corrugated steel pipe institute

Board of Directors

Minutes of the 2021 Fall Meeting of the Board of Directors

3:30 pm – Thursday, 18 November 2021
Homewood Suites by Hilton, Cambridge, ON

1. Notice of Meeting

Chair Jason Sherwood called the meeting to order at **3:18pm** and advised that the Notice of Meeting had been sent out on October 18th, 2021, 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	David Newbigging	AMD
Bruce Matheson, Treasurer	Frontier	Derek Niezen (virtual)	Ironside
Sam Mitra	Armtec	Byron Nelson	Leland
Ian Berry (virtual)	Warner	Ray Wilcock, Secretary	CSPI
Mike Williamson	Hubb-Cap		

Member Guests

Terry Dunn	Atlantic	Kamran Derayeh	AMD
Ian Kalverda	Hubb-Cap	Mike McGough	NCSPA
Liz Bouchard	Armtec		

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 Meeting, 17th June 2021

A motion was made by **Bruce Matheson** second by **David Newbigging** to accept the Minutes of the Board of Directors meetings held on 17th June 2021 via WEBEX was carried unanimously.

4. Change in Directors for Hubb-Cap 2021-2022

The Chair announced the resignation of Mike Williamson of Hubb-Cap from the board and called for a motion to elect Hubb-Cap's new representative Mr. Ian Kalverda. Chair Jason thanked Mike for the contributions made during his tenure on the board.

A motion was made by **Byron Nelson,** second by **David Newbigging** to elect Ian Kalverda to the board for 2021 / 2022 and was carried unanimously.

A motion was made by **David Newbigging,** second by **Sam Mitra** to elect Ian Kalverda to the Executive Committee for 2021 / 2022 and was carried unanimously.

5. TAC and PPC Reports

Terry (TAC) – nothing to report

Liz (PPC) – nothing to report

6. By-Laws

Nothing to report.

7. 2021 Budget & Fee Schedule

The Secretary presented the 2022 budget draft.

Discussion:

Explain the accrued liabilities, amounts put aside for specific projects in the future.
Accrue amount for the EPD renewal for 2022 / 2023.
Dave stated a sign off from AMD is required for fees in 2022. He will advise by Dec 10th.

A motion was made by **Bruce Matheson,** second by **David Newbigging** to accept the 2022 Budget & Fee Schedule and was carried unanimously, subject to Dave's AMD sign off, expected by December 10th.

8. Contract - Wilcock

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

A motion was made by **David Newbigging,** second by **Sam Mitra** to accept the two-year contract (2022 – 2023) for Ray Wilcock and was carried unanimously.

9. Future Meeting Dates and Locations

2022 Annual meeting Sunday – Monday in Victoria BC in June (dates & place TBD)
2022 Fall meeting date and place in Kitchener
2023 Annual meeting date and place in Quebec City QC

10. Other Business

No business to report.

11. Next Meeting

The next meeting will be scheduled at the annual meeting in June 2022 in Victoria BC.

12. Adjournment

A motion to adjourn was made by **Byron Nelson**, second by **Bruce Matheson** and was carried at **4:48 pm**.

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Jason Sherwood	Ray Wilcock
Chair - President	Secretary