corrugated steel pipe institute

Board of Directors

Minutes of the 2020 Meeting of the Board of Directors

Following the Annual Meeting – Thursday, 18 June 2020
WEBEX

1. **Notice of Meeting**

Chair Jason Sherwood called the meeting to order at **10:33am** and advised that the Notice of Meeting had been announced on April 3rd, 2020 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
Heba Ahmed, Vice Chair	Armtec CC	Derek Niezen	Ironside
Bruce Matheson	Frontier	Ian Berry	Warner
David Newbigging	AMD	Marc Warden	Hubb-Cap
Ray Wilcock, Secretary	CSPI		

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 board member. All board members were in attendance.

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 (2) Meetings, 21st November 2019, 13th March 2020**

A motion was made by **Heba Ahmed** second by **Marc Warden** to accept the Minutes of the Board of Directors meetings held on 21st November 2019 in Kitchener, Ontario, & a conference call on 13th March 2020 was carried unanimously.

4. **PPC and TAC Reports**

PPC Chair Heba asked about budget savings to assign to PPC tasks, covered under next item.
TAC Chair Nick was not present, thus no issues raised.
The Secretary Ray brought up the issue of the future chair of the Strategic Planning sessions – to be reviewed by the Board Chair Jason with Kevin Williams.

5. Financial

The Secretary gave an update as of May 31st showing a $15K gain to budget and also presented a forecast as at December 31st indicating savings of $30K to $45K to budget depending upon future travel, etc. The Secretary also listed tech bulletins requiring French translation as requested at the PPC meeting on the preceding Tuesday. Heba brought up the website platform to "WordPress" as a potential for the savings and Ray mentioned Mitacs, working with a student on white paper / projects which would cost $2,500 per project

	May		Dec	
	Actual	**Budget**	**Forecast**	**Budget**
Revenue	147,092	144,850	242,850	242,650
CSSBI Expenses	8,336	11,292	25,000	27,100
CSPI Expenses	83,533	92,666	201,500	230,550
Surplus / Deficit	55,223	40,892	16,350	-15,000

After considerable discussion by board directors, the following motion was made:

A motion allocating savings from the budget to PPC & TAC projects was made by **Heba Ahmed**, second by **Derek Niezen**. Both committees will review requirements and submit a list to the board for approval by August 31st.

All voted in favour. Carried.

6. Future Meeting Dates and Locations

2020 Fall in Kitchener, TBD week of November 16th
2021 Annual, June 14th at the Hotel Fort Garry, Winnipeg, Manitoba
2021 Fall, TBD

Dave suggested the annual meeting take place over a two day period / committee meetings on Monday and annual and board meetings on Tuesday a.m. To be discussed further in the future.

7. Other Business

Jason brough up COVID 19 and impact on Ray's travel. All Directors agreed that CSPI is to continue to follow the provincial guidelines and decide based upon a case by case basis. Future cases to be brought to Jason's attention for decision.

8. Next Meeting

The next meeting will be held in Kitchener in November at a place to be determined at an exact time to be determined and will be confirmed by September 2020.

9. Adjournment

A motion to adjourn was made by **David Newbigging**, second by **Bruce Matheson** and was carried at **11:30 am**.

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Jason Sherwood	Ray Wilcock
Chair - President	Executive Director