Minutes of the 2025 Fall Meeting of the Board of Directors
3:30 P.M. EST – Tuesday, 4th November 2025
Delta Hotel by Marriott, Waterloo, ON

1. Notice of Meeting

Chair Ian Kalverda called the meeting to order at **3:30pm** and advised that the Notice of Meeting was emailed on August 20th, 2025, in accordance with the by-laws of the Institute.

2. Attendance

The following Board members and guests were in attendance:

Directors

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

Member Guests

Marcia Stinson	AMD	Pat Mayne	Atlantic
Kamran Derayeh	AMD	Matt Field	Atlantic
Sarodha Rajkumar	AMD	Oliver Kearns	Atlantic
Liz Bouchard	Armtec	Mike Williamson	E.S. Hubbell
Roger Leger	Armtec	Richard Northcutt	MarMac
David Soanes	Armtec	Mike Mounts	Valgroup

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, 23rd June 2025

A motion was made by **Terry Dunn** second by **Scott MacRae** to accept the Minutes of the Board of Directors meetings held on 23rd June 2025 in St. John's Newfoundland & Labrador.

4. TAC and PPC Reports

Pat (TAC) – AREMA – committee agreed that CSPI would not join and instead rely on information provided from the NCSPA.

Liz (PPC) – nothing to report.

5. 2026 Budget & Fee Schedule

The Secretary presented the 2026 budget draft. It was also sent to all directors ahead of the meeting.

There was discussion about adding the balance sheet next time. Marcia Stinson confirmed that AMD has signed off on the fee schedule.

A motion was made by **Byron Nelson,** second by **Terry Dunn** to accept the 2026 Budget. A motion was made by **Bruce Matheson,** second by **Jina Robertshaw** to accept the 2026 Fee Schedule and was carried unanimously.

6. Contract – Wilcock (in camera)

All non-board members were asked to leave the room.

A motion was made by **Bruce Matheson,** second by **Byron Nelson** to accept the two-year contract (2026 – 2027) for Ray Wilcock and was carried unanimously.

7. Future Meeting Dates and Locations

2026 Annual, June 13th – 15th in Kelowna BC at the Delta Grand Resort.
2026 Fall, meeting to remain at the Delta Hotel in Waterloo, November date to be confirmed.
2027 Annual, suggestions include Halifax & Ottawa – to be decided next June.

8. Other Business

a) Strategic planning was discussed pertaining to the future of the CSPI, such as stepping outside the box. Should we look at a 3rd party to look within & outside the box. This was done in the past and Ray was asked to look through the files and if found send to all board members. For future discussion.

9. Next Meeting

The next meeting will be on June 15th, 2026, at the Delta Grand Hotel in Kelowna BC.

10. Adjournment

A motion to adjourn was made by **Terry Dunn**, second by **Jina Robertshaw** and was carried at **4:26 pm**.

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Ian Kalverda Chair - President	Ray Wilcock Secretary