

## DRAFT MINUTES - CSLA Board of Directors

Sunday, October 15<sup>th</sup>, 2017, from 8 am to 5 p.m., Suite 2414, Hotel Bonaventure,  
Montreal

Present: Gordon Smith, Nastaran Moradinejad, Sarah Culp, Arnis Budrevics, Hope Parnham, Margaret Ferguson, Trevor Tumach, Monica Giesbrecht, Jon Sagi, Cameron DeLong, Jean Landry, Lois Ross, Michelle Legault, Vincent Asselin

No.:	Item:	Report	Time
1	<b>Call to Order and Welcome</b> Vincent Asselin called the meeting to order.	V. Asselin	2 min
2	<b>Approval of Proposed Agenda</b> <b>MOTION 2017-10-1: To approve the agenda as proposed. Moved by Arnis Budrevics and seconded by Jon Sagi. Motion unanimously approved.</b>	V. Asselin	2 min
3	<b>Approval of the Minutes of the Last Meeting</b> <b>MOTION 2017-10-2: To approve the minutes of the August 22<sup>nd</sup>, 2017, as presented. Moved by Nastaran Moradinejad and seconded by Jon Sagi. Motion unanimously approved.</b>	V. Asselin	2 min
<b>UPDATES AND COMMITTEE REPORTS</b>			
4	<b>President's Report</b> Since May, Vincent has been pre-occupied with the WDS Congress and Summit. It was not an easy task, but the end result will be an interesting congress. In addition, he undertook an interview with Business Elite Magazine which will be published later this Fall. He was also invited to the Queen's Gate re-opening at Rideau Hall on July 1 <sup>st</sup> , which was attended by HRH Prince Charles and the Duchess. Most of the national organizations were present, as were members of the NCC. A CLARB meeting was held in September, and Nastaran Moradinejad attended on Vincent's behalf. The workshop at the meeting was about evaluating the health of the profession, a continuation of the work of the President's Council. Nastaran reported that the US is facing many challenges which we are not, such as lack of diversity in the profession, and decreasing registrations in universities, and some challenges are the same, such as the lower representation of women in the profession, uptake in the job market. Vincent also believes that we need to address the issue of our relationship with the IFLA. He also plans to visit every school in Canada during his tenure as president, and he began with a trip to the APALA AGM and lecture in St. John's.	V. Asselin	15 min
5	<b>Component Updates (5 minutes for each component – directors are asked to report on any NEW initiatives since the March, 2017, CSLA Board meeting)</b> <b>a) APALA: Hope Parnham is the new representative replacing Dan Glenn.</b>	All	60 min (5-6 min)

	<p>Matthew Mills is the new APALA president. APALA has had a boost in membership because of student participation. The Board has approved a communications plan, outreach to municipalities via distribution of the Canadian Landscape Standard, an essay competition and an advocacy grant program for members. The Executive Director's hours have been increased and there is a three year plan to achieve name act recognition with a 10 000\$ per year budget for that initiative.</p> <p>b) AAPQ : There are around 500 members. New membership is slowing down because of the un-accredited years of the BA program in Montreal, and the lack of master's program in Québec. CE programs within the AAPQ are therefore becoming more important. No Congress is planned in 2018.</p> <p>c) OALA : Planning for the 50<sup>th</sup> anniversary in 2018 and the conference are in full swing. The provisional program is available and registration will open in early 2018. A legacy task force was struck, a logo competition was held and past president retrospectives are being published in the newsletter and website. OALA Council recently endorsed the research Alex Topps is undertaking on Carl Borgstrom and his work. Owen Scott is working to enhance the OALA archive at the University of Guelph. The OALA Strategic Plan is currently in revision, including a SWOT analysis, performance analysis, member survey and workshop. Fees and services guides developed a few years ago are now available and the OALA is undertaking their promotion. The first cycle of the mandatory CE program is complete and the membership will now evaluate how it has been used. The Practice Act initiative continues to be a priority. As of September 2017, there are 889 full members, 114 on full waiver, 21 emeritus, with a grant total of 1808 members in OALA.</p> <p>d) MALA : The Name Act Legislation will have a first reading in February and should be in place by the late fall. MALA's Executive Director is retiring and they are searching for a replacement, while assessing the position and setting new directions.</p> <p>e) SALA : An executive director was hired last year and it allowed the SALA to focus on initiatives rather than the day to day operations. Strategic planning and the name act is moving forward. Membership is consistent, with 40 members in province and 40 members out of province. SALA was busy with a legal issue this year, though the matter has now been resolved.</p> <p>f) AALA : The AALA's Executive Director has been working on banking and policy, as well as professional development program to respond to potential changes in their act.</p> <p>g) BCSLA : A strategic plan update was undertaken, and the board members have been renewed. A successful conference was held in Kelowna. The issue of attrition is of great concern to the BCSLA, and members discussed whether further support was required to schools, or of keeping students working in Canada, or in the profession. Finally, the issue of 'what is landscape architecture' is in debate at the society. Members the connection of members to the profession.</p> <p>h) NuALA : Membership has jumped from 4 to 5 members.</p> <p>i) NWTALA : A letter submission was prepared for the second edition of the Canadian Landscape Standard. A volunteer CE policy was adopted for the society, and they are interested in online reporting, or consolidating with</p>		each)
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	<p>other associations. The NWTALA has 5 members currently. The Northern Research Bursary fund was launched with the LACF and the maximum amount is \$5,000.</p>		
6	<p><b>Executive Director's Report</b></p> <p>Michelle Legault provided an update on the October 2017 Evergreen Action List. A future motion should be to withdraw from the WDSO, once the accounting is complete. The CSLA will not participate in the biennale.</p> <p><b>a) Committee Review</b></p> <p><b>MOTION 2017-10-3: To approve the Committee Review as modified and instruct the Executive Director to undertake the re-organization of the CSLA's Committees, Task Forces and Workgroups accordingly. Moved by Arnis Budrevics and seconded by Monica Giesbrecht. Motion unanimously approved.</b></p> <p><b>To add to the Committee Review:</b> regular review and sunset clauses for each committee, evaluate committees in relation to the strategic plan, terms of reference should include budget and how meetings are run (electronic), committees must report annually to the Board and the annual report.</p> <p><b>MOTION 2017-10-4: To approve the Finance Committee as a by-law mandated committee, and instruct the Executive Director to prepare the by-laws modification for approval at the next Annual General Meeting, pending legal review. Moved by Arnis Budrevics and seconded by Gordon Smith. Motion unanimously approved.</b></p> <p><b>b) Update on the Canadian Landscape Standard</b> Michelle provided an overview on the CLS and its next edition.</p> <p><b>c) 2020 Congress in Partnership with AALA</b></p> <p><b>MOTION 2017-10-5: To approve the 2020 Congress to be held in partnership with the AALA in Edmonton or Calgary, and instruct the Executive Director to strike an agreement with the AALA for the Board's approval. Moved by Gordon Smith and seconded by Margaret Ferguson. Motion approved with one abstention.</b></p> <p><b>d) Membership Committee Report (G. Smith)</b></p> <p>Gordon Smith reported on the work of the Membership Committee and the proposal for a Corporate Sponsorship Program. Members discussed whether this would put us in conflict with the components. These would be annual agreements. Members suggested that the sponsorships should be for specific programs or projects in the CSLA. We should consider capping sponsorship at a few annually, and make the list of what we have to offer customizable. The criteria for the sponsorship will be important. Members encouraged referencing the previous sponsorship program in 2008.</p>	M. Legault and G. Smith	30 min
7	<p><b>Finance Committee Report</b></p> <p><b>a) Review of current financials</b> Arnis Budrevics reported that the 2017 Financials are in good order.</p> <p><b>b) Renewal of the Chair of the Finance Committee</b></p> <p><b>MOTION 2017-10-6 : That Arnis Budrevics be appointed Chair of the</b></p>	A. Budrevics	15 min

	<p>CSLA Finance Committee for 2018. Moved by Gordon Smith and seconded by Sarah Culp. Motion unanimously approved.</p> <p>MOTION 2017-10-6: That Jon Sagi be appointed to the Finance Committee. Moved by Arnis Budrevics and seconded by Nastaran Moradinejad. Motion approved with one abstention.</p>		
8	<p><b>Advocacy Task Force Report</b></p> <p>a) <b>Update on the Renewal of the Task Force (M. Giesbrecht)</b>  Monica Giesbrecht reported that she had taken on the chairing of the committee for two years. A few members of the previous task force will remain and will contribute to the future action plan for the ATF. Ideas include: the CSLA as a clearinghouse, resource and connector with components, government relations as a sub-group, targeting the public at large and raising awareness, targeting youth and students, including refreshing WLAM, and connecting with the FCM. The committee feels that good relationships with allied professions have been institutionalized within the CSLA and less focus on the committee is required.</p> <p>b) <b>ASLA Strategy (M. Legault)</b>  <p>MOTION 2017-10-7: To endorse the Proposal: Strengthening Ties and Consolidating our Relationship with the American Society of Landscape Architects as modified and instruct the Executive Director to integrate its proposals into the CSLA's management. Moved by Monica Giesbrecht and seconded by Nastaran Moradinejad. Motion unanimously approved.</p> <p><b>Proposed modifications:</b> add specificity, such as reaching out to the president and the executive director. Add 'Lead' or 'Responsibility' to each area, and tasks for the president or other executive committee members in a separate document), holding occasional board meetings at the ASLA meetings, catalyze CSLA members who are attending ASLA meetings, and reporting back.</p> <p>c) <b>Federation of Canadian Municipalities Strategy (L. Ross)</b>  Lois Ross reported that the FCM is a political association that operates differently, and the strategy is to look longer term for our relationship and our strategy. It has a very unique and deep committee structure which reaches into the grassroots of the municipalities. The FCM could provide higher visibility for the CSLA and could provide access to policy (which is a more difficult point of entry). There are a number of events which could be considered, as well, and the idea of creating personal relationships within the FCM was discussed. Members supported the report and moving this issue to the Advocacy Committee.</p> </p>	M. Giesbrecht, L. Ross and M. Legault	25 min
9	<p><b>Government Relations Task Force: Update</b></p> <p>a) <b>Update on the Finance Committee Brief (L. Ross)</b>  Lois Ross reported on the contacts and meetings with MPs, and on the distribution of the budget brief. The brief will be circulated to MPs and used as a touchpoint for any future meetings. We were not invited in for a presentation to the Standing Committee on Finance. A brief will be submitted last year, as well. In the future, members suggested we consider partnering with other allied organizations on our messages.</p>	L. Ross	20 min

	<p><b>b) Next Steps for the Committee (All)</b> Members suggested sharing the initiatives with the components, creating a petition with the support of the federal government (e-petition) on adopting the landscape charter to have it read in the house.</p>		
10	<p><b>Nominating Committee</b></p> <p><b>a) Nominating Committee Schedule for 2018</b></p> <p>7.1.1 No fewer than 120 days prior to the Society's annual general meeting, the Nominating Committee shall submit, to the Board, a list of Voting Members who are willing to stand for the position of President-Elect. <b>MONDAY, DECEMBER 4<sup>TH</sup>, 2017</b></p> <p>7.1.2 No fewer than 90 days prior to the Society's annual general meeting, the Executive Director shall send the list of nominees to all Voting Members. <b>FRIDAY, JANUARY 5<sup>TH</sup>, 2018</b></p> <p>7.1.3 Additional nominations, signed by at least five Voting Members, may be submitted to the Executive Director up to 60 days prior to the Society's annual general meeting. The submission shall be accompanied by a written acceptance from the nominee. <b>TUESDAY, FEBRUARY 6<sup>TH</sup>, 2018</b></p> <p>7.1.4 No fewer than 40 days prior to the Society's annual general meeting, the Executive Director shall provide an official ballot to all Voting Members. <b>MONDAY, FEBRUARY 26<sup>TH</sup>, 2018</b></p> <p>7.1.5 The ballot (or facsimile thereof) shall be marked by the Voting Member (without identification), and mailed to the Executive Director in a cover envelope bearing the voter's name and return address. It shall be postmarked no fewer than 15 days prior to the Society's annual general meeting. <b>FRIDAY, MARCH 23<sup>RD</sup>, 2018.</b></p> <p><b>b) Review of qualities required for 2018-2019 President-Elect</b></p> <p>Dynamic, politically connected, politically savvy, good communicator, out of the box thinking, dual professional roles. Gordon Smith asked members to suggest people from the component associations.</p>	M. Legault	15 min
<b>OLD BUSINESS</b>			
11	<p><b>2018-2021 CSLA Strategic Plan</b></p> <p>Gordon Smith presented the revised plan, and noted that the values have been slightly revised, the Canadian Landscape Charter added as a core value and the new objectives. Members were asked to provide comments on the strategic plan.</p> <p><b>Changes</b> – About: provision of awards, not scholarships. Vision: ‘and abroad’ necessary? IFLA: the problems have persisted, and this is an urgent matter in the strategic plan. Consider making 1.1 more vague, for example, evaluate our international relationships. Delete 1.1 and include it in 1.4.</p>	G. Smith and M. Legault	30 min
12	<p><b>LACF Letter of Understanding (Document no 12)</b></p> <p><b>Modifications:</b></p> <p>Point 6: both organizations agree not to compete</p> <p>Point 12: ‘sharing profits or losses’ is not required</p>	M. Legault and V. Asselin	10 min

	<b>MOTION 2017-10-8: To approve the LACF Letter of Understanding as modified and instruct the Executive Director to present it for the LACF's approval. Moved by Nastaran Moradinejad and seconded by Monica Giesbrecht. Motion approved with one abstention.</b>		
13	<b>College of Fellows Pin (Document no 13)</b> Vincent Asselin presented the Fellows Pin request from the College of Fellows. Members discussed that it would be useful to have a membership pin policy. <b>MOTION 2017-10-9 : To approve the College of Fellows request for the membership pin. Moved by Monica Giesbrecht and seconded by Sarah Culp. Motion approved with one abstention and one nay.</b>	V. Asselin	10 min
14	<b>Qualifications-Based Procurement (Documents no 14 a and b)</b> This item was deferred to the next meeting.	M. Legault	10 min
<b>NEW BUSINESS</b>			
15	<b>Reciprocity Agreement</b> Michelle Legault reported that a committee should be formed, and that a draft for presentation should be planned for the fall of 2018, and involve a past author of the agreement. Gordon Smith, Nastaran Moradinejad, Margaret Ferguson and Kathy Dunster volunteer.	M. Legault	15 min
16	<b>National Historic Person</b> Gordon Smith reported on this initiative, and questioned whether it would be appropriate to recognize a landscape architect, such as Humphrey Carver, Frederick Todd, etc. Gordon Smith to follow up with process.	G. Smith	10 min
17	<b>Governor General's Medal for 2018 (Document no 17)</b> <b>a) GG Medal Guidelines</b> <b>MOTION 2017-10-10: To approve the revised Governor General's Medal in Landscape Architecture Guidelines as modified. Moved by Jean Landry and seconded by Jon Sagi. Motion unanimously approved.</b> Add: 2018 Add: Name, address, email, cell, etc of nominator Add: nominators instead of entrants, under notification <b>b) Appoint the GG Medal Jury</b> Linda Irvine, Greg Smallenberg, Cecelia Paine: the committee will be struck after the nominations are received.	M. Legault	15 min
18	<b>Awards of Excellence External Juror for 2018: Catherine Osborne, editor of Azure Magazine</b> <b>MOTION 2017-10-11: To approve Catherine Osborne as external juror for the 2018 Awards of Excellence. Moved by Monica Giesbrecht and seconded by Hope Parnham. Motion unanimously approved.</b>	M. Legault	10 min
19	<b>CSLA Board Manual for 2017 (Document no 19)</b>	M. Legault	5 min

	<p><b>MOTION 2017-10-12: To approve the October 2017 Board manual as modified. Moved by Gordon Smith and seconded by Cameron DeLong. Motion unanimously approved.</b></p> <p><b>Changes:</b> re-organize the list of board members' responsibilities in 8.3</p>		
20	<p><b>Annual General Meeting Policy (Document no 20)</b></p> <p><b>MOTION 2017-10-13: To approve the revised Annual General Meeting policy as modified. Moved by Trevor Tumach and seconded by Kathy Dunster. Motion unanimously approved.</b></p> <p><b>Add:</b> General, and under point 4, fuller on the presiding. 15 and 16 and 17 – President elect instead of president, or incoming</p>	M. Legault	10 min
21	<p><b>Collage Product Endorsement for CSLA Members</b></p> <p>Suggest instead that they advertise in LP or via a booth in the trade show. Board members are concerned by the perceived endorsement.</p>	M. Legault	10 min
22	<p><b>Budget Review and Approval of Revised 2018 Budget</b></p> <p>This item was deferred to the December Board meeting.</p>	A. Budrevics	20 min
23	<p><b>Developing Resilience in Negotiation</b></p> <p>The CSLA was approached by the Asper School of Business to participate in a study on improving negotiation skills. Members suggested that the product is a paper or a recorded webcast eventually added to our website, and that the CSLA be noted as endorser.</p> <p><b>MOTION 2017-10-14: To endorse the Developing Resilience in Negotiation proposal as modified. Moved by Monica Giesbrecht and seconded by Jean Landry. Motion unanimously approved.</b></p>	M. Giesbrecht	10 min
24	<p><b>Adjournment</b></p> <p>The meeting adjourned at 4:53 p.m.</p>	All	

#### Reminders

- If you require more business cards or thank you cards, please send an email to Michelle
- Please use the following form to submit your travel expenses: <http://www.csla-aapc.ca/the-society/policy-on-reimbursement-of-travel-expenses>