

Minutes of the 2020 Meeting of the Board of Directors

1pm EST - Thursday, 22nd October 2020

CSSBI dissolution impact on CSPI

WEBEX

1. Notice of Meeting

Chair Jason Sherwood called the meeting to order at **1:08pm**.

2. Attendance

The following Board members were in attendance:

Directors

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

Absent

Derek Niezen	Ironside
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The Chair asked if there was anyone present, holding a proxy for an absent board member. A proxy from Derek Niezen was sent to the secretary and is attached to these minutes.

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

3. Retention of Vicki MacPhail

Retention of Vicki MacPhail to handle all existing administrative / accounting duties presently being performed. Monthly contract of \$1,600 per month. Vote required.

A motion was made by **David Newbigging** second by **Bruce Matheson** to accept this motion was carried unanimously.

4. Future Address of CSPI

Future address of CSPI. P.O. Box number with forwarding mail to Vicki MacPhail's address. Cost estimated at \$300 per year. Vote required.

A motion was made by **Bruce Matheson** second by **Byron Nelson** to accept this motion was carried unanimously.

5. Phone Number of CSPI

Phone number of CSPI – maintain and have it forwarded to Ray Wilcock's home office. Cost of \$500. Vote required.

A motion was made by **Bruce Matheson** second by **Byron Nelson** to accept this motion was carried unanimously.

6. **Website with Host Gator**

Website with Host Gator. Ray Wilcock will explore using alternate provider. Present cost is about \$1,000 per annum. To be discussed at November's board meeting.

7. **Revenue Canada**

Revenue Canada – Steve Fox to transfer to Ray Wilcock files for corporate reporting. Info only.

8. **Banking Arrangements**

Banking arrangements. Ray Wilcock to take over Steve Fox's responsibilities with dealing with the bank. Board to appoint a Director as Treasurer of the CSPI to oversee monthly bank statement. No more than 10 minutes per month. David Newbigging nominated Bruce Matheson as Treasurer of the CSPI. Vote required.

A motion was made by **David Newbigging** second by **Byron Nelson** to accept this motion with all directors' present on the call voted in favour. Derek Niezen abstained.

9. **Insurance for Directors**

Insurance for Directors. Ray Wilcock to look after dealing with the insurance company and will look at alternate providers. Present cost of \$4,000. To be discussed at November's board meeting.

10. **Books, Files, etc.**

Move all books, files, CSPI info from Cambridge office to Ray Wilcock's house. Bruce Matheson asked about tonnage files. These are presently on Vicki MacPhail's computer along with relevant back-ups.

11. **Auditors**

Auditors – move all necessary files to Ray Wilcock's house. Determine if we need to do an Audit going forward? Discussion. Board agrees with 3rd party review of statement. Ray Wilcock will talk with "Ted Concepts" current reviewer and have him propose a schedule and fees for 2021. To be discussed at November's board meeting.

12. **Next Meeting**

The next meeting will be the fall meeting on Thursday November 26th via WEBEX.

13. **Adjournment**

A motion to adjourn was made by **Byron Nelson**, second by **Bruce Matheson** and was carried at **2:00pm**.

Jason Sherwood
Chair - President

Ray Wilcock
Secretary to the Board