corrugated steel pipe institute

Board of Directors

7 December 2018

Minutes of the 2018 Fall Meeting of the Board of Directors
3:30pm - Thursday, 29th November 2018
Holiday Inn, Kitchener Ontario

1. NOTICE OF MEETING

Chair Jason Sherwood called the meeting to order at **3.51 p.m.** and advised that the Notice of Meeting had been sent out on September 20th, 2018 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	Ian Berry	Warner
Bruce Matheson	Frontier	Marc Warden	Hubbell
David Newbigging	AMD	Ray Wilcock, Secretary	CSPI
Byron Nelson	Leland		

Up for Nomination

Derek Niezen	Ironside	Heba Ahmed	Armtec C.C.

Guests

Kevin Williams	Atlantic	Dave Watson	Leland
Riley Wilson	Atlantic	Mike Mounts	Valfilm
Randy McDonald	Atlantic	Jim Evans	AK Steel
Scott McRae	Armtec C.C.	Kamran Derayeh	AMD

The Chair asked if there was anyone present, holding a proxy for an absent board member. Ray Wilcock the Secretary said all were present.

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

3. NOMINATION AND ELECTION OF DIRECTORS & OFFICERS FOR 2018-2019

The Chair called for a motion to elect Armtec C.C.'s new representative Ms. Heba Ahmed, and to elect Ironside's new representative Mr. Derek Niezen.

A motion was made by **Dave Newbigging,** second by **Bruce Matheson** to elect Heba Ahmed and Derek Niezen to the board for 2018 / 2019 and was carried unanimously.

The Chair called for a motion to elect Ms. Heba Ahmed from Armtec Canada Culvert as Vice Chair of the Board of Directors for the Corrugated Steel Pipe Institute.

A motion was made by **Byron Nelson,** second by **Dave Newbigging** to elect Heba Ahmed to the position of vice chair of the board for 2018 / 2019 and was carried unanimously.

4. NOMINATION & ELECTION OF EXECUTIVE COMMITTEE FOR 2018-2019

The Chair called for a motion to elect Armtec C.C.'s new representative Ms. Heba Ahmed to the Executive Committee.

A motion was made by **Byron Nelson,** second by **Marc Warden** to elect Heba Ahmed to the Executive Committee for 2018 / 2019 and was carried unanimously.

5. MINUTES OF PREVIOUS MEETING

A motion was made by **Bruce Matheson,** second by **Dave Newbigging** to accept the Minutes of the Board of Directors meeting held on the 11th of June 2018 in Mont-Tremblant, PQ was carried unanimously.

6. PPC AND TAC REPORTS

Both Kevin Williams & Heba Ahmed reported there were no issues that need to be referred to the board.

7. BYLAWS

No issues to report.

8. 2019 BUDGET & FEE SCHEDULE

All non-board members were asked to leave the room during the discussion of the proposed Fee Schedule for 2019. Concerns raised were as follows:

1. How do suppliers ensure that manufacturers buy from supplier members? No guarantee. Can this be addressed in the By-Laws?
2. For 2018, can we show the total tonnage that AMD collected fees on behalf of the manufacturers?
3. Increases are dramatic. Can they not be phased in?
4. For US members, amounts proposed are greater than what is paid to the NCSPA, and yet 80 to 90% of the business is in the USA.

After much discussion, it was decided to reconvene at a later date to address the concerns raised. A subsequent meeting is scheduled for December 18th, 2018. As a result of the fee schedule still under discussion, the 2019 budget was not presented. This was deferred to a later date once the fee schedule is approved.

The Secretary was then asked to leave the room as the board needed to discuss the reporting of tonnage and the inconsistency from 2018 to 2017, given the changes in membership. The reporting of tonnage impacts the Executive Director's incentive plan. This will be communicated at a later date.

9. ANNUAL & FALL MEETINGS

2019 Annual & Board at the Delta Prince Edward in Charlottetown, PEI from June 8th -10th
2019 Fall meeting in Kitchener, details TBD
2020 Annual & Board at the Fairmont Empress in Victoria, BC from June 13th – 15th

10. OTHER BUSINESS

There was no other business.

11. NEXT MEETING

The next meeting will be held at the Delta Prince Edward in Charlottetown PEI on June 10th at a time TBD.

12. ADJOURNMENT

A motion to adjourn was made by **Dave Newbigging**, second by **Byron Nelson** and was carried at **5:01 pm**.

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Ray Wilcock	Jason Sherwood
Executive Secretary	Chair - President