

DRAFT MINUTES - CSLA Board of Directors Meeting

Friday, March 22nd, 2019 (by teleconference) from 1 to 2 pm EDT

Present: Michelle Legault, Nastaran Moradinejad, Cameron DeLong, Glenn O'Connor, Kathy Dunster, Margaret Ferguson, Natalie Coulet-Sorenson, Trevor Tumach, Doris Chee, Vincent Asselin

Regrets: Arnis Budrevics, Jean Landry, Chantal Alary, Hope Parnham

Guests: Colleen Mercer Clarke

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</p> <p>MOTION 2019-3-1: To approve the agenda as proposed. Moved by Glenn O'Connor and seconded by Vincent Asselin. Motion unanimously approved.</p>
4	<p>Approval of the Minutes of the Last Meeting</p> <p>This item was deferred to the next meeting.</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"> Corporate Sponsorship Program: To be further developed by the membership committee. 2020 Congress (Spring 2020) Location, date and theme have been developed: https://www.csla-aapc.ca/events/2020-congress College of Fellows Legacy Project: Website programmed, and information uploaded to the web page. A second wave of biographies will need to be written and further refinements to the programming undertaken: https://www.csla-aapc.ca/awards/fellows National Voluntary Code of Conduct for the Ornamental Horticulture Industry drafted by the Canadian Council on Invasives: list of invasives being developed and final code of conduct to be presented to Board for approval. Tri-Council Funding Task Force is coordinating meetings with the Tri-Councils to better understand funding and has extended the membership of the task force. A web page for the task force was

	<p>established.</p> <ol style="list-style-type: none"> 6. Awards of Excellence and Legacy Project Award - no legacy project award submitted in 2019, awards of excellence were announced March 19th 7. College of Fellows class of 2019 to be announced early next week. 8. National Urban Design Awards program under review by CIP, CSLA and RAIC, with Diane Matichuk as CSLA's advisor. 9. Reciprocity Agreement: numerous further edits received late from the component associations. Will be compiled for discussion during a meeting to be held at Congress. 10. Staffing: Stephanie Boyd offered the position as communications coordinator. Start date in discussion. 11. Liveable Communities Brief: with graphic designer for final layout. 12. Canadian Landscape Charter Tour: Jean Landry gave a first presentation at the MALA night AGM on March 15th. Dates are planned for Montreal and in development for other destinations. 13. Compensation and Benefits Survey: to be launched at the beginning of May. 14. Person of National Historic Significance Proposal, F. Todd: has advanced past the staff, internal review process and has moved on to the Board for decision. 15. Mission and Purpose of the CSLA: will be discussed at the May Board meeting. 16. LP Request for Proposals: one proposal received and being reviewed by LP Editorial Board and following further negotiations, will be brought to May Board for approval. 17. Landscape Architecture Fee Guides: will be presented at May Board meeting. 18. Licensure for the Profession – statement being drafted for review at May Board. 19. Health and the Profession – advocacy plan being drafted for review at May Board
6	<p>Executive Director's Report</p> <ol style="list-style-type: none"> a) 2019 Congress Update Michelle Legault reported that tours were in place for the Congress and that the program was in development, with a number of speakers announced. Ninety registrations have been received so far, and with the announcement of the Awards of Excellence this week, and the College of Fellows elect next week, it is expected that a number of further registrations will be received. Furthermore, the Committee will be exploring a one-day registration option as well. b) WLAM for 2019 The Professional and Public Relations Committee will be launching both a video competition and colouring pages to celebrate WLAM for 2019. The Committee decided that, for this year, we would target the public through schools and public libraries (with the colouring pages) and emerging professionals and students with the video competition. Furthermore, the colouring pages project is planned to go on, adding a few each year, featuring the Jury's Award of Excellence winner, or works by notable award winners, such as the Governor General's Medal in Landscape Architecture, as a way to reach out to the general public. c) 2020 Congress Approval of Budget Michelle presented the 2020 Congress proposed budget. She noted that the budget was structure as to predict a profit. Many sponsors and trade show exhibitors have already expressed interest in the trade show, so much so that we are exploring ways to expand it already. While a 40 booth show is planned, a 60 booth show is within the realm of the reasonable for this event, which would also add to our revenues significantly. Of note in the expenses: 20,000\$ is budgeted for speakers, and it is felt that this amount is necessary in order to secure keynote speakers of a certain acclaim. In addition, in this budget, we have decided to account for the complimentary registrations which are offered each year, which do,

	in fact, have a cost attached, mostly related to catering. Finally, a healthy contingency budget is planned as a precaution.
7	<p>Finance Committee Report</p> <p>a) <i>Review of current financials</i></p> <p>Michelle Legault reviewed the current financials and noted that all was in good order. She explained that, at the May Board meeting, the Board would be tasked with a mid-year review of the 2019 budget, and making any necessary adjustments, and establishing the membership dues fees for 2020. Regarding the Income and Expense Statement, she noted that:</p> <ul style="list-style-type: none"> - we have invoiced all components and, in many cases, those invoices were based 2018 membership numbers, which explains the gap between the invoiced amount and the projected amount. That gap will close once the real 2019 numbers are paid. - there has been a surge of job postings in the first two months of the year <p>Regarding the balance sheet, Michelle noted that with 720k in assets at the end of February, the CSLA was in excellent financial footing. Of course, at the beginning of the year, components are submitting dues, and sponsorship, trade show and registration funds are coming in from the Congress.</p>
8	<p>Recognition Awards</p> <p>a) <i>Nomination of Maurice Nelischer for Teaching Award</i></p> <p>MOTION 2019-3-2: To approve the nomination of Maurice Nelischer for the 2019 CSLA Teaching Award. Moved by Glenn O'Connor and seconded by Kathy Dunster. Motion unanimously approved.</p>
9	<p>Student Travel Grant</p> <p>MOTION 2019-3-3: To approve the student congress travel grant for Peggy Wong. Moved by Glenn O'Connor and seconded by Kathy Dunster. Motion unanimously approved.</p>
10	Terms of Reference for the Canadian Landscape Standard – FOR DECISION – tabled to the next meeting
11	Governor General's Medal in Landscape Architecture Revised Guidelines and Form – FOR APPROVAL – tabled for the next meeting
12	<p>CC-IUCN Membership</p> <p>Colleen Mercer Clarke presented this item to the Board. She noted that membership would allow us to tap into resources to support our advocacy, and profile the profession with many decision-makers. Margaret Ferguson also added that there may be a role for both individual members and component organizations to become involved.</p> <p>MOTION 2019-4-4: To approve the recommendation that CSLA become a member of the CC-IUCN. Moved by Kathy Dunster and seconded by Doris Chee. Motion unanimously approved.</p>
13	<p>Adjournment</p> <p>The meeting adjourned at 2:15 p.m. EDT.</p>

Next Board Meeting:

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