



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

**Draft Minutes
August 17 and 18, 2010**

Participants:

Linda Irvine, OALA, CSLA, ASLA	CSLA/AAPC President	√
Neil Dawe, NLALA, CSLA	CSLA/AAPC President-Elect	√
Gordon Smith APALA, CSLA	APALA	√
Jim Floyd, NLALA, CSLA	NLALA	√
Chris Grosset, NUALA, CSLA	NUALA	18th
Peter Briggs, NWTALA, CSLA	NWTALA	√
Claude Potvin AAPQ, AAPC	AAPQ	√
Arnis Budrevics, OALA, FCSLA	OALA	√
Glen Manning, MALA, CSLA	MALA	√
Arnold Thiessen, SALA, CSLA	SALA	√
Carol Craig, AALA, CSLA	AALA	√
Pavel Gradowski, BCSLA, CSLA	BCSLA	√
Paulette Vinette, CAE	CSLA Recording	√
Liane McKenna, BCSLA, CSLA	In-coming President-Elect	√
Lawrence Stasiuk, OALA, CSLA	In-coming OALA representative	√

ACTIONS

6. Given that CSLA is inviting IFLA to hold its 2017 Congress in Montreal and the matter will be discussed at the IFLA meeting in China, it was agreed that the CSLA President should attend. **Irvine**

6.

1. Call to Order

The President, Linda Irvine, called the meeting to order at 8:10 a.m. Congress Co-Chairs Randy Heaps, AALA, CSLA and David Brown, AALA, CSLA welcomed the Board to Edmonton and promised a successful congress.

2. Approval of Agenda

MOTION 2010.08.1

Motion to accept the agenda

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

3. Approval of Minutes

MOTION 2010.08.2

Motion to approve the minutes

Moved and seconded that the minutes of the June 23, 2010 Board minutes be approved. Motion Carried.

4. Consent Agenda Reports



The President noted that no consent agenda reports had been submitted and stated that Board members need to contribute reports in future. Pawel indicated he will email the Board his report on site.

5. Review of Action Items from previous meeting

The Executive Director reviewed the action items from the previous meeting. It was agreed that getting agreement for a Reciprocity Agreement is a priority; Gordon agreed to follow up with APALA for their comments not yet received.

5.1 Decision re Two-Year President Term

The Board discussed the merits of changing the President's term to two years. After a full discussion, the consensus was to engage the Past President on the ExCom.

MOTION 2010.08.3

Motion to appoint the Past-President to the ExCom

Moved and seconded that Past President Linda Irvine, OALA, CSLA, ASLA be appointed to the ExCom until the next 2011 AGM. Motion carried.

It was also agreed that we should develop Terms of Reference for the ExCom to highlight their roles and responsibilities.

5.2 Decision re appointing a Finance Committee Chair

The Executive Director repeated her recommendation from the June 23rd meeting to appoint a Finance Committee Chair.

MOTION 2010.08.4

Motion to appoint a Finance Committee Chair

Moved and seconded that the Board appoint Arnis Budrevics, OALA, FCSLA as Finance Committee Chair and conduct an annual review of the role of this new Committee. Motion carried; Budrevics abstained.

Arnis agreed to draft Terms of Reference for the Committee to confirm its roles and responsibilities, and submit them to the Board for approval.

5.3 Expression of Interest to Become the IFLA Representative within Two Years

As discussed at the previous meeting, James Taylor, FCSLA, FASLA would like to train a replacement for the IFLA CSLA representative. The Executive Director was asked to get Terms of Reference for the position from Jim and circulate to the Board who will appoint Jim's successor.

6. President's Report

The President reported that she had her President's Report in the Annual Report circulated to all members as it was a good summary of her term. She commented that she has had rich experiences and a fantastic year.

7. Executive Director's Report

The Executive Director stated that her work is covered in her report in the Annual Report.

8. Governance & Administration

8.1 Financial Reports

8.1.1 2009 Audited Financial Statements

Budrevics reviewed the audited financial statements which show a healthy net asset achievement.



MOTION 2010.08.4

Motion to recommend the approval of the 2009 Audited Financial Statements to the Annual General Meeting

Moved and seconded that the Board recommend the approval of the 2009 Audited Financial Statements to the Annual General Meeting on August 21, 2010. Motion carried.

9.1.2. 2010 Financial Updates

Budrevics reported that we are operating within the Board approved budget.

9. Professional Development

9.1 Presidents Round Table Meeting Objectives

The President stated that the focus of this year's Presidents Round Table meeting will be dealing with concerns around the proposed Reciprocity Agreement. It will be a consensus seeking discussion.

9.2 Edmonton Congress 2010 Update

The Congress program and registration are strong and it promises to be another great CSLA Congress.

The Executive Director mentioned that she received a call from a member in Regina asking about the process to bid for a CSLA Congress.

During the discussion it was agreed that CSLA should work with Components to have a Congress plan at least two years out. Neil agreed to form a Task Force to study CSLA's Congress objectives, which need to attract student participation, and which can explore whether having a CSLA Congress every second year, with the odd year holding CSLA's AGM in conjunction with an existing Component Congress.

10. Programs

10.1 Professional Awards of Excellence

It was agreed that the promotion of the CSLA Awards of Excellence program should be as early as possible.

10.2 Recognition Honours & Awards

The President suggested that soliciting nominations for Life Members and Honourary Members should be added to the Recognition Honours & Awards committee work.

MOTION 2010.08.5

Motion to add the solicitation of Life and Honourary Members to the work plan of the Honours Recognition Awards Committee Moved and seconded that the Board approve adding the solicitation of Life and Honourary Members to the Honours Recognition Awards Committee work plan. Motion Carried.

It was also agreed that CSLA should recognize Component Emeritus members as CSLA members.

11 Growing the Profession

11.1 Reciprocity



The President explained that she has summarized the feedback from Components into a Power Point presentation and is hoping to be able to achieve consensus on CSLA's position on reciprocity during Wednesday's Presidents' Round Table discussions.

11.2 Atlantic Canada LA Program Update

Smith is monitoring the discussion about starting an LA program, possibly at Dalhousie.

11.3 Sponsorship and New Website Development

Gradowski distributed the elements he proposes to use in a CSLA RFP for website development and received suggested edits. A new website could host the Membership Directory, Bylaws and other governance reference items.

MOTION 2010.08.6

Motion to approved the amended website development RFP.

Moved and seconded that the Board approve the edited RFP for website development. Motion Carried.

It was agreed that Pawel would be the "project manager" with the help of Peter, Neil and Glen to prepare a recommendation to the Board on how to proceed with the CSLA web redevelopment.

As for CSLA Sponsorship, the President asked Gradowski for a Board proposal.

12 Advocacy & Outreach

12.1 Youth & Students

It was agreed that we need dedicated funding to support youth and student initiatives.

12.1.2 You Tube

The suggestion was made that a sponsor could fund prize money for a You Tube contest.

12.2 Government

12.2.1 Advocacy Task Force Report

Smith reported that his contact in PWGSC has left so he must find a new contact person to pursue establishing an MOU with them. He added that we are still waiting for a response from the Governor General's office regarding our request to establish a landscape architect medal. His group is still working on the value proposition for establishing MOUs with allied organization. The project of publishing CSLA position papers is stalled due to the resignation of the member responsible; Smith will need to repopulate the Task Force.

12.3 Communications

Briggs reported that we need to review our Communications Plan; Dawe offered to have one of his staff offer comments. Briggs stated we need to invest in our Facebook presence.

The Board then discussed the Editorial Board's request to increase the L/P budget to \$74,000 annually (a \$26,000 increase) to allow the expansion of content (and French language content) of the magazine and to pay for needed



graphic design. During the discussion it was suggested that the Board approve the increase and blend the L/P fee into the membership fee in 2011.

MOTION 2010.08.7

Motion to approve a budget increase for L/P in 2011

Moved and seconded that the Board approve support in principal to increase the L/P budget in 2011 to a maximum of \$74,000 and plan a review of this investment in 2011. Motion Carried.

Friendly amendment: moved and seconded that the Board approve support in principal to increase the L/P budget in 2011 to a maximum of \$74,000 as the budget allows. Motion Carried.

MOTION 2010.087

Motion to require an L/P 2011 Budget

Moved and seconded that the Editorial Board be required to submit an annual budget with supporting documentation by September 1st or as directed by the Board. Motion Carried.

MOTION 2010.08.8

Motion to not separate L/P fees from member dues

Moved and seconded that given the L/P magazine is a membership benefit, it therefore should be included as part of the CSLA dues on the invoice going forward. Motion Carried.

12.4 Allied Organizations

12.4.1 National Urban Design Awards

The National Urban Design Awards will be presented in Halifax in late October and Dawe agreed to represent CSLA on that occasion.

The meeting continued at 8:30 a.m. Wednesday, August 18, 2010 and Chris Grosset joined the meeting.
The Board agreed to add a discussion of the 2011 Budget and a national salary survey opportunity to the agenda.

12.5 WLAM

The Board discussed the low interest of students to enter the WLAM poster contest; it was agreed that we should raise the prize from \$500 to \$1,000. It was also stated that the Board need to be advocates for April is World Landscape Architecture Month (WLAM).

Peter, Pawel, Lawrence, Glen and Jim agreed to help Chris with the 2011 campaign. Dawe emphasized the importance of reaching out to youth. The idea of an urban forest theme was raised.

13. Iqaluit Congress 2011

Grosset reported that after the first eblast, we received 248 hits to our Iqaluit website. The deadline to qualify for half-price airfare from Ottawa to Iqaluit is October 31st and we have \$30,000 in sponsorship revenue in the budget.

Grosset has drafted a contract between CSLA and NUALA. It was stated that the Annual General Meeting was scheduled for Sunday morning, and efforts will be made to allow members across Canada to participate electronically.



Budrevics estimated attending would represent a \$3,000 investment per delegate.

MOTION 2010.08.08

Motion to support Iqaluit CSLA Congress

Moved and seconded that the Board is satisfied with the 2011 Congress budget, prepaid registration program and authorize the signing of the 2011 Congress Agreement. Motion Carried. Grosset abstained.

14. New/Other Business

14.1 Salary Survey Opportunity

Stasiuk explained that OALA had been approached to participate in a national salary survey being offered by a Design firm, and have approved the \$2,000 budget for this. It was agreed that the Executive Director would explore CSLA's role in this project and report to the Executive.

14.2 Code of Ethics

Grosset inquired about the status of CSLA's draft Code of Ethics. The Executive Director agreed to work with Past President Cathy Sears, AALA, CSLA on bringing this to a conclusion.

14.3 New CSLA Membership Categories

Grosset inquired about the status of CSLA's intention to develop new membership categories for students, individuals and industry partners. The Executive Director agreed to work with Past President Cathy Sears, AALA, CSLA on developing proposals to bring to the Board.

14.4 2011 CSLA Budget

Budrevics led a discussion of the elements of the 2011 budget. It was agreed that:

- (a) Given the expense of the summer Board meeting, we would have only one in-person Board meeting in 2011.
- (b) The new CSLA Banner would feature a CSLA award-winning photo.
- (c) We should consider raising the Awards of Excellence entry fee.
- (d) We should increase L/P subscription rates over time.
- (e) As previously decided, we should increase dues by the cost of living rate in September.

MOTION 2010.08.9

Motion to balance the 2011 with unrestricted net assets

Moved and seconded that the Board approves providing the required funds necessary to support proposed projects and to balance the 2011 budget from unrestricted net assets. Motion Carried.

MOTION 2010.08.10

Motion to raise dues by 4%

Moved and seconded that the Board approve a member dues increase that includes a cost of living increase for a total of 4%. Motion Defeated.

14.5 Update on Haiti Project

The Executive Director reported that

15. Adjournment



The meeting was adjourned at 1:40 p.m.

