fund policy which outlines the management and structure of the CSLA Reserve Fund.

Motion 2006-5-7

**Moved by Sears and seconded by Snook “that the CSLA Reserve Fund Policy is approved as presented.”
Motion carried.**

Pauzé presented the Election Policy which had previously been approved by the Board at the October 2005 meeting of the Board of Directors. The policy was amended with the addition as follows:

” The Executive Director will seek the services of an independent consultant for the purpose of counting the ballots. This consultant will prepare a written report regarding the voting results for the President to announce at the annual general meeting.

Further the Board amended the policy to remove the Executive Director from the Nominating committee.

MOTION 2006-5-8

**Moved by Leblanc and seconded by Vafiades “that the Election policy is approved as amended.”
Motion carried**

12. CSLA Recognition Awards

Excom presented a letter received from Richard Strong querying the presentation of the 2006 Teaching Award to Michael Hough as founder of the University of Toronto landscape architect program, Further correspondence was also presented from George Baird, of the University of Toronto, confirming Strong's role in the founding of the program.

MOTION 2006-5-9

Moved by Villafranca and seconded by Leblanc “that the CSLA award the CSLA Teaching Award for 2006 to Richard Strong in recognition of his significant contribution to the profession. The Award will be presented at the banquet in Ottawa in May 2007.” Motion carried

ACTION

Pauzé will respond to Strong with this information, inviting him to attend the Awards banquet in Ottawa in May 2007.

13. Governance report

Sears presented the draft Board Policy Manual to the Board.

ACTION

Sears requested that the board review the draft Board Policy and forward input to her by December 15 in order that revisions may be made prior to the January teleconference.

14. ACLA- Affiliates

Sears reported that she is working with Wayne Amundsen to prepare guidelines and criteria for the formation of CSLA Affiliates.



15. Code of Ethics

Weiland presented a report on his discussion with Philip Hicks regarding the CSLA Code of Ethics. Hicks had previously advised the Board that he had concerns with the wording of the Code, and proposed changes were needed.

In an Action item from the previous meeting the Board was asked to compare the CSLA Code with their component's code to determine if there was a real concern. Members noted that there are discrepancies and thus it should be revised as part of the Reciprocity initiative. The CSLA Code should address national issues

MOTION 2006-5-10

Moved by Vafiades and seconded by Leblanc "that the CSLA will repeal the current Code of Ethics"

Motion carried- 4 opposed.

MOTION 2006-5-11

Moved by Villafranca and seconded by Leblanc "that Motion 2006-5-10 is rescinded and that the current code will be printed in the 2007 Roster with a note that it is *Currently under review.*"

Motion carried.

ACTIONS

Gerhard Weiland will call Hicks advising him of the Board's decision.

Villafranca will develop a action plan for reciprocity, defining actions which will subsequently determine where the Code fits in. He will present a proposal at the Cuba meeting.

Weiland left the meeting at 3:30 PM.

16. Congress 2007 Update

Vafiades provided an update and Power Point presentation on the CSLA Congress in Havana, Cuba.

Key Note Speakers

James A. Dobbin

Dr. Arq. Orestes M. Del Castillo Del Prado

Arq. Carlos Jankilevic (TBC)

The Charrette will take place at the site in a building that fronts the square. Site Plan / Site Characteristics / Opportunities & Constraints are currently being developed.

The budget remains on target as they increase delegate registration and pin down expenses. Vafiades noted that they are currently showing a gross profit of \$ 5,000.00 +/-

Currently they have sponsorship funds totaling \$ 5,500.00 which is 55% of the target of \$ 10,000.00.

17. CSLA Congress 2006 report

McKenna presented a brief report on Congress 2006. The final Conference financial report will be forwarded to CSLA as soon as it is available

18. Growth Strategy

McKenna presented the final report of the Growth Strategy to the Board. She noted that LACF will provide financial support for printing and mailing of the report to school and public libraries across Canada.

19. CSLA Awards Survey

Leblanc presented a brief report on the Awards survey which was sent out in late September to all CSLA members.

He noted that there were many recommendations in the responses which he will review. As well, he intends to review the Task Force report and will make recommendations for changes to the Submission requirements and the program at the Board meeting in February.

ACTION

Leblanc will prepare a report on the Awards survey for inclusion in the December Bulletin.



20. Future Meeting 2007 schedule

Excom advised that the next meeting will be a teleconference in January 24, 2007 followed by the meeting in Cuba in Feb. 28, 2007.

Excom proposed that a face to face meeting be held in Saskatoon in October / November 2007 and noted that many members may be present in Ottawa for the AGM. Therefore an informal meeting of the Board is proposed in which if there are motions to be passed, quorum is required.

21. Other Business

Executive Director Contract

Gruetzner informed the Board that the annual review took place in Halifax and that she and the Excom are currently discussing the renewal of the contract with Pauzé.

22. Adjournment

MOTION 2006-5-12

Moved by Sears "that the November 4, 2006 meeting of the CSLA Board of Directors is adjourned."

FUTURE MEETINGS OF THE CSLA BOARD OF DIRECTORS

JANUARY 24, 2007: TELECONFERENCE AT NOON EASTERN TIME

FEBRUARY 28, 2007: FACE TO FACE MEETING OF THE BOARD IN HAVANA, CUBA

MAY 3' 2007: INFORMAL MEETING IN OTTAWA FOR THOSE BOARD MEMBERS WHO ARE ABLE TO ATTEND