

MALA AGM

Minutes

Friday, March 15, 2019
Fort Gibraltar, Great Hall

IN ATTENDANCE (in person)

Full Members:

David Bodnarchuk
Chantal Alary
Vanessa Jukes
Ryan Wakshinski**
Monica Giesbrecht
John Harper
Marie Lachiver
Blaise Lachiver
Meaghan Hunter
Christina Harris
Darcy Granove
Suzy Melo
Ryan Epp
Shauna Prociuk
Dietmar Straub
Anna Thurmayr
Bhavana Bonde
Constantina Douvris
Kaili Brown
Mark Bauche
Kristin Struthers
Dean Spearman
Ted McLachlan
Eduardo Villafranca
Natasa Juck
Bruce Dixon
Cheryl Dixon
Mathew Derksen
James Hudson
Jori Pincock
Indrajit Mitra
Aileen Zubriski
Melissa Neirinck*
Ute Holweger*
Rachelle Kirouac*
Lia Abolit*

Associates:

Vince Hosein
Krista Goodman
James Frank
Shannon Loewen
Tim Hogan
Brenda Brown
Meaghan Pauls*

Students:

Janelle Harper
Heber Garcia
Emily Sinclair
Vanessa Vermeulen
Madeleine Dafoe
Kacie Reimer
Alyssa Magas
Evan McPherson
Jon Watts
Jane Hilder
Karissa Noselski
Caila Sveinson
Chris Sproule
Shaheer Saad
Ken Ma
Annetta Fruehauf
Emma Bock
Nicole Brekelmans
Zoe Goldman
Jessica Miranda
Jordan Cantafino
Courtney Champagne
Paula Sancho
Ben Gaudes
Elmira Sanati Nia
Ian Laya
Kathryn McCudden
Nicole Reenders
Kevin Weins
Tristan Oslar
Corrine Dimaria
Tiffany Lun
Chidera Emekaduome
Krista Renwick

Friends of the Profession

Kevin Bettridge
(Park Street Solutions)
Michael Lacroix
(Playgrounds-R-Us)

Other:

Janet Thomas, ED
Marcella Eaton, U of M
Kamni Gill, U of M
David Penner, Storefront**
Ryan Coates, U of M
Valerie Lindberg, Past ED**
Jean Landry, Keynote Speaker**
Michal Kubasiewicz, MPPI**

***No Dinner**

****No Charge for Dinner**

(by Proxy)

Gord Bone
Cynthia Cohlmeier
Heather Cram
Stephen Miville
Derek Murray
Chris Nelson
Cheryl Oakden
Ken Rech
Lana Reimer
Scott Rosin
Alan Tate
James Thomas
Charlie Thomsen
Jean Trottier
Jennifer Wagner
David Wagner

Laurie Lamb Wagner
Brad Wilson
Liz Wreford
Heather Cram
Cheryl Dixon
Marie Etcheverry
Windy Fok
Negar Hakimjavadi
Aaron Hirota
Donald Hester
Ana Hodych
John Irwin
David Jonas
Gregg Kahan
Taylor LaRocque
Danielle Loeb

Total of full members present: 67
Minimum required for quorum: 54 (51% of 106).

Therefore, it was established that a quorum existed, and this was a legally constituted meeting in accordance with the By-laws.

President David Bodnarchuk called the meeting to order at 4:15 p.m. He thanked all in attendance for the 45th MALA AGM, and extended a warm welcome to the Association's special guests, inviting them to stand if present for the business portion of the meeting:

- Jean Landry, Landscape Architect, Keynote Speaker
- Michal Kubasiewicz, President of MPPI
- David Penner, StorefrontMB
- Ryan Wakshinski, Photo Competition Judge
- Val Lindberg, Past Executive Director of MALA

He also recognized the Friends of the Profession, inviting them to stand if present for the business portion of the meeting:

- James Ross, J. Ross Property Maintenance & Landscaping LTD
- Kevin Bettridge, Park Street Solutions
- Michael Lacroix and Tracey Drake, Play Grounds R Us

David introduced the MALA Council Members, inviting them to stand:

- Chantal Alary (Past President)
- Vanessa Jukes (Vice-President)
- Ryan Wakshinski (Treasurer)
- Shauna Prociuk (Director)
- Shannon Loewen (Associates Rep) and James Frank (Alternate Rep)
- Krista Renwick (Students Rep) and Kathryn McCudden (Alternate Rep)
- And unable to attend, Alan Tate (U of M Rep)

David acknowledged and welcomed the new Executive Director, Janet Thomas, who joined MALA effectively at the start of the year.

David also asked for a round of applause for the nearly 40 members, associates and students who sit on various task forces, sub-committees and serve on behalf of MALA as representatives on outside boards. David referred to a slide that contained an organization chart, which showed the current makeup of MALA and the extent to which MALA is reaching.

He acknowledged the students of LASA (especially Krista Renwick and Kathryn McCudden) for their tireless work in organizing the AGM + MALA Night, and for spearheading other collaborative events between LASA and MALA throughout the year.

David announced that 14 new Full Members had been admitted over the last year:

Full Members:	
Jori Pincock	Marie Etcheverry
Norman Syed	James Hudson
Blaise Lachiver	Melissa Neirinck
Aileen Zubriski	Rachelle Kirouac
Stephanie Voyce	Marie Lachiver
Indrajit Mitra	Negar Hakimjavadi
Ian Legge	Lia Abolit

One applicant as Active Out-of-Province Member had been admitted, and two applicants as Associates.

Active Out of Province Members:
Gregg Kahan

Associates:	
Nefeli Mitrovgenis	Ramy Penner

David advised that this year's 2019 CSLA Awards of Excellence are to be announced later this month so at this time there is no update, but eagerly await and offer congratulations in advance to those who reached this highest level of achievement. The U of M Faculty award winners were recently announced with over \$700,000 given to students through scholarships and bursaries faculty wide. Among those, each year MALA provides two awards to deserving landscape students:

- The Manitoba Association of Landscape Architects Medal for the 2018/19 Fall/Winter Session has been awarded to Vincent Tang;
- The MALA Fellowship in Landscape Architecture for the 2018/19 Fall/Winter Session has been awarded to both Ian Laya and Janelle Harper.

In addition to these MALA Awards, The U of M Faculty granted 18 awards to 21 Landscape Architecture Students.

David congratulated all winners for their hard work and dedication.

At this point, D. Bodnarchuk turned his attention to the formal part of the AGM and reminded those in attendance that only registered Members of MALA have voting rights.

1. APPROVAL OF AGENDA

MOVED by R Wakshinski/C Douvris that the Agenda be approved, subject to item 4. (2018 Annual Reports – Update on Communications Committee) being moved to the end of Agenda.

CARRIED

2. APPROVAL OF MINUTES

MOVED by M Giesbrecht/B Bonde that the Annual General Meeting Minutes of March 16, 2018 be adopted as presented.

CARRIED

3. SPECIAL PRESENTATIONS

On behalf of Council, Ryan Wakshinski presented a retirement gift to Valerie Lindberg to acknowledge her dedication and service as the Executive Director of MALA since 1997. The gift included flowers, a card signed by MALA Council and Members, a gift card for Inn at the Forks, and a Ted McLachlan print.

Valerie joined Ryan at the front to receive the retirement gift. Valerie expressed her sincere gratitude for gift.

5. CONSIDERATION OF 2019 BUDGET

Janet Thomas introduced the 2019 Budget and advised that a balanced budget of \$61,079 is presented for the membership's approval.

Janet advised that regarding last year's budget, the bottom line, using a cash accounting method, revenues received to year end amounted to \$72,010 (100%) of budgeted revenues, while expenditures totaled \$95,066 (132%) of budgeted expenditures. Cash on hand in the current account amounted to \$39,783.55. MALA overruns occurred, for the most part, in Grants, Fees and Charges, ED Services, and publicity and promotion.

- ED Services overruns occurred due to transitioning and training for the last 3 months of 2018. There were also unexpected costs due to moving files and telephone changes.
- Fees and Charges overruns were due to E&O insurance which had to be implemented for the digital seal and there were unexpected website & technical support fees. There were also unexpected legal costs and accounting fees due to incorporation and GST filing.
- Grants in 2018 were higher than expected, as was Publicity and Promotion costs.

Janet noted that the Statement of Income Report in the 2018 Annual Report looks slightly different than the 2018 actual revenues provided. That is because the actuals are using the cash accounting method, however, effective November 1, 2018, MALA moved away from a cash accounting method to an accrual accounting method. Due to incorporation and now being recognized Non-Profit for Tax reporting purposes, MALA must change its accounting system from a cash reporting to accrual reporting. The biggest change being the timing of the reporting of revenues.

In prior years, annual dues were recorded as income at the time the invoices were generated, therefore the 2018 dues were recognized as income at the time invoices were sent out (2017) even though the fees were for 2018. Effective November, membership dues which were billed in November 2018, will have the income deferred to 2019 under the new accrual accounting system. This leaves a bit of a revenue gap in the 2018 reporting.

Janet indicated another change to the budget reporting for 2019 is the CSLA dues. CSLA will no longer be shown as a MALA expense, they will be allocated as a liability, as this is a pass through of funds, not income to MALA. This is adjusted to correctly report the GST now being charged on the MALA Membership dues.

As there were no questions forthcoming from the membership, Janet called on MALA Treasurer Ryan Wakshinski to make a motion to receive as information the unaudited MALA Financial Statements as at December 31, 2018 and to confirm the approved MALA 2019 Budget.

MOVED by R. Wakshinski/S. Prociuk that the unaudited Financial Statements as at December 31, 2018 be received as information, and the 2019 Budget be confirmed as presented.

CARRIED

6. APPOINTMENT TO EXAMINING BOARD

The appointments of the following Examining Board members were confirmed for the terms noted:

Confirm:

Ryan Wakshinski

Examining Board Chair (term expires 2020)

Aaron Hirota

Examining Board Representative (term expires 2020)

Ian Legge

Examining Board Representative (term expires 2022)

One concern raised was regarding having a very recently approved Member sitting on the Examining Board and approving applications. It was suggested that the requirements should be more in line with other components and the MALA Advisor Experience Record. Ryan Wakshinski advised on the challenges of getting volunteers. David Bodnarchuk considered that the Terms of Reference for the position may reference required experience of a member on the Board, but this would have to be verified. It was determined that Council would take this concern under advisement and if the appointment directly opposed a policy or by-law, it would be reconsidered. The member who raised the concern stated they did not want this appointment to be reconsidered but that in future, experience should be considered. These points were acknowledged by the attendees.

(POST AGM NOTE - April 4th, 2019 - It was since verified the policies, bylaws and terms of reference for the position are not prescriptive with respect to experience requirements other than Full Membership) Follow up and further discussion will occur with Council on April 12, 2019.

MOVED by E Villafranca/M Bauche that the appointments to the Examining Board be declared by acclamation.

CARRIED

7. NEW BUSINESS

i) Resolution 1: MALA Policy Continuation Education Program

To open the discussion, David Bodnarchuk welcomed the Chair of the Continuing Education Committee, Shauna Prociuk, to join him to present the new developments and proposed changes to the Continuing Education Policy.

Considerable discussed ensued following the presentation. Below is a brief outline of discussion points:

- Suspension seems drastic, could we do away with it?
- Response: Probation gives people more time to complete.
- Alberta says you must submit before you pay the fees, i.e., not suspension but you can't renew until its complete. Don't use the word suspended as it sounds heavy handed.
- Should consider maternity leaves.
- Response: In December if you don't submit you would pay a \$100 fee. If you don't get credits in within a certain time you are suspended.
- Could this be treated like taxes? If audited put in line item and then provide proof.
- Response: Yes, this is what this Policy is. It is not a requirement, only if you are audited will you provide proof.
- It was confirmed that checks will be on December 31.
- 3 years, starting the three-year term in 2021, was used to match OALA.

- For CE activities, special circumstances (or one-offs) will be considered, through a discussion with the Chair.
- MALA is doing the auditing. This should be added to the Policy. Request to MALA to include the audit process in the Policy.
- Response: The MALA CE Policy will include the auditing process.
- Consider the membership status suspended not less than 3 months but not more than 6 months. Final submission should be audited.
- How much time will it take and who has access?
- Response: Shauna Prociuk, Mark Bauche and the Executive Director. 1 hr is 1 CE credit.
- We must start somewhere and in the next 2 years we can review it. The intent is to revisit the Policy after the first 2-year term – in 2021. This should be included in the administration of how you update the Policy.
- Write your comments to the Executive Director who will forward them to Shauna.

Moved by D Spearman/E Villafranca that the Policy be adopted subject to amendments that would include wording “not less than 3 months but not more than 6 months” and include the audit process.

CARRIED

As there were no further comments, David asked for a motion.

MOVED by C Dixon/C Alary that the Resolution be adopted, *as amended*, as follows:

THEREFORE, BE IT RESOLVED that effective March 15, 2019, MALA:

1. Approve the “MALA Policy - Continuing Education Program” (*with amendments*);
2. Receive as information that the new Continuing Education Program be Mandatory, for all full Members as well as Associates who have been members for 7 years or more, and take effect for the 2019-2020 term (pro-rated); and
3. Receive as information that following the completion of the first full 3-year term (2021-2023), that failure to comply will result in a fee charged on the annual membership dues invoice, as per the Policy, and the membership status will be suspended until such time as the credits are submitted (*not less than 3 months but not more than 6 months*).

CARRIED

ii) Resolution 2: Digital Seal Policy

To open the discussion, David Bodnarchuk provided background on Notarius and the digital seal technology and presented the Resolution attached to the Agenda.

A typo was noted in the Resolution that OAA should read OALA.

A comment was made to the effect that subscribing to this system would be cost prohibitive for small practitioners.

As there were no further comments, David asked for a motion.

MOVED by R Wakshinski/B Bonde that the Resolution be received as information, as follows:

THEREFORE, BE IT RESOLVED that MALA receive the “MALA Digital Seal Policy” as information.

8. QUESTIONS

David Bodnarchuk open the floor up for questions from the membership.

David Bodnarchuk concluded by thanking all in attendance and asking for a motion to adjourn.

Item 5. 2018 ANNUAL REPORTS

i) Update on Communications Committee

Item was not presented.

9. ADJOURNMENT

MOVED by C Douvris/R Wakshinski that the meeting be adjourned (at 5:22 pm).