



**CSLA/AAPC
BOARD OF DIRECTORS TELECONFERENCE MEETING**

**Draft Minutes
February 25 and 26, 2010 Quebec City Hilton
Attendees:**

Linda Irvine, OALA, CSLA President

**Arnis Budrevics, OALA
Peter Briggs, NWTALA (phone)
Carol Craig, AALA (phone)
Neil Dawe, NLALA
Jim Floyd, NLALA**

**Pawel Gradowski, BCSLA
Claude Potvin, AAPQ
Gordon Smith, APALA
Laureen Snook, SALA (phone)
Dean Spearman, MALA (phone)**

Paulette Vinette, CAE Executive Director (Recording)

Absent:

Chris Grosset, NUALA

ACTIONS

5. Irvine confirmed that she will issue a formal reply to the AAPQ letter tabled at the Presidents' Round Table meeting in August 2010. **Irvine**
 5. Irvine confirmed that she will send a revised draft of a CSLA Reciprocity agreement to the Component Organizations for comment – **Irvine**
 5. Smith will circulate the consultant's report on the Atlantic LA Program project when it is available. **Smith**
 - 8.1.2 That \$5,000 be taken from the CSLA unallocated reserve to cover transcription costs of the 75th Anniversary Legacy sessions. It was suggested that LACF be approached to match funds. **Irvine**
 - 9.1 It was agreed that \$5,000 be paid to NUALA as a Congress 2011 seed money advance based on precedence, and that the ExCom be authorized to sign the 2011 Congress agreement, unless new issues warrant Board consideration. **ExCom**
 - 9.3 Craig confirmed that she will be applying for LA CES recognition of appropriate 2010 Congress sessions. **Craig**
 - 10.3 The Executive Director mentioned that the AAPQ had indicated they did not need any posters, and it was agreed Potvin would pursue this to understand why. **Potvin**
 - 12.1.1 Briggs indicated he would be working on our Facebook presence as an outreach tool to youth and students. **Briggs**
 - 12.1.1. Briggs stated that CSLA needs to develop a communication strategy for students, and Smith, Dawe and Gradowski offered to work with him on this. **Briggs**
 - 12.3 It was agreed that Gradowski would seek a new website proposal (providing terms of reference) from the web designers who developed *Sitelines*. **Gradowski**
 - 12.4 We will now work to formalize relations with engineers. **Vinette**
 13. Irvine indicated she may write members, after consulting with Components, about the need for a governance review. **Irvine**
 - 14.1 Smith and Potvin agreed to work on the Haiti initiative and Executive Director to post opportunity in the CSLA Bulletin. **Vinette**
 - 14.4 It was agreed that Smith redraft a proposed agreement with the CNLA reflecting the points raised during this discussion, and that the CSLA President (and not Executive Director) would sign if and when the Board approved such an agreement. **Smith**
 - 18.1 It was agreed that CSLA would issue a letter in early March offering to host the IFLA 2017 Congress in Montreal. **Irvine**
-



1. Call to Order

The President, Linda Irvine, called the meeting to order at 8:34 a.m.

2. Approval of Agenda

MOTION 2010-02-1

Motion to accept the agenda

Moved and seconded that the agenda be accepted. Motion carried.

3. Approval of Minutes

MOTION 2010.02.2

Motion to approve the minutes

Moved and seconded “that the Minutes of the December 9 teleconference of the CSLA Board of Directors are approved as presented.” Motion carried.

4. Consent Agenda Reports

The president reported that none were received, other than an Advocacy report which is scheduled under agenda item 12 of these minutes. The Board also received a letter from the AAPQ which will be discussed in a special meeting of the Boards of CSLA and AAPQ following this Board meeting.

5. Review of Action Items from previous meeting

5.1 “That the CSLA work to develop a memorandum of understanding with the CNLA that establishes a framework for working on issues of mutual interest and benefit, and enables regular contact. While this is in process, the CSLA will explore participating with the CNLA and the National Master Specification Secretariat to update the Canadian Master Specification for Landscapes” – Smith
The meeting discussed the draft MoU for CNLA and Smith agreed to revise it and circulate it to the Board for comment.

5.2 *Landscape Paysages* magazine will be mailed to federal departments with an interest in landscape architecture – Vinette

This is now in place.

5/3 Smith agreed to keep the Board apprised of developments with PWGSC re formalizing a relationship with CSLA – Smith

Smith reported that his contact at PWGSC has been transferred and he needs to start again with his replacement.

5.4 “That the CSLA formally approach the ASLA to explore partnership opportunities to develop position papers” – Smith

Smith reported this has occurred on an informal basis and ASLA is receptive. Other advocacy discussions were deferred to item 12 .

10.1 “That the proposed 2010 CSLA budget be approved as a management tool and that it be ratified at the February Board meeting when reliable membership projections are available – Budrevics/Vinette

The revised budget is on the agenda under item 9 (8 in these minutes)

10.2 Irvine confirmed that she will issue a formal reply to the AAPQ letter tabled at the Presidents’ Round Table meeting in August 2010 – Irvine



Irvine reported that while a draft response exists, she felt it was best to await the joint CSLA/AAPQ Board meeting scheduled tomorrow before finalizing a written response.

10.4 Grosset reported that a letter requesting CSLA seed funding was being prepared by the Host Committee. Work has begun to identify committees. The dates are July 13 – 17, 2011. It was suggested that the dates be announced in March 2010 and the official announcement be made during the August CSLA Congress in Edmonton – Grosset

The NUALA funding request will be discussed under the Budget item 9 (8 of these minutes).

12.1 Irvine confirmed that she will send a revised draft of a CSLA Reciprocity agreement to the Component Organizations for comment – **Irvine**

12.2 Smith will circulate the consultant's report on the Atlantic LA Program project when it is available – Smith

6. President's Report

President Irvine reported that the CSLA climate appears positive. She wrote to all members regarding the Reciprocity Agreement and is working through Components for feedback to the proposed agreement. The AALA is working toward title licensure. AAPQ's suggestions will be discussed further during these meetings; many similar organizations have implemented governance model changes and she welcomes the opportunity to lead CSLA through such a review over the next year or so. She also hopes that the Board can examine areas of redundancy among Components and the CSLA in order to maximize resources funded by member dues.

MOTION 2010.02.3

Motion to approve the President's Report

Moved and seconded that the President's Report be approved. Motion carried.

7. Executive Director's Report

The Executive Director referred to her written report. The Chair led a discussion on the bylaw changes proposed in the report.

Section 2.2 Offices

The head office of the Society shall be located in the City of Ottawa, in the Province of Ontario.

The Board agreed this was still valid.

The business of the Society may from time to time be carried on in other places as the Board may by resolution deem expedient.

MOTION 2010.02.4

Motion to amend Bylaw 1.1.2

Moved and seconded to add "or virtually"

It was moved and seconded to add "carried on in other places or virtually". Carried.

Section 6.1.6 Board of Directors



6.5.3 Board Meeting by Teleconference

The Board may meet by teleconference provided that either a majority of the Board consents to meeting by teleconference or meetings by teleconference have been approved by resolution passed by the Board at a meeting of the directors of the Society.

It was agreed that the Board must formalize and record a resolution to hold teleconferences when they are being proposed.

Article 7 – Nominations and Elections

Nominating Procedure

7.1.4 No fewer than 40 days prior to the Society's annual general meeting, the Executive Director shall mail an official ballot to all Voting Members;

MOTION 2010.02.5

Motion to amend Bylaw 7.1.4

Moved and seconded that the word “mail” be replaced with “provide”.

Bylaw 7.1.5 to be repealed.

7.1.6 The Executive Director shall determine voting eligibility, and check the voter's name on a copy of the Membership roster reserved for that purpose. The Executive Director shall prepare a written report regarding the voting results for the President to announce at the annual general meeting.

It was agreed to remove the words “Prior to opening the envelope” at the start of this section. It was also agreed that Board members should assist the Executive Director to validate voting member status prior to the start of an annual general meeting, and provide each with voting cards that identifies the number of proxies a member is holding.

It was agreed that CSLA should seek legal counsel to affirm the appropriateness of these changes, and ask the members to allow the changes to be enforced for the August 2010 annual general meeting, as was done in 2009.

MOTION 2010.02.6

Motion to approve the Bylaw changes as discussed

Moved and seconded that the proposed bylaw changes be confirmed at the next Board meeting in April.

MOTION 2010.02.7

Motion to accept the Executive Director's report

Moved and seconded that the Executive Director's Report be accepted. Motion carried.

8. Governance & Administration

8.1 Financial Reports

8.1.1 Year End (unaudited)

Budrevics stated that the year end unaudited financial statement forecasts a surplus in the order of \$12,000 which would increase our unallocated reserve fund.



8.1.2 2010 Budget Approval

The Board discussed the draft budget presented by Budrevics which, in order to support planned programs, would result in a deficit. Several changes were proposed.

MOTION 2010.02.8

Motion to Approve the 2010 Budget

Moved and seconded that the 2010 budget be revised to reflect the discussions and that the Board recognizes that the projected deficit will be offset by the 2009 surplus, and approved.
Motion carried.

MOTION 2010.02.9

Motion to Approve Legacy Session Transcription Costs

Moved and seconded that \$5,000 be taken from the CSLA unallocated reserve to cover transcription costs of the 75th Anniversary Legacy sessions. Motion carried.

It was suggested that LACF be approached to match funds.

During the discussion, it was suggested that CSLA use some of its unallocated reserve to pay for a website update; BCSLA have considerably enhanced their websites and Gradowski agreed to get a quote for CSLA from their website designer.

MOTION 2009-10-10

Motion to Approve NUALA Congress Revenue Request

Moved and seconded that a total budget of \$30,000 in seed money for the NUALA 2011 Congress be approved for 2010 in amounts of two \$10,000 payments and one \$5,000 payment; the final \$5,000 payment to be paid back from congress revenues, subject to approval of the NUALA / CSLA Congress Agreement being signed by June 1, 2010. Carried.

It was agreed that \$5,000 be paid to NUALA as a Congress 2011 seed money advance based on precedence, and that the Executive be authorized to sign the 2011 Congress agreement, unless new issues warrant Board consideration.

MOTION 2009-10-11

Motion to Approve Advocacy Travel Expense

Moved and seconded that the \$1,000 be added to the budget to cover travel expenses that Smith may need to incur in his work with PWGSC pursuing an MoU with CSLA. Motion carried.

9. Professional Development

9.1 Congress 2009 Update

Budrevics confirmed CSLA earned \$2,456.06 from the OALA hosted 2009 CSLA Congress.

9.2 Presidents' Round Table Next Steps

Irvine confirmed that she is working with the Executive Director to complete the August Presidents' Round Table meeting report.

9.3 2010 Congress Update

Craig confirmed that plans are moving forward for the August 19 – 21, 2010 Edmonton congress. Craig confirmed that she will be applying for LA CES recognition of appropriate 2010 Congress sessions.



9.4 2011 Congress Update

The Executive Director reported that NUALA is working on plans for the 2011 July 15 – 17 CSLA Iqaluit Congress.

10. Programs

10.1 Professional Awards of Excellence

Spearman reported that CSLA received 58 entries (compared to 56 in 2009 and 57 in 2008 and that the number of national honour awards to be given has doubled. He felt the juror process ran smoothly and that protocols for informing winners were being revised.

10.2 Recognition Honours & Awards - Appointment of new Chair

Potvin reported that his Committee (comprised of Joanne Moran and Cathy Sears) had agreed to extended the submission deadline for Recognition Honours & Awards to April 30, 2010. They did a rewrite of the awards criteria and application process (which requires electronic submission) and expanded the eligibility of the community service awards to include clients who demonstrate environmental responsibility. Potvin explained that Award recipients are to be ratified by the CSLA Board by secret ballot according to the criteria, and the Board acknowledged it has not needed to follow the ballot procedure in recent years.

Potvin recommended that the President's Award be announced ahead of time along with the other Recognition Honours and Awards so that winners have the opportunity of attending the Gala with their family, etc.

During the discussion, the President confirmed that all Component Emeritus Award winners are automatically members of CSLA

10.3 WLAM Update

Brigg reported that the 2010 Poster is finalized, and that we are working with the Components to know what they are doing for WLAM. The Executive Director mentioned that the AAPQ had indicated they did not need any posters, and it was agreed Potvin would pursue this to understand why. Briggs commented that the approach to WLAM is that CSLA provide materials that can be downloaded from the CSLA website and applied locally.

11 Growing the Profession

11.1 Reciprocity ¹

Irvin opened the discussion by stating that we are not seeking a CSLA agreement as much as we are seeking an agreement that all 10 Components agree on. The goal is to achieve seamless reciprocity among our 10 Components which represent Canada's provinces and territories. A potential conflict exists due to different Landscape Architect membership categories (e.g. Landscape Architect versus Registered Landscape Architect).

We need to coordinate understanding and acceptable definitions, as well as requirements and membership categories.

Irvin stated her personal goal was to have a Reciprocity Agreement approved in Edmonton. She clarified that the Component President would be asked to sign a final Agreement.

¹ Due to weather and travel restrictions, Ms. Craig and Snook missed these discussions.



During the discussion it was agreed that we need a Canadian solution that facilitates labour mobility and this would impact licensure, exams, costs and languages used in LA accreditation processes.

11.2 Atlantic Canada LA Program Update

Smith asked that appendix H not be included in any distribution of the report. He stated that the next step would be to distribute APALA's position backed up with statistics supporting the report and the demand for an LA program in Atlantic Canada. The Board congratulated Smith on a job well done.

11.3 Sponsorship Program Development Update

Gradowski stated that he was working on a sponsorship approach; a first benefit would be website presence.

12 Advocacy & Outreach

12.1 Youth & Students

12.1.1. You Tube

Briggs reported we had no entrants to our You Tube contest. He suspects the winter timing was the issue, and wondered if the \$500 prize was sufficient. Briggs indicated he would be working on our Facebook presence as an outreach tool to youth and students.

Briggs stated that CSLA needs to develop a communication strategy for students, and Smith, Dawe and Gradowski offered to work with him on this.

12.1.2 WLAM Poster

Briggs reported that we had a low number of entrants and that we will need to find a champion in each program to promote to WLAM poster contest opportunity to students. The Board expressed their thanks to Grosset for his tireless efforts in developing our WLAM program.

12.2 Government

Smith had already reported on his work to establish an MoU with PWCS, and the sending of *Landscape Paysages* to key government departments.

CSLA has also requested consideration of a Governor General's award.

12.3 Communication Activities

CSLS is working on development joint position papers with ASLA, a likely first being on sustainable communities. However, once CSLA publishes position papers, we will need to identify subject experts that the media can be referred to and it may be wise to have our President media trained.

The Board discussed the need for a public website, such as BCSLA has developed (sitelines.org). It was agreed that such an initiative could cost in the neighbourhood of \$40,000 and that the site must be bilingual.

It was agreed that Gradowski would seek a new website proposal (providing terms of reference) from the web designers who developed *Sitelines*.



12.4 Allied Organizations

CSLA has developed strong relations with the Royal Architectural Institute of Canada (RAIC) and the Canadian Institute of Planners (CIP) with whom we partner to offer the National Urban Design Awards. We will now work to formalize relations with engineers.

12.5 ASLA

The President reported that plans are underway for CSLA to host the Presidents Council in March. The group includes the elected and paid staff of the following organizations:

- ✚ American Society of Landscape Architects (ASLA)
- ✚ Council of Education Landscape Architecture (CELA)
- ✚ Council of Landscape Architectural Registration Boards (CLARB)
- ✚ Landscape Architectural Accrediation Board (LAAB)
- ✚ Landscape Architecture Foundation (LAF)

The meeting adjourned at 4:50 p.m.

The meeting began at 8:45 a.m. Friday, February 26, 2010

13. Discussion of AAPQ Agenda

The Board discussed the items covered in a written letter from AAPQ to CSLA which would be discussed with their Board members later in the day, after this Board meeting adjourns.

On the subject of CSLA formally inviting IFLA to hold their 2017 Congress in Montreal at the recommendation of the AAPQ, the Board was in favour in principal, pending finalizing financial and other details.

On the subject of AAPQ recommending that CSLA consider moving from a “Society” to a “Federation” the Board agreed it was open to exploring the need to change CSLA’s governance model.

On the subject of Component members being required to belong to CSLA, the Board felt such a discussion would be covered in a governance review initiative.

On the subject of CSLA compensating Components for recruiting new members, again the Board felt such a discussion would be covered in a governance review initiative.

These were the preliminary thoughts of the Board, and their final response will be discussed after they have had an opportunity to discuss AAPQ’s recommendations with them.

Irvine indicated she may write members, after consulting with Components, about the need for a governance review.

14. New/Other Business

14.1 Haiti proposal fro Rick Moore, AAPQ, CSLA

In response to a letter suggesting that CSLA and AAPQ coordinate efforts to assist Haiti, it was agreed that CSLA could best serve as a conduit for members who wanted to provide their professional assistance, and that we could forward such offers to the appropriate government personnel in Ottawa. Smith and Potvin



agreed to work on the Haiti initiative and Executive Director to post opportunity in the CSLA Bulletin.

14.2 Proposal to recognize the late Margery Winkler, OALA , CSLA

Irvine reported that CSLA has been approached to help finance an annual lecture at Ryerson in memory of Margery Winkler, OALA, CSLA. It was agreed that CSLA could promote the lecture in the CSLA *Bulletin*.

14.3 Proposal to appoint Colleen Mercer Clarke, FCSLA as CSLA representative to UNESCO

Irvine reported that Colleen Mercer Clarke, FCSLA had indicated she would be prepared to serve as CSLA representative to UNESCO however the Board learned that no official organizational representation is required by UNESCO, therefore no action is necessary at this time.

14.4 CNLA

The Board again discussed the value of working more closely with the Canadian Nursery Landscape Association (CNLA). Gradowski explained how they found value in working with the BCNLA. It was agreed that Smith redraft a proposed agreement with the CNLA reflecting the points raised during this discussion, and that the CSLA President (and not Executive Director) would sign if and when the Board approved such an agreement.

15 Confirmation of Future Board Meetings

The following dates were agreed upon:
April 14 – noon EST teleconference
August 17 - 18 – face to face in Edmonton
October 13 – noon teleconference
December 1 – noon teleconference

16 Governance Policies and Procedures Amendments Presentation

The Executive Director presented recommended changes to CSLA's Board Policies that Past President Cathy Sears, AALA, CSLA and she had prepared. The Board discussed the recommendations and agreed to approve a final draft once it was presented to them.

17. Adjournment

The meeting was adjourned at 1:45 p.m.

18. The Board reconvened after the discussion with the AAPQ at 4:30 p.m.

18.1 IFLA Congress 2017

It was agreed that CSLA would issue a letter in early March offering to host the IFLA 2017 Congress in Montreal.

MOTION 2010.02.12

Motion to Host IFLA 2017 Congress

Moved and seconded that the CSLA Board approves, in principal, the intent to present a bid to host IFLA as part of Mission Design in Montreal and send a letter of offer in early March.



18.2 President's Term

During a general discussion it was suggested that CSLA consider extending the President's term to two years to allow for more leadership stability.

The meeting was adjourned at 5:09 p.m.