corrugated steel pipe institute

Board of Directors

Minutes of the 2019 Meeting of the Board of Directors
3:30 pm – Monday, 10 June 2019
Delta Marriott, Charlottetown, PEI
John Hamilton Room

1. <u>Notice of Meeting</u>

Chair Jason Sherwood called the meeting to order at **<u>3:30pm</u>** and advised that the Notice of Meeting had been sent out on April 9th, 2019 in accordance with the by-laws of the Institute.

2. <u>Attendance</u>

The following Board members and guests were in attendance:

<u>Directors</u>

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		

<u>Absent</u>

Ian Berry	Warner	Marc Warden	Hubbell

<u>Member Guests</u>

Kevin Williams	Atlantic	Mike Mounts	Valfilm
Jason Johnston	Armtec CC	Todd Gray	ACI
Scott MacRae	Armtec CC		

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

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

3. <u>Minutes of Previous (3) Meetings, 29th November 2018, 25th January 2019 & the 12th February 2019</u>

A motion was made by **<u>Byron Nelson</u>** second by **<u>Bruce Matheson</u>** to accept the Minutes of the Board of Directors meetings held on 29th November 2018 in Kitchener, Ontario, & conference calls on 25th January 2019 and 12th February 2019 was carried unanimously.

4. PPC and TAC Reports

Kevin asked for clarification of project funding given the impact of AISI decision. Covered under agenda item 7 – Other Business. Heba brought up the issue of Education outreach that was discussed in the PPC meeting. The question was whether to continue, change or cancel the program. A motion was made by **David Newbigging** second by **Bruce Matheson** to continue with the program, however replace giving out handbooks with the ability to download directly from the website. Ray was asked to put in place measurements to determine the count. Jason asked for a vote and all directors present were in favour. Motion was carried unanimously.

5. Financial

A copy of the financial statements of the Institute for the period ending 31 May 2019 was distributed with the agenda prior to the meeting via E-Mail. There were no questions.

6. Future Meeting Dates and Locations

2019 Fall, November 21st in Kitchener ON was proposed and accepted
2020 Annual, June 13th -15th at the Fairmont Empress, Victoria, BC
2020 Fall, TBD

7. Other Business

Ray presented a slide on potential funding cuts given the shortfall in revenues from AISI. Discussion ensued. The following actions were identified:

1. Ray would speak with Mike Gauthier from AMD to determine any changes / decisions with AISI and advise the board by July 31st, 2019.
2. Ray will put together a year end forecast and send it to the board by July 31st, 2019.

Jason Johnston brought up the idea of hiring a student part time to help with the municipal standards search. Discussion ensued involving co-op versus part-time, trade off of Ray's time, savings versus expense, etc. It was agreed to circle back in July for further discussion once Ray has put together a detailed description of what's involved and time required, commitment, training, supervision, etc. In addition, take into consideration budgetary constraints.

8. Next Meeting

The next meeting will be held in Kitchener on November 21st at a place to be determined at an exact time to be determined and will be confirmed by August 2019.

9. Adjournment

A motion to adjourn was made by **Heba Ahmed**, second by **David Newbigging** and was carried at **4:45 pm**.

---	---
Jason Sherwood Chair - President	Ray Wilcock Executive Director