

Minutes of the 60th Annual Meeting of Members
11:00 am – Thursday, 17 June 2021
WEBEX

1. Call to Order and Notice of Meeting

Chair Jason Sherwood called the meeting to order and advised that the Notice of Meeting had been announced on February 19th, 2021 in accordance with the by-laws of the Institute.

2. Declaration of Proxy and Attendance

The following Principal Proxy Representatives and guests were in attendance:

Principal Representatives

Jason Sherwood, Chair	Atlantic	David Newbigging	AMD
Bruce Matheson	Frontier	Mike Williamson	Hubb-Cap
Sam Mitra (nominated)	Armtec	Ray Wilcock, Secretary	CSPI
Ian Berry	Warner		

Member Guests

Kamran Derayeh	AMD	Terry Dunn	Atlantic
Liz Bouchard	Armtec	Randy McDonald	Atlantic
Scott MacRae	Armtec	Mike Mounts	Valfilm
Roger Leger	Armtec	Todd Gray	ACI
Dennis Park	Atlantic	Mike McGough	NCSPA

The Chair asked if there was anyone present, holding a proxy for an absent member. The Secretary said there were none.

The Chair declared that a quorum was present (minimum of 4 Members) and the meeting regularly constituted for the transaction of business. The Principal Representatives in the attendance list are voting Members.

3. Minutes of Previous Annual Meeting, 18 June 2020

A motion was made by **Ian Berry**, second by **Bruce Matheson** to accept the Minutes of the Fifty-Ninth Annual Meeting of the Members held on 18 June 2020 via WEBEX.

4. President's Report

Jason Sherwood thanked all members for supporting CSPI especially during these trying times. He then thanked Liz (PPC Chair) & Terry (TAC Chair) for their leadership. He thanked Ray, the Executive Director of CSPI for his efforts this past year.

5. Financial Report

The Chair advised that the financial statements as prepared by AccountTed Business Concepts Inc. covering the 2020 fiscal year were distributed prior to the meeting. A motion was made by **Mike Williamson**, second by **Ian Berry** to accept the financial statements for 2020 was passed unanimously.

6. Nomination and Election of Directors For 2021-2022

The following slate of nominations for Directors of the Institute for 2021-2022 was presented:

Ian Berry	Derek Niezen
David Newbigging	Jason Sherwood
Byron Nelson	Mike Williamson
Bruce Matheson	Sam Mitra

A motion was made by **David Newbigging**, second by **Ian Berry** to elect those nominated to the Board of Directors of the Institute for the 2021-2022 term was carried unanimously.

7. Nomination and Election of Officers For 2021-2022

The following slate of nominations for Officers of the Institute for 2021-2022 was presented:

President	Jason Sherwood
Vice-President	Bruce Matheson
Executive Secretary	Ray Wilcock
Treasurer	Bruce Matheson

A motion was made by **David Newbigging**, second by **Ian Berry** to elect those nominated as Officers of the Institute for the 2021-2022 term was carried unanimously.

8. Nomination and Election of Executive Committee For 2021-2022

The following slate of nominations for Executive Committee of the Institute for 2021-2022 was presented:

Dave Newbigging	Jason Sherwood
Sam Mitra	Bruce Matheson
Mike Williamson	

A motion was made by **Sam Mitra**, second by **Bruce Matheson** to elect those nominated to the Executive Committee of the Institute for the 2021-2022 term was carried unanimously.

9. Appointment of Public Accountants

The Chair reminded the members that for the past number of years the Institute has used the services of a local accountant to review the books. A motion was made by **Sam Mitra**, second by **David Newbigging** to use the services of AccountTed Business Concepts Inc. to undertake the financial review for 2021 was carried unanimously.

10. Ratification of Actions of Directors and Officers

A motion was made by **Ian Berry**, second by **Mike Williamson** to ratify and approve all actions and proceedings of the Directors and Officers of the Corrugated Steel Pipe Institute during the period ended June 17th, 2021 was carried unanimously.

11. Other Business

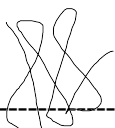
None

12. Next Meeting


The next meeting will be held in June 2022 at a date, place and time to be determined.

14. Adjournment

A motion was made by **David Newbigging**, second by **Sam Mitra** to adjourn and was carried unanimously at **11:30am**.



Jason Sherwood
Chair



Ray Wilcock
Executive Secretary