Board of Directors

Minutes of the 2025 Meeting of the Board of Directors
Following the Annual Meeting – Monday, 23rd June 2025
Delta Hotel by Marriott, St. John's, NL

1. **Notice of Meeting**

Chair Ian Kalverda called the meeting to order at **4:15 pm** and advised that the Notice of Meeting had been announced on January 17th, 2025, in accordance with the by-laws of the Institute.

2. **Attendance**

The following Board of Directors and members were in attendance:

Directors

Ian Kalverda, Chair	E.S. Hubbell	Byron Nelson (abs)	Leland
Terry Dunn, VC	Atlantic	Derek Niezen	Ironside
Bruce Matheson, Treas	Frontier	Jonathan Paton	Warner
Scott MacRae	Armtec	Ray Wilcock, Secretary	CSPI
Jina Robershaw	AMD		

Members

Todd Gray	ACI	Matt Field	Atlantic
Marcia Stinson	AMD	Stephen Ryan	Atlantic
Kamran Derayeh	AMD	Mike Williamson	E.S. Hubbell
Liz Bouchard	Armtec	Sherylynn Smith	Ironside
Roger Leger	Armtec	Dave Watson (Proxy)	Leland
Darren Bauman	Armtec	Mike Green	Leland
Glenn Smith	Armtec	Jonathon Paton (Proxy)	Warner
Lorne Stuckey	Armtec	Richard Northcutt	MarMac
Jason Sherwood	Atlantic	Clément George	TUBAO
Pat Mayne	Atlantic	Hadrien Le Flanchec	TUBAO

The Chair asked if there was anyone present, holding a proxy for an absent board member. Dave Watson for Byron Nelson (Leland).

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

3. **<u>Minutes of Previous Meetings, 16th November 2024, 8th April 2025, 25th April 2025</u>**

A motion was made by **Terry Dunn** second by **Jonathan Paton** to accept the Minutes of the Board of Directors meetings held on 16th November 2024, 8th April 2025, and 25th April 2025 and were carried unanimously.

4. **PPC and TAC Reports**

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

5. **Financial**

The Secretary presented the revenue & expense forecast for June 30th. There were no questions.

REVENUE AND EXPENDITURES
Forecast June 30th, 2025

	2025 Forecast	2025 Budget
Total Revenue	**147,951**	**134,250**
Management Expenditures		
Contract Fees	82,461	82,200
Administration Fees - Contract	11,100	11,100
Meetings and Travel Costs	14,000	12,000
Annual Meeting Expenses	20,000	16,000
Operating Costs	3,000	2,500
Memberships/ Dues / Subscriptions	253	1,000
Postage & Courier	21	150
Web Site	2,000	1,500
Legal & Audit	900	1,200
Insurance (Dir. Liability & Contents)	3,733	4,000
Office Supplies	250	150
Bank & Sundry	50	100
Project Expenditures		
Agency	1,000	1,000
Trade Shows & Seminars	1,276	1,000
Media Advertising	900	1,000
Publications & Water Test Kits		250
Photo Contest & Awards	4,000	4,000
Handbook Storage & Delivery	120	250
TAC Projects	1,000	2,000
	145,064	**141,400**
Surplus/Deficit	**2,887**	**-7,150**

6. **By-Laws**

At the board meeting on November 6th, 2024, the board discussed changes to the By-Laws, specifically as follows:

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

The updates were made by the Secretary and were sent to the board for approval.

A motion was made by **Scott MacRae** second by **Terry Dunn** to approve the changes to the By-Laws and were carried unanimously.

7. **Future Meeting Dates and Locations**

The 2025 Fall meeting will be held at the Delta Hotel in Waterloo ON, November 15th.
The 2026 Annual meeting will be in June in Kelowna British Columbia, June 1st if doable.
The 2026 Fall meeting in November TBD.

8. **Other Business**

None

9. **Next Meeting**

The next meeting will be held at the Delta hotel in Waterloo Ontario on November 15th if it can be arranged.

10. **Adjournment**

A motion to adjourn was made by **Bruce Matheson**, second by **Jonathan Paton** and was carried unanimously at **4:45 pm**.

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Ian Kalverda	Ray Wilcock
Chair - President	Secretary