

Minutes of the 2024 Meeting of the Board of Directors
Following the Annual Meeting – Monday, 17th June 2024
Rimrock Resort Hotel, Banff, AB

1. Notice of Meeting

Chair Sam Mitra called the meeting to order at **3:30 pm** and advised that the Notice of Meeting had been announced on November 22nd, 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	Byron Nelson (abs)	Leland
Ian Kalverda, VC	Hubb-Cap	Derek Niezen	Ironside
Bruce Matheson	Frontier	Ian Berry (abs)	Warner
Terry Dunn	Atlantic	Ray Wilcock, Secretary	CSPI
Lucas Cooper	AMD		

Member Guests

Marcia Stinson	AMD	Paul Proctor	Atlantic
Jason Johnston	Armtec	Matt Field	Atlantic
Liz Bouchard	Armtec	Dave Watson (Proxy)	Leland
Scott MacRae	Armtec	Mike Green	Leland
Roger Leger	Armtec	Jonathon Paton (Proxy)	Warner
Mike Wilson	Atlantic	Richard Northcutt	MarMac
Jason Sherwood	Atlantic		

The Chair asked if there was anyone present, holding a proxy for an absent board 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 Directors) and the meeting regularly constituted for the transaction of business.

3. Minutes of Previous Meeting, 14th November 2023

A motion was made by **Terry Dunn** second by **Lucas Cooper** to accept the Minutes of the Board of Directors meeting held on 14th November 2023 in Waterloo and was carried unanimously.

4. **PPC and TAC Reports**

PPC Chair Liz Bouchard & TAC Chair Paul Proctor– nothing to report.

5. **Financial**

The Secretary presented the revenue & expense statement as of May 31st. There were no questions.

REVENUE AND EXPENDITURES for May 31st, 2024

	2024 Actual YTD	2024 Budget
Total Revenue	133,964	134,100
Management Expenditures		
Contract Fees	59,979	67,833
Administration Fees - Contract	9,000	9,000
Meetings and Travel Costs	13,109	10,000
Annual Meeting Expenses	13,000	12,667
Operating Costs	2,453	2,083
Memberships/ Dues / Subscriptions		800
Postage & Courier	75	208
Telephone	125	125
Web Site	853	1,250
Legal & Audit	875	1,200
Insurance (Dir. Liability & Contents)	3,634	4,000
Office Supplies		417
Bank & Sundry	11	125
Project Expenditures		
Agency	149	833
Trade Shows & Seminars		667
Media Advertising	937	833
Publications & Water Test Kits	425	208
Photo Contest & Awards		
Handbook Storage & Delivery	197	208
	104,822	112,457
Surplus/Deficit	29,142	21,643

6. Future Meeting Dates and Locations

The 2024 Fall meeting will be held at the Delta Hotel in Waterloo ON, November 12th.
The 2025 Annual meeting will be in Newfoundland & Labrador, week TBD.
The 2025 Fall meeting in November TBD.

7. Other Business

None

8. Next Meeting

The next meeting will be held at the Delta hotel in Waterloo Ontario on November 12th.

9. Adjournment

A motion to adjourn was made by **Terry Dunn**, second by **Derek Niezen** and was carried unanimously at **3:45 pm**.

Sam Mitra
Chair - President

Ray Wilcock
Secretary