



**CSLA/AAPC
BOARD OF GOVERNORS MEETING**

**April 28, 2004
Teleconference
Minutes**

Present

**Colleen Mercer Clarke, CSLA President
Jim Paterson, CSLA President –elect
Fran Pauzé, CSLA Executive Director
Adrienne Brown, BCSLA
Cathy Sears, AALA
Richard Wyma, NUALA**

**Cynthia Cohlmeier, MALA
James Vafiades, OALA
Chantal de Menezes, AAPQ
Bob Halfyard, NLALA
Cam Patterson SALA
Alexandra Borowiecka, NWTALA**

1. Call to Order; Welcome & Introductions

The President-elect, Jim Paterson, welcomed the new BoG members, Vafiades and de Menezes.

2. Approval of Agenda

Halfyard requested the addition of the Community Service awards under Other Business.

Motion 2004-3-1

Moved by de Menezes and seconded by Cohlmeier, “that the agenda be approved as amended.”

Motion carried

3. Approval of Minutes of Previous Meetings

Motion 2004-3-2

Moved by Cynthia Cohlmeier and seconded by Adrienne Brown, “that the Minutes of the February meeting of the CSLA BoG be accepted as amended.”

Motion carried

4. Review of Action Items

The President reviewed the Actions from the previous meeting.

She noted that informal discussions were held with Alan Tate regarding the submission requirements and the panel submissions. Further discussion is needed and feedback will be requested from the Awards jury as to recommended modifications.

Adrienne Brown noted that Motion 2004-2-14 indicated that Randall Sharpe would serve as CSLA representative to the Canadian Green Buildings Council, and that the Council recently advised the BCSLA that they do not presently allow members on this basis.

5. President’s Report

Mercer Clarke reported that she had recently discussed the presentation of CSLA budgets and Income statement with a member who has proposed revisions to the format. These changes would better demonstrate the work that is being done by CSLA on behalf of its members.

As well, she received a letter from Philip Hicks, an NLALA Life member, who suggestions that revisions to the CSLA Code of Ethics are needed. Mercer Clarke will report back to him that the BoG welcomes his participation.

The President noted that CSLA should encourage BoG members to prepare for meetings to hold more effective meetings and to maximise the participation of all members.



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6. Executive Director's Report

PaUZé presented a brief written report outlining recent progress with L-P, the Roster and the successful media campaign for the 2004 Professional Awards Program. She noted that the election material will be mailed out this week as per the Bylaws and that the Financial Statements for 2003 would soon be ready. Brown requested information on the 2003 CSLA Annual report. This report will be streamlined and will include only Standing committee reports. Working group reports (Communications, Governance and National Standards and Membership) should also be included and the Executive Director requested that these be submitted by May 15.

7. 2003/04 Financial Report

The Executive Director submitted a report on payment of CSLA dues. She noted that with the Awards dinner there is much accounting activity at the moment and she will prepare a Year to Date statement for April 30 and will forward a report at that time.

Cathy Sears requested clarification as to the subscription for L-P, as to whether this amount should be included with dues.

PaUZé noted that components pay the subscription for both Full and Associate members and that this revenue is shown separately on the CSLA statements.

8. IFLA World Congress

Sears provided the final report for the Congress. A donation was made to the LACF in the amount of \$10,000. and the balance remaining will be divided equally between CSLA and AALA. Thus CSLA's portion of the proceeds is \$31,979.95.

Sears noted that there are photos which will be posted to the CSLA website and a CD will be forwarded to the CSLA office for archives. Sears thanked all volunteers and members for their support in making the Congress a tremendous success.

Mercer Clarke noted that the monies from the Congress will permit CSLA to top up the Reserve fund, a recommendation of the Reserve Fund Task Force. As well, it will permit some programs to be expanded.

9. Communications Task Force

Myke Hodgins joined the call as a member of the Communications Task Force (Comm.T.F.).

Mercer Clarke presented the new Graphic design proposal from Larry Friesen of Calgary. Friesen was responsible for the designs for the IFLA World Congress.

Discussion

- More information is needed as to the rationale behind the designs.
- The Comm.T.F. initially wished to have a word mark.
- BoG members expressed concern about producing any of the designs in the proposal in black & white.
- Comm.T.F. member stated that if a design were to be chosen it is important that it be seen to be significantly better than the existing logo. Change is not necessary just for the sake of change-staying with the existing should be an option.

ACTION

BoG members are asked to forward comments, to select two options and to return this to the Comm.T.F. A selection will then be made with a view to having material prepared in time for the 2004 Congress.

10. Congress 2004 Update

Bob Halfyard informed the BoG that there are currently 35 registrants outside of NLALA members. They are expecting 15 more from NLALA. Therefore they are projecting final numbers of 50 to 60.



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Plans are well underway for two full days of plenary sessions. There is also an active social program ending with the Fellows banquet on Saturday evening. There are whale watching tours scheduled for Saturday afternoon.

11. Revised Privacy Policy

Brown presented a revised policy which had been circulated by email. She explained that the original policy had been intended as an interim document to address concerns about private information being passed back and forth as part of the database project in 2003. This version is substantially different in that it meets the requirements of Federal Privacy legislation which went into force on January 1, 2004. Adrienne pointed out that the CSLA bylaws do not currently include a complaints process, which a requirement. It was agreed that as this would need to be addressed, so the policy was tabled, and will be included in the June agenda.

The policy was tabled for further discussion and will be included in the June agenda. Once approved the policy should be reviewed by the Governance Task Force.

12. Governance Task Force Report

Sears provided an informal update as to the progress of the Governance Task Force (GTF). She informed the BoG that the teleconference in March was cancelled due to insufficient time to prepare the needed documents. Additional refinements are needed before this can be presented to the Board. She wishes to explore issues relating to governance and proposed that funding be sought in order to hire a consultant to assist CSLA in determining how it wishes to proceed. A facilitated review of the organization is needed. Options include the Carver model, an adaptation thereof or a model specifically designed to serve the needs of the association. As well an updating of the policies and Procedures must be undertaken.

Discussion

- Information should be sought from the Institute of governance in Ottawa.
- The current Bylaws are too proscriptive.
- Richard Wyma confirmed that he would continue to serve on this committee.
- Pauzé will be added to the Task Force.

Motion 2004-3-3

Moved by Adrienne Brown and seconded by Cathy Sears **“that the BoG supports in principle the allocation of financial resources for the work of the committee.”**

Motion carried

ACTION

Fran Pauzé will research available grants and will seek resources for the work of the TF.

13. National Standards and Membership

Brown stressed that the task force expects the component associations to revise the policies circulated in February to reflect their needs compromises may be negotiated. Jim Paterson pointed out that the internship and CE policies are based on documents which had originated with the CSLA.

ACTION

That the component representatives bring proposed revisions to the policy templates to the meeting in June, so negotiations on common standards can move forward.

Jim Vafiades gave a brief update on recent events at OALA. He explained that the OALA Council is involved in a debate regarding admission to the profession. The LARE has been regarded as the ideal method of testing competency, but the low pass rates are causing concern and the OALA's membership



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numbers remain static while an increasing number of potential new members remain backlogged. As many senior members will be retiring in the next 20 years numbers will begin to decrease. The OALA has formed a task force which will review the policy currently in use and determine the best approach.

Discussion

- Paterson proposed that CSLA be represented on the task force.
- Brown noted that the proposed MRA document will be difficult to adopt until such time as the components reach consensus on membership standards.

ACTION

Vafiades will inquire whether CSLA representation is acceptable to the Task force and will report back to the BoG.

14. CSLA Awards

The President informed the BoG that there will be 2 recipients of the President's award for 2004. Cecelia Paine received this award on April 24, 2004 at the Professional Awards Presentation in Ottawa as she will not be attending the Congress in St John's. As well Mercer Clarke will present the award to Cary Vollick in St John's. This was recommended by John Macleod and Gunter Schoch as recognition of Cary's work for the Fellows.

15. Future CSLA Meetings & Teleconferences

The next BoG meeting will be held in St John's, June 15 & 16. Following this there will be a telebog in September followed by the meeting in Regina.

ACTION

Pauzé & Paterson will review the events planned for the fall (The President's Council and the ASLA Congress) and determine the date of the fall meeting.

16. Other Business

World Urban Forum and the 2004 Congress

The idea of inviting Stephen Owen, Minister of Western Diversification to introduce the WUF at the Congress was discussed. Peter Oberlander had suggested this in February, however there were concerns that the Minister would be unlikely to accept the invitation in the event of a Federal election.

BCSLA Guidelines

In response to concerns on the part of a number of their members, the BCSLA is in the process of preparing a set of guidelines for competitions. The BCSLA will be using these guidelines to evaluate the terms of any competition it advertises to its membership. Adrienne asked if a copy of the CSLA Competitions policy could be forwarded to the BCSLA so they could use it as a reference document.

ACTION

Sears agreed to scan the policy and send it to Fran, and Colleen confirmed that the Executive Committee will review the policy and forward it to the BCSLA before the end of May.

Community Service Award

Halfyard presented the proposal for the Community Service Award.

Motion 2004-3-4

Moved by Cam Patterson and seconded by Wyma "that the CSLA present a Community Service Award to the Town of Holyrood at the reception in St John's on June 17."



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As members of the BoG had already left the call and there was no quorum, the Motion supporting the proposal was forwarded by email for their vote.

Motion carried.

17. Adjournment

Motion 2004-3-5

Moved by Cam Patterson, “that the April 28, 2004 meeting of the CSLA BoG is adjourned.”