

7 December 2017

Minutes of the 2017 Fall Meeting of the Board of Directors

3:30pm - Thursday, 7th June 2017

Hotel Radisson, Kitchener Ontario

1. NOTICE OF MEETING

Chair Bruce Matheson called the meeting to order at **3:00p.m.** and advised that the Notice of Meeting had been sent out on November 6th, 2017 in accordance with the by-laws of the Institute.

2. ATTENDANCE

The following Board members and guests were in attendance:

Directors

Bruce Matheson, Chair	Frontier	Heba Ahmed (sub)	Armtec
David Newbigging	AMD	Byron Nelson	Leland
Jason Sherwood	Atlantic	Ian Berry	Warner
Marc Warden	Hubbell	Ray Wilcock, Secretary	CSPI

Absent

Shane Setter	Ironside	Randy McDonald	Armtec
--------------	----------	----------------	--------

Guests

Kevin Williams	Atlantic	Mike Mounts	Valfilm
Riley Wilson	Atlantic	Jim Evans	AK Steel
Nick Spence	Atlantic	Kamran Derayeh	AMD
Janine Yetke	Armtec	Mike McGough	NCSPA
Lyndsay Dokas	Armtec		

The Chair asked if there was anyone present, holding a proxy for an absent board member. Ray Wilcock the Secretary said there he had a proxy from Shane Setter (attached to minutes) and Heba Ahmed would proxy for Randy McDonald of Armtec.

The Chair declared that a quorum was present (minimum of 4 Directors) and the meeting regularly constituted for the transaction of business.

3. NOMINATION AND ELECTION OF DIRECTORS & OFFICERS FOR 2017-2018

The Chair announced the resignation of Chris Groot, formerly with Hubbell from the board and called for a motion to elect Hubbell's new representative Mr. Marc Warden.

A motion was made by **Dave Newbigging**, second by **Byron Nelson** to elect Marc Warden to the board for 2017 / 2018 and was carried unanimously.

4. NOMINATION & ELECTION OF EXECUTIVE COMMITTEE FOR 2017-2018

The Chair called for a motion to elect Hubbell's new representative Mr. Marc Warden to the Executive Committee.

A motion was made by Dave Newbigging, second by Byron Nelson to elect Marc Warden to the Executive Committee for 2017 / 2018 and was carried unanimously.

5. MINUTES OF PREVIOUS MEETING

A motion was made by Byron Nelson, second by Jason Sherwood to accept the Minutes of the Board of Directors meeting held on the 5th of June 2017 in Vancouver, B.C. was carried unanimously.

6. PPC AND TAC REPORTS

Both Janine & Kevin reported there were no issues that need to be referred to the board.

7. BYLAWS

No issues to report.

8. 2018 BUDGET & FEE SCHEDULE

The Secretary presented the 2018 proposed budget for discussion.

A motion was made by Ian Berry, second by Byron Nelson to accept the 2018 Budget & Fee Schedule and was carried unanimously.

9. CONTRACT - WILCOCK

All non-board members were asked to leave the room.

There was one change requested by the board and one item to discuss. This was subsequently discussed with Wilcock and he agreed to the change and advised the Chair of a L/T commitment.

A motion was made by Byron Nelson, second by Dave Newbigging to accept the two-year contract for Ray Wilcock and was carried unanimously.

10. ANNUAL & FALL MEETINGS

2018 Annual & Board at the Fairmont Resort in Mont-Tremblant, Quebec from June 9th -11th
2018 Fall meeting in Kitchener, details TBD
2019 Annual & Board in Charlottetown, PEI from June 8th – 11th 2018 Fall, TBD

11. OTHER BUSINESS

- a) Tonnage reporting from the Mills – this was discussed whereby the mills (AMD, AK Steel, Worthington, ACI, et. al) would report total Canadian tonnage to CSSBI (Steve Fox) for the years 2016 & 2017. All board members agreed that this was a good idea. Ray will work with Bruce in the new year to finalize details.
- b) Canada Culvert email of November 30th – Ray explained the details of Canada Culvert's response to joining CSPI and displayed the email on the projected screen. After much discussion it was agreed as follows:
 1. Ray will telephone Jason Johnston of Canada Culvert and after stating that CSPI members would welcome and value CC as a member and ask the question "Would you consider joining CSPI – Yes or No".
 2. If the answer to 1 is no, then CSPI will reach out to a lawyer for an opinion on:
 - a) Validity of the email.
 - b) How to protect CSPI information on the public website to prohibit non-authorized companies from using same. (protecting member's investment).

Jason knows of a good lawyer / Professional Engineer if needed.

12. NEXT MEETING

The next meeting will be held at the Fairmont resort in Mont-Tremblant on June 11th at a time TBD.

13. ADJOURNMENT

A motion to adjourn was made by Jason Sherwood, second by Dave Newbigging and was carried at 4:47 pm.

Ray Wilcock
Executive Secretary

Bruce Matheson
Chair - President