

Minutes of the March 2020 Meeting of the Board of Directors

2pm EST - Friday, 13th March 2020

Conference Call – COVID 19

1. NOTICE OF MEETING

Chair Jason Sherwood called the meeting to order at 2pm.

2. ATTENDANCE

The following Board members were on the call:

Directors

Jason Sherwood, Chair	Atlantic	Derek Niezen	Ironside
Heba Ahmed	Armtec	Marc Warden	Hubb-Cap
Bruce Matheson	Frontier	Ian Berry	Warner
Kamran Derayeh*	AMD	Ray Wilcock, Secretary	CSPI
Byron Nelson	Leland		

Proxy

Kamran Derayeh sat in for Dave Newbigging

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

3. COVID 19

Jason opened the meeting and discussed what Atlantic is doing in regards to the Pandemic and asked all directors for feedback. Discussion was as follows:

- Travel being restricted
- Hygiene, washing hands, etc. for employees
- Day by day, moving fast
- Vendors – how are they dealing with supply
- Following country and world health sites
- Stop interaction – social distancing

All directors agreed that their companies were following similar strategies.

Jason made the following motion:

CSPI to cancel all air travel, public transportation, hotels, etc., thus cancelling all meetings, presentations and lectures for the time being. Any day trips via auto must be approved prior to undertaking by the President of the CSPI (Jason Sherwood). This action is being taken to protect Ray Wilcock's health and well-being. Going forward, conferences, webinars, emails and

phone calls are to become the way of doing business. This will stay in place until such time business is able to return to normal.

First by **Heba Ahmed**, second by **Byron Nelson**, all in favour **8**, opposed **0**. **Motion carried.**

Ray was asked to provide a statement on COVID 19 for the CSPI website and E-Blast in the following week.

4. ADJOURNMENT

The meeting was adjourned at 2:30pm.

Jason Sherwood
Chair – President

Ray Wilcock
Executive Secretary