

MINUTES - CSLA Board of Directors

Friday, November 13th and Saturday, November 14th, 2015, Revelation Room of NFS Conference Centre, Yellowknife

Present: Michelle Legault, Carol Craig, Jean Landry, Joanne Moran, Trevor Tumach, Dan Glenn, Gordon Smith, Cameron DeLong, Margaret Ferguson, Nastaran Moradinejad, Bob Somers, Robert Norman (by teleconference)

Regrets: Arnis Budrevics

No.:	Item:
1	<p>Call to Order and Welcome</p> <p>Carol Craig welcomed Dan Glenn and Gordon Smith to their first in-person Board meeting, thanked the NWTALA and Michelle Legault for organizing the meeting and called the meeting to order.</p>
2	<p>Approval of Proposed Agenda</p> <p>MOTION 2015-11-1: LACF letter of endorsement for Isabelle Giasson and “Hill Day” were added to the agenda. Moved by Jean Landry and seconded by Trevor Tumach to approve the proposed agenda as modified. Motion unanimously approved.</p>
3	<p>Approval of the Minutes of the Meeting of August 20th, 2015</p> <p>MOTION 2015-11-2: Moved by Bob Somers and seconded by Joanne Moran to approve the minutes of the meeting of August 20th, 2015 as presented. Motion unanimously approved.</p>
4	<p>President’s Report</p> <p>Robert Norman thanked Carol Craig for chairing the meeting on his behalf and noted that he was unable to travel due to medical reasons, and that both he and the Executive Director asked past president Carol Craig to chair the meeting. Robert Norman reported that he attended the CLARB AGM and found it to be a very beneficial event. He emphasized the new CSLA Strategic Plan and the 2016 Congress. CLARB is an excellent repository of data on the profession, and many sessions were also related to Board governance, and his presentation of the CSLA’s strategic plan was very well received. At the CLARB meeting, there was an “appy” half hour where there was a coaching on how to use and download the conference app. In addition, the sessions focused on regulation, licensing, continuing education, effective boards, etc. Having a lay-person board member and open board meetings was stressed. He suggested that before each board meeting we confirm that members have no conflict of interest with any of the agenda items, and whether board members required additional financial training. For the President’s Council meeting in January, Rob has suggested that we take that opportunity to meet with the new Minister of Environment and Climate Change.</p>
5	<p>Component Updates</p> <p>a) APALA</p> <p>Dan Glenn reported that membership in APALA is growing and over one third of its membership is out of province – a sign of a more global economy. They are dealing also with issues of accrediting members who have not graduated from recognized LA schools. APALA is celebrating the launch of the program at</p>

Dalhousie. With surpluses in the budget, APALA is looking to establishing another scholarship for Dalhousie program students. Other issues include continuing education, strategic planning and name act legislation, beginning in New Brunswick.

b) AAPQ

Jean Landry reported that the AAPQ has had a major change in its board, president and executive director, which has resulted in new projects with a focus on the 2017 World Congress and working more closely with allied professions. The accreditation of the Université de Montréal program is also an important file for the AAPQ. The AAPQ celebrated their 50th anniversary this year and they used this anniversary as a way to increase member engagement and encourage a discussion about the CSLA in Québec. The city of Montreal has asked the AAPQ to review their tender documents to better represent landscape architecture.

c) OALA

Joanne Moran reported that the OALA's new logo and branding standards were launched and the magazine to be available digitally. The OALA undertook a head office assessment and implementation is under discussion. A senior LA task force has been put into place to review a new category of membership. The Executive Committee is actively undertaking advocacy initiatives, including working with members of parliament. The OALA is experiencing a 5% growth rate. Reciprocity is having a big impact on the OALA. OALA is anticipating a 50\$ dues increase in 2017 to cover administrative costs.

d) MALA

Bob Somers reported that September was MALA's WLAM month. With a looming provincial election, MALA will again try to obtain Name Act Legislation. There are many changes at the University, including retirements and a new dean. Valerie Lindberg, the MALA Executive Director, has announced that she will be retiring in 2 years. International Association of Public Participation (IAP2) is becoming more important and, while it is an unaccredited program, it is adding cost and value to projects.

e) SALA

Trevor Tumach reported that SALA has hired a part time administrator, updating the logo and website. Membership has remained stable, though attendance at meetings remains a challenge, as does the ratio, responsibilities and roles of out of province and in province members. Name Act legislation is moving forward, but may be stalled by the April provincial election. SALA and MALA have applied to the LACF for a children's book on how a park is made.

f) AALA

Peter Alexander reported that the AALA obtained re-certification without any hindrances. With the drop in oil, the province will be experiencing an economic challenge. The new minister of infrastructure is from Edmonton and he is very keen on liveable cities and transportation. The NAIT BLA program is still undecided. George Harris is the new AALA president and advocacy is an important portfolio to him. The AALA is also updating its website and evaluating ways of increasing member engagement.

g) BCSLA

Nastaran Moradinejad reported that the BCSLA has chapters with representation on the Board, and one Board meeting per year travels to the chapter's location along with CE events. The BCSLA met with a number of MLAs including the Attorney General over breakfast. We invited them to the Empress Hotel. (I think there were about 8 but don't quote me on it). BCSLA was approached by the Climate Action Secretariat's Professional Associations Adaptation Working Group to delegate the BCSLA. Bev Windjack, the BCSLA's representative on the CSLA Climate Change Adaptation Working Group, has agreed to serve as the delegate. Board of examiners procedures are being reviewed in a view to reciprocity.

h) NuALA

Cameron DeLong reports that member engagement continues to be an important issue, including the future of the association.

i) NWTALA

Margaret Ferguson thanked members for making the trip to Yellowknife and noted that the Board had last been present in 25 years ago, when the NWTALA was launched. The NWT Landscape Charter was finalized and posters were created.

	<p>Action List</p> <p>Michelle Legault reported on the CSLA's activities.</p> <ul style="list-style-type: none"> a) <i>Website Review</i> Michelle Legault reported on the new website content and features. b) <i>Communications Staffing</i> Michelle Legault reported that Melanie Rutledge was hired as the CSLA's Communications Officer.
7	<p>Finance Committee Report</p> <ul style="list-style-type: none"> a) <i>Approval of Chair of Finance Committee for 2016</i> MOTION 2015-11-3: Moved by Robert Norman and seconded by Gordon Smith to appoint Arnis Budrevics Chair of the Finance Committee for 2016. Motion unanimously approved. b) <i>Update on November 2015 Financials</i> Michelle Legault reported on the November 2015 Financials and noted that all was in order. In terms of cash flow, the CSLA is in a good position as sponsorship funds for the 2016 Congress have begun rolling in to our accounts. For accounts receivables, the AAPQ dues are still outstanding and scheduled to be received in January. In discussion with the AAPQ's Executive Director, Michelle notes that the reason for the delay has to do with cash flow on the AAPQ's part. Moving to the Income and Expense Statement, Michelle noted that a new reporting system for the income and expense statement was put into place. The Executive Committee is instructed to write to the AAPQ about its dues remittance concerns.
8	<p>Advocacy Task Force Update</p> <p>Carol Craig reported on the activities of the Advocacy Task Force, noting that an Advocacy Summit is planned at the 2016 Congress, developing a second position paper, launching the first Governor General's Medal, developing a brochure for the Speakers' Bureau and circulating it to allied professions, developing a potential travel grant for speakers, and developing national landscape schedules.</p> <ul style="list-style-type: none"> a) <i>Approval of 2016 ATF Action Plan</i> MOTION 2015-11-4: Moved by Peter Alexander and seconded by Jean Landry to endorse the actions described in the ATF's 2016 Action Plan. b) <i>Approval of the Study on the Impact on Landscape Architecture</i> MOTION 2015-11-5: Moved by Trevor Tumach and seconded by Nastaran Moradinejad to approve the Study on the Value of the Profession of Landscape Architecture and instruct the Executive Director to prepare a synopsis of the document for communication to the membership, and maintain the draft for distribution upon request. Motion unanimously approved.
9	<p>Congress 2016 Update</p> <p>Bob Somers reported on the 2016 Congress, noting that the deadline for the Call for Abstracts is November 20th and encouraging Board members to circulate the call for abstracts. He summarized the agenda and noted the special activities. Michelle Legault noted two firsts for the Congress - as a LACES education provider and that a Congress "App" will be developed.</p>
10	<p>IFLA Update</p> <ul style="list-style-type: none"> a) <i>IFLA Agreement</i> MOTION 2015-11-6: Moved by Jean Landry and seconded by Dan Glenn to approve the IFLA member agreement. Motion unanimously approved. b) <i>2017 World Congress</i> 1.2 - Minus the 24 MOTION 2015-11-7: Moved by Cameron DeLong and seconded by Nastaran Moradinejad to obtain a legal review on the WDSO Agreement. Motion unanimously approved.

11	<p>CE Committee Report</p> <p>Trevor Tumach reported on the activities of the CE Committee, which include a national record-keeping database, accessing the LARE on a national basis, developing tools on the CE web page, undertaking a member survey, and obtaining LACES recognition for the Congress.</p>
12	<p>Canadian Landscape Charter and Portfolio Report</p> <p>Jean Landry provided an update on the Canadian Landscape Charter and Portfolio and presented a plan for the charter's future. He asked for members from the components to form a standing committee on the Charter to enact its values in every aspect of our work. He also reported on the Landscape Portfolio project and noted that the feedback has been very low and asks Board members to circulate the call. He also notes that the component associations will be tasked with selecting the images.</p>
13	<p>Canadian Landscape Standard Update and Approval of MOU</p> <p>Michelle Legault provided an update on the progress of the Canadian Landscape Standard.</p> <p>MOTION 2015-11-8: Moved by Bob Somers and seconded by Margaret Ferguson to approve the CNLA-CSLA MOU for the Canadian Landscape Standard Project as modified.</p>
13-1	<p>LAAC Report</p> <p>Members discussed the questions in Alex Topps' report regarding Gordon Smith's participation in the LAAC as the CSLA president. Gordon Smith suggested that the CSLA President should not sit on the LAAC in order to preserve the arms' length relationship, and that the LAAC Chair provides reports to the CSLA Board twice per year, in lieu of the board representative.</p>
14	<p>Compensation and Benefits Survey</p> <p>Members provided feedback on the survey.</p> <p>MOTION 2015-11-9: Moved by Jean Landry and seconded by Dan Glenn to approve the Compensation and Benefits Survey as modified and instruct the Executive Director to circulate the study to CSLA members. Motion unanimously approved.</p>
14-1	<p>Board Manual: November 2015</p> <p>Members discussed the conflict of interest issue as it applies to Board meetings and Board members declarations. Finally, it was decided that a sentence should be added to the board manual asking board members to advise the Executive Director in writing of any perceived conflict of interest before CSLA Board meetings.</p> <p>MOTION 2015-11-10: Moved by Nastaran Moradinejad and seconded by Bob Somers to approve the Board Manual for November 2015 as modified. Motion unanimously approved.</p>
14	<p>Nominating Committee for 2016</p> <p>Members discussed the qualities required of a 2017 president: high level of diplomacy, multi-lingual, knowledge of our allied professions, good communicator, international work experience, brave, bold, strategic thinker, able to take advantage of opportunities, who has presence, sense of humour, comfortable in public speaking.</p>
15	<p>2018 Congress Agreement with OALA</p>

	<p>MOTION 2015-11-12: Moved by Trevor Tumach and seconded by Gordon Smith to approve the 2018 Congress partnership agreement with OALA. Motion unanimously approved.</p>
16	<p>2017 Annual General Meeting</p> <p>MOTION 2015-11-13: Moved by Nastaran Moradinejad and seconded by Peter Alexander to hold the 2017 Annual General Meeting alongside the OALA Conference to accommodate the IFLA World Conference's October schedule. Motion unanimously approved.</p>
17	<p>United Nations Sustainable Development Goals</p> <p>Michelle Legault presented the UN's Sustainable Development Goals and suggested that the Board may want to endorse the goals and link them to the Canadian Landscape Charter. Joanne Moran suggested that these goals should be reviewed every 3-5 years. The CSLA should consider adding a preface to the Canadian Landscape Charter.</p> <p>MOTION 2015-11-14: Moved by Joanne Moran and seconded by Jean Landry to endorse the UN's Sustainable Development Goals. Motion unanimously approved.</p>
18	<p>Student Award of Merit – Eligibility of Students from Un-accredited Schools</p> <p>The Board discussed whether the award should be offered to un-accredited schools of landscape architecture.</p> <p>MOTION 2015-11-15: Moved by Trevor Tumach and seconded by Jean Landry to clarify the Student Award of Merit eligibility criteria as follows: "The CSLA Student Award of Merit recognizes a graduating student from a LAAC-accredited program...". Motion unanimously approved.</p>
19	<p>Letter to the Prime Minister and Ministers</p> <p>The members discussed the content of a potential letter to the prime minister and ministers of related portfolios.</p>
20	<p>Business Continuity Plan</p> <p>MOTION 2015-11-16: Moved by Bob Somers and seconded by Dan Glenn to approve the Business Continuity Plan as modified. Motion unanimously approved.</p> <p>MOTION 2015-11-17: Moved by Nastaran Moradinejad and seconded by Bob Somers to instruct the Executive Director to present an updated BCP at every Fall Board meeting. Motion unanimously approved.</p>
21	<p>International Green City Conference</p> <p>Members discussed involvement in the Landscape Summit to be held at the International Green City Conference. Gordon Smith and Nastaran Moradinejad, who will attend.</p>
22	<p>Strategic Plan Review</p> <p>Members evaluated the progress of the 2015-2017 Strategic Plan and provided feedback to the Executive Director for its reporting to the members at the AGM.</p>
23	<p>Federal Parliament Hill Day</p> <p>Gordon Smith suggested that the CSLA hold a federal parliament hill day to have members from across Canada</p>

	<p>meet with specific decision-makers. This initiative would support our communication to the Prime Minister and Ministers. Members discussed formulating messages for specific issues to preface a Hill Day or landscape architect presentation. We should also coordinate with the OALA, who has undertaken a similar activity at the provincial level and has crafted messages. A working group was put into place to further examine this question. Joanne Moran, Gordon Smith, Nastaran Moradinejad, Bob Somers, Carol Craig, and Robert Norman agree to form a working group.</p>
24	<p>Budget Review</p> <p>Members discussed the 2016-2018 budget and note that the 2018 deficit will be addressed by the Finance Committee before the next Board meeting.</p> <p>MOTION 2015-11-18: Moved by Jean Landry and seconded by Bob Somers to approve the transfer of \$23 000 from UNA to cover unrealised income from the 2015 CSLA Congress. (difference between our reported bottom line offset by the transfer from UNA).</p> <p>MOTION 2015-11-19: Moved by Trevor Tumach and seconded by Joanne Moran to approve the transfer of 17 000\$ from UNA to support the Climate Change Adaptation Task Force expenses in the amount of 7 000\$ and the Drupal Website upgrade in the amount of 10 000\$. Motion unanimously approved.</p> <p>MOTION 2015-11-20: Moved by Gordon Smith and seconded by Nastaran Moradinejad to approve the 2016 budget as modified, with the understanding that the federal government relations initiative expenses will be covered in both Advocacy Expenses and the Special Projects Allowance. Motion unanimously approved.</p>
25	College of Fellows Report – FOR INFORMATION
26	<p>Letter of Support to Isabelle Giasson</p> <p>MOTION 2015-11-21: Moved by Joanne Moran and seconded by Cameron DeLong to instruct the Executive Director to write a letter of support to Isabelle Giasson in support of the proposed oral history project. Motion approved with one abstention.</p>
27	<p>Adjournment</p> <p>The meeting adjourned at 1:04 p.m.</p>