corrugated steel pipe institute

Board of Directors

Minutes of the 2026 Meeting of the Board of Directors
Following the Annual Meeting – Monday, 15th June 2026
Delta Hotel Grand Okanagan Resort BC

1. **Notice of Meeting**

Chair Terry Dunn called the meeting to order at **4:00 pm** and advised that the Notice of Meeting had been announced on January 9th, 2026, in accordance with the by-laws of the Institute.

2. **Attendance**

The following Board of Directors and members were in attendance:

Directors

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

Members

Todd Gray	ACI	Jason Sherwood	Atlantic
Kamran Derayeh	AMD	Pat Mayne	Atlantic
Sarodha Rajkumar	AMD	Matt Field	Atlantic
Roger Leger	Armtec	Mike Green (Proxy)	Leland
David Soanes	Armtec	Mike Mounts	Valgroup
Graham Nickerson	Armtec		

The Chair asked if there was anyone present, holding a proxy for an absent board member. Mike Green for Byron Nelson (Leland) and Ray Wilcock for Bruce Matheson (Frontier).

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 Meetings, November 4th, 2025 & February 24th, 2026**

A motion was made by **Scott MacRae** second by **Jonathan Paton** to accept the Minutes of the Board of Directors meetings held on November 4th, 2025 & February 24th, 2026, and were carried unanimously.

4. PPC and TAC Reports

PPC – nothing to report.

TAC Pat stated that the CD of SWM should be shown at the next meeting.
Terry stated that if the budget warrants, it may be worthwhile to hire Stephen MacKinnon. Further discussion is required.

5. Financial

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

REVENUE AND EXPENDITURES
Forecast June 30th, 2025

	2026 Forecast	2026 Budget
Total Revenue	**144,640**	**143,950**
Management Expenditures		
Contract Fees	85,120	84,600
Administration Fees - Contract	11,400	11,400
Meetings and Travel Costs	19,500	18,000
Annual Meeting Expenses	24,000	24,000
Operating Costs	3,100	2,500
Memberships/ Dues / Subscriptions	250	1,000
Postage & Courier	100	150
Web Site	1,500	1,500
Legal & Audit	1,000	1,200
Insurance (Dir. Liability & Contents)	3,733	4,000
Office Supplies	100	150
Bank & Sundry	100	100
Project Expenditures		
Agency	750	1,000
Trade Shows & Seminars	1,500	1,000
Media Advertising	1,000	1,000
Publications & Water Test Kits		250
Photo Contest & Awards	4,500	4,500
Handbook Storage & Delivery		250
TAC Projects	1,000	2,500
	157,653	**159,150**
Surplus/Deficit	**-13,013**	**-15,200**

6. Future Meeting Dates and Locations

The 2026 Fall meeting will be held at the Delta Hotel in Waterloo Ontario, November 17th.
The 2027 Annual meeting will be in June in Halifax Nova Scotia, June 7th if doable.
The 2027 Fall meeting in November TBD.

7. Other Business

At the November board meeting there will an in-camera session on member attendance / commitment at the AGM.

8. Next Meeting

The next meeting will be held at the Delta hotel in Waterloo Ontario on November 17th if it can be arranged.

9. Adjournment

A motion to adjourn was made by **Mike Williamson**, second by **Derek Neizen** and was carried unanimously at **4:30_pm**.

Terry Dunn	Ray Wilcock
Chair - President	Secretary