



CSLA/AAPC
BOARD OF DIRECTORS MEETING
Draft Minutes

September 12-13, 2012
Westin Nova Scotian, Halifax NS

Participants:

Neil Dawe	Past President, CSLA	√
Liane McKenna	President, CSLA	√
Claude Potvin	President Elect, CSLA	√
Ed Versteeg	APALA	√
Julia Schwartz	NLALA	√
Peter Briggs	NWTALA	√
Raquel Penalosa	AAPQ	√
Glenn O'Connor	OALA	√
Emeka Nnadi	MALA	√
Rob Marchak	AALA	√
Trevor Tumach	SALA	√
Cameron DeLong	NUALA	√
Pawel Gradowski	BCSLA	√
Arnis Budrevics	Chair, CSLA Finance Committee	√
Michelle Legault	Executive Director, CSLA, and Recording Secretary	√

1. Call to Order and Welcome

The President, Liane McKenna, called the meeting to order and welcomed the Board of Directors to Halifax.

2. Approval of Proposed Agenda

The agenda was reviewed and Mr. Budrevics proposed adding "Discussion of a national fee for services guideline" under New Business.

MOTION: 2012.9.12 - 1

Moved by Pawel Gradowski and seconded by Glenn O'Connor that the agenda be approved as modified. Motion unanimously approved.

3. Approval of the Minutes of the Meeting of June 8-9, 2012



[MOTION 2012.9.12 - 2](#)

Moved by Claude Potvin and seconded by Pawel Gradowski that the minutes of the meeting of June 8-9, 2012, be approved as presented. Motion unanimously approved.

4. Approval of the Minutes of the Meeting of June 27, 2012

[MOTION 2012.9.12 - 3](#)

Moved by Raquel Penalosa and seconded by Robert Marchak that the minutes of the meeting of June 27th, 2012, be approved as presented. Motion unanimously approved.

5. Component Updates

BCSLA – Pawel Gradowski: Mr. Gradowski noted that, for the BCSLA, the 2014 Land Summit was a priority. In addition, he noted that the BCSLA welcomed 20 new members so far in 2012, that the interior and island chapters of the BCSLA were very active, that the BCSLA logo was updated and, with the BCNLA, they were working on updating the “Landscape Standards” document.

NWTALA – Peter Briggs: Mr. Briggs explained that Margaret Ferguson would replace him as the new NWTALA representative on the CSLA Board. In addition, they association is working on a process to accept members from other components which works in harmony with the Reciprocity Agreement.

AALA – Robert Marchak: Mr. Marchak noted that the members recently confirmed the importance of social events organized by the AALA through a member survey. In addition, the AALA board’s priority is to set up committees and find volunteers for these committees.

NuALA – Cameron DeLong: Mr. DeLong noted that NuALA would re-convene in the Fall.

SALA – Trevor Tumach: Mr. Tumach noted that they have welcomed many new members, leading to a 20% increase in SALA members. In addition, the SALA team has been working on the Congress planning – securing a venue, finding keynote speakers and drumming up interest in the Congress.

MALA – Emeka Nnadi: Mr. Nnadi noted that MALA would be meeting next week and was also dealing with many new applications for membership to the association.

OALA – Glenn O’Connor: Mr. O’Connor explained that the OALA has welcomed 31 new members since last year and will welcome 7 more this fall. In addition, he noted that the OALA has approved a mandatory professional development program, that public relations and advocacy was a priority for the OALA, and that the OALA AGM would be held in Ottawa in March. Mr. O’Connor then explained that the OALA still had significant areas of concern in regards to the CSLA, namely, that members were frustrated by the



fact that they do not have the opportunity to vote on the CSLA budget. He encouraged the CSLA to allocate funds to a national database, to communications and advocacy and the speaker's bureau.

AAPQ – Raquel Penalosa: Ms. Penalosa remarked that the AAPQ does not meet during the summer, but that many issues from the Spring were still under discussion, such as the 10% surcharge on membership dues proposal, the organization of IFLA 2017 and preparation for the meeting with the CSLA in the Fall. She noted that the AAPQ would begin working on governance, especially board member roles and responsibilities. She also added that in 2015, the AAPQ will celebrate its 50th anniversary.

APALA – Ed Versteeg: Mr. Versteeg welcomed the Board members to Halifax. He then noted that at the APALA AGM later on this week, NLALA would be uniting with APALA. He also presented the APALA's Peter Klynstra Memorial Scholarship Fund and explained that Dalhousie University was moving towards establishing an undergraduate program. He noted the ability of APALA to participate in CSLA programs will depend upon our success in obtaining volunteers.

NLALA – Neil Dawe: Mr. Dawe reported that this meeting would be NLALA's last, as they would be joining APALA. He also thanked the Board members for their support and interaction during his time as a member of the CSLA Board of Directors.

6. Executive Director's Report and Review of September, 2012, Evergreen Action List

Ms. Legault reviewed the Evergreen Action List for September, 2012, and explained the work undertaken since the June, 2012, Board Meeting. She noted that communications, Congress 2012 and the Governance Survey had been among her priorities during this time period. She then explained that, in order to further the work of the Code of Ethics, she required assistance from the Board of Directors, and asked for volunteers. Glenn O'Connor, Pawel Gradowsky and Peter Briggs agreed to form a working group to assist Ms. Legault.

7. CSLA By-law Review According to the NFP Act

Ms. Legault explained the next steps for obtaining a certificate of continuance for the CSLA, notably, that a motion to that effect should be presented at the following AGM and by-law review undertaken in 2012-2013 for approval at the 2013 AGM. Members discussed the by-law review, and noted that agreements with components should be considered, as should the CSLA's nomination process. After discussion, members suggested that presenting governance reforms in phases would be a good approach.

MOTION: 2012.9.13 – 4: Moved by Peter Briggs and seconded by Claude Potvin that the draft motion for obtaining a certificate of continuance prepared by legal counsel be presented at the 2012 AGM. Motion unanimously approved.



8. Finance Committee Report

Mr. Budrevics presented the Financial Committee Report, noting that we currently hold \$104,366 in the CSLA Reserve Fund, over \$172,000 in the unallocated net assets fund and indicating that the CSLA was in a sound position at this point in its fiscal year. Mr. O'Connor encouraged the CSLA to spend the required amounts to deliver the programs outlined in the Strategic Plan 2012-14.

9. Strategic Plan Update

Michelle Legault reviewed the actions set out in the Strategic Plan for 2012 and provided an update for each item, namely, that 1. the role of the Executive Director was currently being analyzed and an understanding of the CSLA's needs in that area would be finalized by early 2013, 2. the Governance Task Force completed many preliminary discussions about the scope of their work and issued a member survey currently under way, and 3. the Program and Activity Review Committee undertook an analysis of the CSLA's Programs and activities, the results of which fed the 2013 budgeting process.

Ms. Penalosa noted that the AAPQ wished to be involved in the CSLA's governance review process.

10. IFLA - Update

Ms. Penalosa thanked Mr. Gradowski for attending the 2012 IFLA Congress in her place. She noted that she would be attending the IFLA Conference of the Americas in Medellin, Colombia, to be held in October. She reported that IFLA is also dealing with governance issues and implementing their strategic plan. According to Mr. Gradowski, IFLA has many of the same governance issues as the CSLA, i.e. large and small components, relevance and strategic planning. He noted that the communications tools were not well-known and needed restructuring. Ms. Penalosa then provided an update on IFLA 2017 Congress to be held in Montreal, and noted that the event was becoming large-scale. She mentioned that the task force was currently working on drafting a number of agreements between IFLA, CSLA, AAPQ and Mission Design.

11. Landscape Architects Without Borders - Update

Mr. Gradowski noted that the IFLA Committee for this subject was looking at Engineers Without Borders as a model, but that much work was required.

12. Accreditation Council Update

Ms. McKenna noted that, as a follow-up to the University of Guelph's conditional accreditation, the CSLA had sent a letter of concern to the university and made arrangements to meet with a member of the university's senior staff.



13. Board Manual

Ms. Legault presented the draft Board Manual to members, who then provided feedback on the types of changes required.

MOTION: 2012.9.13 – 5: Moved by Glenn O'Connor and seconded by Pawel Gradowski that the Executive Director provide the CSLA Board of Directors with an updated Board Manual by November 2012 which incorporates the comments discussed at the September 2012 Board meeting. Motion unanimously approved.

MOTION: 2012.9.13 – 6: Moved by Peter Briggs and seconded by Raquel Penalosa that the Executive Director prepare annually a list of recommended changes to the Board Manual for approval. Motion unanimously approved.

14. Update on AAPQ Member Dues' 10% Surcharge

Mr. Potvin reported on his meeting with Myriam Beaudoin, AAPQ President, regarding the 10% surcharge on member dues proposed by AAPQ. He re-iterated the CSLA's concerns, most notably that this action would set an unwanted precedent, and that the CSLA was not prepared to accept this surcharge. Mr. Potvin explained that the AAPQ was looking for efficiencies and was asking the CSLA to help in this matter. Ms. Legault then summarized her meeting with Marie-Claude Robert, the AAPQ Executive Director, which provided more contexts for the surcharge proposal. Mr. Nnadi noted that this problem was a clear example of why the CSLA required agreements with each component. Members agreed that the CSLA must move forward on its governance work. Finally, Mr. Potvin mentioned that he and Ms. Legault would be meeting with the AAPQ in October to resolve this issue.

15. Canadian Nursery Landscape Association Update

Mr. Potvin reported on the meeting with the CNLA which was an exploratory discussion on how to partner and cooperate with CNLA in the future. He noted that he and Ms. Legault would be meeting with the CNLA in October to further develop ideas.

16. Competition and Sponsorship Guidelines

Ms. Legault presented the draft competition and sponsorship guidelines to the members, who provided feedback. After discussion, it was decided that further exploration and research was required. Members Rob Marchak, Pawel Gradowski, Claude Potvin and Emeka Nnadi agreed to form a working group for this issue.



New/Other Business

17. ASLA Update

Tom Tavella, ASLA President-Elect, presented the ASLA's activities and priorities. He noted that licensure advocacy could not be more important to the profession and that ASLA is committed to working with our chapters and partnering to defend licensure wherever it is challenged. He also indicated that the use of PLA by landscape architects is a tremendous advancement to reduce confusion in the marketplace and bring recognition to the profession. He reported that the Banking On Green: A Look at How Green Infrastructure Can Save Municipalities Money and Provide Economic Benefits Community-wide report, authored by ASLA, American Rivers, the Water Environment Federation, and ECONorthwest, examines the cost benefits and other savings associated with employing green infrastructure techniques over grey solutions. ASLA has also been invited to participate in the upcoming White House Conference on Municipal Stormwater Infrastructure: Going From Grey to Green, where the heads of the U.S. Environmental Protection Agency and the White House Council on Environmental Quality will convene with other leaders in the stormwater industry to examine strategies to encourage wider implementation of green infrastructure measures in managing municipal stormwater. ASLA has also been taking a close look at the scope of accreditation for landscape architecture programs. Along with licensure and advocacy, public awareness remains as a top priority for ASLA. Increasing overall public awareness of the important work that landscape architects do will also help support licensing laws. The ASLA website "Designing Our Future: Sustainable Landscapes" serves the double purpose of educating the public about sustainability in their communities and introducing landscape architects as the Experts pro tackle critical environmental issues—all of which relate directly to the public health, safety, and welfare.

18. Landscapes-Paysages Contract with Naylor

Mr. Briggs reported that the Landscapes/Paysages Editorial Board wish to have a contract with a new publisher in place by the 1st of November. Of great importance is the issue of control over revenues and advertisement and that the publisher should be providing the graphic design.

MOTION 2012.9.13 - 8: Moved by Emeka Nnadi and seconded by Peter Briggs that the request for proposal for Landscapes/Paysages be forwarded to the Executive Committee for review and endorsement. Motion unanimously approved.

19. Governor General's Award

(Gordon Smith joined the meeting for this item.)

Mr. Smith reported on the proposed Governor General's Award, which would be an award separate from



the architecture award, but be awarded in a shared ceremony with RAIC. He noted that the cost of this award would be approximately \$7,500 per year to cover the cost of medals and coordinating the program. In addition, Mr. Smith noted that the award would a juried award for a body of work.

20. Reciprocity Agreement – Update

(Linda Irvine joined the meeting for this item.)

Ms. Legault and Linda Irvine provided an overview of the status of the Reciprocity Agreement. Ms. Legault noted that the CSLA obtained a legal review on the current version of the Draft Reciprocity Agreement and that the legal review was positive. Linda Irvine then explained in greater detail the types of revisions required to finalize the document, which include a paragraph about the CSLA's role as steward of the agreement and a contextualization of the New West Partnership Trade Agreement. She indicated that the CSLA would add finishing editorial touches on the document this fall and would forward it to the components for signature when it is finalized.

21. LACF Book Tour – Ron Williams' History of Landscape Architecture in Canada

Ms. McKenna presented a letter received from the LACF asking for support of Ron Williams' book tour. Members agreed that this was a unique opportunity and wholeheartedly endorsed it as a good advocacy and media opportunity. Members also expressed the idea of a national tour which the CSLA could support. Members encouraged the LACF to make a proposal to the CSLA to fund a national tour to promote this work.

MOTION: 2012.9.13 – 9: Moved by Peter Briggs and seconded by Rob Marchak to endorse the book launch in principle and ask LACF for further information. Motion unanimously approved.

22. Awards of Excellence – Letter from city of Montréal

Ms. McKenna reported on the correspondence received regarding the awards of excellence, noting that the City of Montreal is asking for the administrators to be recognized on awards certificates. Dr. Alan Tate, Chair of the Awards Committee, suggests in the correspondence that the client and the consultant need to agree on who is the recipient of the award. After discussion, the Board of Directors agreed with Dr. Tate's viewpoint and further added that they were in support of obtaining client approval for an awards submission.

23. Student Award of Merit

MOTION 2012.9.13 – 10: Moved by Glenn O'Connor and seconded by Raquel Penalosa to increase the amount of the Student Award of Merit from \$500 to \$1,000. Motion unanimously approved.



24. Future CSLA Congresses

Ms. McKenna invited Trevor Tumach to speak about the 2013 CSLA Congress, which will be held in Regina, from July 10-14, 2013 at the Hotel Saskatchewan. Mr. Tumach encouraged members to regularly visit the 2013 Congress page of the CSLA website.

Mr. Potvin then indicated that the 2014 Congress, which coincided with the CSLA's 80th anniversary, would either be held in conjunction with the 2014 BC Land Summit in Vancouver, or in Ottawa, which would offer good political exposure. For 2015, members are currently evaluating the possibility of holding the event in Mexico City. The 2016 Congress spot is currently open and the 2017 Congress will be held in Montreal, in conjunction with the IFLA Congress.

MOTION 2012.9.13 – 11: Moved by Ed Versteeg and seconded by Rob Marchak that the Executive Committee explore the possibility of holding an event in Ottawa to celebrate the CSLA's 80th anniversary. Motion unanimously approved.

27. Approval of the 2013 Budget

Mr. Budrevics presented the proposed 2013 budget, noting that the budget was balanced and, for this year, a dues increase was not foreseen.

Mr. Gradowski then brought up the issue that components are required to pay for the CSLA delegate to attend meetings. Mr. Nnadi added that the CSLA members are funding the CSLA, but that components are funding the board members' attendance at the CSLA meetings. He also questioned the threshold between a large and a small component, making them eligible to receive additional travel funds. Mr. O'Connor asserted that he believed the CSLA should have a Board of Directors travel budget as a cost of doing business.

Ms. Penalosa noted that an increase would be required for IFLA travel costs.

Mr. O'Connor suggested that the Revenue Generation Strategy line item be removed.

Mr. Nnadi suggested that a policy would be required on the use of the CSLA travel subsidy.

MOTION 2012.9.13 – 12: Moved by Emeka Nnadi and seconded by Glenn O'Connor that the CSLA develop a policy for the fair application of the Board of Directors travel subsidy before the next budget year. Motion unanimously approved.

MOTION 2012.9.13 – 13: Moved by Emeka Nnadi and seconded by Ed Versteeg to approve a



balanced budget for 2013 which includes a status quo in member dues. Motion unanimously approved.

28. Adjournment

The meeting adjourned at 3:04 p.m.

29. Advocacy Task Force (by e-mail on 1 October 2012)

MOTION 2012.9.13 - 14: (by email on 1 October 2012) Moved by Raquel Penalosa and seconded by Rob Marchak that Liane McKenna be appointed Chair of the Advocacy Task Force. Motion unanimously approved.

Next Meetings:

- Executive Committee (Monday, November 19th at 12 EST)
- Board Teleconference (Monday, December 3rd, at 12 EST)
- Executive Committee (Monday, March 25th, 2013 at 12 EST)
- Board Meeting (End of Feb./beginning of Mar., 2012, location to be determined)
- Executive Committee (Monday, June 10th, 2013 at 12 EST)
- Board Meeting (at Congress, July 10-14, 2013)
- Board Meeting (November 18-19, 2013, to be determined)