



CSLA/AAPC
BOARD OF GOVERNORS MEETING
Minutes
February 26, 2003
Teleconference

Present on line

Andre Schwabenbauer, President
Colleen Mercer Clarke, President-elect
Adrienne Brown, BCSLA
Alex Borowiecka, NWTALA
Garry Carson, AALA
Cam Patterson, SALA
Cynthia Cohlmeier, MALA

David Leinster, OALA
Myke Hodgins, AAPQ
Peter Klynstra, APALA
Jim Floyd, NLALA
John Laird, NUALA
Fran Pauzé, Executive Director

1. Call to Order

The President, Andre Schwabenbauer called the meeting to order and introduced John Laird as representative of the new CSLA component association, the Nunavut Association of Landscape Architects (NUALA).

2. Approval of Agenda

The President asked if there were any comments or additions to the agenda. The member survey and privacy policy were added under item 12 and This Land was added under item 19, Other Business.

Motion 2002-3-1

Moved by Myke Hodgins, seconded by Jim Floyd, that “the agenda be approved as revised.”

Motion carried

3. Approval of Minutes of Previous Meetings November 22 & 23, 2002 and January 29, 2003.

The President asked if there were any items of concern that required amendments in the Minutes. Adrienne Brown had previously forwarded proposed amendments to the November 2002 Minutes which were sent to the BoG. These were accepted as written.

Motion 2003-2-2

Moved by Cam Patterson, seconded by Adrienne Brown “that the Minutes of the November 22 & 23, 2002 meeting of the CSLA BoG be approved as amended.”

Motion carried

Motion 2003-2-3

Moved by Myke Hodgins, seconded by Cam Patterson “that the Minutes of the January 29, 2003 meeting of the CSLA BoG be approved as presented.”

Motion carried

4. Review of Action Items from Previous Meeting

The President reviewed the Action items from the November meeting. Many of the items are included as specific items on the agenda. Items that are incomplete and/or not on the agenda will be carried forward to the next meeting.

Governance

Cynthia Cohlmeier advised that Barry Yanchyshyn is working on the survey and will report back to her. This item is on hold pending discussion on the Strategic plan.

Approved. May 23, 2003

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Membership categories

Fran Pauzé created a draft report on component membership criteria to compare the various membership requirements, which she submitted to Cam Patterson. There is still some information missing. When the report is complete it will be sent to the BoG members for their review.

Available Funding

Colleen Mercer Clarke noted that she has a contact at Industry Canada and will pursue this further.

Executive Director Review

Excom will provide Fran Pauzé with a written synopsis of the Board's discussions and recommendations.

Professional Awards Program

Andre Schwabenbauer will prepare a discussion paper on the adjustments to the Awards program with a view to improving it for next year.

Accreditation

Ron Middleton has had preliminary email discussions with the Australian Institute of Landscape Architects regarding the signing of a reciprocity agreement with them similar to what we have with the ASLA.

Ron will pursue this and the President will sign the agreement.

Ron also requested a review of previous Accreditation expenses for visits in the past years to determine if fees charged are sufficient to cover expenses. This was undertaken.

The President noted that the request made by the BoG at the November meeting in **Motion 2002-4-11** cannot be addressed as the recommended structure of the Accreditation Council is fixed in the CSLA Bylaws.

"Moved by Adrienne Brown and seconded by Cynthia Cohlmeier, "that the CSLA accepts the recommended slate of appointees and asks the Council to achieve a balance of academic and non academic members"

5. President's Report

The President advised the board that many of the items he is working on are included on the agenda. He indicated that he has been busy with the organization of the IFLA World Congress and negotiations for L-P. The President also assisted the Past President with soliciting nominations for the upcoming election and worked on the Bulletin. Recent correspondence includes a letter for MALA to obtain legislation and correspondence with the new CSLA component, Nunavut. The President, and President Elect attended the President's council meeting in South Carolina and the President is traveling to Winnipeg February 28 to March 1 for the announcement of the Professional Awards Program.

6. Executive Director's Report

The Executive Director provided a written report to inform the Board of events since the November 2002 meeting. Included in the report was information on GST and the regulations on charging GST on Professional Dues. This is not required; however, the federal government does permit this with the completion of form GST24- *Election to Tax Professional Memberships* as per the Guide RC 4081- GST/HST Information for Non-Profit Organizations.

This would allow CSLA to claim back all GST paid - an estimated saving of \$4000 to \$5000 per year.

Discussion ensued on this item, as there is concern that the components would thus be obliged to charge GST. More research is needed to ensure that this is not the case.

Jim Floyd inquired whether CSLA could just increase dues by a similar amount and not have the additional administration tasks of tracking GST.

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Dues increases are often controversial and David Leinster and Adrienne Brown indicated that their components would react more favorably to GST than to an increase in dues. Many professional associations charge GST on dues now and therefore this charge may be more acceptable to members.

ACTION

Fran Pauzé will continue the research to determine if components are required to charge GST if CSLA decides to charge it. She will also research dues increases for CSLA in recent years.

Fran Pauzé noted that the GST could be itemized separately and clearly described as CSLA dues on invoices for membership dues sent out by the components.

Myke Hodgins said there would not be support for a dues increase at AAPQ. He proposed the creation of a policy whereby CSLA dues are regulated on a pre-determined basis in relation to inflation or another measure. As the CSLA programs have been improved and streamlined in the last few years there have been fewer questions from members as to benefits of CSLA membership.

Cam Patterson suggested that discussion of dues be continued at the May BoG meeting.

ACTION

Fran Pauzé will research the voting on dues increase in 2001.

ACTION

Fran Pauzé will obtain feedback from components regarding charging GST and what impact this might have on each organization. She will report back to the BoG by May 5 in order to review this and come to a decision at the May BoG meeting.

She will also establish more accurate information on what GST was paid by CSLA in 2002.

E & O Insurance

The President and Executive Director met with Robert Wilson CEO of Pro-Form Insurance and Peter Needra, VP & GM of DPIC Insurance (Security Insurance) in Toronto in January.

Discussions centered on providing CSLA members with a new agreement for Errors & Omissions insurance. Several BoG members have been asked to submit applications to obtain sample quotes for this insurance.

7. 2002 Financial Report

The Executive Director advised the Board that there has been very little activity in 2003. The CSLA's cash flow is good. Fran Pauzé will provide a Year to date Income statement on April 1 to the BoG.

8. President's Council & Educational Issues

Andre Schwabenbauer gave a brief synopsis of the recent meeting in South Carolina. He noted that this was the first time CSLA was included.

There was full day discussion summarizing what each organization is working on and included a presentation on the LABOK report. It was an excellent opportunity to share ideas.

Andre Schwabenbauer described the similarities between our organizations. Although the size of the organizations and the number of members are dissimilar both face many common issues.

He noted that CSLA provides many services for the membership with limited resources. LACF, for example, gives more in grant money than its US counterpart.

The Presidents Council was followed by a one-day workshop on challenges facing landscape architecture education programs.

The fall meeting will be hosted by CSLA and likely held in Halifax. Colleen will take the lead in organizing this meeting.

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ACTION

Andre suggested that CSLA should try to set up a similar meeting of representatives of all CSLA working committees at the IFLA World Congress and he proposed this become an annual session.

9. IFLA World Congress

Toast to Canada

Garry Carson reported on the progress of the opening event for the IFLA Congress- the "Toast to Canada". The hospitality committee recently met and discussed the event. Food and beverage must be arranged through the Marriott hotel. There will be a stage available for presentations during the 3-hour event and liquor will be served at cash bars. An effort will be made to serve food, wine and beer from the many regions.

Components are encouraged to create a display giving regional flavour including graphic displays.

At this time BCSLA, OALA, AAPQ, Atlantic Provinces and the Prairies have all confirmed their participation.

Alex Borowiecka said NWTALA hopes to be able to participate but will need help.

Garry noted that much of the event could be coordinated from Calgary.

Peter Klynstra proposed APALA create a portable display of CD 's with images and music.

Cam Patterson indicated that SALA intends to bring a display and Power Point presentation.

Myke Hodgins said that Jardins de Métis has expressed an interest in participating as part of the AAPQ display.

Adrienne Brown commented that BCSLA wishes to establish a realistic budget. She sought information on how tourism branches across Canada would be able to assist with the project.

Each booth may be 5-sq. metre - although space is not an issue - it can be larger if needed.

Garry Carson will send out a tentative floor plan and then coordinate a conference call with component representatives to help with coordination of the event.

IFLA World Congress

Andre Schwabenbauer reported that registration is progressing but that the committee is disappointed with the response so far from the other components. He encouraged BoG members to promote the Congress at their respective AGMs. All BoG members will be charged the volunteer rate.

Registration now stands at approximately 200 including speakers. Early Bird registration ends April 15.

ACTION

The CSLA office will send out reminders to members on a weekly basis from April 10.

10. L-P

Andre Schwabenbauer reported that Excom is negotiating the final contract with MediaEdge and expects to sign this soon. There are three issues planned for 2003 and the first one should be completed in time for the Congress.

11. Strategic Plan / Outreach

Colleen Mercer Clarke reported that she is working with Fran Pauzé to gather together copies of existing CSLA policies and procedures, for a wide range of BoG activities.

Colleen Mercer Clarke will prepare an outline for the Strategic plan to be circulated to the BoG members before the May Meeting. She will work with David Leinster and Cynthia Cohlmeier to create a draft plan for presentation at the May BoG meeting. It was recommended that the BoG participate in a short workshop on Strategic Planning at that meeting, possibly with the aid of a facilitator in a special session.

In reviewing Strategic Planning issues CSLA, it was noted that the BoG had adopted in principle (May 2002) the proposed new governance structure. Although the governance structure has many merits, Colleen questioned

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whether it was the intent of this BoG to move the Board to function as a policy board only, as was recommended in the Governance policy. There was a general agreement at the BoG that although the Board needs to work towards increasing the responsibilities of the Executive Director for day to day operations of the CSLA, it is not likely at this time that the Board anticipates stepping back from its direct role in decision-making. If it is not the intent of the BoG to move the CSLA Board towards that direction, then the Governance Policy would require revision; as some of the elements could not be considered practicable for CSLA. Myke Hodgins noted that as the model was adopted "in principle" the BoG can recommend revisions as appropriate.

Garry Carson said that from the Governance meeting he attended in 2002 he understood that Barry Yanchyshyn was to go forward with an investigation of what Bylaw revision changes would be needed.

Adrienne Brown proposed that a meeting of the Governance committee be organized in Calgary for May with Barry Yanchyshyn.

Colleen Mercer Clarke asked for feedback from the components as to the focus for the CSLA Strategic plan. Andre Schwabenbauer requested that the plan be forwarded to BoG members prior to the May meeting.

ACTION

Fran Pauzé will seek a facilitator through the Banff Centre.
Garry Carson will also inquire in Calgary.

ACTION

Andre Schwabenbauer and Cynthia Cohlmeier will speak with Barry Yanchyshyn regarding the proposed meeting of the Governance committee in May.

12. Reciprocity

Adrienne Brown referred the BoG to the report on reciprocity circulated on January 10, 2003. She proposed that this report be used as a guide for the current discussion on reciprocity. The first topic under discussion was the proposed database on CSLA members.

Adrienne Brown reported that following the transmission of the survey; there were queries from members about the questions included in the survey. The need for privacy of information was determined to be important to Members so the Reciprocity Committee decided to encrypt the electronic forms. Adrienne Brown and Jim Floyd drafted a Privacy Policy which was presented to the Board. The Policy provides explicit information on how the personal information obtained will be stored and used.

Following a brief discussion the following motion was proposed:

Motion 2003-2-4

Moved by Myke Hodgins and seconded by Garry Carson " that CSLA adopt the Privacy Policy submitted by Adrienne Brown as part of the policies and procedures of CSLA."

Motion carried

Adrienne Brown stated that she hopes to have the survey of information completed and have a graph of results ready to forward to the BoG in April. She requested permission from the BoG to send the survey out to members.

Sending it out as part of the Bulletin was not recommended as it would need to be an attachment so they have decided to send it out directly by email.

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Motion 2003-2-5

Moved by Adrienne Brown and seconded by Cynthia Cohlmeier “that the CSLA BoG accepts the survey as presented by Adrienne Brown and agrees that it be sent out to CSLA members electronically.”

Motion carried

Regulatory context for Canadian professions

This item is pending further research.

Graph of Component growth over the past ten years

Adrienne is compiling information on membership numbers with Fran’s help. She noted that this is not a high priority.

ACTION

Fran Pauzé will work with L. Paterson and Vincent Asselin and other Past Presidents of the CSLA to ensure that the BoG has copies of all earlier CSLA Annual Reports in order to obtain reference information on membership numbers.

International Context

Jim Floyd is preparing a letter to send to representatives of IFLA member countries for discussion. Information is sought on how to handle the mobility of landscape architecture professionals from country to country. Jim Floyd suggested that the information would be interesting to convey to Canadian members. The only model we have is based on mobility of ASLA and CSLA members.

Bylaws

Adrienne Brown wishes to identify CSLA component Bylaws that contain clauses restrictive to reciprocity. She will compile the information, create flow charts and indicate what the requirements are within each component. Possible alternatives to the LARE exam will be considered.

ACTION

Adrienne Brown asked that all components send their Bylaws to her electronically or by mail.

Adrienne Brown asked for comments from the component associations on the discussion paper sent to them in January, relative to the Reciprocity Committee’s work.

13. Communications:

Website

Colleen Mercer Clarke will look at design guidelines for the Website. The cost of increasing the site is minimal and therefore we can proceed with the creation of Members only page. Colleen Mercer Clarke confirmed that we should review the site in terms of current content revisions and additions that may be needed.

ACTION

Myke Hodgins will proceed with a review of the text used on the website. He will continue to work on developing the CSLA archives.

Post Card

At the November BoG meeting, Colleen Mercer Clarke proposed the development of a one-page post card format with information on landscape architecture. Garry Carson indicated that the cost of creating the card is approximately \$2000 to \$3000 for design fees and printing.

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ACTION

Myke Hodgins & Adrienne Brown will work together on development of this information piece and they will attempt to have a finished product in time for IFLA World Congress.

14. Nominations for CSLA Lifetime Members, Service Awards

The President informed the BoG that he has received one nomination to date (Save our Seine Project in Manitoba). He requested that BoG members forward their nominations by April 15.

ACTION

Fran Pauzé will forward information on the Community Service awards to all BoG members.

15. BoG Subsidy for Members Travel to BoG Meetings

Fran Pauzé submitted a report outlining mechanisms for management and administration of the subsidy, to be developed further as a CSLA Policy. With the recent addition of NUALA as a CSLA component association, it was anticipated that NUALA members might also require assistance with travel to the CSLA BoG meetings, bringing the total number of components that use the Subsidy to three. Discussion of the BoG reaffirmed its commitment to assisting the full participation of the smaller component associations. One of the recommendations in the report is to increase the amount in the 2003 budget.

Motion 2003-2-6

Moved by Cam Patterson and seconded by Adrienne Brown," that CSLA will increase the amount of subsidy in the 2003 Approved budget from \$2500 to \$3000.

Motion Carried

It was recommended that the Subsidy budget allocate approximately \$500 per member per meeting to assist with travel costs. The CSLA BoG encourages BoG Members to attend all meetings and also encourages components to find alternate funding- possibly through the assistance of local and/or national governments..

Discussion

Myke Hodgins stated that he felt such a Policy to be too restrictive, and that the allocation of funds should have a provision for more flexibility.

Colleen Mercer Clarke noted that it had been the intent of the CSLA to provide these funds as a subsidy to assist Component travel budgets, but not necessarily to cover all the costs of a Member's travel. CSLA encourages all reps to be present at each BoG meeting. Concerns were raised that if the level of travel assistance was limited, it would result in reduced participation. It was recommended that the BoG should solicit feedback from the three components who are most affected.

Cynthia Cohlmeier & Adrienne Brown suggested that an allowance of funds be made available to each of the affected components on a yearly basis. It was recommended that wording in the Travel Subsidy Policy should include the term "normally" to allow for flexibility.

Alex Borowiecka asked what would happen if one of components did not use its allocation of the Subsidy.

Andre Schwabenbauer responded that in that case the Board would decide how to allocate the remaining funds

Action

Fran Pauzé will work on revisions to the Policy for submission to the Board for approval at the May meeting.

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16. Annual Report

Fran Pauzé & Andre Schwabenbauer provided an overview of the approach and content used by other not-for-profit organizations in the development of their Annual Reports
Recommendations from the BoG included shortening the length of the Annual Report for 2002 by including the same content, but requesting shorter submissions (approximately 500 words) . The Annual Report would be created as one, bilingual document. It was also suggested that for 2002 CSLA would print only 200 hard copies of the Annual Report for distribution to participants at the May AGM. The Report would not be mailed as a hard copy to members, but would be emailed and posted electronically to the CSLA website. The Annual Report budget would be modified to cover production and translation.

Motion 2003-2-7

Moved by Adrienne Brown and seconded by Garry Carson “ That CSLA accepts the recommendations of the report and will proceed on this basis.”

Motion carried

ACTION

Fran Pauzé will send reminder to BoG representatives requesting their submission to the Annual Report by March 7.

Colleen Mercer Clarke suggested that one way to reduce the size of the Annual Report was to eliminate Component Reports. Andre Schwabenbauer responded that one of the key objectives of the CSLA is to provide a forum for the components to communicate items of common interest to all the members.

17. Future Joint CSLA/ASLA Congress

At the recent meeting of the President’s Council, the ASLA noted that as the proposed 2001 conference in Montreal was cancelled, there was a continuing interest from their members in hosting another conference in Canada (2008), jointly with the CSLA. The CSLA agreed to look into the opportunities for such an event, and would query the British Columbia and Quebec components as to their interest in hosting an event at either Vancouver or Montreal.

Myke Hodgins reported that AAPQ is definitely interested and Adrienne Brown noted that BCSLA is also willing to be considered.

ACTION

Myke Hodgins will query the AAPQ on their interest in hosting a joint ASLA/CSLA meeting. Myke will also have a discussion as to whether there would be any concerns from the AAPQ if Quebec was not chosen as the location. He will communicate this response to Andre Schwabenbauer who will in turn convey written confirmation that CSLA is interested in opening discussions on a joint Congress for 2008.

18. Future BoG meetings

Andre Schwabenbauer informed the Board that the EXCOM is working on a calendar of upcoming BoG meetings and events, and that an information package would be developed and sent out by Fran & Colleen to the members of the BoG.

Colleen Mercer Clarke proposed a discussion on the scheduling of the fall 2003 BoG meeting. Originally it was proposed that the CSLA meeting be held in conjunction with the OALA - OPPI conference in Huntsville in September.

However, concerns were raised that although the conference appears to be very interesting, schedule and logistic demands may reduce the potential for productive interaction of the CSLA BoG members with OALA

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members, especially if BoG Members do not remain for the conference. Excom was having second thoughts on organizing a meeting for Deerhurst, which could be an expensive venue. David Leinster and Colleen Mercer Clarke agreed to gather further information on the opportunities and constraints associated with this venue.

Colleen Mercer Clarke also noted to the BoG that the CSLA President and President Elect had agreed to host the next meeting of the President's Council which will likely take place in Halifax in November of 2003.

19. Other Business

This Land Film Documentary

Neil Dawe forwarded an update on the progress of the Documentary Project to the BoG on February 17, 2003. Jim Floyd provided the BoG with some additional information and a request from the Documentary Committee to the BoG. Jim noted that the Committee is currently focused on raising a necessary \$300,000 towards the financing of the Project. They are seeking these funds as a donation from 10 sources (\$30K each). The Documentary Committee asked that each CSLA Component association support the Documentary Project through the provision of 10 names for suggested donors, and that someone from each Component Association agree to assist the Documentary Project Committee by either making the initial contact and request for support from these prospective donors, and/or accompany a member of the Project Committee to a meeting with the donor to help to promote the Documentary Film Project.

Andre Schwabenbauer suggested the Project Committee contact each Component Association directly, potentially through the former BoG Representatives who participated in the original discussions.

Andre noted that CSLA will provide the \$3288 requested by the Committee in November to go towards the costs for printing a promotional brochure for the Documentary Film Project that will be used in the fundraising program.

Colleen Mercer Clarke noted that although the CSLA has provided significant financial and other support to this undertaking, the Film Documentary Project is not an activity of the CSLA, but that of a private organization. Despite the CSLA's commitment to the undertaking, it must remain clear that the CSLA's role is as a contributor or sponsor as opposed to as the contracting organization. Jim Floyd replied that it must be kept separate to avoid legal repercussions.

Colleen Mercer Clarke requested clarification to the BoG as to the ownership of the Documentary Project.

ACTION

Andre Schwabenbauer & Fran Pauzé respond to Neil Dawe. Andre also proposed that the BoG invite Neil Dawe and /or other members of the Documentary Project Committee to make a presentation to the Board at the May meeting.

20. Adjournment

Motion 2003-2-8

Moved by Jim Floyd “ that the February 26, 2003 meeting of the CSLA Board of Governors be adjourned.”