



CSLA/AAP
BOARD OF GOVERNORS MEETING
Minutes
August 16 & 17, 2005
Winnipeg, MB

Jim Paterson, CSLA President
Rick Moore, President-elect
Fran Pauzé, CSLA Executive Director
Bob Halfyard, NLALA,
John Zuck, APALA
Chantal de Menezes, AAPQ
Jim Vafiades, OALA

Eduardo Villafranca, MALA
Roger Green, SALA
Cathy Sears, AALA
Liane McKenna, BCSLA
Alex Borowiecka, NWTALA
Sara-Jane Gruetzner, CSLA guest

Regrets: Richard Wyma, NUALA

1. Call to Order

The President, Jim Paterson called the meeting to order and welcomed the future President elect, Sara Gruetzner and new representative from MALA, Eduardo Villafranca.

2. Approval of Agenda

MOTION 2005-4-1

Moved by Moore and seconded by Villafranca, "that the agenda be approved as presented."

Motion carried

3. Approval of Minutes of May 25, 2005 meeting

Sears proposed that the Action pertaining to the Bylaws from the May Board minutes be amended to read:

ACTION

Sears will input all requested changes.

The Board unanimously resolved that once the changes are input, the amended Bylaws will be translated, printed and sent by mail to all CSLA members. They must be sent by June 17.

MOTION 2005-4-2

Moved by Zuck and seconded by Sears "that the Minutes be approved as amended."

Motion carried.

4. Review of Action items

The President reviewed the Action items from the May BoG meeting and said that many of the items which were not completed were included on the agenda.

Re: Action item # 8 (Proposed application for NGO status

McKenna presented a proposal and draft letter for CSLA to apply for NGO status) the Board proposed that the application be re-submitted in the fall of 2005.

The Executive Director outlined progress on Action items in her report.

5. President's report

The President reported that he was recently invited to give the key note address on the Urban Agenda at the 2005 Congress. Paterson will be joined by ASLA President Patrick Miller in making the presentation.

Paterson noted that he had participated with Dean Spearman, Mike Scatliff, and Susan Russell, in a presentation on the Urban agenda to Manitoba government officials. At the same time MALA approached the local ministers of the provincial government again on the subject of Name Act Registration. Paterson said that MALA needs an champion for this cause at the local level.

Paterson described the progress made through the meeting in May with Federal minister John Godfrey and the meeting with FCM. He noted that FCM is the organization spearheading the initiative and stated that individual components Boards as well as CSLA individual members should utilize the tools that the CSLA has made available in order to work with elected officials in their area to further this initiative.

ACTION 1

Pauzé will contact FCM to obtain details of membership benefits, organization structure, projects, priorities and schedule of up coming meetings and contact people.

She will create a brief document describing FCM, and these benefits.

Pauzé will post the CSLA New Deal Presentation as well as the supporting Project Brief on the CSLA Website.

Paterson prepared binders with all of the background information on the Urban Agenda. He advised the components that the information will be available for them as well, and can be tailored by them for each component's specific needs.

As the initiative progresses the research element may need to be expanded.

ACTION 2

Moore will set up a new implementation strategy for CSLA to expand on this initiative. He will develop a general plan for national advocacy and proposed that CSLA issue a challenge to component associations to work in partnership to keep the initiative moving forward.

6. Executive Director report

The Executive Director presented a written report providing information on Communications, L-P and other issues. Communications and the website are included as a separate agenda item. Some of the major topics currently are:

Student Awards Program

The new certificates have now been printed and sent out to all recipients for 2004 and to those who have been determined for 2005. These were also sent with the cheques for the 2005 recipients in the amount of \$500. There were problems with the shipping of the framed certificates to the Universities of Guelph and Manitoba. Frames arrived damaged or with the glass broken although they had been carefully wrapped with bubble wrap in padded envelopes.

Annual Report

The report was posted to the CSLA Website in July and copies will be available at the AGM.

Discussion

For future years more information on the CSLA Awards program is needed

Recognitions should also be included.

Report should include more information on affiliated organizations such as IFLA and FCM.

The 2005 budget should be included in the report.

L-P

The Awards issue of L-P is now complete and will be mailed to all members prior to the Congress. Extra copies will be available in Winnipeg.

Work is underway for the fall issue focusing on seniors and guest editors are assigned for the winter 2006 issue on Greenways. Following this, the spring issue will be an omnibus issue with material on a variety of topics. This will be followed in summer 2006 with the annual Awards issue.

Members of the board expressed the opinion that Landscapes Paysages is improving with each issue.

Naylor has advised us that advertising sales have not yet met their target although there has been improvement. All suggestions for potential advertisers are welcome. David Long, Naylor publisher has stated that their sales must increase to provide a profit on the publication in the near future.

ACTION 3

Pauzé will work with Naylor to assist them in increasing advertising.

She will discuss the possibility of having each issue posted to the Website and also of providing links for specific advertisers.

7. 2005 Financial report

The Year to date statement was forwarded to the Board.

Revenues are in line with budget. At this time all components have submitted dues with the exception of NLALA. We have outstanding accounts receivable for Bulletin advertising in the amount of \$1000 and the Roster royalty is also expected in the amount of \$1000. We have also not received the LACF funding for the L-P translation for the second and third issues of the magazine.

There are a few variances in the expenses. These are outlined below:

Line 39 Election

As there was no election this year these expenses were significantly lower than usual.

Line 44 CSLA Awards of Excellence -

Although not all expenses are in, we are showing an expense of \$7742 on a budget of \$ 15000.

Line 22 Insurance

Costs for this line have increased – we were over budget by \$627 in 2004. The insurer indicated last year that they expected premiums to drop- this has not happened.

Line 34 Printing & Translation of Proposed Bylaws

Our estimates were short for this line- especially due to cost of first class mailing of a 90 plus gram document.

Line 55 Communication tools

Costs will exceed budget due in part to changes to material (banner), addition of the entire range of CSLA certificates, and higher than expected costs for banner creation.

Line 57 Annual Report

The services of the graphic designer for the report were not included in the budget - the allocation was for translation and a small print run only.

As some lines will not be as high as anticipated and other lines will exceed budget, the net impact is expected to decrease the projected surplus by approximately \$4000, thus revising this line to show an expected surplus of \$3408.

The Growth strategy line will be included in the National Advocacy section of the budget.

8. Communications

The committee has now completed the first part of its original mandate to:

- develop and manage the communications strategy, tools and instruments of the Society;
- annually evaluate the effectiveness of communications tools and instruments and report these findings to the Board; and
- review and enhance the CSLA Communications Plan at least every five years.

The brochure has been printed and circulated to CSLA components as well as a variety of other recipients: Government representatives, LA programs across Canada and other educational institutions.

At this time there are 3 remaining Board members on the Task Force: Rick Moore, Richard Wyma and Alex Borowiecka.

Discussion

The committee should develop new policies for communications working from the Communications Plan.

Committee will develop a work plan to move forward.

BoG members should be invited to participate & to chair the committee.

BoG members should in turn recruit CSLA members to participate on the committee.

de Menezes volunteered to assist the committee.

ACTION 4

Pauzé will include a notice in the next Bulletin seeking participants for the communications committee.

Pauzé and committee members will write a description of the committee.

MOTION 2005-4-3

Moved by Zuck and seconded by McKenna, “that the existing communications committee prepare an implementation strategy based on the 2004 Communications plan and that this strategy be presented to the Board at the October teleconference meeting.”

Motion carried

Brochure

Discussion

The new brochure is seen as a start in communicating the role of the CSLA and landscape architects to the general public. The brochure met with mixed reviews by Board members and is not a completely satisfactory result.

It must be distributed to members and the public through the component associations.

BoG members are invited to make suggestions for recipients.

9. Component reports

AAPQ

de Menezes presented a written report outlining recent activities.

- The AAPQ is proposing to host the 2008 CSLA Congress to be held in January, 2008 in Quebec City.
- She noted that ICOMOS is hosting its annual Congress in Quebec City and will keep the board informed of any developments in that regard.

MALA

Villafranca presented a written report noting that membership numbers have increased both for Full members and for Associates.

- He informed the BoG that MALA has approved Section A of the LARE exam as an entrance requirement.
- MALA’s “history project” has been completed. The title of this narrative in CD-ROM format is *Making a Place: A History of Landscape Architects and Landscape Architecture in Manitoba*.

NWT

Borowiecka presented a written report in which she informed the board that:

- NWTALA is continuing work on the Pan Northern association.
- She also stated that a commemorative garden was recently created in Yellowknife.

SALA

Green presented a written report which included

- SALA’s Name Act research is on going
- Directors & Officers Liability Insurance remains under review
- As a 100 year birthday gift to the University of Saskatchewan, SALA has volunteered to provide an “ideas plan” with rough costs for an under developed portion of landscape along the south west edge of the campus.

NLALA

Halfyard reported that NLALA membership is fluctuating. There are currently 6 full members.

APALA

Zuck presented a written report providing information on

- APALA’s recent involvement with the design competition to renew Point Pleasant Park. The first stage has been completed with the short-listing of five entries.
- APALA has filed for intervener status in a hearing of the complaint to the Nova Scotia Utilities and Review Board by Halifax Regional Municipality

AALA

Sears presented a written report stating that AALA membership has added 9 new full members. AALA President Garth Balls and the Executive are working to see POARA (*Professional & Occupational Associations Registration Act*) through and will continue to alternate business meetings with POARA meetings for a second year in a row.

ALA sponsored the Mayors' Urban Design Awards (MUDA 2005). These awards are part of the Royal Architectural Institute of Canada (RAIC) Urban Design Award Program, a cooperative venture between RAIC and most major metropolitan centres in Canada.

Sears proposed that component reports that are submitted be posted to the components web sites.

BCSLA

McKenna presented a report describing some of BCSLA's recent activities including:

- **Competition Policy:** A draft competition policy is under development and it is hoped that the Policy will be finalized soon.
- **Fee Guide:** A special task force has been struck to revise the BCSLA Recommended Fee Guide. Several Members have stepped forward to help out. Representatives from the public sector and allied disciplines will be invited to participate.
- **Insurance:** The BCSLA Board of Directors was made aware of an industry-wide escalation in insurance costs resulting in a dramatic increase in the yearly premium. The premium went from \$1,000 to \$25,000 per year for Directors and Officers liability Insurance. Through the extraordinary efforts of several volunteers BCSLA has been able to secure Directors and Officers insurance for the substantially lower premium of \$2,190.

OALA

Vafiades presented a written report outlining specific issues that OALA is focusing on.

Landscape Designers

Council met with Landscape Ontario to discuss the Landscape Designers Certification Program. The meeting was informative but LO was clear that they were going to continue the program. OALA has asked that they cease utilizing the term "professional" and to also cease issuing a "stamp" as these two components are too similar to the OALA's membership privileges.

President Irvine will prepare a draft letter with the OALA's lawyer setting a deadline for compliance, reiterating the cease and desist message until the changes LO propose are made to the marketing of their certification program, as they are continuing to misrepresent it. It is councils hope that the OALA can work together towards a resolution, as long as LO retracts some of the misleading published material.

Membership entrance changes, bylaw changes

OALA President Irvine is planning to have a draft of the required Bylaw changes ready for the OALA's lawyer in the near future. The goal is to have the bylaw changes ready for a special meeting of members in September. 10% of members will be needed for the bylaw change to go through, in person or by proxy.

ACTION 5

CSLA will draft a letter in support of OALA's position regarding Landscape Ontario.

Vafiades will work with Moore to coordinate the CSLA initiative.

10. National Recognition Awards

Rick Moore outlined the new proposed recognition awards:

the CSLA Teaching Medal and the CSLA Lifetime Achievement Award.

These awards were originally presented to the Board in September 2004 in a report by Past President Mercer Clarke.

Sears proposed that the criteria be amended to indicate that requirements for these awards be standardised and that 3 letters be included in the support material.

MOTION 2005-4-4

Moved by De Menezes and seconded by Villafranca "that the CSLA adopts the two new awards as described in the amended National recognition report. "

Motion carried.

ACTION 6

Pauzé will advise the component associations and the department heads and the student associations of the 5 landscape architect schools of the creation of the new awards.
Excom will establish timelines for submissions for the awards.

11. CSLA Awards of Excellence

The CSLA BOG established a Task Force at the Montreal meeting in March 2005 to conduct the five year review of the CSLA Awards of Excellence process and objectives and to report back to the Board at its August 2005 meeting. All component executives were invited to appoint a member to the Task Force. The Task Force included the following members:

Margo Long, BCSLA
Margaret Ferguson, NWTALA
David Spencer, AALA
David Powell, SALA
Stephan Fediuk, MALA
Arnis Budrevics, OALA
Claude Potvin, AAPQ
Peter Klynstra, APALA
Richard Wyma, NuALA
Alan Tate, Program Chair / UofM
Philippa Alexiuk, Program Administrator / UofM
Fran Pauzé, CSLA Executive Director
Roger Green, Task Force Chair / CSLA BOG

Green noted that the Task force participated in a teleconference call to discuss current issues. From this call the Task force provided many recommendations as to how the program can be modified. Green recommended that as the Task Force's work was now completed, it should be disbanded. These recommendations were examined in detail by Green to determine which should and could be acted upon immediately. *The discussion was continued on Wednesday August 17.*

12. Strategic Plan

Rick Moore presented the current Strategic Plan and noted that CSLA should have a 5 year plan describing goals that we can work towards.

The plan should establish key areas of focus and will should use a consultative process to determine ...

Discussion

CSLA will amend existing or to develop a new plan

Fluid process is needed and the plan is to be re-assessed every 2 years.

CSLA will develop a 2 year work plan with actions developed for key targets

Direction needs continuity to move the organization forward

CSLA will include a strategic planning workshop in Congress 2006

13. Website

Wyma submitted a brief report providing an update current status of the website. He outlined some of the changes that were made to the site, and described the new site plan which is based on the Communications Committee site plan.

It was expected that the new site would be available for launch at the AGM, but without the Bulletin board page. This page will require the purchase of new software as our existing host package does not support the page as developed by the designer.

Wyma noted that the Web designer offered to switch the hosting of the site to his own Frolix design. This administrative decision will be taken by Excom once further information is available. The Executive Director noted that the level of service provided by Magma has been excellent.

14. Communities in Bloom

De Menezes reported that she spoke with Communities in Bloom President Carrière and had subsequently received a letter from him outlining details of a partnership with CSLA. Suggestions included mutually providing

information to respective memberships. This could include linking website, sending documents in mailings and including information at events.

As well, Communities in Bloom will invite CSLA representatives to assist on committees, and would also invite the CSLA President to attend the National Awards and Symposium, to be held in Saskatoon Sept 21 to 24. De Menezes also noted that a CSLA member Marc Lalonde is now a member of the Communities in Bloom Board.

MOTION 2005-4-5

Moved by Rick Moore and seconded by Zuck “that the CSLA Board endorses these opportunities to interact with Communities in Bloom and that CSLA will establish a Task Force to oversee this relationship, chaired by De Menezes”

Motion carried.

ACTION 7

De Menezes to draft a response to M Carrière for Rick Moore to sign.
She will discuss with Marc Lalonde how best CSLA can participate.
De Menezes will work to develop a long term relationship with them.

15. CSLA Strategy for Growth

McKenna Informed the Board that the Task force members (Cary Vollick, Serge Poitras, Sara Gruetzner, David Leinster, chair McKenna and Pauzé) participated in two teleconference calls. A Terms of Reference (ToR) was developed and two proposals were received. In the first teleconference call proposals were reviewed and the consultant was selected. (Tim Stutt of Alpha Communications)

The second call was with Tim Stutt in which the group reviewed the ToR and provided information to Tim, and gave perspective on regional issues that would influence the study. Information based on age is not available from many of the components. The survey was sent to schools seeking information on where students are going on graduation from landscape architecture programs. Tim will also research affiliated organizations like the Planners, RAIC etc.

McKenna advised the Board that the expected report was not ready due to delays in accumulating data. As the universities are closed for the summer, data collection will take place in the fall and the draft report will be circulated to members of the Task force by the end of September.

Their input will be included in a report which will be forwarded to the board prior to the October teleconference meeting.

She noted that the initiative needs to formalize the process to continue with its mandate, focussing on specific items. There is now a good foundation. She proposed asking the membership what they believe is important as new strategic directions are needed.

Wednesday Aug. 17, 2005

16. CSLA Awards of Excellence (cont'd)

Green stated that he would be willing to lead the process of revising the CSLA Awards of Excellence Submission Requirements and that he proposed the establishment of a new committee which would include the Awards Chair, Alan Tate, Pauzé and Board members, but would not necessarily include Task Force members.

Green proposed that many of the recommendations to modify the Submission requirements should be adopted prior to the 2006 program and that these modifications be included in the requirements to be posted to the CSLA website on or about October 15, 2005. This would necessitate having the requirements completed and available for translation by approximately October 1.

Phase 2 of the changes would take place in 2006 in time for the 2007 program.

The juror guidelines should also be modified in time of the 2006 program.

Green referred the Board members to the report for specific recommended changes.

He noted that committee’s recommendations to:

Improve the promotional benefits of the program

- Improve coordination between the Awards Program and the Communications Plan.
- Improve participation / recognition of clients in the Awards Ceremony & Communications Strategy.

The wording is changed from “to recognize and encourage excellence in all aspects of the profession” to “to recognize and promote excellence in all aspects of the profession”.

TYPES OF AWARDS

No changes to the current Honour, Merit & Citation award categories are recommended. The following 2 recommendations would be undertaken in 2006 for the 2007 program.

Recommendations

1. Add a new category of Award to be the top honour among National awards. The award would be chosen from the National Honour Awards and would be announced only at the annual awards presentation event.
2. Develop an appropriate name, selection criteria and methodology for selecting the top honour.

JURY

No changes to the current Jury Composition are recommended, although it should be noted that APALA intends to send a Juror on an annual basis in the near future.

Recommendations

1. Under “excellence is generally understood by the awards committee to be shown by projects which: insert, as the second bullet
 - Demonstrate excellence in one or more of leadership, project management, core competencies, breadth of profession, new directions, and new technology.and add, as the fifth bullet
 - Demonstrate strong environmental attributes and / or social awareness.

The Jury should be encouraged to make as many detailed comments as possible for the individual entrant for every submitted entry. Comments should include advice for improving the submission where appropriate.

With reference to the recommendation that the National awards be presented with “ an event at Congress “ the Board requested the insertion of the word “normally” to indicate that wherever possible the presentation be made with Congress, but that in the case where the Congress schedule may conflict with the CSLA Awards of Excellence , the presentation would be done separately.

Submission categories

Recommendations

1. Under Landscape Management, elaborate on the eligible project types, such as brown field rehabilitation, stream rehabilitation, historic site preservation, maintenance or management guidelines etc.

This would be achieved in 2005 for the 2006 program.

The following 2 recommendations would be undertaken in 2006 for the 2007 program.

2. Add a new category for older projects of all categories (minimum 15? Years old / no maximum) which have matured into excellence. Could be previous award winners or not.
 - Develop an appropriate name, description & jury criteria for the new category.
3. Establish and publish specific Guidelines for Juror’s for each category in conjunction with the category descriptions provided.

SUBMISSION REQUIREMENTS

The Task Force determined that this area was one in which immediate change was needed in 2005.

Recommendations

1. All entries, including reports, must include either Display Boards (11x17) as defined or a hard copy laminated display poster (1.2m² maximum). All entries must include the digital poster format as defined in Additional Requirements item 5.
2. Poster title block requirements should be similar to the 11x17 requirements including temporary covers to preserve anonymity.

3. Only the 11x17 Display Boards, the hard copy 1.2m² (max) display poster, and / or report covers must be anonymous for display purposes.
4. Additional Requirements
 - a. Item 4. Change the word Photographs to the word **Images** throughout the document. Add a note clarifying that this requirement is an opportunity to add clarity / information for the Jury ...i.e. relevant images not already used elsewhere in the submission.
 - b. Item 6. Replace All entries with Design category submissions must include a clearly labelled Site Plan.
 - c. Add the requirement for a location map for Planning and Landscape Management categories.
 - d. Item 10. No change to the entry fee is recommended at this time. The entry fee should be reviewed and / or adjusted on an annual basis as required to maintain a self-sustaining program.
5. Optional Requirements
Revise anonymity requirements as above. (covers only)
6. Other
 - a. Clarify that the Jury's decision is final.
 - b. Clarify that entries can be re-submitted from previous year(s).
 - c. Eliminate discretionary disqualifications. Clearly state which of the submission requirements will result in disqualification if submissions are non-conforming.
 - d. Clarify that submission categories are the responsibility of the entrant but that the Jury may change the category as appropriate with the approval of the entrant. (via telephone)

MOTION 2005-4-6

Moved that Zuck and seconded by Halfyard “ that CSLA remove the need for anonymity from the CSLA Awards of Excellence submission requirements effective for the 2006 program.”

Motion carried

(6 in favour, 4 opposed)

MOTION 2005-4-7

Moved by Green and seconded by McKenna.” that the CSLA Board approves all above noted changes to the CSLA Awards of Excellence and that these changes occur as set out in these minutes.”

Motion carried (unanimous)

MOTION 2005-4-8

Moved by Moore and seconded by Zuck” that Green be directed to put together his recommendations for Phase 2 to be completed in time for the 2007 CSLA Awards of Excellence.”

Motion carried (unanimous)

MOTION 2005-4-9

Moved by Rick Moore and seconded by De Menezes “that Green establishes a new committee or Task Force to carry our Phase 2 and that the committee will include Alan Tate (as Chair of the program) and Pauzé. Further Green is asked to recruit from members at large as well as CSLA BoG members.”

Motion carried (unanimous)

MOTION 2005-4-10

Moved by Rick Moore and seconded by De Menezes, “that the existing Task Force is now disbanded.”

Motion carried (unanimous)

The President expressed his gratitude for the work of the Task Force.

ACTION 8

Pauzé will draft a letter to be sent to Task Force participants, thanking them for their assistance with the CSLA Awards of Excellence.

Green will summarize the changes to submission requirements and

Pauzé will post the changes to website and the CSLA Bulletin as soon as they are complete.

17. Future meetings and CSLA Congresses

The next meeting of the CSLA Board will be a teleconference on October 13 at 2 PM Eastern Time.

Following this there will be a teleconference on December 8 at noon eastern to be followed by a face to face meeting in Guelph, ON, January 13 &14, 2006.

18. CSLA Congress agreement

BCSLA will host the 2006 Congress in Vancouver and as such is prepared to enter into an agreement with CSLA regarding division of any profit or loss in the ratio of 90% to 10% as is standard in all of CSLA's agreements with components when hosting a "normal" CSLA Congress.

MOTION 2005-4-11

Moved by Zuck and seconded by Halfyard "that CSLA will enter into this agreement with BCSLA for the hosting of CSLA Congress 2006."

Motion carried (unanimous)

19. Congress 2005 update

Ute Holweger joined the Board for a brief report on Congress 2005. She noted that registration was good and all sessions were going ahead as planned with the exception of one tour on Saturday, which was cancelled. Paterson expressed the CSLA's gratitude for Ute's hard work and asked that she convey the Board's thanks to all committee members.

20. Congress 2006 update

BCSLA was asked to host the 2006 CSLA Congress, which is being held in conjunction with the Council of Educators in Landscape Architecture (CELA) Annual Conference. Approximately 500 delegates are expected to arrive in Vancouver to participate in the conference, which will be held June 14-17, 2006 at the Hyatt Regency Hotel. Cynthia Girling represents CELA; Liane McKenna represents CSLA while Pawel Gradowski and Blair Guppy represent BCSLA.

June 17, 2006 has been set aside for Super Saturday events with the Architectural Institute of BC/Royal Architectural Institute of Canada and the Planning Institute of BC/Canadian Institute of Planners. More than 1,500 professionals, academics and students are expected to gather to share in mobile workshops, joint CE activities and social events. Discussions with the UBC Design Centre for Sustainability are underway to include a one-day event to field test a multi-disciplinary design charette for the entire Greater Vancouver Regional District.

It is hoped that delegates will stay for the **UN World Urban Forum III (WUF)**, which will be at the Vancouver Convention and Exhibition Centre from June 19-23, 2006. UN-Habitat and the Canadian government have started preparations for WUF, a meeting that will bring together public and private institutions, experts and decision-makers from around the world to discuss the key urban challenges facing the world today. For details visit www.unhabitat.org/green/wuf/2006/default.asp.

21. Congress 2007 update

Vafiades presented an update on the proposed CSLA Congress 2007 to be held in Havana Cuba. The committee believes this is an excellent opportunity to share information with the design profession in Cuba. Costs for CSLA members will be comparable to going to a Congress in Canada, and the Congress will be coordinated with assistance from IFLA. The committee made a presentation to the OALA AGM and received support from members and OALA Council, and they have developed an agreement in principle with AAPQ to jointly organize the Congress.

ACTION 9

Vafiades and the committee will draft a formal letter of intent from the Presidents of OALA and AAPQ to CSLA stating their commitment to host the CSLA Congress in Havana in 2007.

Discussion

- Green informed the Board that SALA supports the idea
- It is in compliance with the new Bylaws (re holding the CSLA AGM outside of Canada)
- Taylor has offered to jointly host Western Hemisphere meeting of IFLA at the same time
- The Congress can be saleable to members given the commitment to an education component
- There is concern that we have not received an official invitation from Cuba to hold the Congress
- Villafranca informed the Board that much can be gained by being there, and he would willingly assist with the coordination, and any translation needed.

22. CSLA Handbook

This item was deferred until the Bylaws are completed.

23. Bylaws- Governance

Sears introduced Wayne Amundsen to the CSLA BoG and provided some biographical information. She advised the Board that following their unanimous support for the Proposed Bylaws, they were submitted for a legal review and from this review a small addendum was created.

This was sent to all members for their review by mail in June, bulletins.

MOTION 2005-4-12

Moved by Rick Moore and seconded by Zuck, “that the CSLA Board reaffirms its support of the amended proposed Bylaws.”

Motion carried (unanimous)

Sears stated that following the mailing electronic information Bulletins were sent to all members via email asking for any questions that may have arisen.

With the exception of a few inquiries regarding formatting and punctuation, there has been little response.

Sears outlined the presentation that would be made to members at the AGM.

A Power point presentation will be shown, outlining the process whereby the amended Bylaws were created.

As many members will be represented by proxy vote the Board can not accept any substantive changes, but can make smaller changes if needed.

MOTION 2005-4-13

Moved by Sears and seconded by Zuck, “that the CSLA Board approves the proposed Bylaws and seeks to have them presented to the membership for ratification at that 2005 CSLA AGM.”

Motion carried (unanimous)

Sears outlined the next steps in the Governance initiative.

Specifically, the committee will work with Amundsen to develop Operating Policies and Procedures Handbook.

This will be followed by a Board Orientation Manual (BoM) which will be created from portions of the Manual.

ACTION 10

Sears to work with Pauzé on BoM and Handbook.

Once complete these documents will be posted to the website and a special Bulletin will be sent to members when OPP complete.

24. Election policy

Sears reviewed the proposed policy and suggested that specification of geographic location for candidates is not needed.

The nominations committee members are not eligible to stand for election and the committee will include the Past President, President, President elect and the Executive Director who serves as a resource.

Residency restrictions are not enforceable and thus should be removed from the policy. As it would be very expensive to have a president residing outside of Canada, it is assumed that the committee would only nominate Canadian residents.

Any candidate who is nominated by the membership at large and not by the committee would need letters from 5 CSLA members.

The Executive Director would then check to see that all criteria for all candidates have been met.

ACTION 11

Sears & Pauzé will work to revise the proposed Election policy to present to Board for approval.

25. Adjournment

There was no further business. The meeting was adjourned.

MOTION 2005-4-14

Moved by McKenna “that the August 2005 meeting of the CSLA BoG is adjourned.”