

**Canadian Society of Landscape Architects/
L'Association des Architectes Paysagistes du Canada**

**Minutes of the Board of Governors Meeting
November 10 & 11, 2000
Sutton Place, Toronto, Ontario**

Present:

Cecelia Paine FCSLA, President
Vincent Asselin FCSLA, President Elect
Alexandra Borowiecka NWTLA
Gordon Forsyth SALA
Sara-Jane Gruetzner AALA
Myke Hodgins AAPQ

Jim Melvin OALA
Fran Pauzé Executive Director
Richard Seypka NLALA
Andrew Wilson BCSLA,
Barry Yanchyshen MALA

1. Call to Order

The president, Cecelia Paine, called the meeting to order. She extended a welcome to the new members of BoG. The three primary objectives of the society were reviewed. They are to support continuing activities, which include co-ordination of items of common interest to component associations). The second objective is the receipt and dissemination of information of concern to component associations and representation of Canadian Landscape Architects at the national and international level.

2. Approval of Agenda

The president asked if there were additional items. Myke Hodgins requested that LABash be added to the component reports. The President added education to item 26: Other Business.

Motion 2000-3-1

Moved, as amended by Andrew Wilson, seconded by Gordon Forsyth: " **That the agenda be approved as amended**".

Motion CARRIED, UNANIMOUS

3. Approval of Minutes of Previous Meeting

The president asked if there were any additions, corrections or deletions to the minutes.

Motion 2000-3-2

Moved, by Vincent Asselin, seconded by Sara Gruetzner " **That the minutes of the teleconference call of August 24, 2000 be approved.**"

Motion CARRIED unanimous

4. Review of Action Items from Previous Meeting

The president recommended that because most of the action items have either been addressed or are on the agenda the review of Action is unnecessary.

5. President's Report

The President, Cecelia Paine submitted a written report detailing recent activities. President Paine reported that she has been responding to correspondence from OALA re dues and MALA re allocation for professional legislation support that CSLA gave.

Changes to the Professional awards program were made to address concerns from the Ottawa Congress. She reported progress in the area of communications with the development of electronic based letterhead, with the assistance of Andrew Wilson.

She expressed thanks to Andrew Wilson for his help with letterhead and the new web site.

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The President represented the society at the CELA conference, & appeared on a panel with Jan Schach, President of ASLA. Ms. Paine's talk covered issues facing Canada in terms of its professional associations & education as it is linked to the growth of professional associations.

The President attended the IFLA World Congress in Costa Rica, where she promoted the joint ASLA/CSLA conference. She also participated in the ASLA meeting in St. Louis.

On November 7, President Paine met with U. of Guelph students & on November 8 with U. of Toronto students. This provided an opportunity to expose students to the programs, topics and issues CSLA is engaged in. The meetings were very fruitful as they open up dialogue with the students and permit input from these future potential CSLA members.

6. Executive Director's Report

Fran Pauzé submitted a written report detailing recent activities:

Bulletin

The new edition has just been mailed out by addressed mail. Two pages of advertising were included, and Fran recommended increasing the number of pages of advertising to increase revenues.

The Executive Director reported on the questionnaire sent out with Annual report regarding receiving the bulletin electronically. There were at least 50 answers from people who want to receive the Bulletin by mail & Fran Pauzé therefore suggests we continue to mail the Bulletin. The January edition will go in a mailer with inserts including Election material. Deadline for submissions is December 11 and the Bulletin will be mailed January 20 in keeping with the Bylaws on Election material. Both French & English versions of the fall issues are now posted on the Web site.

Website

The new Website is now open and general response is very positive. The designer made a huge effort to accommodate changes and will do the updates. Fran Pauzé hopes to be able to do updates approximately every 2 weeks.

Cecelia Paine asked if minutes should be posted to the site after they are approved. It was considered that all minutes would go on the site after they are approved. The AGM minutes can be posted before approval; they are considered different from regular meeting minutes.

The site is fully bilingual and is hosted with the new ISP, Magma. It is expanded considerably.

The Sustainability declaration is posted and the domain names are pre-registered with CIRA.

The question was raised as to whether member's names should be posted to the site. Discussion ensued as to whether Components list names and should the CSLA. It was thought that it is the component's responsibility to list information on individual members.

Motion 2000-3-3

Moved, by Jim Melvin, seconded by **Richard Seypka**: " **That the names on the CSLA members shall not be listed on the Web site.**"

Sara Gruetzner, seconded by **Gord Forsyth** proposed to amend the motion to read "**that the CSLA site should direct people to the individual component site for member information**"

AMENDMENT CARRIED

Amended Motion 2000-3-3

Moved, by Jim Melvin, seconded by **Richard Seypka**: "**That the names of the CSLA members shall not be listed on our Web site, and that a link should direct people to the individual component Web site for member information.**"

Motion CARRIED (7 for, 3 Opposed).

The question was raised regarding including student information on the site as a separate section in the marketplace for students seeking work or internship opportunities. The Board generally supported this in helping students be involved in the CSLA. As well the idea of charging for job posting was raised – ASLA allows resumé posting but charges for job posting. CSLA should continue to offer this free service to members.

Fran Pauzé, Executive Director

BoG Min Nov 2000 final

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ACTION- Fran Pauzé to verify with ASLA rates for advertising on web site- what are the pluses & minuses to having advertisements on the site.

Roster

Cecelia Paine & Fran Pauzé met with Brian Burton and he will produce the 2001 Roster. We need to confirm that the Component's information is accurate and up to date. The cut off date is December 5. Each component should look after its own member listings. The CSLA will receive 10% of profits, after expenses.

ACTION: Confirm all member information with Component before cut off date of December 5.

Insurance

The CSLA has received an insurance proposal for group insurance from Mumby. The CSLA does not endorse any insurance but we could include information in the Bulletin and solicit advertising. Directors & Officers insurance is recommended by George Miller. The cost is \$650.00 per year.

Motion 2000-3-4

Moved by Jim Melvin, seconded by Andrew Wilson that “**the CSLA have Director & Officers Liability coverage.**”

Motion CARRIED unanimous.

Errors & Omissions insurance was discussed. The program with Marsh Canada has been endorsed by the CSLA. Andrew Wilson said that BCSLA is undergoing research for insurance and hopes to prepare a comparison. CSLA should review 3 companies and what is being offered- and make information available to membership. Scott Dormer of Marsh Canada gave a brief report on the Errors & Omissions Insurance offered by them.

7. 2000 Financial Report

An up to date budget report was presented by Fran Pauzé. The CSLA is on track with the budget, for 2000. There is a projected surplus for this year, and Fran recommended that if there is a surplus additional funds could go towards the documentary. The subject of dues paid by the components was raised.

Motion 2000-3-5

Moved by Gordon Forsyth seconded by Andrew Wilson that “**the CSLA general policy for dues be: it is requested that on an annual basis the components collect prorated CSLA dues for all new and returning members based on actual date of membership acceptance in the component.**”

Motion CARRIED, unanimous.

Motion 2000-3-6

Moved by Sara Gruetzner seconded by Myke Hodgins that “**Warren Snelling be appointed by the Board of Governors to serve as the CSLA auditor for 2000.**”

Motion CARRIED, unanimous.

The need to produce a full audit every year was discussed. Financial statements will be produced in English only. There have been no complaints in the past about the lack of French financial statements.

8. Budget 2001 Overview

Vincent Asselin presented an overview of the 2001 draft budget. He indicated that revenues would increase with Bulletin sponsorship and advertising revenues for Landscape/Paysages. Communications changes include National Publication for 3 issues, and the documentary. Component support is maintained for 2001 for 3 issues Landscape /Paysages at the level of \$16.00 per member and associates. LABash has made a request for \$5000 in funding.

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9. Strategic Plan Update

Vincent Asselin gave a brief report on the CSLA's present position with regards to the Strategic Plan. Many of the programs laid out in the 95-98 plan have been addressed. Outreach is being addressed with CSLA having become a member of IFLA again, and national initiatives include assisting OALA and BCSLA in establishing a reciprocity agreement and assisting all components to achieve self-regulatory status. The Education and Research program includes the activities of the Accreditation programs at Canadian Universities. The Common Membership standards agreement and the LARE exams are also in place. The communications element is being addressed with a new Website, L/P, and the Bulletin being produced on a regular basis. The CSLA should consider a new three-year plan in 2001 at the spring meeting. To sustain the existing programs, we need to be organized and be clear what the priorities are and to what extent these programs are supported.

Action: Vincent Asselin to write a report for the Annual report on the Strategic Plan

10. CSLA Dues

Fran Pauzé conducted an informal survey of BoG members as to their thoughts on the dues increase. SALA, AALA, and NWTALA support the increase. MALA will propose the question at its next meeting. AAPQ, OALA & BCSLA do not support an increase at this time. APALA did not respond to the survey and NLALA will respond after their next meeting. Marketing a dues increase is considered important. A motion for a Bylaw change is suggested.

Motion 2000-3-7

Moved by: Jim Melvin, seconded by Richard Seypka that By-law IV Section 4 shall be changed to read:
“Each Component Association shall pay annually to the Society a fee based on a per capita rate for all members in good standing for the purpose of continuing functions. The Board of Governors shall recommend the rate to the annual General Meeting of the Society for its approval.

Section 5 the Component Associations annual dues to be paid to the Canadian Society of Landscape Architects shall be established by a two-thirds majority vote at the Annual General Meeting of the Society.”

Amendment

The motion is amended to say that “ the recommended changes shall be referred to the component associations to study and approve by mid December”

Motion CARRIED, unanimous

A Bylaw review was discussed, to ascertain that the change would have the desired effect.

11. Governance Task Force

Sara G. reported that the review of standing committees was sent out but she has received only 3 responses. Once we have heard from all the committees the information will be compiled into one format for easy update. The final report of the Governance Committee should be available in Draft at the April Meeting. The committee wants to regularize the turnover of President and BoG members so that components change BoG representatives on a regular basis with one half of the Board changing annually.

12. Other Revenue Sources

Andrew Wilson raised the issue of allowing members with Affiliate Status to increase membership and revenues.

ACTION: Andrew Wilson will provide a report at the next BoG meeting.

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13. Component Reports

Written reports were given by each of the components present.

SATURDAY, NOV. 11 8:30 AM – 5:00 PM

14. Outreach: Congress 2001

The president gave an overview of activities and presented a written report on Congress 2001. The executive organizing committee is composed of members of AAPQ and CSLA including Jack Copeland, who served as treasurer of Congress 2000 and Vincent Dumais & Louis Beaupré who are also co-chairs of the organizing committee for the Host chapter. The Congress will be presented as a joint CSLA /ASLA meeting. The BoG should be aware of Program implications, budget implications, and involvement for the CSLA.

The program committee is in charge of Education sessions and papers to be presented. CSLA members are Peter Jacobs and Ron Williams. The president urged all CSLA members to submit a proposal in order to have Canadian ideas and content. Keynote speakers will be designated by ASLA, with suggestions from CSLA.

Host chapter responsibilities include organizing the Governing board receptions, and assisting in finding a location for the Gala. Another responsibility of the host chapter is organizing the walking and bus tours and preparation of technical material and handouts for the tours. The Expo and theme areas are also the responsibility of the host chapter.

There is a need for the CSLA to undertake a display of Canadian work in order to have a national representation of landscape architecture. It is considered a CSLA undertaking. The president asked if anyone on the Board would study this on and take it to the next step to find options of how to organize it.

ACTION: Jim Melvin, Barry Yanchyshen, Vincent Asselin and Andrew Wilson to consider a special exhibit of Canadian practice- a showcase of what landscape architects do on a national level. The mandate is to brainstorm ideas and come up with a proposal. Cecelia suggested the display be an electronic exhibit.

Joint Programs

Ian Corne and Cecelia Paine, CSLA are working on the integration of the CSLA Awards program with the ASLA Awards program. The College of Fellows with Charley Thompson, President of CSLA College of Fellows will work with the ASLA to coordinate Fellows inductions.

Communications

CSLA will manage Web site for Congress 2001 including translation of information

ACTION: Cecelia Paine to send out letter to Canadian suppliers to advise them of the trade show and exhibit opportunity

ACTION: Fran

To contact chairs of committees: LACF, Fellow, and Awards to explore budget implications.

To contact component offices for supplier lists and Ottawa congress for list from trade show.

To coordinate schedule of events with ASLA and CSLA.

To coordinate alumni receptions with ASLA and notify chairs of schools.

To research costs of pins to be given out.

Volunteers

ACTION: Myke to find out if there is a need for volunteers for before or during the congress and how many are needed.

ACTION: Fran to put a call out to members through the components for volunteers to see if any one is interested in volunteering for the Congress.

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Budget

There will be costs incurred by the CSLA for Congress 2001.

Motion 2000-3-8

Moved by Jim Melvin and seconded by Sara Gruetzner that “**the CSLA establish an operating a line of credit to \$20,000 secured against the reserve fund and that the line of credit be paid down with the funds received from the joint annual meeting.**”

Motion CARRIED, unanimous.

The direction was also given that financial arrangements are to be kept separate from the 2001 CSLA operating budget.

The coordination of the Congress will take extra time and BoG should plan for extra administrative time required. It is important that credibility with members continues and that the CSLA continue to deliver regular services. If Fran needs part time assistance it should be up to Excom to decide how best to achieve this.

15. Finance Task Force

Myke reported that there is not a written recommendation at the moment. The committee consists of Ron Middleton, David Mitchell, Myke Hodgins, Barry Yanchyshen and Jack Copeland. The mandate of the task force was to explore the issue of profit from Congress 2001 and explore the range of options of how to divide the profit. Ron thinks there will be several options presented to the BoG.

Jim indicated that the original agreement was between the CSLA and the ASLA and monies are given to the CSLA by ASLA. The Standard ASLA agreement is that the host chapter gets \$10,000 and all the revenues of on site sales.

Myke reported that a 50% split is desired by the AAPQ after all the expenses are deducted.

Barry said there are different formulae – perhaps a split of the first \$45,000 and a different split after that.

Jim said the negotiated number with ASLA is \$45,000, which comes to the CSLA. Cecelia Paine suggested BoG should wait for recommendation from Task Force to decide.

Cecelia said the CSLA and AAPQ should maintain separate budgets. AAPQ shows a balanced budget with revenues of \$97000.

BoG should ask the task force for a formula for each one of the parts of revenue- to break down the portions and make a recommendation.

Barry itemized the suggestions for how to use whatever profit comes to the CSLA. Items being considered are donating to LACF foundation; replenishing the reserve fund; ensuring a certain level of French translation during the event; help components across the country to benefit from the event.

16. Outreach: 2001 Professional Awards Program

Cecelia presented a report on the status of the Professional Awards program. There was general discussions at the August BoG meeting as to how the Awards program should be run. The submission and jurying will be the responsibility of the new chairperson Ian Corne.

Arnie Budrevics will look after scheduling the presentation and provide assistance in preparation and delivery of presentation, with Fran Pauzé and OALA. Fran will take on the promotion of the Awards- getting info into Bulletin, onto Web site and into other magazines, and administration of the program including arranging translation, management of panels and payment of invoices. There was discussion of how to regulate the presentation of Awards. Jim Melvin suggested simplifying submissions to streamline the application process.

Action: Cecelia should confirm with Chantal that the awards to be presented at Congress 2001 should be CSLA awards only, not regional.

Action: Cecelia to write a letter to Ian Corne confirming his appointment as Chairperson of the Professional Awards committee and to Arnie Budrevics as Chairperson of the Awards/Presentation Committee.

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Motion 2000-3-9

Moved by Andrew Wilson, seconded by Barry Yanchyshen that “ **the National Awards would be presented at the CSLA congresses, along with presentation of Regional Awards for the host association. Other Regional awards (those not in the host association) will be presented at component association events, to be determined by the component association**”

Motion CARRIED unanimous.

17. Outreach: IFLA

Jim Taylor, the IFLA delegate, submitted a written report. He raised the possibility of having the IFLA World Congress for 2003 in Canada. It is thought that Canada is a good location as previous conferences were in Boston and Argentina and then Costa Rica. CSLA has the opportunity to express interest in the Congress.

ACTION: The CSLA should propose to IFLA that the World Congress of 2003 be held in Canada.

Cecelia Paine asked for comments regarding the 2003 joint IFLA and CSLA conference. Jim Taylor said it should be decided by the spring Excom meeting in February or March but that IFLA had expressed interest in holding the conference in Toronto. Cecelia expressed her thanks to Jim for his report.

18. Communications: Landscapes/Paysages

The president submitted a written report on the status of *Landscape/Paysages* and noted that AALA, BCSLA, MALA, NLALA, OALA and SALA have accorded their financial support for 2001.

20. Communications: Documentary

Richard Seypka submitted a written report on the status of the documentary. He requested confirmation of the CSLA's intention to pay the balance stated in the letter of intent dated Sept 1999.

At the Sept 13, 1999 BoG meeting five points were agreed to by BoG that outlined conditions associated with the support. This commitment was made to show the CSLA's support for the project and to assist NLALA in their efforts to seek other funding sources. Efforts will be made to secure sufficient funding such that CSLA would not have to expend the \$50,000. For 1999 CSLA allocated \$15,000 with the understanding that an additional \$10,000 is to be obtained in fiscal year 1999 from outside sources.

The intent was clear from the beginning that other partners were essential for the success of the project. There has been the expectation, but no actual support-and the understanding when the letter was signed was that the purpose was to obtain matching funds. In discussions regarding funding Barry Yanchyshen suggested NLALA approach the LACF for funding and not ask the CSLA for additional funds.

Motion 2000-3-10

Moved by Barry Yanchyshen and seconded by Jim Melvin that “ **the remaining \$2250.00 in the budget for the year 2000 be remitted to the NLALA for the purpose of the documentary**”

Motion CARRIED, unanimous

The motion was altered by a friendly amendment by Sara Gruetzner and seconded by Vincent Asselin that “**the Board will not approve any further funds to be advanced until it receives a full financial accounting of the project of expenses and revenues and a complete budget. A business plan and progress report of other funding secured are also required.**”

The motion was further amended to read that “**the business plan will address all of concerns stated in Jim Bird's proposal to Neil Dawe.**”

NLALA will enter into a contract with Jim Bird to be the Executive Producer for the documentary for \$100,000 “on behalf of “ the CSLA. Vincent Asselin said the NLALA can't enter into such an agreement without CSLA knowing.

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Motion 2000-3-11

Moved by Jim Melvin, seconded by Sara Gruetzner that “**the letter of agreement with Jim Bird be amended to exclude the phrase “on behalf of the CSLA ”**

Motion CARRIED unanimous

21. 2001 AGM Update

Sara Gruetzner informed the Board that preparations for the AGM in Calgary to be held at Fort Calgary are underway. The BoG meetings will take place April 19 and 20 to be followed by the AGM on Saturday, April 21 from 10 to 12. The presentation of an Honourary award to Peter Lougheed will take place. There will be an education session on public art either on Friday evening or Saturday morning.

22. BOG Meeting Schedule

The next meeting for the CSLA BoG will be a teleconference to take place January 25, 2001 at approximately 11 AM EST. There is also the possibility of another teleconference in December 2000.

The subsequent meeting of the BoG will be held before the AGM in Calgary April 19, and 20.

There should be another teleconference in June. The Congress 2001 in Montreal with BoG meetings September 19 & 20 will be followed by a teleconference on November 22.

The first BoG meeting in 2002 will be in the west- perhaps to tie in with MALA AGM in Winnipeg in March or with SALA in Saskatoon in March or April and will also include the CSLA AGM. Following that there will be a teleconference in November or December 2001.

23. Communications: National Communications Strategy

Sara Gruetzner gave a brief report on a presentation about a new marketing approach given in Calgary.

Gord Forsyth presented a written report from the Communications committee.

24. 2001 Budget Approval

Motion 2000-3-12

Moved by Vincent Asselin and seconded by Myke Hodgins,” **the 2001 budget is approved in principal.”**

Motion CARRIED unanimous.

25. Other Business

The CSLA Education programs were discussed, including the National Internship policy, and Continuing Education policy. These policies were approved at the May meeting and should be adopted by each component.

ACTION: Fran to send note to component offices presidents to advise them that these policies have been supported by board and the components should incorporate them into policies and bylaws as appropriate recognizing that some of the components have already done that. Translation of these policies should now take place.

Nominations for the next President Elect are due by the end of December in order to send them out to the membership by Jan. 20. David Mitchell is the chair of the nominations committee and is contacting all components for recommendations.

26. Adjournment

Motion 2000-3-13

Moved by Andrew Wilson, seconded by Myke Hodgins, the meeting is adjourned.