corrugated steel pipe institute

Board of Directors

Minutes of the 2024 Fall Meeting of the Board of Directors
3:30 P.M. EST – Wednesday, 6th November 2024
Delta Hotel by Marriott, Waterloo, ON

1. Notice of Meeting

Chair Sam Mitra called the meeting to order at **3:25 pm** and advised that the Notice of Meeting had been announced on September 10th, 2024, 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 (abs)	Ironside
Bruce Matheson	Frontier	Ian Berry (abs)	Warner
Terry Dunn	Atlantic	Ray Wilcock, Secretary	CSPI
Lucas Cooper	AMD		

Member Guests

Kamran Derayeh	AMD	Dave Watson (Proxy)	Leland
Liz Bouchard	Armtec	Jonathon Paton (Proxy)	Warner
Scott MacRae	Armtec	Mike Mounts	Valgroup
Roger Leger	Armtec	Todd Gray	ACI
Darren Bauman	Armtec	Mitchell Swisher	CC
Rodrigo Silva	Armtec	Colin Rojahn	CC
Matt Field	Atlantic	Richard Northcutt	MarMac

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, 17th June 2024

A motion was made by **Terry Dunn** second by **Bruce Matheson** to accept the Minutes of the Board of Directors meeting held on 17th June 2024 in Banff Alberta and was carried unanimously.

4. Change in Directors

The Chair announced that the board has received a notice of resignation from Ian Berry, of Warner Custom Coatings. On behalf of the board, Sam thanked Ian for his service to the CSPI during his tenure. The new Board Member put forth from Warner will be Jonathon Paton.

A motion was made by **Lucas Cooper** second by **Terry Dunn** to accept the nomination of Jonathon Paton to the Board of Directors and was carried unanimously.

5. New Member Application

The chair announced that the secretary had received an application for membership from Island Culverts Ltd located on Vancouver Island BC. The application was included with the agenda. The following discussion ensued:

- Apparently owned by contractors in the forestry industry.
- Supplying CSP to the forestry industry only.
- Concern about where procurement of coils come from – AMD, CC, never heard of this company.
- No website, on Google maps a yard with some CSP.
- Certification issues were stressed – do they want CSPI just for that?
- Commitment long term?

The Chair suggested to the board that the application be deferred until the next meeting in June 2025. All agreed that more information is required to ensure that Island Culverts will be a member in good standing and for the longer term. The Secretary will reach out to Island Culvert and express the concerns and ask for feedback.

6. PPC and TAC Reports

PPC Chair Liz Bouchard & TAC Chair Pat Mayne – nothing to report.

7. By-Laws

Discussion involved changing the By-Laws to state that new fabricator members must be in good standing and be certified by a 3rd party to CSA G401. This will allow them to gain entry on the approved vendors list for that province. It was agreed to change the minimum commitment from 2 to 3 years. Thus, the following motion to change the by-laws was made as follows:

- New members must be in good standing and be certified by a 3rd party to CSA G401
- The minimum commitment for new members is three years

A motion was made by **Bruce Matheson** second by **Ian Kalverda** to have the secretary write the proposed changes to the by-laws and circulate to the board for review with intention of voting on final changes at the next board meeting in June 2025.

8. 2025 Budget & Fee Schedule

The Secretary presented the 2025 budget draft. It was also sent to all directors ahead of the meeting.

There was no discussion.

A motion was made by **Terry Dunn,** second by **Lucas Cooper** to accept the 2025 Budget & Fee Schedule and was carried unanimously, subject to Lucas Cooper AMD's sign off, expected by December 2024.

9. Future Meeting Dates and Locations

The 2025 Annual Meeting will take place in St. John's NL at a place & time TBD. Places that will be looked at will be the Delta and Sheraton Hotels. Dates discussed were June 21^{st} – 23^{rd}. The Secretary will look at graduation dates in the province to ensure that there is no overlap.

The 2025 Fall Meeting will be in the same hotel (Delta) in Waterloo Region, date TBD.

The 2026 Annual Meeting will be in Kelowna BC at a date TBD.

10. Other Business

None

11. Next Meeting

The next meeting will be in St. John's NL. The secretary will send out the details by year end.

12. Adjournment

A motion to adjourn was made by **Terry Dunn**, second by **Bruce Matheson** and was carried unanimously at **4:30_pm**.

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Sam Mitra	Ray Wilcock
Chair - President	Secretary