



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

**Draft Minutes
April 14, 2010
Participants:**

Linda Irvine, OALA, CSLA President

**Arnis Budrevics, OALA
Peter Briggs, NWTALA
Chris Grosset, NUALA
Jim Floyd, NLALA**

**Pawel Gradowski, BCSLA
Glen Manning, MALA
Gordon Smith, APALA**

Paulette Vinette, CAE Executive Director (Recording)

Absent:

**Carol Craig, AALA
Neil Dawe, NLALA
Claude Potvin, AAPQ**

ACTIONS

9.2 Grosset stated that their 2011 Congress committees are working and that CSLA needs to produce a Congress Agreement as soon as is possible. **Board**

10.1 Manning agreed to talk with Spearman about replacing him as Awards of Excellence Chair. **Manning**

10.3 It was agreed the Executive Director would publish an article in the next CSLA *Bulletin* looking for volunteers to work on developing educational material for children/youth. **Vinette**

11.1 Irvine will pull together a summary of the draft Reciprocity Agreement feedback received. **Irvine**

12.2.1 Following IFLA's MOU with engineers, CSLA will now explore opportunities to work with Canadian peers. **Vinette**

12.2.1 Smith is still working on a CNLA draft MoU reflecting comments offered by the Board in February. **Smith**

12.3 Briggs confirmed that he and Gradowski are working on a website strategy (following the Atlas model) and a budget proposal to bring back to the Board.

Briggs

12.3 Briggs reported that he is on the Landscape Paysages (L/P) Editorial Board and they are discussing recommending budget changes as well as policy changes for L/P. **Briggs**

12.4.1 The Executive Director reported that they will be 12 National Urban Design Awards presented and a CSLA member will receive one. The presentation is likely to held in Toronto in October. **Vinette**

12.5 Irvine added that the Presidents Council meeting delegates had fruitful discussions which will be recorded with next steps, and that CSLA will host a teleconference to keep the action items moving forward. **Irvine**

13.2 The Executive Director reported that Cathy Sears, AALA, CSLA, Chair of the CSLA Nominating Committee intends to present two candidates for President-Elect and the Board agreed by consensus that electronic voting, as was done last year, would be acceptable. **Sears/Vinette**

13.3 The Board agreed to vote on an LAAC recommendation for a Quebec educator when it formally comes forward, by electronic vote if required. **Board**



13.4 The Board agreed to approve paying the CSLA President economy travel to represent CSLA and support our bid to host the 2017 IFLA Congress. **Irvine**

1. Call to Order

The President, Linda Irvine, called the meeting to order at 12:15 p.m.

2. Approval of Agenda

MOTION 2010-04-1

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

The Executive Director apologized that the February 25 and 26, 2010 draft minutes were not yet completed due to a heavy CSLA workload since then. They will be presented at the next meeting.

4. Consent Agenda Reports

The President reported that none were received.

5. Review of Action Items from previous meeting

Given that the minutes were not available, this item was deferred.

6. President's Report

No formal report was offered.

7. Executive Director's Report

No formal report was offered.

8. Governance & Administration

8.1 Financial Reports

8.1.1 2010 Budget Approval

The Board discussed the revised, draft budget presented by Budrevics which, in order to support planned programs, would result in a deficit that would be offset by the 2009 projected surplus, allowing a break even projection for 2010. See Appendix A for CSLA 2010 Budget.

MOTION 2010.04.02

Motion to Approve the 2010 Budget

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



9. Professional Development

9.1 Congress 2010 Update (August 19 – 21)

The Executive Director reported that the Edmonton Congress planning committees are working well to finalize program and event details.

9.2 Congress 2011 Update (July 15 – 17)

Grosset reported that there are three airlines that service Iqaluit and they are exploring getting reduced fares for CSLA delegates. Grosset stated that their 2011 Congress committees are working and that CSLA needs to produce a Congress Agreement as soon as is possible.

10. Programs

10.1 Professional Awards of Excellence

With Dean Spearman being replaced on the Board by Glen Manning, Glen was asked if he would replace Dean as Awards of Excellence Chair. Manning agreed to talk with Spearman about replacing him as Awards of Excellence Chair.

10.2 Recognition Honours & Awards

In Chair Potvin's absence, the Executive Director assured the Board that work was progressing on managing the 2010 program.

10.3 WLAM Update

Grosset reported that the next steps for the WLAM program are to expand educational materials to match curriculum based subjects for young children. It was agreed the Executive Director would publish an article in the next CSLA *Bulletin* looking for volunteers to work on developing educational material for children/youth. It was agreed we should use ASLA's materials (as appropriate).

11 Growing the Profession

11.1 Reciprocity

The President reported that she is receiving feedback from Components as requested, and a few have indicated their submissions will be late (target date was March 31st). Irvine will pull together a summary of the draft Reciprocity Agreement feedback received.

11.2 Sponsorship Program Development Update

Gradowski did not have a report

12 Advocacy & Outreach

12.1 Youth & Students

12.1.1 WLAM Poster Winner Presentation

Craig reported that she presented the winner of the WLAM Poster Competition with a cheque, and the Executive Director confirmed this was featured on the CSLA Homepage during WLAM.



12.2 Government

12.2.1 Advocacy Committee Report

CSLA has now formally requested a Governor General's award for landscape architects. Following IFLA's MOU with engineers, CSLA will now explore opportunities to work with Canadian peers. Smith is still working on a CNLA draft MoU reflecting comments offered by the Board in February.

12.3 Communication Activities

Briggs confirmed that he and Gradowski are working on a website strategy (following the Atlas model) and a budget proposal to bring back to the Board. Briggs reported that he is on the Landscape Paysages (L/P) Editorial Board and they are discussing recommending budget changes as well as policy changes for L/P.

12.4 Allied Organizations

12.4.1 National Urban Design Awards

The Executive Director reported that they will be 12 National Urban Design Awards presented and a CSLA member will receive one. The presentation is likely to held in Toronto in October.

12.5 ASLA

The President reported that CSLA hosted a very successful Presidents Council in March at Niagara on the Lake's Prince of Wales Hotel. The group included 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)

Canada's LACF Chair Cecelia Paine, OALA, FCSLA and IFLA Representative James Taylor, OALA, FCSLA also participated.

Irvine added that the Presidents Council meeting delegates had fruitful discussions which will be recorded with next steps, and that CSLA will host a teleconference to keep the action items moving forward.

13. New/Other Business

13.1 Haiti Article Update

The Executive Director reported that only two individuals indicated interest in this initiative.

13.2 Nominating Committee Report

The Executive Director reported that Cathy Sears, AALA, CSLA, Chair of the CSLA Nominating Committee intends to present two candidates for President-Elect and the Board agreed by consensus that electronic voting, as was done last year, would be acceptable.



13.3 LAAC

It was reported that the Accreditation Council is seeking a Quebec-based educator for the Council and Marie-Claude Robert, AAPQ, AAPC has been suggested. The Board agreed to vote on an LAAC recommendation for a Quebec educator when it formally comes forward, by electronic vote if required.

13.4 IFLA China

The President reported that the next IFLA meeting will be in China at the end of May and the Chinese government is offering to pay delegates expenses. The Board agreed to approve paying the CSLA President economy travel to represent CSLA and support our bid to host the 2017 IFLA Congress.

14. Date and Location of Next Meeting

It was agreed to hold a Board teleconference on June 16th; the date was subsequently changed to June 23, 2010 at noon EST.

15. Adjournment

The meeting was adjourned at 1:25 p.m.



Appendix A – CSLA /AAPC 2010 BUDGET

CSLA/AAPC Income and Expense Statements

Approved by the Board of Directors

on April 14, 2010

	2009 Budget	2009 Actual (unaudited)	2010 BUDGET Final
REVENUE			
Member Dues	232,000.00	225,906.71	220,960.00
Bank Interest	2,500.00	1,289.74	1,000.00
Congress Profit Share	2,000.00	2,456.06	2,000.00
Landscape Paysages-Advertising	2,000.00	0.00	2,000.00
Landscape Paysages-Subscriptions	33,600.00	37,073.90	37,000.00
LACF Grants	8,000.00	8,000.00	2,000.00
L-P Special Anniversary Issue	7,500.00	0.00	0.00
National Sponsorship	5,000.00	0.00	500.00
CSLA Member Roster	1,000.00	1,000.00	1,000.00
Bulletin Advertising/Sales	1,000.00	1,000.00	1,500.00
Website Advertising/Sales	2,000.00	0.00	1,000.00
Book Sales	500.00	0.00	250.00
Web Job Posting	4,000.00	900.00	1,500.00
CSLA Awards-Entry Fees	15,400.00	15,400.00	16,000.00
CSLA Certificate Fees	0.00	1,450.00	1,000.00
TOTAL REVENUE	<u>\$316,500.0</u>	294,476.41	287,710.00
	0		
EXPENSES			
ADMIN EXPENSES			
Executive Director Admin Expenses	105,000.00	109,375.00	100,000.00
Office Expenses	9,000.00	6,746.13	8,000.00
Directors Liability Insurance	2,000.00	749.30	1,800.00
Website Hosting	2,000.00	941.00	1,300.00
Bank and Credit Card Charges	1,000.00	606.11	800.00
Bad Debts	500.00	0.00	0.00
Audit Fees	4,500.00	1,440.00	4,500.00
Legal Counsel	1,000.00	525.00	2,000.00
Translation Services	18,550.00	11,288.07	15,000.00
TOTAL MANAGEMENT EXPENSES	<u>\$143,550.00</u>	131,670.61	133,400.00



President Travel/Expenses	12,500.00	6,642.48	10,500.00
President-Elect Travel/Expenses	7,500.00	3,418.13	6,500.00
Executive Director Travel /Outreach	5,500.00	6,527.98	7,000.00
ED Outreach	1,000.00	1,798.84	n/a
Excom Meetings	500.00	0.00	n/a
BOD / Excom Meetings	4,000.00	8,998.57	8,500.00
Teleconference Meetings	4,000.00	2,630.99	2,500.00
BOD Components Travel Subsidy	9,000.00	7,012.70	9,000.00
BOD New Members Handbook	500.00	0.00	500.00
Governance Task Force	1,000.00	0.00	1,000.00
Presidents Roundtable meeting	5,000.00	4,450.00	4,500.00
College of Fellows	500.00	397.84	2,000.00
TOTAL BOARD OF DIRECTORS	<u>\$51,000.00</u>	<u>41,877.53</u>	<u>52,000.00</u>
Annual Report	\$350.00	127.15	300.00
Annual General Meeting	\$750.00	55.00	750.00
Election of the President-Elect	\$3,000.00	0.00	1,000.00
CSLA/AAPC Membership Certificates	<u>\$1,000.00</u>	683.75	1,000.00
TOTAL MEMBERSHIP SERVICES	<u>\$5,100.00</u>	<u>865.90</u>	<u>3,050.00</u>
TOTAL ADMIN EXPENSES	<u>\$199,650.00</u>	<u>\$174,414.04</u>	<u>188,450.00</u>
	0		
PROGRAM EXPENSES			
Congress Branding			1,900.00
75th Commemorative Items	4,000.00	5,563.11	n/a
Commemorative Issue Production	2,500.00	4,725.00	n/a
LACES Implementation	2,000.00	0.00	1,000.00
Anniversary Issue Upgrade	4,000.00	4,725.00	n/a
CLSA CONGRESS TOTAL	<u>\$12,500.00</u>	<u>15,013.11</u>	<u>2,900.00</u>
Awards of Excellence Program Exp	11,500.00	10,555.90	15,000.00
Awards of Excellence External Juror	2,500.00	1,000.00	2,500.00
Awards of Excellence Jury Subsidy	1,500.00	0.00	1,500.00
Awards of Excellence Media Services	1,500.00	0.00	0.00
Student Awards of Merit	3,000.00	2,023.73	2,500.00
Recognition Awards	1,000.00	707.88	900.00
TOTAL AWARDS EXPENSES	<u>\$21,000.00</u>	<u>14,287.51</u>	<u>22,400.00</u>
Dalhousie Program Initiative	5,000.00	5,000.00	0.00
Student Liason	1,000.00	0.00	0.00
TOTAL EDUCATION & RESEARCH EXPENSES	<u>\$6,000.00</u>	<u>5,000.00</u>	<u>0.00</u>
Communications Task Force/tools development	2,000.00	0.00	1,500.00
Website enhancement/maintenance	3,500.00	7,835.64	7,500.00



CSLA Awards of Excellence Promotion	1,500.00	0.00	750.00
Landscape Architecture Month	5,500.00	2,042.59	5,000.00
CSLA Media Kit	500.00	0.00	500.00
TOTAL MARKETING & COMMUNICATIONS	\$13,000.00	9,878.23	15,250.00
Landscape Paysages Management	1,800.00	1,259.79	1,800.00
Landscape Paysages Editorial Translation	8,500.00	9,679.47	10,000.00
Landscape Paysages Publication Expenses	6,650.00	5,410.10	6,650.00
Landscape Paysages Editor in Chief	29,400.00	29,400.00	29,400.00
TOTAL LANDSCAPE PAYSAGES	\$46,350.00	45,749.36	47,850.00
IFLA Dues	8,500.00	9,493.52	8,000.00
IFLA representative / programs	2,500.00	0.00	1,000.00
International Delegation	500.00	2,500.00	2,500.00
TOTAL INTERNATIONAL LIAISON	\$11,500.00	11,993.52	11,500.00
Reciprocity/AIT Labour Mobility	2,500.00	0.00	0.00
CSLA Postion Paper Development	500.00	0.00	0.00
Sponsorship Package	1,000.00	0.00	1,000.00
President Council 2010	0.00	0.00	2,500.00
Urban Design Awards Program	0.00	574.75	1,000.00
NuALA 2011 Congress Funds	0.00	0.00	0.00
Speakers Bureau Development	500.00	0.00	500.00
Communities in Bloom	500.00	0.00	0.00
Federation of Cdn Municipalities	500.00	1,000.00	1,000.00
TOTAL NATIONAL ADVOCACY	\$5,500.00	1,574.75	6,000.00
Special Projects Allowance	1,000.00	0.00	1,000.00
TOTAL PROGRAM EXPENSES	\$116,850.00	\$103,496.48	106,900.00
TOTAL EXPENSE	\$316,500.00	\$277,910.52	295,350.00
NET INCOME	\$0.00	\$16,565.89	-7,640.00
2010 shortfall offset from 2009 surplus		-7,640.00	7,640.00
<u>MOTION 2009-10-8</u>			
working balance		\$8,925.89	0.00
<u>MOTION 2009-10-9</u>			
<u>Motion to Approve Legacy Session Transcription Costs</u>			-5,000.00



<u>MOTION 2009-10-11</u>		
<u>Motion to Approve Advocacy Travel</u>		-1,000.00
<u>Expense</u>		
Funding withdrawn from Unallocated Assets		6,000.00
		<hr/>
working balance		0.00