



LANDSCAPE ARCHITECTURE CANADA FOUNDATION
FONDATION D'ARCHITECTURE DE PAYSAGE DU CANADA

MINUTES

LACF ANNUAL MEMBERS MEETING

JUNE 25, 2016 – FORT GARRY HOTEL, WINNIPEG, MB

in conjunction with CSLA CONGRESS

Present: V. Asselin, W. Graham, R. Middleton, E. Naylor, C. Sears, D. Hester, F. Langmaid, P. Kruek, N. Walliser, S-J Greutzner, L. Snook, D. Powell, A. Topps, L. Irvine, K. MacKinnon, K. LeGresley Hamre

Proxies: Jim Taylor, Cecelia Paine, Ziad Haddad, Antoine Crépeau, Paulette Vinette

Notes by: K. LeGresley Hamre

1. Call to Order and Welcome to Guests

V. Asselin called the meeting to order at 7:15 a.m. Unfortunately, the remote system did not work, so only those present and by proxy could attend.

2. Notice of Meeting and Establishment of Quorum

Quorum is 10; established. Notice was given to members in accordance with by-laws.

3. Adoption of Agenda

Moved by Faye Langmaid.

Seconded by Peter Kreuk.

CARRIED.

4. Adoption of Minutes of the last Annual General Meeting of LACF Members held May 22, 2015 in Mexico

Moved by Wendy Graham.

Seconded by Eha Naylor.

CARRIED.

5. President's Report

V. Asselin noted the annual report is on line, but he would give highlights. In the last year a special Taskforce has worked extensively on establishing a Policy for our Scholarship Program. In line with the Board's decision to increase LACF involvement in Scholarships, the policy puts forward the frame by which we can establish and operate our program. This included the importance of having a National Scholarship, the Andre Schwabenbauer S; in addition to creating one Scholarship per accredited program in LA in Canada. As background, one Andre Schwabenbauer scholarship was given each year rotating between the six schools. Starting in 2016, the Board has voted to give six scholarships, one to each accredited program (UBC, Manitoba, 2 for U of Guelph, U of T, U de Montréal). The Board has voted to do so for the

next 3 years in order to allow either the Components or the Programs to work with LACF in establishing an endowment for each of the Scholarship.

The initial report prepared by Peter Kreuk was used by the Taskforce in order to develop the Policy. Under the leadership of Peter Kreuk, the UBC fund is now endowed, and the first Scholarship was awarded in May 2016. The AAPQ has started fundraising in 2015 towards a scholarship, commemorating the 50th anniversary of the founding of the AAPQ for a student studying at the Université de Montréal and efforts will continue until full endowment is achieved. Thank you to Wendy Graham and others who contributed to this undertaking.

In three years, the Andre Schwabenbauer scholarship will become the LACF National Scholarship and the intent is to make it a more significant scholarship similar to the Olmsted Scholarship offered by LAF. Fundraising of the Andre Schwabenbauer Scholarship will need to continue.

LACF is open to creating other scholarships as well; we know that Calgary and Dalhousie's programs will likely be accredited soon, so there will need to be scholarships there too.

The scholarship policy also includes directives for grants (non-directed research funding) and bursaries (directed research funding). LACF wants to increase support too for grants and bursaries. The grants program information will be explained further by Faye Langmaid,s Grants Report.

LACF also gave a special grant for the Venice Biennale project Extraction, led by Pierre Bélanger. It is a difficult topic, but important because Canadian companies have the biggest involvement in mining worldwide. Canada Council initiated the project; it was the first time a LA was asked to lead the Venice Biennale. The proponents originally asked LACF to be the Curator of the Project, but in regards of our obligation to our status as a Registered Charity, the Board decided only to support the project financially as a Special Project to the amount of \$10 000.. The project is ongoing all summer and has received considerable press coverage and high visibility for the profession of Landscape Architecture.

In 2015, we had a membership of 118 persons. The College of Fellows Campaign raised about \$35,000, which accounts for slightly over half of our incoming funds.

We have begun to look more closely at our governance and have developed policy papers [ie Strategic Plan, Scholarship Strategy etc.] These documents are to be posted online once complete for greater accessibility.

In closing, Vincent informed members that Paulette Vinette is stepping down as ED for personal reasons. Paulette noted that this was a very difficult decision to take and she was sad to leave LACF but this was necessary. She also informed Vincent that she will help in the transition. Vincent, on behalf of the Board, expressed our sincere thanks to Paulette for her generous contribution to LACF for the last two years and offered her our best wishes.

The President thanks the entire Board for their continuous support over the last year. It has been a very busy and fruitful year. It seems the energy level of Board Members is at a level rarely seen, we have accomplished a lot and there is much more to do with the new projects waiting for us.

Discussion of the Presidents Report:

Are we doing enough to raise funds?

E. Naylor described work on scholarships for each program through the components. For instance, OALA is looking at ways to fund three Ontario scholarships. The OALA membership will need to come up with a plan to raise this money. We have also started talking to industry partners. The LAF in the USA is well funded by industry, and are discussing ways to significantly increase scholarships and grants. It was noted that in order to give out \$1,000 annually, we need at least \$30,000 in an endowment fund.

For Ontario, therefore the fundraising target needs to be set at about \$100,000. LACF does not want to compete with component initiatives.

We seek to partner with others; we want to enhance what is existing. Rather than components funding scholarships from operating budgets, it is better done through endowments.

In terms of industry partners, a trade show is only one way of being visible. Industry affiliates no longer want only to take their materials around the country. They all have budgets and are looking for the best way to build alliances and let people know about their products. Contacts have already been initiated with several possible sponsors; we are developing a framework on how to structure and acknowledge partnerships and offer visibility of some sort in return. If people have ideas, or contacts, they are asked to bring this back to LACF board, so the board can co-ordinate.

Linda Irvine volunteered to help with setting up the framework for acknowledgements and fundraising.

6. Proposed LACF By-law Amendments

The Board proposed formally acknowledging the role of Past President and two minor by-law changes to update wording and keep us legal (by adding AGM as well as Congress for when meetings are held).

Karen LeGresley Hamre moved; seconded by Ron Middleton, that these by-law changes be approved by the membership:

6.1 Nominating Committee changes:

Nominating Committee

a) The Nominating Committee shall be a standing committee consisting of three (3) persons to be appointed by the President, subject to approval by the Board. It shall consist of **one Board Member**, who shall act as committee chair, one Member designated from and by the CSLA Board of **Governors**, and one CSLA Fellow at large

Proposed change to:

...consist of **the Past President, or failing this, another Board Member**, who shall act as Committee Chair, one Member designated from and by the CSLA Board of **Directors**, and one CSLA Fellow at Large.

6.2 Annual meeting changes:

Remove the following definition:

- Annual Board Meeting is a face to face meeting held in conjunction with the CSLA Annual Congress;

The following definition:

Annual Members Meeting is a face to face meeting held in conjunction with the CSLA Annual Congress;

Proposed change to:

Annual Members Meeting is a face to face meeting **or meeting held by electronic means** held in conjunction with the CSLA Annual Congress **or AGM**;

CARRIED.

7. Treasurer's Report

D. Hester, Treasurer, described our finances.

LACF received just under \$60,000 in donations last year.

Our main expense is grants. The grants committee usually gives out \$20,000, but the cash flow is variable, since the projects are not necessarily given out in the same fiscal year. In 2015 we allocated \$20,000 in grants along with the special grant of \$10,000 (for Extraction). Administration costs of the foundation were about \$9,500 including translation costs and the ED contract.

We had \$487,000 in investments in 2015. For comparison, in 2014, we had \$488,500 in investments. In 2010, there was \$404,700, so overall a reasonable gain over that period. Investment income ranges from a loss of 0.77% in 2015, up to 6.1% in 2014.

Given the new scholarship strategy, we are going through changes in how the funds are set up. We are working towards consolidating all funds into one investment fund, but all of the separate projects (e.g., each scholarship, each bursary) will continue to be tracked separately. This will take a few years, since we have some GICs that come due at differing times. Currently our largest fund is for general grants, at about \$271,000. The operating fund is about \$55,000.

D. Hester thanked the finance committee; Peter Kreuk, Ron Middleton, Eha Naylor, and financial administrator Kari MacKinnon. He is stepping down as treasurer, and Peter Kreuk will be the new treasurer.

8. Grants Committee Report

F. Langmaid, Chair noted that the 2015 grants were awarded in January 2015. Some are complete, most are still underway. Alex Waffle, one of the recipients of the student awards, will speak today at Congress. This is the type of communication of research we are aiming for. F. Langmaid went back to past recipients to get testimonials regarding what an LACF grant meant to them. These are now on the website. We are doing a much better job of publicizing these grants. She thanked Wendy Graham in particular for her efforts on this.

The committee (Ed Versteeg; Randall Sharp; Karen LeGresley Hamre) wrote a special grants policy, which is posted on the LACF website. The committee also updated the grant evaluation procedures. She thanked the committee and jury for their work.

9. Communications Committee Report

W. Graham, Chair, gave an update on 2015 activities:

Monthly eNews regular and ongoing; 400 + visits to websites monthly; 284 persons or groups are on the mailing list; Most of French translations of our Website are done; will be adding translated scholarship information soon; Implemented a Canada Helps donation platform; this has simplified the tax receipt process, and thank you letters; Landscapes Paysage Quarterly continues to publish LACF updates regularly

Goals for 2016: continued alignment with Strategic plan; continue with outreach; find new volunteers (Laetitia Chastel from Montreal has started, and has been very helpful); more writers are always welcome; update an LACF toolkit; communicate the corporate and support recognition; determine how to gain exposure at the World Design Summit Montreal 2017. Committee members and members of the board are thanked for input and ideas.

Discussion: can we get more people and companies in particular on the mailing list?

Noted that though we don't have access to CSLA's list, we do send e-blasts to CSLA and components and they have been good about forwarding and posting within their own news bulletins. However, building up

our own list is also good. We have an excellent opening rate (45-50%) for e-blasts and will continue to build and improve this communication product.

10. Election of Board of Directors

R. Middleton presented on behalf of C. Paine. All current Board Members whose terms were expiring were contacted; they all asked to have their terms renewed. This is unusual as typically at least one person steps down and a committee is needed to find a replacement. Given we had no need to expand the Board, and we met the minimum of 12 required in the by-laws, C. Paine did not ask that a committee be formed to seek additional candidates.

The following slate is therefore recommended for election to a three-year term, 2016-2019:

Faye Langmaid, MALA
Karen LeGresley Hamre, NWTALA
Peter Kreuk, BCSLA
Cathy Sears, AALA

There is more room for additional members. We try to have representation from across the country, as well as public-private representation. Nominations from the floor were opened.

Moved by Faye Langmaid;
Seconded by Don Hester.
That Sara Jane Greutzner be added to the slate.

CARRIED.

Moved by Ron Middleton;
Seconded by Peter Kreuk
To accept the amended slate.

CARRIED.

Board Members whose terms continue are:

- Vincent Asselin, FCSLA, AAPQ
- Peter Briggs, FCSLA, NWTALA
- Wendy Graham, FCSLA, AAPQ
- Don Hester, FCSLA, MALA
- Ron Middleton, FCSLA, AALA
- Eha Naylor, FCSLA, OALA
- Cecelia Paine, FCSLA, OALA
- Randy Sharp, FCSLA, BCSLA
- Ed Versteeg, APALA
- Natalie Walliser, SALA

No election of officers. The executive is:

Vincent Asselin, President
Karen LeGresley Hamre, Secretary
Ron Middleton, VP
Cecelia Paine, Past President

11 New/Other Business

Laureen Snook, SALA president, explained that SALA membership has decided to donate a significant amount between \$50,000 and \$60,000 to LACF. LACF and SALA will establish a MOU, establishing the management and reporting of this fund. This fund has been operating since 1986, and SALA have been

giving out about \$1,500 annually to a deserving student who remains resident in Saskatchewan. Ingrid Theissen has been administering it (e.g., proving residency), and she will continue to do that.

V. Asselin thanked SALA for this generous donation, and we are looking forward to work with SALA.

He then presented a plaque to Kari MacKinnon, recognizing and thanking her for her hard work in supporting LACF.

He then presented a plaque to Don Hester, recognizing and thanking him for his outstanding commitment to LACF, including more than a decade as treasurer.

12. Next Meeting

Annual Member Meeting will be held in conjunction with the CSLA AGM in Ottawa.

13. Adjournment

Moved by: Faye Langmaid.
8:35 a.m.