corrugated steel pipe institute

Annual Meeting

5 June 2017

Minutes of the Fifty-Sixth Annual Meeting of Members
3:00 pm – Monday 5, June 2017
Westin Bayshore, Vancouver, BC

1. CALL TO ORDER AND NOTICE OF MEETING

Chair Bruce Matheson called the meeting to order and advised that the Notice of Meeting had been mailed out on May 10th, 2017 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

Bruce Matheson, Chair	Frontier	Shane Setter	Ironside
Randy McDonald, Vice Chair	Armtec	Byron Nelson	Leland
John Tran	AMD	Ray Wilcock, Secretary	CSPI
Jason Sherwood	Atlantic		

Guests

Phil Carroll	Atlantic	Mike Mounts	Valfilm
Kevin Williams	Atlantic	Kamran Derayeh	AMD
Heba Ahmed	Armtec	Dave Newbigging	AMD
Dawn Nigro	Armtec	Robert Rohr	ACI

The Chair asked if there was anyone present, holding a proxy for an absent member. Ray Wilcock the Secretary declared there were no proxies.

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, 13 JUNE 2016

A motion was made by **Randy McDonald**, second by **John Tran** to accept the Minutes of the Fifty-Fifth Annual Meeting of the Members held on 13 June 2016 in St. Andrews by-the-Sea, New Brunswick was carried unanimously.

4. PRESIDENT'S REPORT

Bruce Matheson commended the Executive Director Ray Wilcock, along with Kevin Williams, Chair of TAC and Janine Yetke, Chair of PPC for their efforts and achievements during the past year. Bruce stated that he was pleased with the progress made thus far in the Strategic Plan.

5. FINANCIAL REPORT

The Chair advised that the financial statements as prepared by YNC LLP Chartered Accountants covering the 2016 fiscal year were distributed prior to the meeting. A motion was made by **Shane Setter**, second by **Randy McDonald** to accept the financial statements for 2016 was passed unanimously.

6. NOMINATION AND ELECTION OF DIRECTORS FOR 2017-2018

The following slate of nominations for Directors of the Institute for 2017-2018 was presented:

Ian Berry
Dave Newbigging
Byron Nelson
Bruce Matheson
Shane Setter
Jason Sherwood
Randy McDonald

A motion was made by **Shane Setter**, second by **Jason Sherwood** to elect those nominated to the Board of Directors of the Institute for the 2017-2018 term was carried unanimously.

7. NOMINATION AND ELECTION OF OFFICERS FOR 2017-2018

The following slate of nominations for Officers of the Institute for 2017-2018 was presented:

President	Bruce Matheson
Vice-President	Randy McDonald
Executive Secretary	Ray Wilcock
Treasurer	Steven Fox

A motion was made by **John Tran**, second by **Jason Sherwood** to elect those nominated as Officers of the Institute for the 2017-2018 term was carried unanimously.

8. NOMINATION AND ELECTION OF EXECUTIVE COMMITTEE FOR 2017-2018

The following slate of nominations for Executive Committee of the Institute for 2017-2018 was presented:

Dave Newbigging
Randy McDonald
Jason Sherwood
Bruce Matheson

A motion was made by **Shane Setter**, second by **Jason Sherwood** to elect those nominated to the Executive Committee of the Institute for the 2017-2018 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 **Jason Sherwood**, second by **Byron Nelson** to re-new the management contract with the Canadian Sheet Steel Building Institute for 2018, 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 **John Tran**, second by **Shane Setter** to use the services of YNC LLP Chartered Accountants to undertake the financial review for 2017 was carried unanimously.

11. RATIFICATION OF ACTIONS OF DIRECTORS AND OFFICERS

A motion was made by **Byron Nelson**, second by **John Tran** to ratify and approve all actions and proceedings of the Directors and Officers of the Corrugated Steel Pipe Institute during the year ended December 31, 2016 was carried unanimously.

12. OTHER BUSINESS

None

13. NEXT MEETING

The next Annual meeting will be held on June 11th, 2018 at the Fairmont in Mont-Tremblant, Quebec at an exact time to be advised.

14. ADJOURNMENT

A motion was made by **Jason Sherwood**, second by **Randy McDonald** to adjourn and was carried unanimously at **4:02pm**.

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Ray Wilcock	Bruce Matheson
Executive Secretary	Chair