

**CSLA/AAPC
 BOARD OF DIRECTORS TELECONFERENCE**

**Minutes
 September 21, 2011**

Participants:

Neil Dawe, NLALA, CSLA, ASLA	CSLA/AAPC Past President	Regrets
Liane McKenna, BCSLA, CSLA	CSLA President	√
Gordon Smith APALA, CSLA	APALA	√
Julia Schwartz NLALA, CSLA	NLALA	√
Peter Briggs, NWTALA, CSLA	NWTALA	Regrets
Claude Potvin AAPQ, AAPC	AAPQ President Elect	√
Lawrence Stasiuk, OALA, CSLA	OALA	√
Glen Manning, MALA, CSLA	MALA	√
Trevor Tumach, SALA, CSLA	SALA	√
Rob Marchak, AALA, CSLA	AALA	√
Cameron DeLong NUALA, CSLA	NUALA	√
Pawel Gradowski, BCSLA, CSLA	BCSLA	√
Elizabeth Sharpe CAE	CSLA Interim Executive Director	√

ACTIONS – See Separate CSLA Evergreen Action List September 2011 Version

1. Call to Order & Welcome

President Liane McKenna called the meeting to order and welcomed the Board of Directors present. The meeting was called to order at 12h05 Wednesday, September 21, 2011. Liane commented on the excellent Congress in Iqaluit and thanked Cameron and his team for a very well done event.

The President reviewed the order of the meeting

2. Approval of Proposed Agenda

Three items were added to the agenda under New Business:

- Website Update
- Advocacy Task Force Update
- Signing Authority – this item is covered under the Financial Report

MOTION 2011.09.21-1

Motion to accept the agenda

Moved by Pawel Gradowski and seconded by Gordon Smith that the agenda be accepted as amended. Motion carried.

3. Approval of Minutes

MOTION 2011.09.21-2

Moved by Claude Potvin and seconded by Glen Manning that the minutes of the meeting of July 13-14, 2011 be accepted as presented.

Motion carried.

4. Review of Action Items from the Evergreen Action List

The Evergreen Action List was reviewed and updated as per the attached list.

5. Review of the Status of the Executive Director

MOTION 2011.09.21-3

Moved by Lawrence Stasiuk Seconded by Pawel Gradowski
That the term for the Leave of Absence for Paulette Vinette, Executive Director of CSLA be extended to November 30, 2011, at which time the CSLA Executive Committee will revisit the requirement.

Motion Carried

MOTION 2011.09.21-4

Moved by Pawel Gradowski Seconded: Claude Potvin
That the contracted services of Interim Executive Director by Elizabeth Sharpe of BPI Consulting be extended to November 30, 2011 at which time the CSLA Executive Committee will revisit the requirement.

Motion Carried.

5. Committee Appointments

Finance Committee Appointment

MOTION 2011.09.21-5

Moved by Lawrence Stasiuk Seconded by Rob Marchak
That Arnis Budrevics be appointed for the term of FY 2011-12 as the Chair of the CSLA Finance Committee as per the Terms of Reference of the Finance Committee.

Motion Carried.

It was also requested that a member interested in financial matters of the CSLA volunteer to join the Finance Committee. Board members were asked to discuss with any members they thought might be interested and pass the names onto the Chair of the Finance Committee by the next meeting in November.

Executive Committee Appointments

MOTION 2011.09.21-6

Moved by Lawrence Stasiuk

Seconded: Claude Potvin

That Arnis Budrevics, as Chair of the Finance Committee be appointed as a member of the CSLA Executive Committee for the purposes of input on issues with regard to CSLA Finances for the term of FY- 2011-12.

Motion Carried.

MOTION 2011.09.21-7

Moved by Claude Potvin

Seconded by Rob Marchak

That Past President, Neil Dawe be appointed as a member of the CSLA Executive Committee for the term of FY-2011-12.

Motion Carried.

6. Financial Report

6.1 The Executive Director presented the month end financial report for August 31,2011.

MOTION 2011.09.21-8

Moved by Glen Manning Seconded by Pawel Gradowski

That the financial statements to August 31, 2011 be accepted as presented.

Motion Carried.

6.2 2012 Budget – Preliminary Discussion

The President and Executive Director reviewed the 2012 Budget with the Board.

The following comments & suggestions were made:

- Finance Committee to consider the purpose of the Special Projects Fund Section and remove if not essential
- How has the increase in the 2011 budget for Landscapes/Paysages benefited the members? It was requested that the Communications Committee provide more detailed justification if the continuation of the increase in 2012 is being requested.
- It was requested that the Board receive further clarification on the

differences between the actuals of the 2011 and the budget 2012.

The 2012 draft budget will be reviewed again in November at the next Board meeting.

6.3 Signing Authority Clarification by Motion

Lawrence Stasiuk noted that although the BOD had approved a motion to instate him as a signing authority for 2012, that for consistency, the BOD should also pass a motion to instate Neil Dawe and Liane McKenna as signing authorities , since it was noted that all three members had completed the signing authority documentation required through the CSLA's bank RBC.

MOTION 2011.09.21-9

Moved by Lawrence Stasiuk Seconded by: Rob Marchak

That the Past President, Neil Dawe and President Liane McKenna be added as signing authorities for the CSLA's FY 2011-2012.

Motion Carried.

7. 2012 Congress

The President reported that there are on going communications regarding Congress 2012 in British Columbia with BCSLA. The BCSLA delivered a letter that included some concessions that are not normally provided in CSLA's standard Congress contract and budgetary considerations will be taken into account in these negotiations. A meeting to consider further details and resolve any outstanding issues has been requested. The Board will be kept apprised of the outcome of discussions between CSLA and BCSLA.

8. Strategic Plan – Preliminary

The President presented a draft Strategic Plan for review and comment. She reviewed the format of the plan and the basis for its content. This plan will be reviewed in more detail at the next meeting in November in Toronto. In the meantime, Liane welcomed comments and suggestions.

There was some discussion regarding the term of the plan and what is realistic in determining how many years the objectives should cover. Liane noted that this will be taken into consideration during the process.

Board members were asked to review the draft plan, identify their priorities for each year – high, medium and low and provide their feedback to Liane and Elizabeth by **October 15, 2011**. This will be used to generate the next version of

the document for discussion by the Board in November.

It was also suggested that the financial impacts should also be identified. It was noted that the annual workplan and budget are typically where the funding requests and details are presented.

9. LA CES Committee – Linda Irvine

The President presented the attached LA CES document with an amendment to the Governing Rules and Procedures highlighted. The changes include the following points:

- Term of the participating representative from 2 to 3 years
- That members may be re-appointed but not serve concurrently on more than one committee
- Terms begin on the first day of the year vs. the first day of the appointment.

MOTION 2011.09.21-10

Lawrence Stasiuk moved. Claude Potvin seconded.

To accept Linda Irvine's recommendation to approve the changes to the Governing Rules and Procedures of the LA CES.

Motion Carried

The Board recommended that Linda be approached to see if she is willing to stay on the CES Committee on behalf of CSLA. Liane McKenna will talk with her about this.

10. Landscape Architects Without Borders

Vincent Asselin has written to CSLA asking if the Board will consider recognizing or creating a committee, defining the mandate and expected deliverables, budgets etc. for a Landscape Architects Without Borders Group.

The CSLA Board has passed a motion supporting in principle IFLA's work on LAWB. It was suggested that CSLA members could work in the interim with the Engineers through a new MOU with Engineers Without Borders on projects of interest that have a landscape /planning component. It was also noted that there is an Architects Without Borders Group operating out of the University of Manitoba.

Jim Taylor and Raquel Penalosa will attend the CSLA Board of Directors meeting in Toronto in November to discuss this further as well as the other IFLA initiatives that are taking place in support of CSLA.

Claude Potvin agreed to do some further research.
Liane will send a response to Vincent's enquiry.

11. Date of Board Meetings 2011-2012

November 18/19, 2011 Toronto
December 7, 2011 Component Presidents
January 18, 2012 Board Teleconference
March 21, 2012 Board Teleconference

12. New/Other Business

12.1 Advocacy Committee:

There was follow up on items from the Evergreen Action List regarding the activities being undertaken by the Advocacy Committee. Gordon Smith reported on the following:

Governor General's Medal

Governor General's Medal: A briefing note is being prepared at Rideau Hall for the Governor General on CSLA's request for the creation of a Governor General's medal in Landscape Architecture. They have asked us to obtain some additional information from RAIC and from our Committee and submit it to them as soon as possible. The Committee will keep the Board advised of the process from here.

There was mention of whether or not there is a cash prize included in the Medal presentation. Also, whether there is to be one award or multiple awards. The Committee's approach for the medal is that it would be awarded for a body of work as opposed to it being based on performance. It was suggested that the medal be awarded every two years.

The Board is generally in agreement that this award be pursued keeping in mind that budget and fundraising for this award.

Federal Industry Real Property Advisory Council (FIRPAC) Meeting

A meeting of FIRPAC will be held on October 19th in Ottawa. Public Works and Government Services Canada has facilitated an invitation for CSLA to attend this meeting. Gordon Smith and Claude Potvin will represent CSLA at this meeting with the intent of keeping up communications and creating a presence for CSLA

in this committee. Gordon will report back on the outcome of this meeting in November in Toronto.

Gordon Smith announced that he will have to step down from his position as Chair of the Advocacy Committee. He is willing to continue with the work with the Governor General's Medal for the sake of continuity for this project. Therefore, the Board will think about a new Committee Chair for this Committee and report back to the President.

12.2 Website Development

Pawel Gradowski reported that the new website, with the exception of the Atlas and the Speaker's Bureau, is ready for launch on September 30th. He asked that the Board look at the website, report feedback and comments as soon as possible in order to be able to proceed. Pawel has provided a link to the new website for all Board members to access.

13. Adjournment 14h15.