

## Minutes of the 2019 Meeting of the Board of Directors 1:00 pm EST – Go-To-Meeting

### 1. Notice of Meeting

Chair Jason Sherwood called the meeting to order at **1:00 pm EST.**

### 2. Attendance

The following Board members were on the call:

#### Directors

Jason Sherwood, Chair	Atlantic	David Newbigging	AMD
Heba Ahmed, Vice Chair	Armtec	Ray Wilcock, Secretary	CSPI
Bruce Matheson	Frontier		

#### Absent

Ian Berry	Warner	Marc Warden	Hubbell
Byron Nelson	Leland	Derek Niezen	Ironside

The topics for discussion emanated from the last board meeting in Charlottetown were contained in the invite along with a financial forecast. Items discussed were as follows:

### 3. Tonnage Reporting

Jason asked Ray to summarize discussions held with the mills. Details were covered in the Board Topics word document in the invite. Dave spoke to AMD's suggestion and gave reasons as follows: 1) Tonnage no longer used for fees; 2) Tonnage purchased versus shipments create a timing issue; and 3) Market share should be based upon shipments not purchasing. Heba stated that basing it upon shipments would be an issue for Armtec as each location is decentralized. Bruce & Jason had no issue with Manufacturers reporting versus the mills. After further discussion and despite the timing issue, it was agreed that manufacturers would report tonnage purchased versus shipments to alleviate the concerns brought forward.

A motion was made by **Bruce Matheson** second by **Jason Sherwood** that manufacturers would report purchased tonnage for Galvanized, Aluminized & Polymer Laminated quarterly confidentially to CSSBI, 30 days following the quarter. CSSBI would then summarize and issue total tonnage reports to all members. Jason asked for a vote and all directors present were in favour. Motion was carried with one caveat. **Marc Warden (manufacturer) who was not present needs to vote in order to move this action forward.**

#### **4. Financial Forecast & Project List**

Ray was asked to summarize the 2019 forecast (attached to the invite) which contains a surplus of \$45K. The project list was then discussed and prioritized. Previous conversations with Mike Gauthier and Mike Stiller from AMD indicate there make be funding for the EPD comparison project. Ray will advise the board once AMD has decided. Dave confirmed his understanding was the same. It was agreed that the Galvalume project for \$2K and the bolt testing with MTQ for \$2K would proceed regardless of the outcome of the other large projects. The board members then gave their preference as pertains to the other 4 projects as follows:

Board Member	<u>Jason</u>	<u>Heba</u>	<u>Bruce</u>	<u>Dave</u>
First	CSA	EPD	CSA	EPD
Second	EPD	CSA	EPD	CSA
Third	COQ LCC	COQ LCC	COQ LCC	COQ LCC
Fourth	Student	Student	Student	Student

Jason qualified his 4<sup>th</sup> choice that the project should be the updating of the Handbook.

Thus, it was agreed that the \$45K would be spent on the CSA & EPD projects pending the outcome of AMD's decision.

EPD Comparison	\$65 - \$70K
CSA G401 Update	\$20K

#### **5. Hiring a Part Time Student to help with Municipal Standards Applications**

Discussion ensued as follows:

Jason summarized the issues involving budget constraints, training, supervision, no office space, etc

Heba stated that the timing for this year is not appropriate given budget constraints. She added that it would be a good topic to add at the next board meeting for 2020.

Bruce agreed that to be prudent, timing is not conducive, however we should look at this again and defer to 2020.

Dave agreed and stated that timing of students going back to school makes this a Spring initiative.

All agreed that it was a good idea, however because of the issues stated above, the idea is deferred to 2020.

#### **6. Commitment to Annual Meeting 2020 Location in Victoria BC**

Jason summarized the issue; commitment to CSSBI and annual meetings in 2020 in Victoria BC and 2021 in Winnipeg Manitoba. He asked all board members their thoughts and then called for all to express their vote. All members present voted CSPI's commitment to CSSBI and to the next two annual meetings.

**7. Other Business**

Ray suggested to the board that every six months, he prepare a summary report for International members, similar to the monthly board reports. The purpose is to include them more in the activities of the association. All agreed. Jason said to give it a try and obtain feedback from them to ensure they are reading and appreciating same.

**8. Adjournment**

Meeting was adjourned at **1:57 pm**.

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Jason Sherwood  
Chair - President

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Ray Wilcock  
Executive Director