corrugated steel pipe institute

Board of Directors

Minutes of the 2023 Fall Meeting of the Board of Directors
3:30 P.M. EST – Tuesday, 14th November 2023
Delta Hotel by Marriott, Waterloo, ON

1. Notice of Meeting

Chair Sam Mitra called the meeting to order at **3:30pm** and advised that the Notice of Meeting was emailed on September 6th, 2023, 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	Lucas Cooper	AMD
Ian Kalverda, V. Chair (abs)	Hubb-Cap	Derek Niezen (abs)	Ironside
Bruce Matheson, Treasurer	Frontier	Byron Nelson	Leland
Ian Berry (abs)	Warner	Ray Wilcock, Secretary	CSPI
Terry Dunn	Atlantic		

Member Guests

Jason Johnston	Armtec	Marcia Stinson	AMD
Liz Bouchard	Armtec	Dave Watson	Leland
Scott MacRae	Armtec	Jim Evans	CC
Roger Leger	Armtec	Todd Gray	ACI
Pat Mayne	Atlantic	Mike Mounts	Valgroup
Kamran Derayeh	AMD		

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, 5th June 2023

A motion was made by **Terry Dunn** second by **Bruce Matheson** to accept the Minutes of the Board of Directors meetings held on 5th June 2023 in Quebec City.

4. TAC and PPC Reports

Ray on behalf of Paul (TAC) – nothing to report.

Liz (PPC) – nothing to report.

5. 2024 Budget & Fee Schedule

The Secretary presented the 2024 budget draft. It was also sent to all directors ahead of the meeting.

There was discussion about marketing and the possibility of adding an entry-level person, contracting the NCSPA's Diana Brooks, etc. More discussion required to take place at the next board meeting in June 2024.

A motion was made by **Byron Nelson**, second by **Terry Dunn** to accept the 2024 Budget & Fee Schedule and was carried unanimously, subject to Lucas Cooper AMD's sign off, expected in December.

6. Contract – Wilcock (in camera)

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

A motion was made by **Terry Dunn**, second by **Bruce Matheson** to accept the two-year contract (2024 – 2025) for Ray Wilcock and was carried unanimously.

7. By-Laws (Article 2 Discussion – in camera)

By-law 5-7 (Number of Directors) was discussed. Decision was made to leave as is. There will be further discussion at the AGM in June.

8. Future Meeting Dates and Locations

2024 Annual meeting Sunday – Monday in Banff Alberta on June 15th – 17th.
2024 Fall meeting at the Delta Hotel in Waterloo, November date to be confirmed.
2025 Annual meeting date and place in Newfoundland. Ray will work with Terry on venue.

9. Other Business

No business to report.

10. Next Meeting

The next meeting will be on June 17th, 2024, at the Rimrock Hotel in Banff Alberta.

11. <u>Adjournment</u>

A motion to adjourn was made by **Terry Dunn**, second by **Lucas Cooper** and was carried at **4:45 pm**.

Sam Mitra
Chair - President

Ray Wilcock
Secretary