**corrugated steel pipe institute**

# Annual Meeting

## Minutes of the Fifty-Eighth Annual Meeting of Members

*3:45 pm – Monday, 10 June 2019*
*Delta Marriott, Charlottetown, PEI*
*John Hamilton Room*

### 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 mailed out on April 9th, 2019 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 | Byron Nelson | Leland |
| Heba Ahmed, Vice Chair | Armtec CC | Derek Niezen | Ironside |
| Bruce Matheson | Frontier | Ray Wilcock, Secretary | CSPI |
| David Newbigging | AMD | | |

**Absent**

| | | | |
|---|---|---|---|
| Ian Berry | Warner | Marc Warden | Hubbell |

**Member Guests**

| | | | |
|---|---|---|---|
| Kevin Williams | Atlantic | Mike Mounts | Valfilm |
| Jason Johnstone | Armtec CC | Todd Gray | ACI |
| Scott MacRae | Armtec CC | | |

The Chair asked if there was anyone present, holding a proxy for an absent member. Ray Wilcock the Secretary declared he held a proxy from Ian Berry.

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, 11 June 2018

A motion was made by **Heba Ahmed**, second by **Byron Nelson** to accept the Minutes of the Fifty-Seventh Annual Meeting of the Members held on 11 June 2018 in the Fairmont, Mont-Tremblant, Quebec.

## 4. President's Report

Jason Sherwood thanked Heba, Kevin & Ray for their work during the last year. He also thanked all members for their continued support of CSPI and the resolution of the fee structure.

## 5. Financial Report

The Chair advised that the financial statements as prepared by AccounTed Business Concepts Inc. covering the 2018 fiscal year were distributed prior to the meeting. A motion was made by **Bruce Matheson**, second by **Derek Niezen** to accept the financial statements for 2018 was passed unanimously.

## 6. Nomination and Election of Directors For 2019-2020

The following slate of nominations for Directors of the Institute for 2019-2020 was presented:

| | |
|---|---|
| Ian Berry | Derek Niezen |
| David Newbigging | Jason Sherwood |
| Byron Nelson | Heba Ahmed |
| Bruce Matheson | Marc Warden |

A motion was made by **Heba Ahmed**, second by **Byron Nelson** to elect those nominated to the Board of Directors of the Institute for the 2019-2020 term was carried unanimously.

## 7. Nomination and Election of Officers For 2019-2020

The following slate of nominations for Officers of the Institute for 2019-2020 was presented:

| | |
|---|---|
| President | Jason Sherwood |
| Vice-President | Heba Ahmed |
| Executive Secretary | Ray Wilcock |
| Treasurer | Steven Fox |

A motion was made by **David Newbigging**, second by **Derek Niezen** to elect those nominated as Officers of the Institute for the 2019-2020 term was carried unanimously.

## 8. Nomination and Election of Executive Committee For 2019-2020

The following slate of nominations for Executive Committee of the Institute for 2019-2020 was presented:

| | |
|---|---|
| Dave Newbigging | Jason Sherwood |
| Heba Ahmed | Bruce Matheson |
| Marc Warden | |

A motion was made by **Derek Niezen**, second by **Byron Nelson** to elect those nominated to the Executive Committee of the Institute for the 2019-2020 term was carried unanimously.

**9. Appointment of Management**

The Chairman reminded the members that for the past number of years the management of the Institute was contracted out to the Canadian Sheet Steel Building Institute. A motion was made by **Bruce Matheson**, second by **David Newbigging** to re-new the management contract with the Canadian Sheet Steel Building Institute for 2020, subject to agreement on a suitable fee and other negotiable matters, was carried unanimously.

**10. 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 **Heba Ahmed**, second by **Derek Niezen** to use the services of AccounTed Business Concepts Inc. to undertake the financial review for 2019 was carried unanimously.

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

A motion was made by **Heba Ahmed**, second by **Byron Nelson** to ratify and approve all actions and proceedings of the Directors and Officers of the Corrugated Steel Pipe Institute during the period ended June 10$^{th}$, 2019 was carried unanimously.

**12. Other Business**

None

**13. Next Meeting**

The next meeting will be will be held on Monday, June 15th, 2020 at the Fairmont Empress, in Victoria, BC at an exact time to be advised, unless otherwise noted. The board will reconvene at the end of July to confirm.

**14. Adjournment**

A motion was made by **Derek Niezen**, second by **David Newbigging** to adjourn and was carried unanimously at **4:54 pm**.

| | |
|---|---|
| ----------------------------------------- | ----------------------------------------- |
| Jason Sherwood | Ray Wilcock |
| Chair | Executive Secretary |