

Minutes of the 2020 Meeting of the Board of Directors

11:00 am – Thursday, 26 November 2020

WEBEX

1. Notice of Meeting

Chair Jason Sherwood called the meeting to order at **11:07am** and advised that the Notice of Meeting had been sent out on October 25th, 2020 in accordance with the by-laws of the Institute.

2. Attendance

The following Board members and guests were in attendance:

Directors

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

Member Guests

Terry Dunn	Atlantic	Mike Williamson	Hubb-Cap
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The Chair declared that a quorum was present (minimum of 4 Directors) and the meeting regularly constituted for the transaction of business.

3. Nomination & Election of Directors & Officers For 2020-2021

The Chair announced the resignation of Marc Warden of Hubb-Cap from the board and called for a motion to elect Hubb-Cap's new representative Mr. Mike Williamson.

A motion was made by **Marc Warden**, second by **Byron Nelson** to elect Mike Williamson to the board for 2020 / 2021 and was carried unanimously.

4. Nomination & Election of Executive Committee For 2020-2021

The Chair called for a motion to elect Hubb-Cap's new representative Mr. Mike Williamson to the Executive Committee.

A motion was made by **Heba Ahmed**, second by **Bruce Matheson** to elect Mike Williamson to the Executive Committee for 2020 / 2021 and was carried unanimously.

5. Minutes of Previous (2) Meetings, 18th June 2020 & 22nd October 2020

A motion was made by **Heba Ahmed** second by **Byron Nelson** to accept the Minutes of the Board of Directors meetings held on 18th June 2020 via WEBEX & on 22nd October 2020 via WEBEX was carried unanimously.

6. TAC and PPC Reports

Terry (TAC) – nothing to report

Heba (PPC) – Using surplus funds for projects such as French translation for T.B.'s. Discussed in agenda #8.

7. By-Laws

Bruce suggested putting forward a formal by-law that restricts our reserve fund to one year's worth of revenue. Ray will circulate a new bylaw before the next board meeting.

8. 2021 Budget & Fee Schedule

The Secretary presented the 2021 budget draft.

Discussion:

Heba – allocate \$ towards media advertising

Jason – opportunity to allocate \$ to the committees for projects

Bruce – happy with spending the \$ on areas that will help all in terms of social media, advertising, etc.

Byron – agrees with promotion

Dave – agrees with promotion

Derek – agrees with promotion

Ian – agrees with promotion

Mike – agrees with promotion / advertising to ground level contractors

Dave stated that he needed a sign off for the AMD fees in 2021. He will advise in the near term.

A motion was made by **Heba Ahmed**, second by **Ian Berry** to use the \$30,000 2020 surplus towards PPC & TAC projects for the year 2021. This motion was carried unanimously.

A motion was made by **Bruce Matheson**, second by **Heba Ahmed** to accept the 2021 Budget & Fee Schedule and was carried unanimously, subject to Dave's AMD sign off, expected by December 9th.

9. Future Meeting Dates and Locations

2021 Annual meeting date and place TBD.

2021 Fall meeting date and place TBD.

2022 Annual meeting date and place TBD.

Dave – for the annual 2021 meeting that will most likely be virtual given the existing situation, suggest a board meeting in March to discuss. All agreed.

10. Other Business

No business to report.

11. Next Meeting

The next meeting is to be scheduled in the new year at a date, time and place TBD.

12. Adjournment

A motion to adjourn was made by David Newbigging, second by Byron Nelson and was carried at 11:59pm.

Jason Sherwood
Chair - President

Ray Wilcock
Secretary