corrugated steel pipe institute

Board of Directors

Minutes of the 2019 Meeting of the Board of Directors
3:30 pm – Thursday, 21 November 2019
Hotel Radisson, Kitchener ON
Heidleberg Room

1. Notice of Meeting

Chair Jason Sherwood called the meeting to order at **3:46pm** and advised that the Notice of Meeting had been sent out on October 22nd, 2019 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	Marc Warden	Hubbell
Heba Ahmed, Vice Chair	Armtec	David Newbigging	AMD
Bruce Matheson	Frontier	Ray Wilcock, Secretary	CSPI
Ian Berry	Warner		

Absent

Derek Niezen	Ironside	Byron Nelson	Leland

Member Guests

Kevin Williams	Atlantic	Mike Mounts	Valfilm
Nick Spence	Atlantic	Dave Watson	Leland
Randy McDonald	Atlantic	Kamran Derayeh	AMD
Dennis Park	Atlantic	Jim Evans	AK
Scott MacRae	Armtec	Pat Loney	Worthington
Liz Bouchard	Armtec	Chuck Hitt	Worthington

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 Derek Niezen.

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, 10th June 2019 & 15th August 2019

A motion was made by **Heba Ahmed** second by **Bruce Matheson** to accept the Minutes of the Board of Directors meetings held on 10th June 2019 in Charlottetown, PEI, & conference call on 15th August 2019 was carried unanimously.

4. TAC and PPC Reports

Heba – motion to exhibit at the annual MEA meeting (decided to withhold until the 2020 budget (CSA fee) becomes more known.

Kevin - none

5. By-Laws

No issues to report.

6. 2020 Budget & Fee Schedule

The Secretary presented the 2020 budget draft. Fee schedule contains no changes from 2019.

Discussion:

Dave stated that he needed a sign off for the AMD fees in 2020. He will advise in the near term.

A motion was made by **Heba Ahmed,** second by **Marc Warden** to accept the 2020 Budget & Fee Schedule and was carried unanimously, subject to Dave's AMD sign off.

7. Contract – Wilcock

All non-board members were asked to leave the room.

A motion was made by **Jason Sherwood,** second by **Bruce Matheson** to accept the two-year contract for Ray Wilcock and was carried unanimously.

8. Future Meeting Dates and Locations

2020 Annual, June 13 -15, Fairmont Empress, Victoria BC
2020 Fall, TBD
2021 Annual, June 12 - 14, Hotel Fort Garry, Winnipeg MB

9. Other Business

No business to report.

10. <u>Next Meeting</u>

The next meeting will be held in Victoria BC on June 15th at the Fairmont Empress Hotel in Victoria BC at a time to be determined.

11. <u>Adjournment</u>

A motion to adjourn was made by **<u>Dave Newbigging</u>**, second by **<u>Heba Ahmed</u>** and was carried at **<u>5:06pm</u>**.

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Jason Sherwood	Ray Wilcock
Chair - President	Executive Director