

DRAFT MINUTES - CSLA Board of Directors Meeting

Thursday, January 17th, 2019 from 1 to 2 pm EDT

Present: Michelle Legault, Cynthia Graham, Kathy Dunster, Trevor Tumach, Nastaran Moradinejad, Natalie Goulet-Sorenson, Margaret Ferguson, Chantal Alary, Hope Parnham, Cameron DeLong, Jean Landry, Doris Chee, Vincent Asselin

Regrets: Glenn O'Connor, Arnis Budrevics

No.:	Item:
1	<p>Call to Order and Welcome</p> <p>Nastaran Moradinejad called the meeting to order.</p>
2	<p>Conflict of Interest Statement</p> <p>Regarding the agenda for today's meeting, does any member of the board have any relationships or interests that could compromise, or be perceived to compromise, your ability to exercise judgment or decision-making independently and objectively with a view to the best interests of the CSLA? If so, please declare the conflict.</p> <p>No conflicts were declared.</p>
3	<p>Approval of Proposed Agenda - FOR DECISION</p> <p>The Code of Conduct on Invasive Species was added to the agenda.</p> <p>MOTION 2019-1-1: To approve the agenda as modified. Moved by Jean Landry and seconded by Doris Chee. Motion unanimously approved.</p>
4	<p>Approval of the Minutes of the Last Meetings - FOR DECISION</p> <p>Nastaran noted that item 9: Margaret Ferguson's name is mentioned twice. State that the motion was moved and seconded.</p> <p>MOTION 2019-1-2: To approve the minutes of the November 5-6, 2018, meeting as modified. Moved by Jean Landry and seconded by Trevor Tumach. Motion unanimously approved.</p>
5	<p>Business Arising from the Minutes of the Last Meetings: Ongoing Projects not in this Agenda</p> <ol style="list-style-type: none"> FCM Strategy: Elements of the strategy incorporated in the work of the advocacy committee, for example, Monica Giesbrecht, Lois Ross and Colleen Mercer Clarke attended the Sustainability Conference. Corporate Sponsorship Program: To be further developed by the membership committee. 2020 Congress (Spring 2020) Location, date and theme have been developed. College of Fellows Legacy Project: Programming the website and developing a platform for the information which will be collected. Call to Fellows made in September 2018 for biographical information and images. (Fall 2019) Tri-Council Funding Task Force is coordinating meetings with the Tri-Councils to better understand

	<p>funding and has extended the membership of the task force. A web page for the task force was established.</p> <ol style="list-style-type: none"> 6. Awards of Excellence and Legacy Project Award calls for submissions circulated in October. 7. College of Fellows calls for nominations circulated in October. 8. National Urban Design Awards recipients circulated in October and award event planned for January 2019 in Ottawa. A program review is planned for 2019. 9. Recognition Awards launched at end of November. 10. Reciprocity Agreement: final edits being discussed by committee for presentation to components. 11. Qualifications-Based Selection: discussion to be added to next Board agenda (May). 12. Report on the Value of Landscape Architecture Projects: terms of reference to be drafted. 13. Communications Coordinator: position description finalized and to be advertised the week of January 17th 14. Liveable Communities Brief: with graphic designer for mid-February 15. SFU-ACT Joint Statement Action Plan: to be presented at May Board meeting. 16. Compensation and Benefits Survey: planned for circulation in May with report completion in the Fall. Currently evaluating whether a joint survey with allied professions would be worthwhile. 17. Person of National Historic Significance: F. Todd proposal was submitted. Awaiting response from the Federal Government. 18. LP RFP: Deadline is 28 Feb 2019. 19. Position on merits of name and title acts: in development 20. Position on LA and Health: in development
6	<p>Executive Director's Report</p> <ol style="list-style-type: none"> a) Update on Presidents' Council Meetings (with N. Moradinejad and G. O'Connor): Michelle Legault reported that the President's Council meetings were held in DC in January and that the CSLA was able to present its work in climate adaptation. b) NUDA: Michelle Legault reported that the National Urban Design Awards ceremony was held on January 7th in Ottawa, and that Nastaran Moradinejad and Glenn O'Connor were in attendance. She also indicated that a review of the program would be undertaken in 2019, which included the program itself, as well as the ceremony.
7	<p>Finance Committee Report</p> <p>Cynthia Graham reported that the balance sheet was in good order and that a reserve fund policy was in review.</p> <p>2018 year end will finish approximately 20k to 30k over budget because of the following:</p> <ul style="list-style-type: none"> -LP Editor -GG Medal ceremony costs and extra board member travel -less than expected revenues from CSLA Congress -10k of bad debt from the 2017 congress. <p>An email motion to the Board will be sent to draw the overage from UNA. At the mid-year review in 2019 we should evaluate whether the 2019 projection for member revenues is realistic.</p>
8.	<p>IFLA 2017 Payments to Creditors, CSLA Members</p>

	<p>Michelle Legault reported on the CSLA member creditors and noted that Colleen Mercer Clarke was the only CSLA member who was a keynote speaker and whose expenses were billed directly to the WDSO or covered by the CSLA in her role as the chair of the CoCA. Her honorarium was not paid.</p> <p>Other CSLA members are creditors in the amount of just over 6,000\$, and this to gala tickets that were purchased from the WDSO.</p> <p>Jean Landry suggests that we acknowledge the loss to the creditors and offer them in-kind compensation. Other members suggest that the issue should be dropped, because we cannot afford to reimburse any of the costs.</p> <p>MOTION 2019-1-3: That the file on the creditors of the WDSO be closed. Moved by Vincent Asselin and seconded by Jean Landry. One abstention (M. Ferguson). Motion approved.</p>
9.	<p>Component Grant Program</p> <p>Add a statement that the amount requested can be approved in whole or in part. Indicate also that one application per component per year is allowed. Members also asked to move the deadline to the Fall, for discussion at the CSLA Fall Board Meeting.</p> <p>MOTION 2019-1-4: To approve the application guidelines and form for the Component Grant Program as modified. Moved by Margaret Ferguson and seconded by Kathy Dunster. Motion unanimously approved.</p>
10.	<p>Nominating Committee</p> <p>MOTION 2019-1-5: That Hope Parnham would stand as 2019-2020 CSLA President-Elect. Moved by Vincent Asselin and seconded by Margaret Ferguson. Motion unanimously approved.</p>
10a)	<p>Code of Conduct on Invasive Species</p> <p>MOTION 2019-1-6: To approve the Code of Conduct on Invasive Species as presented. Moved by Kathy Dunster and seconded by Margaret Ferguson. Motion unanimously approved.</p>
11.	<p>IFLA Delegate</p> <p>Nastaran Moradinejad reported that Claude Potvin had resigned his position as IFLA Delegate. Vincent Asselin has offered to take the position.</p> <p>MOTION 2019-1-7: That Vincent Asselin be appointed the CSLA IFLA delegate to finish Claude Potvin's previous term. Moved by Jean Landry and seconded by Hope Parnham. Motion approved with one abstention (Vincent Asselin).</p>
12	<p>Adjournment</p> <p>The meeting adjourned at 2:30 pm EDT.</p>

Next Board Meetings:

March 2019 (date TBD) by teleconference

Monday, May 6th, 2019, from 8 to 5, in Vancouver (Westin Bayshore)