corrugated steel pipe institute

Board of Directors

Minutes of the 2018 Meeting of the Board of Directors
2:45 pm – Monday, 11 June 2018
Fairmont Tremblant, Mont-Tremblant, PQ
Sasseville Room

1. Notice of Meeting

Chair Jason Sherwood called the meeting to order at **2:46pm** and advised that the Notice of Meeting had been sent out on April 26th, 2018 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	Byron Nelson	Leland
Bruce Matheson	Frontier	Ray Wilcock, Secretary	CSPI
David Newbigging	AMD		

Absent

Ian Berry	Warner	Marc Warden	Hubbell
Shane Setter	Ironside	TBD	Armtec

Member Guests

Kevin Williams	Atlantic	Mike Mounts	Valfilm
Janine Yetke	Armtec	Todd Gray	ACI
Heba Ahmed	Armtec	Robbert Kamphorst	Bergschenhoek
Dave Watson	Leland		
Stan Lipkowski	AMD		

The Chair asked if there was anyone present, holding a proxy for an absent board member. Ray Wilcock the Secretary said he held proxies for both Ian Berry & Shane Setter.

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

3. Minutes of Previous Meeting, 7 December 2017

A motion was made by **Bruce Matheson** second by **Dave Newbigging** to accept the Minutes of the Board of Directors meeting held on 7 December 2017 in Kitchener, Ontario was carried unanimously.

4. PPC and TAC Reports

Both Kevin & Janine stated there was nothing to report.

5. Financial

A copy of the financial statements of the Institute for the period ending 31 May 2018 was distributed with the agenda prior to the meeting via E-Mail. Results were covered in the PPC Meeting and minutes. All directors present attended this meeting.

6. Future Meeting Dates and Locations

2018 Fall, Kitchener Radisson Hotel (Ray will circulate dates in August for consensus approval)
2019 Annual, June 8-10, Delta Prince Edward, Charlottetown, PEI
2019 Fall, TBD

7. Other Business

CMP – new member
Tee Group – no longer

8. Next Meeting

The next meeting will be held in Kitchener, Ontario at the Radisson Hotel during the week of November 26th and will be confirmed by August 2018.

9. Adjournment

A motion to adjourn was made by **Dave Newbigging**, second by **Bruce Matheson** and was carried at **2:53pm**.

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Ray Wilcock	Jason Sherwood
Executive Secretary	Chair - President