

MINUTES - CSLA Board of Directors

Thursday, August 20th, 1-2:30 EST (by teleconference)

Present: Michelle Legault, Robert Norman, Margaret Ferguson, Cameron DeLong, Trevor Tumach, Gordon Smith, Jean Landry, Peter Alexander, Nastaran Moradinejad, Joanne Moran

Guest: Raquel Penalosa

Regrets: Gordon Kraushaar, Arnis Budrevics, Carol Craig

No.:	Item:
1	<p>Call to Order and Welcome</p> <p>Robert Norman called the meeting to order.</p>
2	<p>Approval of Proposed Agenda</p> <p>MOTION 2015-8-1: Moved by Trevor Tumach and seconded by Jean Landry that the agenda for the 20 August 2015 Board meeting be approved as modified. Motion unanimously approved.</p>
3	<p>Approval of the Minutes of the Meeting of May 20th, 2015</p> <p>MOTION 2015-8-2: Moved by Jean Landry and seconded by Joanne Moran that the minutes of the meeting of May 20th, 2015, be approved as presented/as modified. Motion unanimously approved.</p>
4	<p>Executive Director's Report, Review of the CSLA Website and Review of the August 2015 Evergreen Action List</p> <p>Michelle Legault provided an overview of the Evergreen Action List for August 2015. She also provided a debrief of the 2015 Congress, noting that:</p> <ul style="list-style-type: none"> - The level of satisfaction on behalf of delegates for the overall event was very high (based on feedback) - Delegates appreciated the tours and the quality of the program - Logistically, the 2015 Congress was a greater challenge due to the international destination. Issues such as permits, a large number of special guests, customs and security increased not only the effort required in planning, but the costs. Unfortunately, these were not costs identified in the budget. - In terms of the budget, we were 15,000\$ low on our registration estimates. We anticipated a greater number of members to attend, and a much greater number of Mexican delegates to participate. Because of the low registration numbers, we did not achieve our gala ticket sales projections. However, the tours were very popular and we did come in above our projection for that item. The other major contributor to our deficit was that we had predicted 35,000\$ in sponsorship revenues, but we brought in 20,000\$. We came in under budget for the hotel and catering, however, because of the logistical issues identified earlier, the administrative costs were significantly higher than predicted. All of these issues contributed to a loss of 20,000\$ for the 2015 Congress. - A post-mortem will be held in September with the planning committee to explore further lessons learned

	<p>for the event.</p> <ul style="list-style-type: none"> - Gordon Smith suggested that if we repeat this type of event, we should ensure that there be a mandatory pre-registration.
5	<p>Finance Committee Report</p> <p>Michelle Legault reported on the financials at July 31st, 2015 and presented the draft 2016 Congress budget.</p> <p>MOTION 2015-8-3: Moved by Peter Alexander and seconded by Joanne Moran to approve the 2016 Congress budget as presented. Motion unanimously approved.</p>
6	<p>IFLA Member Agreement and Report on the IFLA FBP Committee</p> <p>Raquel Penalosa reported on the IFLA FBP committee as requested by the board at the May meeting. A FBP report and its recommendations were accepted in lieu of the treasurer's report at the IFLA World Council. Since the treasurer was not fulfilling his role, it was recommended that he be replaced by the ExCo temporarily filling that role. The role of the treasurer will be further developed by the FBP. James Hader will head this committee. In addition, changes to the by-laws regarding the treasurer are in development. The 2016 budget is balanced, which included cutting travel expenses for ExCo members. The priority for the Executive Director is therefore to find additional sources of revenue. The CSLA will continue to support the delegate's travel to the World Council.</p> <p>Michelle Legault reported on the IFLA Member Agreement legal review, noting that the legal team did not find any risks for the CSLA in signing the agreement, other than the agreement being subject to the law of Belgium, where IFLA is legally incorporated.</p> <p>The Executive Director is instructed to obtain the IFLA's legal review and ask our lawyer to review it as well, and advance it to the November Board meeting for decision. Raquel Penalosa noted that IFLA would unlikely modify the document if the CSLA required changes.</p>
7	<p>CAHP Request</p> <p>Michelle Legault presented the request for sponsorship on behalf of the CAHP. Members suggested that to be involved in this award, we would require substantive involvement, such as representation on the jury. Gordon Smith suggested that we should further evaluate the benefits associated with this sponsorship and whether there is an opportunity to be involved with the selection. Finally, members decided that this initiative should not a priority, though the award itself certainly is worthy.</p>
8	<p>Awards of Excellence Task Force Report</p> <p>Michelle Legault reported that all of the changes requested by the board at the last meeting were integrated. However, Nastaran Moradinejad suggests that we should include verbiage which says that a leading role means having a physical role in creating the design or plan. In other words, Nastaran suggests that the original creators and authors of the design should be the lead applicant.</p> <p>Members agreed to add the following to the eligibility:</p> <ul style="list-style-type: none"> - <i>"Client teams may put forward applications. However, this must be done in cooperation with the design team, who will be given priority in the award's recognition."</i> (Nastaran, Bob, Gordon and Joanne to word craft by e-mail) <p>MOTION 2015-8-4: Moved by Gordon Smith and seconded by Bob Somers to approve the revised awards program as modified. Motion unanimously approved.</p>
9.	<p>Request from member re reciprocity between CSLA and ASLA members to benefit from member rate at ASLA conference</p> <p>This item was moved to the following Executive Committee meeting.</p>

10.	<p>Revised RAIC, CIP, CSLA MOU for National Urban Design Awards</p> <p>MOTION 2015-8-5: Moved by Gordon Smith and seconded by Trevor Tumach to approve the MOU for the National Urban Design Awards and instruct the Executive Director and President to sign. Motion unanimously approved.</p>
11.	<p>Request for endorsement of NAIT program in landscape architecture</p> <p>Peter Alexander, along with Carol Craig and Jennifer Jones met with NAIT and encouraged to continue develop this program, and hopefully include it as a BLA, not a BLA in technology.</p> <p>MOTION 2015-8-6: Moved by Peter Alexander and seconded by Jean Landry to approve the draft letter of endorsement of NAIT's landscape architecture program. Motion unanimously approved.</p>
12.	<p>Governor General's Medal in Landscape Architecture - design of medal</p> <p>The Board suggested that the jury suggest a design for the medal, for the board's approval.</p>
13.	<p>Adjournment</p> <p>The meeting adjourned at 2:48 p.m.</p>