



**CSLA/AAPC
BOARD OF GOVERNORS MEETING**

**Minutes
January 21, 2004 Teleconference**

Present:

Colleen Mercer Clarke, CSLA President
Jim Paterson, CSLA President-Elect
Fran Pauzé, CSLA Executive Director
Adrienne Brown, BCSLA
Karen Hamre, NWTALA
Alex Borowiecka, NWTALA
Cathy Sears, AALA

Cam Patterson, SALA
Cynthia Cohlmeier, MALA
Myke Hodgins, AAPQ
Peter Klynstra, APALA
Jim Floyd, NLALA
Bob Halfyard, NLALA

Absent:

David Leinster, OALA
Richard Wyma, NUALA

Also sitting in:

Barry Yanchyshyn, MALA

1. Call to Order; Welcome & Introductions

The President, Colleen Mercer Clarke, called the meeting to order and welcomed the new members of the CSLA BoG: John Zuck, APALA; Bob Halfyard, NLALA; and Karen Hamre, NWTALA.

2. Approval of Agenda

MOTION 2004-1-1

Moved by Cam Patterson and seconded "that the agenda for the January 21, 2004 meeting of the CSLA BoG is approved.

Motion carried

3. Approval of Minutes

As there are amendments to be forwarded, the approval of the Minutes is deferred to the meeting of February 26 -27 in Winnipeg.

4. Review of Action Items

Mercer Clarke stated that with a view to streamlining the teleconference BoG meetings, the review of many of the Action Items from the last meeting of the BoG would take place under specific items of today's agenda. As well, she proposed that with the addition of two more calls per year, future teleconferences be treated as less formal meetings and thus minuted only for Action items to minimize demands on administration and time.



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5. President's Report

A number of activities undertaken by the EXCOM and President are reported under separate agenda items.

Mercer Clarke reported on the first meeting of the CSLA Educator's Roundtable comprised of representatives of the five landscape architecture university programs. The meeting was held by teleconference on December 16, 2003, with representatives of four schools. The UBC representative did not participate. Noting that there is no other dedicated venue by which the Canadian educators in landscape architecture meet to discuss issues, the CSLA was commended for taking the initiative to convene such a group. It was agreed that a second teleconference would be held in early February to plan the agenda for a face-to-face meeting with the BoG scheduled to take place in Winnipeg on 28 February 2004.

As President of the CSLA, Mercer Clarke noted that she had responded to a request from APALA for a letter in support of their Name Act legislation.

Mercer Clarke informed the BoG that in December she had received both a telephone call and a letter from Will McKenna, President of the BCSLA largely on the subject of concerns about the publication of the Landscapes/Paysages. Although the conversation was productive, and it was followed by a letter to McKenna summarizing the issues and actions taken by the CSLA BoG to ensure progress on the magazine, she has been in receipt of a second letter from their Board asking for additional information and assurances. It was determined by EXCOM that it was timely for the President and Executive Director to meet with the BCSLA Board to discuss these and other issues of national and regional interest. Given that the travel can be economically accomplished together with the travel to the Winnipeg BoG, a meeting with the BCSLA Board has been scheduled for February 24 in Vancouver. During this time, meetings will also be held with a number of other individuals and organizations.

Mercer Clarke reported that the Landscape Architecture Body of Knowledge (LABOK) survey being conducted under the leadership of CLARB, has been completed and, in addition to ASLA members, circulated to a random sampling of 260 CSLA members and associates. Several CSLA members have expressed concerns both on the content and structure of the survey, which seeks to establish the core skills and knowledge required by the profession. Results derived from the LABOK are expected by early spring.

6. Executive Director's Report

The Executive Director circulated a report providing an update on specific CSLA items including:

GST

The GST Rulings office reported that the CSLA is not permitted to charge GST.

Governor General's Award for Landscape Architecture

The Canada Council has indicated that they are unwilling to begin a new program of awards for landscape architects. They strongly recommend that CSLA collaborate with RAIC to create the new Awards under the current program for architects.

MOTION 2004-1-2

Moved by Adrienne Brown and seconded by Myke Hodgins that whereas, the recommendation from the Governor General's office and the Canada Council for the Arts is for the CSLA to consider joining the RAIC in their biannual medals program, therefore a representative of the CSLA will contact the RAIC



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President to discuss this possibility, and the terms of such an arrangement, and report back to the Board of Governors at the next meeting.

Discussion

This possibility should be explored in a formal way.

It is important that the award is used specifically to recognize a landscape architect who is a member of CSLA.

Motion carried

ACTION

Mercer Clarke will contact the President of RAIC to discuss this possible future collaboration.

Landscapes/Paysages

Paupé updated the BoG on the new developments regarding the Editor in Chief's position, as Diane Jutras has notified the EXCOM (January 05) that she unfortunately will be unable to take on the role until at least some time later than April 2004. EXCOM, realizing that the L/P will need an Editor-in Chief before that time, as per the terms of our revised agreement with Media Edge, undertook to identify an alternative candidate for this position. The EXCOM has subsequently contracted with Judy Lord to become Editor-in-Chief of the 2004 second issue of L/P, for which Don Hester and David Leinster are Guest Editors. It is the intent of EXCOM, that should this be a productive and satisfactory relationship, Ms. Lord would continue in the role of Editor -in-Chief for subsequent issues.

Discussion

The EXCOM regrets that Ms. Jutras was unable to take up the position. However, as the position had been held for her for several months, time was now of the essence. Given the generally poor response to the September request for candidates for the position (circulated through the CSLA Editorial Board), the BoG moved to hire Ms. Lord.),

It was noted by EXCOM that Ms. Lord has impeccable qualifications for this position, as she is currently editor of a number of other Canadian publications (sympathetic to our work and land ethic. Ms. Lord, located as she is in Ottawa is advantageously positioned to work cooperatively with the CSLA Executive Director.

7. Governance Committee Report

Sears reported that the first draft of the Governance documents reflecting the discussions at the November BoG have been completed. Barry Yanchyshyn, the primary author of the documents, provided a review of the process undertaken to arrive at the current drafts. He emphasized that the Governance Policy must be agreed upon by BoG before the final Bylaw changes can be drafted and sent to the membership for their approval. He indicated that the changes to these documents fell largely into three categories: general editing and housekeeping; changes necessitated by the proposed amendments to the Governance Policy and additional amendments necessary to fill discrepancies in the CSLA Policies and Procedures.

ACTION

It was agreed that the Governance Committee will undertake their final review and amendments to the documents in question, by February 04. The draft documents will then be circulated to the BoG for review. All comments must be returned to the BoG by February 11, to provide time for the Committee to draft final documents for adoption at the February 27 Board of Governors meeting. Once adopted by the BoG, the Bylaws will be circulated to the general membership of



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the CSLA in time for adoption at the Annual General Meeting to be held in Newfoundland in June 2004.

8. 2003 Financial Report

Paupé provided a Year-to-Date summary of income and expenditures to December 31, 2003 with explanations of variances from the 2003 budget. Due to the refund of CSLA contributions towards the 2001 CSLA/ASLA congress in Montreal, the revenue statement for the CSLA increased significantly. Additionally, although the final numbers are not yet adopted for the CSLA IFLA Congress, the return of invested funds, as well as a substantial profit figure, will add considerably to CSLA operational funds in the upcoming year. As a result, the CSLA is able to finish 2003 and enter into 2004 on an extremely strong financial footing. To this end the EXCOM has proposed that a significant proportion of these funds will be used to bring the Reserve Fund close to its proposed target of investment. The remaining one-time resources will be budgeted towards other special activities of the Board focused on growing the profession in Canada. This will include but not be limited to a badly needed revitalization of CSLA communication tools and programs, a special meeting of the BoG on Growing the Profession (Winnipeg, February 2004), the organization of a CSLA Educator's Roundtable (February 2004), and the organization of a second meeting of the President's Roundtable (June 2004).

9. Strategic Plan

Jim Paterson tabled a revised draft of the CSLA Strategic Plan, which is setting a strong framework for CSLA activities over the next two years.

ACTION

The BoG will review the draft Strategic Plan and provide feedback to Paterson prior to the February meeting. Following approval by the BoG, the final Strategic Plan will be communicated to the membership in March.

10. 2004 Budget

Jim Paterson, as Treasure of the BoG, presented a revised 2004 budget that takes into account the latest figures from the CSLA IFLA World Congress committee. Following discussion by the Board, and pending the final numbers from the CSLA IFLA Committee, it was determined that a final Budget will be presented to the Board in February.

ACTION

The BoG will review the draft 2004 Budget and will suggest any additional activities of the BoG that could improve upon the legacy from the IFLA World Congress.

11. National Standards and Membership Task Force

Brown submitted a brief report providing a schedule for the achievement of the goals of the Working Group. She noted that both Working Groups of this Task Force are currently working together on common policies. As per the Action item from the November BoG meeting, the following components have responded to the proposed Mutual Recognition Agreement:

- NLALA, MALA, and NWTALA will support the MRA;
- Hodgins reported on a favourable response to date by the AAPQ;
- Sears noted that the AALA has requested additional time and information to review the proposal.



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MOTION 2004-1-3

Moved by Brown and seconded by Jim Floyd that whereas, the CSLA component associations are committed to establishing common standards in the support of a Mutual Recognition agreement, therefore, the Board of Governors accepts the recommendations, and associated schedule prepared by the National Standards Task Force and the Mutual Recognition Working Group.

Motion Carried

12. Communications Task Force

Mercer Clarke reported that the Task Force has had two teleconferences since November, and have reviewed the communication initiatives of previous Boards. Unfortunately, no Communication Plan exists for the CSLA, as the proposal presented by the consultant in 2000 was never actioned. As a result, the Task Force is working on a list of activities to be undertaking in 2004, together with an associated budget. Discussion by the Board indicated their commitment to this activity and the need for a formal Communications Plan.

ACTION

As it was suggested that some documents may have been developed prior to 2000, Pauzé will contact Alf Simon to inquire whether he has a draft of an earlier Communication Plan. The Task Force will report to the BoG in February.

13. Congress 2004 Update

Halfyard provided an update on planning for the 2004 Congress in St. John's. Plans are progressing well, with the Congress program expected to be up on the Web site, printed and mailed to members in the near future.

ACTION

Pauzé and Mercer Clarke will meet with Halfyard to discuss the timing and location of the CSLA BoG and other associated meetings such as the Fellows Investiture, and the President's Roundtable.

14. CSLA / IFLA World Congress Committee

Sears reported that although the financial report is nearing completion, final numbers on potential profits of the World Congress are still pending. Integral to the balance will be the approval of a Committee recommendation that, prior to the dissemination of the remaining funds to the AALA and the CSLA, a significant donation be made to the Landscape Architecture Foundation.

15. Future Meetings

The calendar for upcoming CSLA events was reviewed.

ACTION

Pauzé will forward information to the BoG regarding the Feb 26 and 27 meetings in Winnipeg.

16. Adjournment

MOTION 2004-1-4

Moved by Cam Patterson that the January 21, 2004 teleconference meeting of the CSLA BoG is adjourned.