



**CSLA/AAPC
BOARD OF DIRECTORS MEETING
Minutes**

January 20-21, 2006 Toronto

**Rick Moore, President
Sara-Jane Gruetzner, President--elect
Fran Pauzé, CSLA Executive Director
Rob LeBlanc, APALA
Chantal de Menezes, AAPQ
Jim Vafiades, OALA**

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

Regrets: Richard Wyma, NUALA, Alex Borowiecka, NWTALA

1. Call to Order

The President, Rick Moore called the meeting to order and welcomed two new board members: Rob Leblanc from APALA and Gerhard Weiland from NLALA.

2. Approval of Agenda

MOTION 2006-1-1

**Moved by Gruetzner and seconded by de Menezes “that the agenda be approved as presented.”
Motion carried**

3. Approval of Minutes from December 2005 meeting

MOTION 2006-1-2

**Moved by Villafranca and seconded by de Menezes “that the minutes of the Dec. 8 teleconference meeting be approved as presented.”
Motion carried**

4. Presidents Report Strategic & Operating Plan Review

Rick Moore presented a revised Operating Plan. The plan provides a summary of the key programs and focuses on specifics that develop out of the Strategic Plan.

Moore reported to the Board that he had sent a letter to all of the Canadian university programs to inform them of the CSLA programs for students but to date has had no responses.

ACTION

Pauzé will forward the Moore's letter to the universities to board members.
Pauzé will forward information on the CSLA awards to component associations.

Moore noted that the 2005 Annual report will be prepared in time for the Congress but it will be considerably smaller than previous editions. He stated that the expense would thus be reduced. The report will include the financial statements and the President & Executive Director's reports and will be available on the website.

Urban Agenda

Moore reviewed the presentation and noted that the board should discuss CSLA's position and how best to move forward with this initiative. Moore further outlined his communications with Communities in Bloom, noting that the President of Communities in Bloom is encouraging more active participation by landscape architects in training judges and other areas.



Discussion

There was discussion regarding the fact that CSLA does not have a position paper clarifying its position on the urban agenda and provide a clear focus for the advocacy program.

5. Green Infrastructure- Lead Canada Project

Moore presented the documents received from Marc Lalonde which had been discussed at the December meeting. He described the history of the proposal and CSLA's anticipated role in helping to produce a publication and that the financial contribution requested (\$10,000) would increase the ability of have a significant document.

Discussion

- Members noted that the proposal is interesting and fits the National Advocacy mandate
- Members debated whether CSLA's role is to finance projects such as this and agreed that it wasn't.
- CSLA should focus on core functions and refer the proposal to LACF for funding
- CSLA should target support to places where the best profile can be obtained

MOTION 2006-1-3

Moved by Gruetzner and seconded by Weiland "that the CSLA thanks Lalonde for bringing the proposal to its attention and encourages them to apply to LACF for funding."

Motion carried

6. Growth Strategy Up Date & Implementation Requirements

McKenna provided background information and presented a draft of the survey questionnaire created by the Mustel group to be sent to all members electronically. This survey seeks to:

- determine how many members does the CSLA need, and
- understand the age demographic of the current membership and the impact of retirement over a particular time horizon
- estimate the numbers of landscape architects required in various industry market segments across Canada (currently in the field and future needs)
- obtain perspective on the direction of the landscape architecture industry

In addition research will be done regarding graduates of Canadian Landscape Architecture programs. Objectives would be to:

- trace where they are geographically
- determine career options and type of job secured (private/public sector)
- assess their likelihood of changing positions in the next five years
- Gain perspectives on the current job market in landscape architecture and related fields

Board members were asked for comments on the proposed survey.

ACTION

McKenna noted the suggested changes to the survey and will forward them to the consultant.

The translation of the survey will be reviewed by de Menezes.

7. Landscape Architecture week

The planning and promotion of a national landscape architecture event was discussed. This event would be focused on schools and provides an opportunity for CSLA and its components to establish an annual event in celebration of landscape architecture. Activities could be different from province to province following guidelines set by CSLA. It would be similar to the ASLA week held in April.



The objective of CSLA at a national level is to grow the profession and this event would be consistent with that goal.

The Canadian engineering association holds a similar event which is funded through sponsorships.

ACTION

Pauzé will ask ASLA for more information on their event.
Roger Green will forward information on the Saskatchewan Design Week.
De Menezes requested that it be added to the mandate of the Communications committee.

8. Le Geyt Book Project

The Board reviewed the proposal originally circulated in December. This document suggests the continuation of the research for Changing the Face of landscape architecture in Canada series and could culminate with a third volume.

There is discussion as to whether this is the CSLA's role- whether the organization should be in the business of publishing. It is not part of the Strategic plan and the organizations needs to remain focused on that plan. CSLA is not a funding agency and all projects undertaken must be transparent. Thus the project would require a proposal call.

ACTION

Sears will draft a letter of support to LeGeyt for the President's signature. The letter will encourage her to approach the LACF for funds to support the project. Further the letter will offer CSLA's assistance in setting the Terms of Reference for the project and assistance with the selection of members to be profiled.

9. Website Update and 2006 Management objectives & Communications initiatives

This item was deferred pending receipt of a report from Richard Wyma on the website.

10. 2007 CSLA Dues

This item was deferred pending approval of the 2006 budget.

11. 2005 Executive Director & Financial Report

The Executive Director presented a written report outlining recent activities. Programs are running well, with an expected issue of L-P out at the end of February, followed by an issue in May, August and November.

Pauzé noted that there will be additional new members to the Board in 2006 and stated that the policy developed in 2003 recommended that only one half of the board change each year to provide continuity.

Bulletin

Pauzé noted that the schedule for component reports, established in 2003 was not followed in 2005 and she advocated a change to this. Board members agreed that reports would be included when submitted and would not follow a regular timetable.

ACTION

Pauzé will advise the components of this change to the Bulletin.

Financial report

Pauzé presented a brief report on the CSLA's financial status as at Dec. 31. The CSLA ended the year with a surplus

The report noted that as advised by the Auditor, a GIC of working capital was obtained in the amount of \$55,000. in April 2005, and this GIC was cashed and replaced by one in the amount of \$25,000 in December to provide cash flow in the amount of \$30,000.



12. 2006 CSLA Budget

The President presented the revised draft budget for 2006 this draft was revised following its presentation in December 05 and includes changes requested at that time.

As the board members reviewed the document specific changes were made.

The development of a separate Special projects fund was proposed which would include removal from the CSLA budget the items to be allocated to this fund.

ACTION

Pauzé will make changes to the budget as noted and forward to the Board for approval at the March meeting.

Pauzé will discuss presentation of the Special Projects fund with the accountant and report back to the board.

13. Training Session and review

On Friday afternoon, the Board participated in a training session with consultant Mel Gill. The goals of the session were to develop:

Increased awareness of how well the Board is now governing the CSLA

A general understanding of governance

A clear understanding of board and staff roles and responsibilities

Understanding of the essential elements of effective governance

The session was informative and members discussed ways to implement some of the ideas.

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14. 2006 President Elect Report, 2006 Election, Executive Director evaluation

Sara Gruetzner reported on behalf of the Nominations committee chair, Jim Paterson that CSLA has two candidates prepared to run for election as President elect: Serge Poitras and Myke Hodgins, both of AAPQ. Both candidates were considered good candidates by both the executive and the board.

ACTION

Pauzé will inform members of the candidates and will invite them to nominate additional candidates by email in late February.

15. Executive Director Evaluation Process

Sara Gruetzner further reported on the development of a tool for future use to evaluate the Executive Director. She reported that no formal review had been done in the almost six years Pauzé has held this position. Gruetzner noted that a written report is essential to this process and is a critical component of good governance. It is important to build capacity and trust.

Excom is working with the Pauzé on the development of a Work plan which will be based on the CSLA Strategic Plan and will clearly outline tasks and targets. This Work plan will be approved by Excom and forward to the board for information. 2006 outcomes and performance measures will also be developed by the executive and presented at the March board meeting.

The Board met in camera to discuss the Executive Director's 2005 performance and 2006 outcomes.

16. Budget

Further discussion on the budget included additional changes.

MOTION 2006-1-4

Moved by de Menezes and seconded by Villafranca "that the 2006 CSLA Budget be approved as revised."

Motion defeated

ACTION



Board members are asked to forward comments or additional changes to the Executive Director by Feb. 3
Pauzé will then revise the budget and send out.

17. Component reports

Green, Leblanc and de Menezes submitted written reports from SALA, APALA and AAPQ.

Villafranca submitted a written report noting that MALA's efforts to obtain a Name Act are again stalled but that members continue to work on this important initiative.

Sears reported that AALA is working to advance its position on Continuing Education and is working through the POARA process.

Vafiades reported that OALA had recently approved new Bylaws. The OALA president commented at the CSLA AGM that there were concerns regarding the creation of a new Affiliate membership category.

McKenna submitted a written report outlining BCSLA's work in the area of Continuing education, communications. McKenna noted that Linda Irvine's comments at the AGM must be addressed.

Sears responded that all answers to these questions were contained in the Special Bulletins sent out to all CSLA members in Spring and Summer of 05.

ACTION

Moore will write to Irvine informing her that the committee is looking into this and will respond to her.

Sears will consult with Wayne Amundsen to ensure that the information is clear.

18. CSLA/CELA Congress 2006 update

McKenna provided an update on Congress. Plans are going ahead well with 270 papers received and 5 keynote speakers confirmed. There will be many concurrent sessions and the 3 days will be full. The partnership with CELA is very beneficial in planning the sessions.

The Super Saturday will be an excellent opportunity for CSLA members to network in joint sessions with CIP and RAIC. The keynote speaker for this event will be Adrienne Clarkson.

Discussion

Board members expressed concern over the length of the conference. If Board meetings are held prior to the Congress members will miss a full week of work.

The Board agrees to change their 2 day meeting to a one day event on Wed. June 14 instead of the original plan of 2 days on June 12 & 13.

In addition two teleconferences to deal with business items will be planned for April 8 and June 8. This will permit the face to face meeting to focus on issues of importance.

19. MOU for Super Saturday

McKenna presented the Memorandum of Understanding for the Super Saturday. This event is being planned jointly by CSLA, BCSLA, RAIC, AIBC, CIP and PIBC (the national and provincial associations for architects, landscape architects, and planners).

The event will be organized by a paid event planner.

ACTION

McKenna will email the MOU to Fran Pauzé who will forward to Moore for signature.

20. IFLA Dues

Jim Taylor, Western VP of IFLA and the CSLA's IFLA representative joined the meeting at 2 PM.

Moore provided background information on the IFLA request for a dues increase, and outlined recent discussions with IFLA, ASLA and CSLA on the subject of IFLA dues.



Since signing the Svendborg agreement on re-entering IFLA in 1999, CSLA dues have been capped at 7500 CHF for 5 years. CSLA sent a letter to Martha Fajardo (IFLA President) in December requesting information on IFLA's budget, future requirements and strategic plan.

Taylor outlined IFLA's recent activities and noted that the strategic plan was developed in 2003 and IFLA representatives are working to supply the other information sought.

IFLA has recently developed a new website with an online journal to which CSLA is contributing. They are planning a global survey to assess the profession and are developing a survey of North American universities. As well IFLA is working with African countries to help them organize the profession.

IFLA will be reviewing the dues issue at its Council meeting in February and Taylor informed the board that he would report back after that meeting. He noted that it would be good for CSLA to make a proposal to IFLA.

Discussion

Board members propose that CSLA should stay with an annual maximum and phase in an increase over a few years.

An agreement should be in place by October 06.

CSLA should consider sending a rep to the World Council; meeting held in conjunction with the ASLA Congress in Oct 06.

Taylor left the meeting at 3 PM.

ACTION

Excom will draft a proposal for IFLA dues with input from Jim Taylor presenting 3 options.

21. CSLA Congress 2007

Jim Vafiades presented a report on Congress 2007 to be held in Cuba.

Serge Poitras is working with a travel agent in Montréal and the Organizing committee held a meeting in Ottawa in November, and will meet in Toronto on Sunday Jan. 23.

22. CSLA AGM 2007

The new Bylaws specify that CSLA AGM be held not more than every 9 months and thus the timeline is of concern. As well, the logistics of coordinating the AGM, Fellows induction and related Congress activities is discussed. The board determines that it is important to hold the AGM in conjunction with Congress.

ACTION

Sears will follow up with Wayne to determine if there is a problem regarding timing of the AGM for 2007.

23. Accreditation

Sara Gruetzner presented a brief report as to her role in working with the Chair of the Accreditation council and efforts to improve this function. Middleton has informed Excom that he wishes to step down as Chair of the Council.

Middleton is working to form a Task force to revamp the Accreditation procedures and re vitalize the program. He suggested that that Mary Ellen Tyler could serve as Chair of the Task force; however, she is not a CSLA member and thus would not be eligible.

ACTION

Moore will send a letter to Middleton stating that the CSLA Board wishes to work with him to support and develop the Council and Task Force.

24. CSLA Recognition Committee Appointment

The two new recognition awards have a deadline of March 1 for receipt of nominations. These submissions must then be reviewed and thus the CSLA must establish a review committee.



MOTION 2006-1-5

Moved by Roger Green and seconded by Sears “that a committee be established with a mandate to review all nominations for the CSLA Teaching Award and the CSLA Lifetime Achievement award and that this committee will then make a report to the CSLA board at the April teleconference meeting.”

Motion carried

ACTION

The committee will establish criteria for the awards and will be chaired by Rob Leblanc.
Pauzé will make formal notification to the components of the deadline.

25. CSLA Awards of Excellence Update

Green reported that there are six outstanding recommendations from the Task Force report submitted in 2005. These include the implementation of electronic submissions, for which Leblanc has volunteered.

Green noted that any changes to the submission requirements must be completed by September in order to post them to the website. As he will soon be leaving the board he must step down as chair of the Task Force and requested a replacement.

Green recommends that as the CSLA Awards of Excellence is an extremely important program for CSLA, it should be reviewed more frequently than every five years. It should be an ongoing responsibility and should be chaired by a board member.

The Board determined that it would expand the mandate of the recognition Awards committee. Jim Vafiades agreed to assist this new committee.

26. Reciprocity

Fran Pauzé reported to the Board that a letter was received from AAPQ stating that they received a call from a Public Works Canada employee who is in the process of preparing an important tender document with the aim of awarding ‘open ended’ contracts to hire two landscape architectural firms for diverse mandates with Public Works Canada over a period of three years.

The ‘problem’ : The employee wants to invite an equal number of firms from Quebec and Ontario given that he considers the national capital region ‘*shared*’ by both provinces given its geographical / historical context. Three years ago however, in a similar case, Public Works was obliged to cancel the invitation to Quebec firms following an official objection from an office (or member of the OALA). This resulted in only the Ontario firms being eligible for the ‘generous’ Public Works Contracts.

The objective: On behalf of Public Works, the employee would like to see the establishment of an official agreement between the OALA and the AAPQ that respects the ‘free practice of both Ontario and Quebec members within the national capital region and this across the board for all ministries and federal agencies in this defined region.

The request: The general director of the AAPQ (Marie-Claude Robert) therefore asks the Canadian Society of Landscape Architects, whether it is within their mandate to collaborate and coordinate the development of such an agreement given that it concerns a ‘federal territory’ in which it would be only natural for the Canadian Society to intervene.

Discussion

Members considered CSLA’s role regarding reciprocity and its promotion.

ACTION

Villafranca will inquire with Public Works as to status of this.

Fran Pauzé will go back to the AAPQ for more information as to whether this has been discussed with OALA.

Chantal will speak with Robert and will report back to the Executive Director.



27. Governance

Sears presented the draft new Policy Manual created by Wayne Amundsen for the Board's information. Copies will be distributed to the board when revisions are made. It will include information on Board structure, roles and responsibilities and the CSLA's governance approach. It also includes a proposed Oath of Office for board members and an outline for future board Orientation.

28. Future meetings

The next meetings:

- Board teleconference on April 6,
- Board teleconference on June 8
- Vancouver Board meeting on June 14.

There will be a teleconference in September and a face to face meeting date and location in late October or early November, date and location TBA.

29. Adjournment

MOTION 2006-1-6

Moved by Villafranca "that the Jan 20- 21, 2006 meeting of the CSLA Board is adjourned.