

Minutes of the 61st Annual Meeting of Members

2:45 pm – Monday, 20 June 2022
Fairmont Empress Hotel, Victoria BC

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 December 12th, 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	Derek Niezen	Ironside
Bruce Matheson	Frontier	Mike Williamson (proxy)	Hubb-Cap
Sam Mitra	Armtec	Dave Watson (proxy)	Leland
David Newbigging	AMD	Ray Wilcock, Secretary	CSPI

Member Guests

Liz Bouchard	Armtec	Terry Dunn	Atlantic
Scott MacRae	Armtec	Paul Proctor	Atlantic
Roger Leger	Armtec	Phil Carroll	Atlantic
Greg Wilkinson	Atlantic	Stuart Murphy	Atlantic

The Chair asked if there was anyone present, holding a proxy for an absent member. Dave Watson acting for Byron Nelson and Mike Williamson for Ian Kalverda.

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, 17th June 2021

A motion was made by Derek Niezen, second by Bruce Matheson to accept the Minutes of the Sixtieth Annual Meeting of the Members held on the 17th of June 2021 via WEBEX.

4. **President's Report**

Jason Sherwood stated that it has been an honour and privilege to be the President & Chair of the CSPI during the last 4 years and extended thanks to all CSPI members for their support.

On behalf of all CSPI members thank you Jason for your dedication and leadership during your tenure. Jason was formally thanked after the reception / dinner that evening.

5. **Financial Report**

The Chair advised that the financial statements as prepared by AccountTed Business Concepts Inc. covering the 2021 fiscal year were distributed prior to the meeting. A motion was made by **Sam Mitra**, second by **Mike Williamson** to accept the financial statements for 2021 and was carried unanimously.

6. **Nomination and Election of Directors For 2022-2023**

The following slate of nominations for Directors of the Institute for 2022-2023 was presented:

Ian Berry	Derek Niezen
David Newbigging	Terry Dunn
Byron Nelson	Ian Kalverda
Bruce Matheson	Sam Mitra

A motion was made by **Sam Mitra**, second by **Bruce Williamson** to elect those nominated to the Board of Directors of the Institute for the 2022-2023 term and was carried unanimously.

7. **Nomination and Election of Officers For 2022-2023**

The following slate of nominations for Officers of the Institute for 2022-2023 was presented:

President	Sam Mitra
Vice-President	Ian Kalverda
Treasurer	Bruce Matheson
Secretary	Ray Wilcock

A motion was made by **David Newbigging**, second by **Derek Niezen** to elect those nominated as Officers of the Institute for the 2022-2023 term and was carried unanimously.

8. **Nomination and Election of Executive Committee For 2022-2023**

The following slate of nominations for Executive Committee of the Institute for 2022-2023 was presented:

Dave Newbigging
Sam Mitra
Ian Kalverda

Terry Dunn
Bruce Matheson

A motion was made by **David Newbigging**, second by **Terry Dunn** to elect those nominated to the Executive Committee of the Institute for the 2022-2023 term and 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 **Terry Dunn**, second by **David Newbigging** to use the services of AccountTed Business Concepts Inc. to undertake the financial review for 2022 and was carried unanimously.

10. **Ratification of Actions of Directors and Officers**

A motion was made by **Bruce Matheson**, second by **Terry Dunn** to ratify and approve all actions and proceedings of the Directors and Officers of the Corrugated Steel Pipe Institute during the period ended June 20th, 2022 and was carried unanimously.

11. **Other Business**

David Newbigging of ArcelorMittal announced that he will be changing positions and Marcia Stinson will be taking over Dave's role. They will both attend the November meetings where changes will be made at the Board meeting.

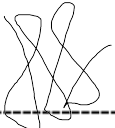
Terry mentioned the past chair position and asked to have it recognized. To be discussed at the Board meeting which follows the annual meeting.

12. **Next Meeting**


The next meeting will be held in June 2023 at a date, place, and time to be determined.

14. **Adjournment**

A motion was made by **David Newbigging**, second by **Terry Dunn** to adjourn and was carried unanimously at **3:00 pm**.



Jason Sherwood
Chair



Ray Wilcock
Secretary