



CSLA/AAPC
BOARD OF GOVERNORS MEETING
Minutes
January 19, 2005

Jim Paterson, CSLA President
Fran Pauzé, CSLA Executive Director
Rick Moore, President-elect
Chantal de Menezes, AAPQ
James Vafiades, OALA
Cynthia Cohlmeier, MALA
Regrets: Bob Halfyard, John Zuck

Roger Green, SALA
Cam Patterson, SALA
Cathy Sears, AALA
Liane McKenna, BCSLA
Richard Wyma, NUALA
Alexandra Borowiecka, NWTALA

1. Call to Order

The President called the meeting to order and welcomed Roger Green as the new member of the CSLA Board representing SALA.

2. Approval of Agenda

MOTION 2005-1-1

Moved by Cohlmeier and seconded by Moore, “that the agenda be adopted as presented.”
Carried

3. Approval of Minutes *BoG Meeting November 2004*

MOTION 2005-1-2

Moved by Moore and seconded by Patterson “that the Minutes be approved as presented.”

4. Review of Action Items

The President reviewed the Action items from the November meeting.

Items not included on the agenda and carried forward to the March meeting are:

National Masters Specifications

Vafiades will continue to seek a representative for CSLA.

L-P

Pauzé will inquire with Ed. Board whether having one component issue per year is feasible.

Draft Congress agreement

BoG members will present the document to their component associations for feedback and will provide any recommendations for changes to Pauzé by Feb 28 so that it can be adopted at the March 2005 meeting.

Executive Director Review

The President and President-elect will issue a written report to the Executive Director outlining the Boards comments as well as provide a copy to BoG members

ACLA report- Education programs

Components are asked to consider implications of the creation of a new component and report back in March.

Proposed Student Awards

Halfyard will investigate the establishment of a new joint scholarship and student awards program as part of the National Recognition Program.

2004-2005 Strategic Plan update

Pauzé will research the creation of a protected place on Web site or FTP site to house BoG documents.

5. OALA report

Vafiades reported on the current status of the OALA's inquiry into entrance requirements. OALA Council met with their consultant "Prime Time Strategies" in early December and determined that there are three alternatives:

- A. The creation of a Canadian exam to be undertaken by all members.
- B. A seal and no-seal option, whereby all Full members would write the same exam, but those requiring a seal for drawings would write an additional exam.(the full LARE or a Canadian exam)
- C. Status Quo.

The next steps are:

- 1) Prepare a Draft Discussion Paper which will form the basis for the survey questionnaire.
- 2) Draft survey questionnaire to be sent to all OALA members to elicit ideas on communication, identify further info needed by the membership about the membership options, rank current OALA services and identify other desired membership services and ways to improve the perceived value of being an OALA member.
- 3) Data input and Review of survey results.
- 4) Open meeting for all OALA members on Feb. 28 to get feedback.
- 5) Committee will then make a recommendation to OALA Council.

The President stated that CSLA had previously carried a budget item for the creation of a Canadian exam. He noted that CSLA is willing to serve as an advocate and facilitator for these discussions if needed.

Vafiades left the call at this time (12:30)

6. President's Report

Paterson presented a brief report. One of the main areas of focus, the Urban Agenda, is included as an agenda item.

LABOK

CSLA has received the report and the President requested that it be forwarded to BoG. As well, he noted that ASLA plans to release the report and CSLA will coordinate with ASLA to release the report to the website at the same time. An email will be sent to members informing them of this.

MOTION 2005-1-3

Moved by Sears and seconded by McKenna “that the CSLA will establish a working committee to focus on how best this report can be implemented by CSLA in light of Paine’s recommendations in her November 2004 report. Further, John Zuck will be asked to chair the CSLA committee.”

Carried

ACTIONS 1

- A. The Committee will be asked to review the LABOK report and report back to BoG.
- B. Pauzé will send an announcement to all members when the report is released and posted to the website.
- C. Pauzé will forward the PDF file to all BoG immediately.

7. Executive Director’s Report

A. Pauzé presented a written report. In addition to the report, she informed the BoG that the selected date for the CSLA Awards presentation is April 30.

She noted that the translation for the CSLA Bulletin continues to exceed budget. A maximum word count could be considered.

Pauzé informed the BoG of the creation of the Andre Schwabenbauer Memorial Fund. The fund will be managed by LACF and will set up an endowment to provide annual scholarships to landscape architecture students in Canada. The criteria will be managed by Andre’s family.

Election

The nominating committee, Chaired by Colleen Mercer Clarke is working to find candidates. The deadline to advise the BoG of these candidates is four months prior to the AGM- thus by mid April.

Following this, members will be advised of the candidates 90 days before the AGM by email and through the Bulletin and ballots will be sent to all members by mail in June (40 days prior). Information will be posted to the CSLA website and the Bulletin will also be used to update members on the candidates. The mailing will also include the revised Bylaws, for members review prior to adoption at the AGM in Winnipeg.

ACTIONS 2

- A. Pauzé will forward the Handbook guideline (table of contents) document to BoG.
- B. Pauzé will forward a draft of the Handbook to BoG by Jan. 28

8. 2004 Financial Report

Pauzé provided a brief update on the year end financial statement. There will be a surplus as projected. This surplus is a result of initiatives which are of multi- year duration, still in progress and not completed in 2004. Thus the expenses were not realized in 2004. The surplus will be deposited to the Special Projects fund as discussed at the November BoG meeting.

9. Operating Plan

Moore presented a report and draft operating plan to the BoG. This plan outlines specific projects and tasks being undertaken by CSLA in 2005 and gives a timeline as well as budget implications.

He noted that this report will continue to evolve through out the year and the information will be forwarded to the membership in the February Bulletin. An update report will be given at the Annual Meeting.

ACTION 3

PaUZé and Moore will finalize the draft Operating plan for inclusion in the February Bulletin

10. Governance Task Force report

The Chair of the Governance committee, Cathy Sears presented the reports received from the consultant, Wayne Amundsen of Association Expertise Inc. (AXI).

Amundsen joined the call. He said he had conducted a comprehensive audit of the proposed Bylaws. He provided an overview of the documents forwarded. These reports include: CSLA Proposed Bylaws; Proposed CSLA Bylaws comparison and rationale; CSLA Bylaws and Policies review report.

Policies and Bylaws are the key elements of governance and as such must establish the framework whereby the organization is structured in order to achieve its goals. The policies will be re-worked in the context of the revised Bylaws and the format of the policy handbook will be re-structured.

This report presents AXI's findings. In particular, the report includes:

- Information about better practices in bylaws and policies
- A general analysis of the CSLA bylaw proposal as they relate to Industry Canada requirements and bylaw better practices
- New proposed bylaws as developed by AXI in the course of this review, along with rationale for changes.
- A general analysis of the policies document as it relates to synergy with the bylaws, and association policy development better practices.
- A proposed sample format for policies, and a list of suggested policies to be developed and/or revised from the existing draft policy document in a future phase

Q & A

Question: re the ease of adding a new membership category.

Amundsen responded that a "catch-all" category could be added. The components do not need to be named in the new Bylaws- which will make it easier to create a new component, but he does recommend that CSLA stay with the geographical formula for establishing components. Additional groups of members can be created and named in the policy document.

Further, Amundsen proposed that ACLA could be named as a constituency or special interest group and not as a component as this could cause future problems should this component have a seat on the CSLA BoG but not be licensed landscape architects. Giving peripheral groups powers in CSLA could get the association off track from its purpose (to be the voice of landscape architects in Canada).

Question: re the process of amending the Bylaws

The Bylaw changes are first approved by the Board.

They are then ratified by the membership at the AGM, and once this is done, the revised bylaws are submitted to Industry Canada for approval.

Question: re the necessity of a legal review of new CSLA Bylaws.

While this is not required, the revisions could be submitted with a summary of significant changes and the CSLA could then inform the membership that legal counsel had been obtained.

ACTIONS 4

- A. Sears and Amundsen will research electronic balloting for CSLA President elect.
- B. Communication strategy will need to be considered to advise members of the rationale for proposed Bylaw / Policy revisions.
- C. Information can be contained in future issues of the CSLA Bulletin informing members of the pending Bylaw changes and the rationales behind this as part of the communications strategy.

Paterson expressed CSLA's appreciation for the work being done by both Cathy Sears and Wayne Amundsen.

Amundsen left the meeting at 1:45

ACTIONS 5

- A. Sears will review the next steps with the committee and the committee will develop an Action plan for presentation to the Board..
- B. McKenna offered to assist and the Governance committee members are now Sears, Chair; McKenna, and Wyma.

A final draft of the Bylaw changes will be available for the March meeting. Amundsen will further be engaged to continue the work with the Policy manual.

11. National Recognition Awards

As Halfyard did not participate on the call, this item was deferred to the March meeting.

12. 2005 Draft Budget

Moore presented the draft budget, which has been forwarded to the BoG via email. The changes discussed at the November meeting had been included.

MOTION 2005-1-4

Moved by Moore and seconded by Cohlmeier, "that the CSLA 2005 Draft Budget is approved as presented."

Carried

ACTION 6

De Menezes will follow up re Communities in Bloom to determine if the funds are required in 2005.

13. Congress 2005

Cohlmeier provided a brief update. Pauzé noted that she had recently received an email update from Ute Holweger, which she will forward to BoG for their information.

14. Urban Agenda

Paterson updated the Board on recent actions:

A letter has been sent to The Honourable John Godfrey, P.C., M.P.

Minister of State, Infrastructure Canada and to Ann MacLean- President of the Federation of Canadian Municipalities (FCM).

He provided a Draft letter that could be sent to Provincial Minister's (using the Alberta Minister as the example) and suggested that the Draft could be modified and used by the component associations to contact City Mayors and FCM representatives as well. The component could choose to reference the CSLA initiative or not.

ACTION 7

Paupé will follow up with the minister's office and the FCM office to arrange meetings between the CSLA, government representatives, and FCM Officials.

BoG reps to follow up with their respective component Executives to determine whether the components have the capacity or the interest to send similarly worded letters to Provincial Minister's and / or City Mayor's, and request follow-up meetings with same.

15. Communications Task Force

Paupé submitted a brief report informing the BoG that the Request for proposals was sent out to seven graphic designers in early December.

CSLA received four proposals which were reviewed by the committee and a selection was made at the Communications teleconference on Jan.17. E. Fe Aling was selected and she will begin work immediately on the development and implementation of a new brand for CSLA.

The brand will be applied to:

- i. a general brochure,
- ii. Stationery package (business cards, letterhead and envelope),
- iii. powerpoint template,
- iv. banner, and
- v. website concepts (splash page, index page and information page).

The second phase of the project will include a re-design of the CSLA Website. It is anticipated that all of the work will be complete in time for the CSLA Congress.

16. Terms of Reference for Consultant- re Growing the Profession

McKenna requested that this item be deferred to the March meeting. She noted that a budget of 7,000 to \$10,000 will be needed to engage a consultant to do a study for Growing the Profession. These funds will help identify priorities and develop specific actions. A salary survey was discussed as a component of this initiative.

ACTIONS 8

- A. McKenna will research funding opportunities through grants and HRDC.
- B. The components will be asked if they wish to participate in the study

17. Tsunami Relief support

Paterson informed the BoG that he had received communications from IFLA / James Taylor regarding IFLA and ASLA involvement in the Tsunami relief effort.

Whereas:

The Asian Tsunami was one of the most devastating tragedies of our time causing significant loss of life, impacting entire coastal communities, fragile ecosystems, cultures and economies:

And Whereas:

Landscape Architects have the expertise to assist in the restoration of such impacted coastal environments:

And Whereas:

The International Federation of Landscape Architects (IFLA) has requested the CSLA to consider possible actions that may be of benefit to address this tragedy:

And Whereas:

The Immediate Past President of the CSLA, a Marine Ecologist and a Landscape Architect has volunteered to assist the CSLA in determining the possible type and scope of assistance that the CSLA may consider:

MOTION 2005-1-5

Moved by Cohlmeier and seconded by Wyma therefore be it resolved that: “The CSLA appoint Colleen Mercer Clarke as the official representative of the CSLA to liaise with the Government of Canada, other allied Canadian Professional Organizations, and IFLA, in order to make recommendations to the CSLA BoG on the type and scope of assistance that the Profession of Landscape Architecture in Canada may offer in response to the Asian Tragedy.”

Carried

18. Future BoG meetings

The next meeting will be held in Montréal on March 11 & 12.

Following this there is a teleconference in May and a meeting in August in Winnipeg.

In 2006 there will be a meeting in June in Vancouver, and Moore noted that the time elapsing between August and June would necessitate another meeting either late in 2005 or early in 2006. McKenna said that BCSLA wished to invite the Board to Vancouver in late 2005 but Pauzé suggested that eastern components had stated that constraints in their travel budgets would not permit this travel and requested that a third meeting be held in the eastern part of the country.

19. Other Business

There was no other business.

20. Adjournment

Motion 2005-1-6

Moved by Cohlmeier “that the January 19, 2005 teleconference meeting of the CSLA BoG is adjourned.”

