Minutes of the 2022 Fall Meeting of the Board of Directors

3:30 pm – Tuesday, 15th November 2022
Homewood Suites by Hilton, Cambridge, ON

1. Notice of Meeting

Chair Sam Mitra called the meeting to order at **3:45 pm** and advised that the Notice of Meeting had been sent out on September 26th, 2022, in accordance with the by-laws of the Institute.

2. Attendance

The following Board members and guests were in attendance:

Directors

Sam Mitra, Chair	Armtec	Derek Niezen (abs)	Ironside
Ian Kalverda, Vice Chair	Hubb-Cap	Byron Nelson (abs)	Leland
Bruce Matheson, Treasurer	Frontier	Terry Dunn	Atlantic
Ian Berry	Warner	Jason Sherwood, Past Chair	Atlantic
David Newbigging	AMD	Ray Wilcock, Secretary	CSPI

Member Guests

Pat Mayne	Atlantic	Marcia Stinson	AMD
Mike Williamson	Hubb-Cap	Lucas Cooper	AMD
Liz Bouchard	Armtec	Dave Watson	Leland
Scott MacRae	Armtec	Mike Mounts	Valgroup
Kamran Derayeh	AMD	Todd Gray	ACI

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, 20th June 2022

A motion was made by **Bruce Matheson** second by **Terry Dunn** to accept the Minutes of the Board of Directors meetings held on 20th June 2022 at the Fairmont Hotel in Victoria, BC was carried unanimously.

4. Change in Directors for AMD 2022-2023

David Newbigging of AMD announced his resignation from the board and asked that Lucas Cooper be his replacement. The Chair called for a motion to elect AMD's new representative Mr. Lucas Cooper and thanked Dave for the contributions made during his tenure on the board.

A motion was made by **Dave Newbigging,** second by **Bruce Matheson** to elect Lucas Cooper to the board for 2022 / 2023 and was carried unanimously.

A motion was made by **Dave Newbigging,** second by **Ian Berry** to elect Lucas Cooper to the Executive Committee for 2022 / 2023 and was carried unanimously.

5. TAC and PPC Reports

Paul (TAC) – nothing to report

Liz (PPC) – nothing to report

6. By-Laws

Nothing to report.

7. 2023 Budget & Fee Schedule

The Secretary presented the 2023 budget draft.

Discussion:

Dave stated a sign off from AMD is required for fees in 2023. He will advise by Dec 10th.

A motion was made by **Terry Dunn,** second by **Bruce Matheson** to accept the 2023 Budget & Fee Schedule and was carried unanimously, subject to AMD's sign off, expected by December 10th.

8. Future Meeting Dates and Locations

The 2023 Annual meeting will be held on June 5th at Auberge Saint-Antoine in Quebec City
The 2023 Fall meeting will be held in Kitchener on November 14th at the Cambridge Hilton
The 2024 Annual meeting date and place is tentative, Banff Alberta week of June 10th

9. Other Business

There was one item put forth to discuss response to non-members who request CSPI for information. Secretary explained what type of requests come through. Suggestion was made to respond as follows: *"Unfortunately, as a manufacturer of CSP and a non-member of CSPI, our bylaws prohibit me to help for legal reasons. Our insurance liability covers manufacturing members only."*

All Directors present agreed.

10. Next Meeting

The next meeting is scheduled for June 5th at the Auberge Saint-Antoine in Quebec City.

11. Adjournment

A motion to adjourn was made by **David Newbigging**, second by **Terry Dunn** and was carried at **4:15 pm**.

Sam Mitra
Chair - President

RJ Wilcock

Ray Wilcock
Secretary