csPi corrugated steel pipe institute

Annual Meeting

Minutes of the 63rd Annual Meeting of Members
3:30 P.M., Monday, June 17th, 2024
Rimrock Resort Hotel, Banff, AB

1. Call to Order and Notice of Meeting

Chair Sam Mitra called the meeting to order and advised that the Notice of Meeting had been announced on November 22nd, 2023, in accordance with the by-laws of the Institute.

2. Declaration of Proxy and Attendance

The following Principal Proxy Representatives and guests were in attendance:

Member Representatives

Sam Mitra, Chair	Armtec	Dave Watson	Leland
Terry Dunn	Atlantic	Jonathon Paton	Warner
Bruce Matheson	Frontier	Mike Mounts	Valgroup
Ian Kalverda	Hubb-Cap	Chuck Skeen	MarMac
Lucas Cooper	AMD	Bev Byard	Roundel
Derek Niezen	Ironside	Ray Wilcock, Secretary	CSPI

Member Guests

Marcia Stinson	AMD	Jason Sherwood	Atlantic
Jason Johnston	Armtec	Paul Proctor	Atlantic
Liz Bouchard	Armtec	Matt Field	Atlantic
Scott MacRae	Armtec	Mike Green	Leland
Roger Leger	Armtec	Richard Northcutt	MarMac
Mike Wilson	Atlantic		

The Chair asked if there was anyone present, holding a proxy for an absent member. Dave Watson for Byron Nelson (Leland) and Jonathon Paton for Ian Berry (Warner).

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

3. Minutes of Previous Annual Meeting, 5th June 2023

A motion was made by **Terry Dunn**, second by **Derek Niezen** to accept the Minutes of the 62nd Annual Meeting of the Members held on the 5th of June 2023 at the Auberge Saint-Antoine, Quebec City QC and was carried unanimously.

4. President's Report

Sam thanked all those members in attendance and stated that this was a record. He stated that progress had been made in all areas and specifically mentioned DOT's, CSA G401, Municipalities, and EPD's. He noted the challenges ahead with the Handbook update and the SWM market.

5. Financial Report

The Chair advised that the financial statements as prepared by AccounTed Business Concepts Inc. covering the 2023 fiscal year were distributed prior to the meeting. A motion was made by **Ian Kalverda**, second by **Lucas Cooper** to accept the financial statements for 2023 and was carried unanimously.

6. Nomination and Election of Directors For 2024-2025

The following slate of nominations for Directors of the Institute for 2024-2025 was presented:

Ian Berry	Derek Niezen
Lucas Cooper	Terry Dunn
Byron Nelson	Ian Kalverda
Bruce Matheson	Sam Mitra

A motion was made by **Roger Leger**, second by **Derek Niezen** to elect those nominated to the Board of Directors of the Institute for the 2024-2025 term and was carried unanimously.

7. Nomination and Election of Officers For 2024-2025

The following slate of nominations for Officers of the Institute for 2024-2025 was presented:

President	Sam Mitra
Vice-President	Ian Kalverda
Treasurer	Bruce Matheson
Secretary	Ray Wilcock

A motion was made by **Lucas Cooper**, second by **Bruce Matheson** to elect those nominated as Officers of the Institute for the 2024-2025 term and was carried unanimously.

8. Nomination and Election of Executive Committee For 2024-2025

The following slate of nominations for Executive Committee of the Institute for 2024-2025 was presented:

Lucas Cooper	Terry Dunn
Sam Mitra	Bruce Matheson
Ian Kalverda	

A motion was made by **Dave Watson**, second by **Lucas Cooper** to elect those nominated to the Executive Committee of the Institute for the 2024-2025 term and was carried unanimously.

9. Appointment of Public Accountants

The Chair reminded the members that for the past number of years the Institute has used the services of a local accountant to review the books. A motion was made by **Terry Dunn**, second by **Ian Kalverda** to use the services of AccountTed Business Concepts Inc. to undertake the financial review for 2024 and was carried unanimously.

10. Ratification of Actions of Directors and Officers

A motion was made by **Bruce Matheson,** second by **Terry Dunn** to ratify and approve all actions and proceedings of the Directors and Officers of the Corrugated Steel Pipe Institute during the period ended June 17th, 2024, and was carried unanimously.

11. Other Business

None.

12. Next Meeting

The next meeting will be held in June 2025 in Newfoundland, week TBD at a place and time to be determined by the board.

13. Adjournment

A motion was made by **Terry Dunn**, second by **Dave Watson** to adjourn and was carried unanimously at **3:20 pm**.

--	--
Sam Mitra	Ray Wilcock
Chair	Secretary