corrugated steel pipe institute

Annual Meeting

Minutes of the Fifty-Ninth Annual Meeting of Members
10:00 am – Thursday, 18 June 2020
WEBEX

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 April 3rd, 2020 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	Derek Niezen	Ironside
Bruce Matheson	Frontier	Marc Warden	Hubb-Cap
David Newbigging	AMD	Ray Wilcock, Secretary	CSPI
Ian Berry	Warner		

Member Guests

Phil Carroll	Atlantic	Mike Mounts	Valfilm
Jim Evans	AK Steel	Todd Gray	ACI

The Chair asked if there was anyone present, holding a proxy for an absent member. All voting members were in attendance.

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, 10 June 2019

A motion was made by **Heba Ahmed**, second by **Bruce Matheson** to accept the Minutes of the Fifty-Eighth Annual Meeting of the Members held on 10 June 2019 in the Delta Charlottetown in PEI.

4. **<u>President's Report</u>**

Jason Sherwood thanked all members for supporting CSPI especially during these trying times. He then thanked Heba (Chair) for her efforts with PPC & Kevin (Past Chair) & Nick (Chair) for TAC. He thanked Ray, the Executive Director of CSPI for his efforts this past year.

5. **<u>Financial Report</u>**

The Chair advised that the financial statements as prepared by AccounTed Business Concepts Inc. covering the 2019 fiscal year were distributed prior to the meeting. A motion was made by **<u>Byron Nelson</u>**, second by **<u>Heba Ahmed</u>** to accept the financial statements for 2019 was passed unanimously.

6. **<u>Nomination and Election of Directors For 2020-2021</u>**

The following slate of nominations for Directors of the Institute for 2020-2021 was presented:

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

A motion was made by **<u>David Newbigging</u>**, second by **<u>Byron Nelson</u>** to elect those nominated to the Board of Directors of the Institute for the 2020-2021 term was carried unanimously.

7. **<u>Nomination and Election of Officers For 2020-2021</u>**

The following slate of nominations for Officers of the Institute for 2020-2021 was presented:

President	Jason Sherwood
Vice-President	Heba Ahmed
Executive Secretary	Ray Wilcock
Treasurer	Steven Fox – retiring, thus may need to hold a vote later this year once CSSBI plans become known.

A motion was made by **<u>David Newbigging</u>**, second by **<u>Bruce Matheson</u>** to elect those nominated as Officers of the Institute for the 2020-2021 term was carried unanimously.

8. **<u>Nomination and Election of Executive Committee For 2020-2021</u>**

The following slate of nominations for Executive Committee of the Institute for 2020-2021 was presented:

Dave Newbigging	Jason Sherwood
Heba Ahmed	Bruce Matheson
Marc Warden	

A motion was made by **<u>Marc Warden</u>**, second by **<u>Derek Niezen</u>** to elect those nominated to the Executive Committee of the Institute for the 2020-2021 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 **Byron Nelson** to re-new the management contract with the Canadian Sheet Steel Building Institute for 2021, 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 **Derek Niezen**, second by **David Newbigging** to use the services of AccounTed Business Concepts Inc. to undertake the financial review for 2020 was carried unanimously.

11. Ratification of Actions of Directors and Officers

A motion was made by **Bruce Matheson,** 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 18th, 2020 was carried unanimously.

12. Other Business

None

13. Next Meeting

The next meeting will be will be held on Monday, June 14th, 2021 at the Hotel Fort Garry, in Winnipeg, Manitoba at an exact time to be advised, unless otherwise noted.

14. Adjournment

A motion was made by **Heba Ahmed**, second by **David Newbigging** to adjourn and was carried unanimously at **10:30am**.

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Jason Sherwood	Ray Wilcock
Chair	Executive Secretary