

5 June 2017

Minutes of the 2017 Meeting of the Board of Directors

2:30pm - Monday, 5th June 2017

Westin Bayshore, Vancouver BC

1. NOTICE OF MEETING

Chair Bruce Matheson called the meeting to order at **3:17p.m.** and advised that the Notice of Meeting had been sent out on May 10th, 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	Randy McDonald	Armtec
John Tran	AMD	Byron Nelson	Leland
Shane Setter	Ironside	Ray Wilcock, Secretary	CSPI
Jason Sherwood	Atlantic		

Absent

Ian Berry	Warner	Chris Groot	Hubbell
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Guests

Kevin Williams	Atlantic	Mike Mounts	Valfilm
Phil Carroll	Atlantic	Kamran Derayeh	AMD
Dawn Nigro	Armtec	Dave Newbigging	AMD
Heba Ahmed	Armtec	Robert Rohr	ACI

The Chair asked if there was anyone present, holding a proxy for an absent board member. Ray Wilcock the Secretary said there were no proxies.

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

3. MINUTES OF PREVIOUS MEETING

A motion was made by **Randy McDonald**, second by **John Tran** to accept the Minutes of the Board of Directors meeting held on 8 December 2016 in Kitchener, Ontario was carried unanimously.

4. PPC AND TAC REPORTS

One issue was presented with regards to Canada Culvert (non-member) using CSPI's name and durability table on a stamped drawing submitted to a customer. Discussion ensued for and against for legal response, legal advice and or CSPI response. A motion was made to seek

legal advice, however was not approved. After all members had their say it was decided to proceed as follows:

- 1) Ray to contact OSPE (Ontario Society of Professional Engineers) to determine if this was an ethical issue and in contravention of their code. Notify directors once received.
- 2) Ray to contact Canada Culvert and discuss this issue and ask if there is any chance of CC re-joining CSPI. If not, indicate that all future actions using CSPI information will result in legal response.

5. FINANCIAL

A copy of the financial statements of the Institute for the period ending 31 May 2017 was distributed with the agenda prior to the meeting via E-Mail. Results were covered in the PPC Meeting and minutes. All directors present attended this meeting.

6. FUTURE MEETING DATES AND LOCATIONS

2017 Fall, Kitchener Radisson Hotel (Ray will circulate dates in July for consensus approval)
2018 Annual, June 10-11, Fairmont Mont-Tremblant, QC
2018 Fall, TBD

7. OTHER BUSINESS

Mike Mounts from Valfilm told the board that Lynn Riley formerly of Tee Group (CSPI Member) has joined Valfilm in June 2017. Ray informed the board that John Buckner, President of Tee Group will now be the main contact.

8. NEXT MEETING

The next meeting will be held in Kitchener, Ontario at the Radisson Hotel at a date and time to be determined in July 2017.

9. ADJOURNMENT

A motion to adjourn was made by Jason Sherwood, second by Shane Setter and was carried at 3:45 pm.

Ray Wilcock
Executive Secretary

Bruce Matheson
Chair - President