corrugated steel pipe institute

Board of Directors

Minutes of the 2025 Special Meeting of the Board of Directors
10:00 A.M. EST – Tuesday, 8th April 2025
WEBEX

1. **Notice of Special Meeting – By Laws Article IV, V, VIII, X, XI, XII, XVI**

In accordance with By Law Article XI, the secretary of the board Ray Wilcock called for a special board meeting to deal with several issues with the main one being the departure of the current President and Chair of the Board, Sam Mitra.

Vice Chair Ian Kalverda called the meeting to order at **10:05 am** and advised that the Notice of Meeting had been announced on March 21st, 2025, in accordance with the by-laws of the Institute.

2. **Attendance**

The following Board members and nominee from Armtec were in attendance:

Directors

Ian Kalverda, Vice Chair	E.S. Hubbell	Byron Nelson	Leland
Bruce Matheson	Frontier	Derek Niezen (abs)	Ironside
Terry Dunn	Atlantic	Jonathon Paton	Warner
Lucas Cooper	AMD	Ray Wilcock, Secretary	CSPI

Nominee for Director

Scott MacRae	Armtec

The Chair asked if there was anyone present, holding a proxy for an absent board member. There were none.

The Chair declared that a quorum was present (minimum 75% of directors required for this special meeting) and the meeting regularly constituted for the transaction of business.

3. **Change in Officers, Article XI**

The Chair asked the Secretary to explain the changes required due to the departure of Sam Mitra from Armtec, the current president of CSPI. The Secretary stated that on behalf of CSPI, a thank you was sent to Sam for his tenure. The Secretary then put forward the names of Ian Kalverda from E.S. Hubbell for President and Terry Dunn from Atlantic for Vice President.

The Vice Chair asked for a motion to elect Mr. Ian Kalverda from E.S. Hubbell to the position of President of the Corrugated Steel Pipe Institute.

A motion was made by **Terry Dunn** second by **Jonathon Paton** to accept the nomination of Ian Kalverda to the position of President and was carried unanimously. As President, Ian Kalverda will also take the role as Chair of the CSPI.

The Chair asked for a motion to elect Mr. Terry Dunn from Atlantic Industries to the position of Vice President of the Corrugated Steel Pipe Institute.

A motion was made by **Buce Matheson** second by **Lucas Cooper** to accept the nomination of Terry Dunn to the position of Vice President and was carried unanimously. As Vice President, Terry Dunn will also take the role as Vice Chair of the CSPI.

4. Change in Directors, Article X

The Chair announced that the board has received a notice of resignation from Sam Mitra, of Armtec as mentioned in agenda item 3. The new Board Member put forth from Armtec will be Scott MacRae. The chair asked for a motion to elect Mr. Scott MacRae.

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

5. Tarriff discussion / response

The Chair opened the meeting for discussion and mentioned that in the invite all had received a letter that was sent by CSPI back in 2018.

After board discussion, it was decided that CSPI would send a similar letter from 2018 to the Federal Finance department. The following link will take you to the Federal website where one can apply for remission of tariffs.
Process for requesting remission of tariffs that apply on certain goods from the U.S. - Canada.ca

6. New Member Application, Article IV & V

The chair announced the recent submission for membership from Island Culverts Ltd. At the last board meeting in November, the board instructed the secretary to follow up and seek added information. Island Culvert responses were included with the invitation to this meeting.

The chair asked if there was any further discussion. Certification was discussed and the Secretary was asked if this should be a requirement prior to membership. The Secretary responded that today, 5 provinces require plant certification and 5 do not, therefore it has never been a requirement to joining the CSPI.

The chair called for a vote and in accordance with clause V, 75% of voting members is required.

A motion was made by **Lucas Cooper** second by **Terry Dunn** to accept Island Culverts Ltd. into membership in CSPI and was carried unanimously by all 7 voting members present.

7. New Members – Algoma?

The Chair called on the Secretary to start the discussion. The Secretary stated that a great deal of work is performed on behalf of the structural plate market, standards and specifications, and there is no producer in the CSPI membership. Algoma was mentioned as they were a producer of plate steel. Both Armtec & Atlantic who benefit from this market will find out who suppliers are and either make contact directly or have the CSPI make contact. Deferred to the June board meeting.

8. Future Meeting Dates and Locations

The 2025 annual general will be in St. John's NL at the Delta Hotel on June 23rd.

The 2025 Fall Meeting will be in the Delta Hotel in Waterloo Region, date TBD.

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

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9. Other Business

There was no discussion.

10. Next Meeting

The next meeting will be on June 23rd, 2025, at the Delta Hotel in St. John's NL

12. Adjournment

A motion to adjourn was made by **Byron Nelson**, second by **Scott MacRae** and was carried unanimously at **11:30_am**.

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Ian Kalverda	Ray Wilcock
Chair - President	Secretary