

20 June 2014

## Minutes of the Fifty-Third Annual Meeting of Members

12:05 pm - Monday, 2 June 2014  
The Fairmont Palliser, Calgary, AB

### 1. CALL TO ORDER AND NOTICE OF MEETING

Chairman MacPherson called the meeting to order and advised that the Notice of Meeting had been mailed out on May 1<sup>st</sup>, 2014 in accordance with the by-laws of the Institute.

### 2. DECLARATION OF PROXY AND ATTENDANCE

The following Principal Proxy Representatives and guests were in attendance:

- |   |   |
|---|---|
| * MacPherson, K., Chairman – Atlantic     | Matheson, D. – Frontier Const. Products |
| Fox, S., Executive Secretary – CSSBI      | Penny, D. – CSPI                        |
| Carroll, P. – Atlantic                    | Rohr, R. – Advanced Coil Industries     |
| Garrity, J. – The Dow Chemical Co.        | * Setter, S. – Ironside Design          |
| * Gelinas, G. - ArcelorMittal Dofasco     | * Redman, J. – Armtec                   |
| * Mounts, M. – The Dow Chemical Co.       | Twist, J. – PCP                         |
| * Matheson, B. – Frontier Const. Products | Wilcock, R. - CSPI                      |
|   | Yetke, J. - Armtec                      |

The Chairman declared that a quorum was present (minimum of 4 Members) and the meeting regularly constituted for the transaction of business. Those identified with an “\*” in the attendance list are voting Members.

### 3. MINUTES OF PREVIOUS ANNUAL MEETING, 10 JUNE 2013

A motion (**B. Matheson/S. Setter**) to accept the Minutes of the Fifty-Second Annual Meeting of the Members held on 10 June 2013 in Halifax, NS was carried unanimously.

### 4. PRESIDENT’S REPORT

Chairman MacPherson thanked the staff for organizing another successful meeting. This has been a good year for the CSPI, even with the challenging economic times. He also expressed his pleasure at how the transition from Dave to Ray was proceeding. Work is continuing on preparing for the future, and the Institute is in much better readiness. The members have been paying the additional fees for marketing, which is a significant investment. There is a focused message that is gaining momentum. The Chairman thanked Dave once again for all his work.

### 5. FINANCIAL REPORT

The Chairman advised that the financial statements as prepared by YNC LLP Chartered Accountants covering the 2013 fiscal year were distributed prior to the meeting. A motion (**G. Gelinas/S. Setter**) to accept the financial statements for 2013 was passed unanimously.

### 6. NOMINATION AND ELECTION OF DIRECTORS FOR 2014-2015

The following slate of nominations for Directors of the Institute for 2014-2015 was presented:

- |               |                   |
|---------------|-------------------|
| Ian Berry     | Bruce Matheson    |
| Guy Gelinas   | Shane Setter      |
| Mike Mounts   | Kenzie MacPherson |
| Allan Hubbell | Jason Redman      |

A motion (**M. Mounts/B. Matheson**) to elect those nominated to the Board of Directors of the Institute for the 2014-2015 term was carried unanimously.

**7. NOMINATION AND ELECTION OF OFFICERS FOR 2014-2015**

The following slate of nominations for Officers of the Institute for 2014-2015 was presented:

President – Kenzie MacPherson  
Vice-President - Jason Redman  
Executive Secretary – Ray Wilcock  
Treasurer - Steven Fox

A motion (**M. Mounts/ B. Matheson**) to elect those nominated as Officers of the Institute for the 2014-2015 term was carried unanimously.

**8. NOMINATION AND ELECTION OF EXECUTIVE COMMITTEE FOR 2014-2015**

The following slate of nominations for Executive Committee of the Institute for 2014-2015 was presented:

Guy Gelinas	Kenzie MacPherson
Jason Redman	Bruce Matheson

A motion (**M. Mounts/J. Redman**) to elect those nominated to the Executive Committee of the Institute for the 2014-2015 term was carried unanimously.

**9. APPOINTMENT OF MANAGEMENT**

The Chairman reminded the members that for the past number of years the management of the Institute was contracted out to the Canadian Sheet Steel Building Institute. A motion (**B. Matheson/S. Setter**) to re-new the management contract with the Canadian Sheet Steel Building Institute for 2015, subject to agreement on a suitable fee and other negotiable matters, was carried unanimously.

**10. APPOINTMENT OF PUBLIC ACCOUNTANTS**

The Chairman reminded the members that for the past number of years the Institute has used the services of a local accountant to review the books. A motion (**S. Setter/B. Matheson**) to use the services of YNC LLP Chartered Accountants to undertake the financial review for 2014 was carried unanimously.

**11. RATIFICATION OF ACTIONS OF DIRECTORS AND OFFICERS**

A motion (**S. Setter/ G. Gelinas**) to ratify and approve all actions and proceedings of the Directors and Officers of the Corrugated Steel Pipe Institute during the year ended December 31, 2013 was carried unanimously.

**12. OTHER BUSINESS**

There was no other business.

**13. NEXT MEETING**

The next Annual meeting will be held on Monday, June 14, 2015 at the Queen's Landing hotel in Niagara-on-the-Lake, ON, at an exact time to be advised.

**14. ADJOURNMENT**

A motion (**S. Setter/G. Gelinas**) to adjourn was carried unanimously at 12:20 pm.

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Steven R. Fox  
Executive Secretary

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Kenzie MacPherson  
President