



## MINUTES

### CSLA Board of Directors Meeting

October 23<sup>rd</sup>, 2013 from 12 pm to 2 pm EST

By teleconference

**Present:** Peter Briggs, Arnis Budrevics, Trevor Tumach, Cameron DeLong, Gordon Kraushaar, Emeka Nnadi, Peter Alexander (for Rob Marchak), Raquel Penalosa, Glenn O'Connor, Claude Potvin, Pawel Gradowski, Michelle Legault (as recording secretary)

**Guests:** Jean Landry, Alex Topps

**Regrets:** Margaret Ferguson, Carol Craig

No.:	Item:
1.	<b>Call to Order and Welcome</b>  Peter Briggs welcomed Gordon Kraushaar to the CSLA Board and Peter Alexander, attending on behalf of Rob Marchak.
2.	<b>Approval of Proposed Agenda</b>  <b>MOTION: Moved by Pawel Gradowski and seconded by Raquel Penalosa that "Update on Awards of Excellence Task Force" in item 20 be added to the agenda. Motion unanimously approved.</b>
3.	<b>Approval of the Minutes of the Meeting July 9-11, 2013</b>  <b>MOTION: Moved Pawel Gradowski and seconded by Emeka Nnadi that the minutes of the meeting of July 9-11, 2013 be approved.</b>
<b>Reports</b>	
4.	<b>Executive Director's Report, Review of the CSLA Website and Review of the October 2013 Evergreen Action List</b>  Michelle Legault provided a review of the Evergreen Action List for October 2013 and highlighted new or developed sections of the CSLA website, noting that all back issues of Landscapes Paysages magazine are now scanned and loaded on the website, that the Awards Atlas entries have been updated back to 2010, a Congress History page was developed and a For Students section was added to the Resources tab.
5.	<b>Finance Committee Report</b>  Arnis Budrevics noted that we are on budget. To a question by Glenn O'Connor, Arnis Budrevics explained that the L P revenue sharing would be deposited shortly. He also explained that the AAPQ would be paying their remaining dues by the year end. He also noted that the Finance Committee has put forward a three-year budget forecast for planning purposes.



	<p>a) <b>Appointment of Chair of Finance Committee for 2013-2014</b></p> <p><b>MOTION:</b> Moved by Glenn O'Connor and seconded by Raquel Penalosa that Arnis Budrevics be appointed chair of the Finance Committee for 2013 and 2014 fiscal years. Motion unanimously approved.</p> <p>b) <b>Approval of 2014 Congress Budget</b> First two students from each school get free registration.</p> <p><b>MOTION:</b> Moved by Glenn O'Connor and seconded by Emeka Nnadi that the budget for the 2014 Congress be approved as modified.</p> <p>c) <b>Setting dues</b> Arnis Budrevics suggests that members consider maintaining dues at 162.50\$ per member for 2014. He noted that we should adopt the practice of setting dues at the AGM every year.</p> <p><b>MOTION:</b> Moved by Emeka Nnadi and seconded by Claude Potvin that the CSLA maintain dues at 162.50\$ per member for the 2014 year, and that the Executive Director communicate this rate to the component associations by October 23<sup>rd</sup>, 2013. Motion unanimously approved.</p> <p><b>MOTION:</b> Moved by Glenn O'Connor and seconded by Claude Potvin that the dues be set yearly at the Annual General Meeting. Motion unanimously approved.</p>
6.	<p><b>By-Law Review Committee Report</b></p> <p>a) <b>Update</b> Peter Briggs reported on the meeting held with the lawyer about the by-law changes, specifically, the election of directors, whether regional components could vote for their own CSLA board member, and if components could have unique requirements for a board member. The lawyer suggested that, in order to meet the requirements, the CSLA would have to create 9 classes of membership which would align with the component and each component could vote on their CSLA director according to their existing practice. Arnis Budrevics suggested that component agreements should be drafted in advance of this by-law change. Members suggested discussing this item at the December meeting.</p> <p>b) <b>Appointment of Chair</b></p> <p><b>MOTION:</b> Moved by Glenn O'Connor and seconded by Gordon Kraushaar that Peter Briggs be appointed chair of the by-law review committee. Motion unanimously approved.</p>
7.	<p><b>Advocacy Task Force Update</b></p> <p>a) <b>Update</b> Michelle Legault reported that she has been working on a closer working relationship with engineers, planners and architects. In addition, she discussed the relationship with the Canadian Nursery Landscape Association and sought the board's guidance on how best to proceed with this work. After discussion, it was decided that the board was comfortable with</p>



	<p>the Executive Director leading the CNLA file. Michelle Legault also reported on the work being done on the task force, currently chaired by Liane McKenna, and highlighted the proposed study on the value of landscape architecture. She asked the board if this work was a priority, and whether they could suggest the scope of the work, noting that there is very little baseline data on landscape architecture. Jean Landry noted that this data could be very useful in promoting the profession and strategic initiatives such as the Landscape Charter. Members suggested revising a draft terms of reference document at the December meeting.</p> <p><b>b) Appointment of Board Champion</b></p> <p><b>MOTION: Moved by Raquel Penalosa and seconded by Emeka Nnadi that Glenn O'Connor joins and be appointed as board champion of the advocacy task force. Motion unanimously approved.</b></p>
8.	<p><b>Governance Task Force Report</b></p> <p><b>a) Appointment of Chair</b></p> <p><b>MOTION: Moved by Glenn O'Connor and seconded by Raquel Penalosa that Claude Potvin be appointed chair of the governance task force. Motion unanimously approved.</b></p> <p><b>b) Component Association Agreements</b></p> <p>ExCom and Michelle Legault will work on a draft agreement for further discussion at the December board meeting. Emeka Nnadi volunteered to assist in this initiative.</p>
9.	<p><b>Congress 2014 - Update</b></p> <p>Michelle Legault reported that the theme for the 2014 Congress is CLIMATES   ADAPTATIONS   LANDSCAPES, that the call for abstracts would be released shortly, the National Arts Centre was booked for the gala, that Gerry Lajeunesse and Steve Sunderland had volunteered to chair and that student outreach/involvement would be a priority for this Congress.</p>
10.	<p><b>Congress 2015 - Update</b></p> <p>Claude Potvin reported that he has been working with both Michelle Legault and Serge Poitras and putting together a program committee with the goal of issuing a call for papers in 2014. He and Serge received proposals from three hotels in downtown Mexico City and noted that the Hilton was the most competitive, had the best location, and had the best facilities for our needs.</p> <p><b>MOTION: Moved by Raquel Penalosa and seconded by Pawel Gradowski that the Executive Committee negotiate a contract with the Hilton Reforma in Mexico City for the 2015 Congress. Motion unanimously approved.</b></p>
11.	<p><b>IFLA Update</b></p> <p><b>a) 2017 Summit in Montréal and agreement</b></p> <p>Claude Potvin reported that we have been trying to strike an agreement with Mission Design and AAPQ, with great difficulty, noting issues in communications. He indicated that the AAPQ</p>



	<p>recently appointed Pierre Bouchard as a coordinator for the event, and that the developments so far have been very positive. A meeting between CSLA, AAPQ and Mission Design will be held next week with the objective of drafting an agreement.</p> <p>b) <b>Re-organization and Americas region constitution</b> Raquel Penalosa reported that IFLA – World is going through a change of constitution a strategic directions. The new constitution will be approved at the 2014 IFLA Congress. The new constitution gives more autonomy to the regions and CSLA will have a more important role in the Americas IFLA Region.</p> <p>c) <b>Canadian Landscape Charter Initiative Update</b> Jean Landry reported on this item, noting that updates have been put into place since the July meeting, and indicated that at this time, the workgroup was hoping to have a draft charter approved at the December board meeting, for acceptance by the components and signature at the 2014 Congress. Members suggested that the procedural elements of this initiative be presented as well in December.</p>
12.	<p><b>Landscapes Paysages – Update</b></p> <p>Peter Briggs explained that an RFP was issued for L P and determined that Naylor was the more competitive proposal. The agreement would run for 3 years.</p> <p><b>MOTION: Moved by Claude Potvin and seconded by Emeka Nnadi that the CSLA enter into negotiations with Naylor to act as publisher for Landscapes Paysages, and to provide other services related to advertisement, marketing and online/digital content delivery. The draft contract shall be reviewed and approved by the CSLA ExCom, with signing by the CSLA President. Motion unanimously approved.</b></p>
13.	<p><b>Code of Ethics Working Group Report Update</b></p> <p>Michelle Legault reported that the contractor provided a draft code of ethics for members and for board members. These items will be presented at the December board meetings.</p>
14.	<p><b>LAAC Report</b></p> <p>Alex Topps reported that his goal was to increase communications with the CSLA board by giving a progress report mid-year. He indicated that the priorities for the LAAC were the following: a) Clarify Standards for New Programs - in light of pending BLA and MLA programs at Dalhousie University, and a possible MLA at University of Calgary, b) clarify the accreditation status of the University of Montreal, noting that the MLA program should qualify for accreditation in 2014, subject to a review, but has yet to apply, c) update all LAAC procedures and standards, which were originally drafted in 1998 and have never been comprehensively reviewed or up-dated, and d) implement a series of administrative improvement. Board members suggested that the LAAC present a series of actions for presentation at the next board meeting in December.</p>



15.	<b>Reciprocity Agreement Update</b>  Michelle Legault reported that we received a redlined document in July which BCSLA wanted CSLA to circulate to the components. The ExCom agreed that the document should not be circulated to components. Pawel Gradowski expressed that the BCSLA would not sign the document unless the changes recommended by BCSLA were made. Peter Briggs noted that the ExCom would not support a re-write. Michelle Legault suggested adding a line to the Bob Evans letter asking for more summary information on the changes. By Nov 1.
<b>Old Business</b>	
16.	<b>Congress Policy</b>  <b>MOTION: Moved by Gordon Kraushaar and seconded by Raquel Penalosa that the Congress Policy be approved as modified and included in the CSLA Corporate Policies Manual. Motion unanimously approved.</b>
17.	<b>CSLA Policy on Reimbursement of Travel Expenses</b>  Michelle Legault summarized the policy. Peter Briggs suggested using treasury board standards for meals, incidentals and travel rates instead of using a fixed number.  <b>MOTION: Moved by Emeka Nnadi and seconded by Raquel Penalosa that the policy on reimbursement of travel expenses be approved as modified and included in the CSLA Corporate Policies Manual. Motion unanimously approved.</b>
18.	<b>LACF Proposal re Ron Williams Tour</b>  Michelle Legault summarized the proposal received by the LACF regarding the Ron Williams book tour. Members discussed the type of fiscal oversight the CSLA would have over this event and suggested that the LACF make a properly crafted and detailed budget request with an oversight function, perhaps with funds given quarterly.  <b>MOTION: Moved by Raquel Penalosa and seconded by Pawel Gradowski that the CSLA board supports in principle the funding of the book tour in context with our strategic plan for further discussion and decision at the December board meeting. Motion unanimously approved.</b>
19.	<b>Request for Designed Ecologies Tour</b>  Peter Briggs asked the board to consider that we have a small budget that ExCom could allocate to punctual requests. Members discussed this and asked the Executive Director to draft a policy on donations.
20.	<b>Awards of Excellence</b>  a) External Juror for 2014



	<p>Members discussed the list of potential external jurors for the 2014 Awards of Excellence and suggested that the Awards Committee contact, in order of preference: 1. Robert Schaffer, 2. Lisa Rochon, 3. Brad McKee and 4. Elsa Lam</p> <p>b) <b>Update on the Awards of Excellence Task Force</b> Arnis Budrevics reported that Monica Giesbrecht, Alan Tate, Bob Somers, Brandy O'Reilly, Arnis Budrevics and Michelle Legault are part of the Awards of Excellence task force, and the task force agreed that the awards would remain national, that the categories may be modified, and the changes would be made for 2015. There will be regular reports made at every meeting.</p>
21.	<p><b>Adjournment</b></p> <p><b>MOTION: Pawel Gradowski made a motion to adjourn. The meeting adjourned at 2:21 p.m.</b></p>