



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

**Draft Minutes
February 8, 2011**

Participants:

Neil Dawe, NLALA, CSLA, ASLA	CSLA/AAPC President	√
Liane McKenna, BCSLA, CSLA	CSLA President-Elect	√
Linda Irvine, OALA, CSLA, ASLA	CSLA/AAPC Past President	√
Gordon Smith APALA, CSLA	APALA	
Julia Schwartz NLALA, CSLA	NLALA	
Chris Grosset, NUALA, CSLA	NUALA	√
Peter Briggs, NWTALA, CSLA	NWTALA	√
Claude Potvin AAPQ, AAPC	AAPQ	√
Lawrence Stasiuk, OALA, CSLA	OALA	√
Glen Manning, MALA, CSLA	MALA	√
Trevor Tumach, SALA, CSLA	SALA	
Carol Craig, AALA, CSLA	AALA	√
Pavel Gradowski, BCSLA, CSLA	BCSLA	√
Paulette Vinette, CAE	CSLA Executive Director -Recording	√
Guest : Arnis Budrevics, OALA , FCSLA	Chair, Finance Committee	

ACTIONS – See Separate CSLA Evergreen Action List February 8, 2011

1. Call to Order

New President Neil Dawe called the meeting to order at 12:34 EST and welcomed everyone to the teleconference. Lawrence explained that he could only participate for 45 minutes as he has a standing meeting on Tuesdays; it was agreed that the Board teleconferences would be held on Wednesdays.

The Executive Director reported that the 2010 year-end forecast is expected to be in the order of \$40,000 however we cannot confirm this until we receive our Congress 2010 surplus share. She reported that work is beginning with the auditors.

2. Approval of Proposed Agenda

MOTION 2011.02.08-1

Motion to accept the agenda

Moved and seconded that the agenda be accepted with the addition of reports re the 2011 Congress; Awards program updates and a WLAM poster program update if time permits. Motion carried.



3. Approval of Minutes

The Executive Director explained that she was consulting with an expert on how to present draft minutes when quorum is lost as occurred in December. She will send the draft minutes as soon as they are available.

4. Review of Action Items from the February 3, 2011 Evergreen Action List

The Executive Director reviewed the action items from the February Evergreen list. The following are the action reports:

1. Carol and Chris urged the Board to help with Congress 2011 sponsorship as to date when only have commitments in the order of \$7,000 which is less than 1/3rd of our sponsorship budget.
2. The Executive Director reminded the Board that we need content contributions for our President's blog.
3. The Executive Director reported that Jim Taylor has submitted suggested criteria for the CSLA IFLA representative and that the ExCom will review this and report to the Board.
4. Neil has been leaving messages for Faye and Cecelia of LACF re condition of Congress 2011 Grant to encourage future congresses to plan for digital records of key proceedings in their budget; CSLA agrees in principle but cannot commit future Components who host the CSLA Congress.
5. Board to study Peter Briggs' draft social media strategy and policies and provide feedback by February 22 using this link: Draft: <http://typewith.me/oPKpXGn1pp>
6. Board invited to suggest candidates for President-Elect (post July) to Linda Irvine.
7. Board to ask Cathy Sears to consider suggesting LACF explore establishing a bequest program.

5. Decision to send draft Revised Reciprocity Agreement to the Components for a three-month consultation process

The Board held a wholesome discussion about the draft, revised Reciprocity Agreement. Linda agreed to make further revisions that included modifying 4.1.2 (e) to address non-regulated versus regulated jurisdictions.

MOTION 2011.02.08-2

Motion to Approve a Revised Draft Reciprocity Agreement in Principle

Moved and seconded that the Board approves the Draft Reciprocity Agreement with the amendments Linda agreed to make, and then send it to the Component Presidents with a letter from Linda and Neil that asks them if they can meet our three-month deadline. Motion carried.

During a follow-up discussion, Linda reminded the Board of the importance of them championing the Agreement and if necessary for them, suggesting their Component hold a special members' meeting to obtain their feedback so that the final version can be signed in Iqaluit. It was also suggested that we should confirm if regulated Components would be willing to schedule oral interviews to comply with the next revised draft.

6. Next Steps Toward Creating a new Strategic Plan

6.1 Action Steps to Create a new Strategic Plan

The Board agreed to review Pawel's Strategic Plan discussion paper in detail and provide him feedback by February 22nd. Component Presidents will also be sent the report and asked for same feedback. The President thanked him for his comprehensive work. The



Executive Director suggested that a next step to creating a new Strategic Plan will be to establish priorities for each of the three years.

6.2 Future Congress Task Force Report Summary

The Board discussed Sara-Jane Gruetzner's specific strategy recommendations which are:

1. Define what the CSLA's objectives are for the conference
2. Define who the target audience is.
3. Define the CSLA's role with respect to educating its members
4. Define the components role with respect to the delivery of the congresses.
5. The CSLA should develop a post-conference evaluation to determine what the issues are.

During the discussion it was agreed that we need to consult with Components, then perhaps tell members what we think is needed and the Board's vision for future Congresses and ask members to confirm same through an online survey. Claude, Liane and Jim Melvin who agreed to work together on the Future Congress needs' review initiative with Sarah will be asked to continue, reporting directly to the Board. Paulette and Neil will also support the team.

6.3 New Membership Category Recommendations

Linda spoke to her written report with a recommendation for CSLA to provide Life Membership to Components' Emeritus (or equivalent) members.

MOTION 2011.02.08-3

Motion to Provide Life Membership to Components' Emeritus (or Equivalent) Members

Moved and seconded that the Board approves the recommendation that Full Members of Component Associations who have been granted "Emeritus Membership (or equivalent) by a Component, be automatically recognized by the Society as "Life Members" of the CSLA subject to the Component Association provide written notice to the CSLA of such a change in a Full Members' membership status. Motion carried.

Neil and Paulette to execute making Component Emeritus members CSLA Life Members. The Board agreed that this should be retroactive.

Cathy Sears, at the President's request, submitted a paper that recommended that CSLA appoint a Task Force to give careful consideration to the merits of creating a CSLA Student Membership Category, in collaboration with our Component Organizations. Neil to pursue appointing a Student Membership Category working in collaboration with our Component Organizations; Pawel offered to assist.

6.4 Student Outreach Program Recommendations

Cathy Sears also recommended formulating a "Student" Youth Outreach Committee; Neil agreed to discuss how this could occur and the resources required further with her.

Cathy also reported that several years ago, CSLA member Bob Brown OALA, CSLA of the University of Guelph had proposed that CSLA recognize the Academic Council of Landscape Architecture (ACLA) members as individual members of the CSLA and she provided background documents. The Board agreed that this may be an effective way to expand student outreach through their teachers. Neil agreed to contact Bob Brown to



determine if there was still interest in CSLA recognizing the Academic Council of Landscape Architecture (ACLA) members as individual members of the CSLA.

6.5 CSLA Code of Ethics

Cathy Sears provided background on the development of the CSLA Code of Ethics, including a recommendation that it be retitled "Code of Professional Conduct". The Board agreed to review the draft Code of Conduct with their Components. She also agreed CSLA should consult with Component Presidents about a recommendation about the use of the CSLA logo and name; the Board agreed. Neil to follow up with Cathy on next steps.

6.6 Advocacy Terms of Reference

The Board discussed the Advocacy Task Force's proposed Strategy and Terms of Reference. It was agreed that they be asked to consult with the Components on these recommendations.

7. Dates of Board Teleconferences:

April 5, 2011
July 13 & 14 (In person in Iqaluit)

11. New/Other Business

11.1 CSLA 2011 Congress in Iqaluit

Chris reported that the most urgent matter is to confirm Congress sponsors (see item 4.1 of these minutes. He stated that there are 82 pre-registered delegates.

11.2 Awards Programs

Glen Manning spoke to his written report, confirming there were approximately 55 entries to our Awards of Excellence program (a slight increase over last year). Judging will occur on February 24 & 25, 2011.

Paulette confirmed that the Recognition and Honours Awards program is being launched this week with an April 15, 2011 deadline. Linda encouraged Board members to solicit nominations.

11.3 WLAM Poster Program

Chris reported that we had only received two poster submissions despite having increased the prize money to \$1,000. He suggested that his Committee discuss this and come back to the Board with recommendations for the future.

11.4 Budget for CSLA Fellows Medal

Finance Committee Chair Arnis explained that the Fellows will soon need to order medals, which need to be purchased in bulk to get a reasonable price (approximately \$10,000) and that CSLA's Fellows Medal fund only has \$6,000 in it and therefore needs to be topped up. The Board agreed to move \$1,500 from the 2010 and 2011 funds and plan to make an annual contribution to the fund.



12. Adjournment

President Neil thanked everyone for their important work.

It was moved to adjourn the meeting at 2:15 p.m. EST.

Note: *The template for Board reports which must be received 48 hours in advance of Board meetings/teleconferences is attached as Appendix A.*



Appendix A

CSLA BOARD REPORT FOR:
(insert meeting date)

YOUR NAME:

POSITION:

1. ACCOMPLISHMENTS SINCE LAST MEEETING

2. ISSUES REQUIRING BOARD DISCUSSION, INCLUDING ISSUE BACKGROUND

3. ISSUES REQUIRING BOARD DECISION & IMPLICATIONS

4. FOR INFORMATION ONLY

