



CSLA/AAPC
BOARD OF GOVERNORS MEETING
Minutes
September 24, 2003

Teleconference

Present on line

Colleen Mercer Clarke, President
Jim Paterson, President elect
Andre Schwabenbauer, Past President
Adrienne Brown, BCSLA
Alex Borowiecka, NWTALA
Cathy Sears, 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, Colleen Mercer Clarke called the meeting to order and welcomed Cathy Sears as the new BoG representative from Alberta.

2. Approval of Agenda

The President asked if there were any comments or additions to the agenda.

Motion 2003-4-1

Moved by David Leinster, seconded by Laird, that “the agenda be approved.”

Motion carried

3. Approval of Minutes of Previous Meeting May 23-24, 2003.

The President asked if there were any items of concern that required amendments in the Minutes.

Motion 2003-4-2

Moved by Myke Hodgins, seconded by Cynthia Cohlmeier “that the Minutes of the May 23-24, 2003 meeting of the CSLA BoG be approved.”

Motion carried

4. Review of Action Items from Previous Meeting

Pending or not completed

Archive

Myke Hodgins reported that he has made some progress with research for funding for this project.

Post Card

Mercer Clarke reported that this project was on hold until later in the year, but that she and Myke Hodgins would work together on a short message for the card and would approach Garry Carson to assist with production of the card.

Approved

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This Land

The President reported that she and Neil Dawe had been exchanging voice mail messages for some time. Neil has written to Pauzé to the effect that work is continuing on the project, and that new funds have been secured. Other than that, none of the information requested by the Board following the meetings with Dawe in May have been received. The President will continue to try to have a follow-up conversation with the project leaders.

Professional Awards Program

Andre Schwabenbauer is in the process of preparing a discussion paper on recommendations to the Awards committee. The BoG expressed its appreciation of the excellent work undertaken to date by the Awards Committee, and the resulting improvements in the CSLA awards program.

Governor General's Award

Pauzé will follow up with re-submitting the application through the Canada Council.

GST

Pauzé will follow up with the GST office and will inform the BoG when a ruling is received.

Membership Categories

Patterson will develop a one page document that lists requirements for membership. He will develop a timeline and will forward the report prior to the next BoG meeting.

Actions Completed

Joint ASLA-CSLA Congress- 2008

Myke Hodgins reported that AAPQ has expressed a strong interest in assisting the CSLA in hosting a joint CSLA/ASLA Congress in Montreal in 2008. Next steps in this initiative include a decision from the ASLA (scheduled for the ASLA October Meeting), and an invitation from the ASLA to participate. CSLA Excom will contact Martha Montague (ASLA EXDIR) to continue the dialogue for the joint Congress in 2008.

Hodgins noted that as CSLA & AAPQ had been joint hosts of Congress 2001, AAPQ is requesting confirmation from CSLA that this collaboration would occur for 2008.

ACTION

Pauzé will communicate with M-C Robert on this issue. Mercer Clarke indicated that she will speak with Serge Poitras.

5. President's Report

The President reported that Excom had a very busy summer. She expressed appreciation to OALA and OPPI for their invitation to the recent joint conference and was grateful to Jim Paterson who attended the conference in her stead.

The President reported that she has been asked to attend the ASLA Board meeting prior to the Congress in New Orleans and she is also working on preparations for the President's Council meeting in November.

Governance

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Cynthia Cohlmeier inquired as to the status of the report and what changes were to be undertaken. A teleconference call with Barry Yanchyshyn was discussed

ACTION

Mercer Clarke confirmed that Bylaw changes regarding membership categories would be drafted for approval at the November meeting.

6. Executive Director's Report

The Executive Director submitted a written report outlining some of the activities since the last BoG meeting in May. Programs are running well and communications tools such as the Bulletin, Roster and Website are on target.

Adrienne Brown asked when the Annual Report for 2002 would be available. Schwabenbauer responded that it would be completed soon.

7. 2003 Financial Report

Pauzé presented the financial report with a year to date statement and asked if there were questions.

Myke Hodgins noted that the Financial Task Force report from 2001, which was adopted by the CSLA BoG, recommended that surplus funds remaining in the CSLA budgets (including items such as the compensation for the cancellation of the ASLA /CSLA Montreal Congress in 2001) be deposited to the Reserve Fund.

Motion 2003-4-3

Moved by Hodgins and seconded by Brown "that the \$15803 received from ASLA as proceeds from Congress 2001 be deposited to the CSLA Reserve Fund."

Motion tabled

Discussion

Cynthia Cohlmeier noted that MALA would be requesting SEED money for the Congress in 2005. Mercer Clarke stated that Excom had had discussion regarding using a portion of this money in order to pay expenses for CSLA Committee chairs to enable them to attend the Presidents Roundtable meeting in Ottawa in November. She therefore asked that the motion be amended to allow Excom time to determine how much of this money could be allocated to the Reserve Fund. Hodgins agreed to this amendment but noted that the RF must be increased.

It was agreed to table the motion until the November BoG meeting in Ottawa.

ACTION

Pauzé will forward the Financial Task Force Report to Jim Paterson and Cathy Sears.

Adding an Additional Member to the EXCOM

Adrienne Brown forwarded a resolution to the BoG to add a fourth member, selected from the Board to Excom who would also serve as Treasurer of the BoG.

Motion 2003-4-4

Moved by Brown and seconded by Hodgins that whereas the CSLA Board of Governors recognizes the need for BoG representation on the Executive Committee, and whereas appointing a Treasurer from the

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BoG increases the chances that the individual will have experience with and/or interest in the financial aspects of the Society, resolved “ that a Treasurer be appointed to the Executive Committee.”

Discussion

Schwabenbauer noted that Larry Patterson had served as treasurer during his time as Executive Director. Subsequently, Sara Gruetzner was the fourth member of Excom followed by Jim Melvin. This practice was discontinued in 2001.

Mercer Clarke, Jim Patterson and Schwabenbauer indicated that although they would welcome a fourth member of Excom, the logistics as well as budgetary implications would need to be reviewed and reported to the BoG. Additionally, both Mercer Clarke, Jim Paterson emphasized their support for the current practice, under which the President Elect serves as the BoG Treasurer. This practice provides the President Elect not only with the opportunity to become familiar with the programs of the CSLA, but also is an effective measure for aligning the budget with the Strategic Plan (which is also the responsibility of the President Elect).

Brown noted that she had observed that Excom was overly burdened, and saw this as a chance to better distribute the work load among Board members. As well, she saw this as a way to encourage greater participation from BoG members and thus make greater progress on some of the important issues being faced. Leinster stated that he appreciated the direction but understood that the Executive Director and the President should give direction re costs and financial issues.

The President called the vote and the Motion was defeated.

ACTION

The President recommended that an item be scheduled for the November BoG meeting to discuss roles and responsibilities of BoG members, the structure of the BoG and whether a fourth person should be added to Excom.

The President further encouraged BoG members to identify specific issues, and opportunities for change.

8. IFLA Congress Update

Andre Schwabenbauer reported that the IFLA Congress was a success on all fronts. There was excellent support from Canadian delegates and good response in daily registrations. As well the Sponsorship campaign was very successful and a profit in the range of \$40,000 is anticipated.

The IFLA Committee is reconciling the VISA–MasterCard sales and once completed (estimated at early October) will be able to provide final financial numbers. As well, the IFLA’s portion of registrations will be forwarded to them shortly.

Cathy Sears spoke of the continuing legacy of the Congress and noted that the summary and proceedings would be posted to the CSLA Website.

The President extended congratulations to Andre Schwabenbauer, Cathy Sears and Jim Taylor, the IFLA Committee Co-chairs, for their awe inspiring work to make the Congress a triumph. Cathy Sears said she would pass on these comments to the conference committees.

9. Strategic Partnerships-CIP (OALA- OPPI Congress)

David Leinster reported that the joint OALA-OPPI conference was very worthwhile. Approximately 800 delegates attended including over 150 landscape architects.

In conjunction with the conference there was a meeting of the Presidents (Jim Paterson represented Colleen Mercer Clarke) and Executive Directors of CIP, CSLA, OALA and OPPI with a goal of establishing more

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collaboration between the associations. This meeting was held subsequent to preliminary conversations between Colleen Mercer Clarke and the CIP at their national conference in Halifax (July 2003). The discussions focused on collaboration on joint issues, potential links of communication tools, shared information and the availability of continuing education programs developed by the planners but of interest to landscape architects.

Jim Paterson noted that the Planners, with 5800 members nationally, have reciprocity and full mobility across Canada.

10. Strategic Plan

Jim Paterson advised the BoG that he would have a draft of the plan ready to circulate prior to the November meeting in Ottawa.

11. Landscapes- Paysages

The President provided an update on the current status of the magazine. She advised the Board that the first issue of 2003 was a success but the current issue (the second this year) is running late on its publication date. Consequently, as the 3rd issue for 2003 could potentially be late as well, the EXCOM is concerned as the CSLA must adhere as closely as possible to the agreed to schedule to ensure the viability of our contract with MediaEdge. Cecelia Paine has notified the EXCOM of her intent to step down as Editor in Chief of the magazine. Excom has been working with Paine to identify a suitable candidate to undertake the Editor-in-Chief role as a paid contract position. One candidate for the position has been interviewed, and was seen to greatly impress the EXCOM with her capabilities. Paine has also agreed to contact the Editorial Board members by email to request input on any additional candidates for such a position. It is agreed, given the current circumstances that time is of the essence in this matter.

The President commended Cecelia Paine on the excellent job she has done in developing the magazine.

12. Reciprocity Committee Report

Adrienne Brown submitted a report on the recent CLARB AGM. She recommended that Jim Paterson and David Leinster be added to the Reciprocity Committee and extended the invitation to all BoG members who might wish to participate. Brown informed the Board that she is working on a proposal for next steps for the Committee which will be sent out prior to the November meeting.

ACTION

The President encouraged all BoG members to hold discussions with the executives of their component associations to determine their positions on reciprocity. As well BoG members need to address their ability to sign off on a CSLA Mutual Recognition Agreement on behalf of their component associations.

It was noted that it is imperative that the CSLA achieve support for reciprocity across all component associations, and that a direct line of communication is required between component associations and the BoG on this matter. The President stated that the EXCOM is concerned that unless the CSLA find the mechanisms to allow volunteer reciprocity, the profession may have a form of mobility imposed by federal authorities. She urged members to become involved individually.

Brown agreed that this is a real issue affecting the membership across Canada. Leinster suggested that there may be quick solutions to senior's mobility through an interview process. However, this is seen as still being an examination.

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Motion 2003-4-5

Moved by Brown and seconded by Jim Paterson Resolved, “that the Reciprocity Committee be charged with the task of assembling a proposed reciprocity agreement for discussion at the November Board of Governors meeting in Ottawa; and further, that the Committee be expanded to include Jim Paterson, President Elect, David Leinster, OALA Representative; and any other members of the Board of Governors who are interested in participating.”

Motion carried

David Leinster noted that he will give support to the Committee and will enlist support from other senior OALA members.

The Committee agreed that in the absence of volunteers, information will be circulated to the BoG to encourage inclusivity.

13. Professional Awards Program

The President announced that the Professional Awards Program will be presented in Ottawa in May 2004. This event is to be held at the same location as the Awards Dinner in 2002 and Excom is working with Gerry Lajeunesse of the NCC to coordinate it.

The goal of the event is outreach to both our internal and external audiences and to this end a media campaign will be conducted. A contract with a media relations person will be considered to promote it.

ACTION

Pauzé will provide information through the Bulletin and the Website on the Community Service Awards as well as the Honourary membership and President’s award.

Submission Requirements

ACTION

Pauzé will post the Submission Requirements to the CSLA Website following consultation with Alan Tate.

14. President’s Roundtable

Excom will send out information and invitations to the CSLA committee chairs.

15. IFLA Representative

The President circulated a draft IFLA Representation policy intended to guide development of a procedure for the appointment of the CSLA IFLA representative to the BoG.

Sears proposed that the policy be amended to include some of the responsibilities of the position. As well, she suggested that the policy include a clause to address the situation arising when the IFLA representative was unable to complete their term. Peter Klynstra inquired if it was necessary to limit the term to 2 years with the possibility of one renewal term.

ACTION

The President will take the comments under advisement and will report back to the BoG with a revised draft policy by mid October in order that the BoG is able to go forward in November with nominations.

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16. Future Meetings

The November BoG meeting will be held in Ottawa to coincide with the President's Council meeting. As well, BoG members had proposed that CSLA set up advocacy meetings with government officials and/ or departments for the Thursday, November 13.

ACTION

BoG members will identify issues and targets for these meetings and will communicate this the Paupé by October 15, 2003 in order that the proposed meetings can be arranged for Thursday, November 13.

Adrienne Brown tabled a resolution regarding the addition of two teleconferences to the BoG annual schedule.

Motion 2003-4-6

Moved by Brown and seconded by Floyd whereas the CSLA Board of Governors recognizes the need for both continuity and predictability in their meeting schedule, Resolved that the BoG will meet via teleconference on a set day (and time) every other month, with the exception of December and August; the other meetings will typically be face to face at a location determined by the Board, bringing the total to 6 meetings per year."

Motion Carried

ACTION

The President proposed that the Excom review the ramifications for setting specific dates for the face to face meetings, and will get back to the BoG with a recommendation.

Discussion

Cynthia Cohlmeier proposed that the agendas for the teleconferences be severely restricted with specific time limits.

Myke Hodgins agreed that the addition of the two meetings was a good idea as meetings are currently too spread apart over the year.

ACTION

The President proposed that the Excom review the ramifications for setting specific dates for the meetings and get back to the BoG with a recommendation.

17. Other Business

Brown circulated a request for CSLA participation at the United Nations Urban Forum, in Vancouver, 2006. The RAIC and CIP are committed to this event and it was discussed at the recent meeting between CSLA/OALA and CIP/OPPI at Deerhurst.

Discussion

Leinster noted that it is an excellent opportunity for Canadian Society of Landscape Architects

Mercer Clarke asked if Jim Paterson would act as point person for coordination with Peter Oberlander. Jim thanked Colleen for the opportunity, but declined, so she asked Adrienne if she would be willing to do it, and Adrienne accepted.

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ACTION

Colleen Mercer Clarke will send a letter to Peter Oberlander indicating that CSLA would be pleased to enter into these discussions. Jim Paterson will draft a letter to the IFLA Western Region to encourage their participation.

18. Adjournment

The meeting of the CSLA BoG was adjourned.

Approved

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