

**Minutes of the 62<sup>nd</sup> Annual Meeting of Members**  
*4:00 P.M., Monday, June 5th, 2023*  
*Auberge Saint-Antoine, Quebec City QC*

**1. Call to Order and Notice of Meeting**

Chair Sam Mitra called the meeting to order and advised that the Notice of Meeting had been announced on January 16<sup>th</sup>, 2023, 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:

**Member Representatives**

Sam Mitra, Chair	Armtec	Byron Nelson	Leland
Bruce Matheson	Frontier	Todd Gray	ACI
Terry Dunn	Atlantic	Mike Mounts	Valgroup
Lucas Cooper	AMD	Francois-Regis du Mesnil	Tubao
Derek Niezen	Ironside	Ray Wilcock, Secretary	CSPI

**Member Guests**

Jason Johnston	Armtec	Pat Mayne	Atlantic
Liz Bouchard	Armtec	Sebastien Gauthier	Atlantic
Scott MacRae	Armtec	Marcia Stinson	AMD
Roger Leger	Armtec	Kamran Derayah	AMD
Jason Sherwood	Atlantic	Dave Watson	Leland
Greg Wilkinson	Atlantic	Terry Skipper	Ironside
Paul Proctor	Atlantic		

The Chair asked if there was anyone present, holding a proxy for an absent member. 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.

**3. Minutes of Previous Annual Meeting, 20<sup>th</sup> June 2022**

A motion was made by **Byron Nelson**, second by **Derek Niezen** to accept the Minutes of the 61<sup>st</sup> Annual Meeting of the Members held on the 20<sup>th</sup> of June 2022 at the Fairmont in Victoria BC. and was carried unanimously.

**4. President’s Report**

Sam stated has discussed in the strategic planning session, we are moving forward on some new initiatives.

**5. Financial Report**

The Chair advised that the financial statements as prepared by AccountTed Business Concepts Inc. covering the 2022 fiscal year were distributed prior to the meeting. A motion was made by **Terry Dunn**, second by **Lucas Cooper** to accept the financial statements for 2022 and was carried unanimously.

**6. Nomination and Election of Directors For 2023-2024**

The following slate of nominations for Directors of the Institute for 2023-2024 was presented:

Ian Berry	Derek Niezen
Lucas Cooper	Terry Dunn
Byron Nelson	Ian Kalverda
Bruce Matheson	Sam Mitra

A motion was made by **Terry Dunn**, second by **Byron Nelson** to elect those nominated to the Board of Directors of the Institute for the 2023-2024 term and was carried unanimously.

**7. Nomination and Election of Officers For 2023-2024**

The following slate of nominations for Officers of the Institute for 2023-2024 was presented:

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

A motion was made by **Terry Dunn**, second by **Derek Niezen** to elect those nominated as Officers of the Institute for the 2023-2024 term and was carried unanimously.

**8. Nomination and Election of Executive Committee For 2023-2024**

The following slate of nominations for Executive Committee of the Institute for 2023-2024 was presented:

Lucas Cooper	Terry Dunn
Sam Mitra	Bruce Matheson
Ian Kalverda	

A motion was made by **Derek Niezen**, second by **Lucas Cooper** to elect those nominated to the Executive Committee of the Institute for the 2023-2024 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 **Byron Nelson**, second by **Terry Dunn** to use the services of AccountTed Business Concepts Inc. to undertake the financial review for 2023 and was carried unanimously.

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

A motion was made by **Bruce Matheson**, second by **Derek Niezen** to ratify and approve all actions and proceedings of the Directors and Officers of the Corrugated Steel Pipe Institute during the period ended June 5<sup>th</sup>, 2023, and was carried unanimously.

**11. Other Business**

None.

**12. Next Meeting**

The next meeting will be held in June 2024 in Banff Alberta, week TBD at a place and time to be determined by the board.

**13. Adjournment**

A motion was made by **Byron Nelson**, second by **Terry Dunn** to adjourn and was carried unanimously at **4:15 pm**.



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Sam Mitra  
Chair



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Ray Wilcock  
Secretary