



Canadian Sport Parachuting Association  
Minutes of the BoD  
Conference Call of April 14<sup>th</sup>, 2010

Present: Dave Hodge, Jodie LaRose, Steve Collin, Jay Vanstone,  
Sean Anderson  
Minute Taker: Judy Donnelly

Meeting started at 8:04 p.m.

1. **Moved:** (JL)

**Motion:** To approve Pre-AGM, AGM and Post-AGM Minutes of 2010.

**Seconded:** (JV) **Carried**

2. **Moved:** (SA)

**Motion:** To approve the March 17<sup>th</sup>, 2010 Conference Call Minutes.

**Seconded:** (JV) **Carried**

3. Committee Reports:

**CNTC:** i) PIM 4A(part i & part ii), PIM 4B and PIM 4G have all been translated by the March 31, 2010 deadline.

ii) Jeff Gemmell volunteered and was approved by the CNTC to act as Head of Delegation in Kolumna, Russia for the WPC in Canopy Piloting.

iii) Three S& A team members attending training camp/competition in Lodi, CA. An offer of a S&A training camp has been from Skydive Toronto. No details at this time.

iv) Bid for WCC has been received and still under discussion

v) Two QE's attended Tunnell camp/competition at SkyVenture Montreal under the supervision of Doreen West-Gemmell.

**Moved:** (JL)

**Motion:** To approve Jeff Gemmell as Head of Delegation for Kolumna, Russia for the CP World Meet

**Seconded:** (DH) **Carried**

**TASK: JODIE TO ADVISE BARB DAVIES**

4. Letter received from the CWC (Comp/Dev) Committee:

A letter was sent to the BoD in reference to the Comp/Dev Committee being dissolved and to become part of the CWC. They feel that this was done without a reasonable justification, explanation or consultation and in so doing effectively threw a wrench into a perfectly functioning and productive organization. They feel they should keep the committee as a separate entity as it will alleviate any potential conflicts with its surrogate committee's priorities and ensure funding lines remain clear. They are open to working as part of the CNTC, LTAD or CWC committees, provided that there is an active support from the lead committee and confirmation of shared values and a shared goal. They

After discussing the letter, it was decided that Sean would contact the CWC to obtain more information about specific items before replying to people concerned.

Sean decided that he would be the main contact between the CWC and the BoD as well as Steve Collin still being the CWC liaison.

**TASK: SEAN TO CONTACT CWC COMMITTEE AND FIND OUT WHY CWC DID NOT SEND A CWC REPRESENTATIVE TO THE CS4L WORKSHOP AND WHAT THEIR PLANS ARE FOR FUTURE COMP/DEV PROJECTS AND REPORT BACK TO BOD ON OR BEFORE THE NEXT SCHEDULED MEETING OF MAY 12<sup>TH</sup>, 2010.**

5. AGM 2011 date and location:

**Moved: (JL)**

**Motion:** To hold the 2011 AGM on February 26<sup>th</sup>, 2011 in Moncton, New Brunswick and the Record Date of January 13<sup>th</sup>, 2011.

**Seconded:** (SA)

**Carried**

6. Long Range Planning Meeting:

A meeting is tentatively discussed for November 20th, 2010 in Toronto.

**TASK: STEVE & DAVE TO FIND OUT PRICES FROM VARIOUS HOTELS IN THE TORONTO AREA AND HAVE QUOTES FOR MAY MEETING. ROOM QUOTES FOR ALL BOD MEMBRS, ONE OFFICE STAFF AND/OR TREASURER.**

7. Clubs dropping jumpers:

It was brought to the attention of the BoD that certain Club(s) are dropping jumpers. Although this is not against the Constitution, it was decided to inform all members of this club(s) that they are not insured while jumping. A package will also be sent to the CEO of the Club(s) detailing all the different options of affiliation.

**TASK: STEVE TO DRAFT UP A LETTER AND SEND IT TO THE BOD FOR REVIEW. ONCE APPROVED, THE LETTER WILL BE MAILED TO EACH AFFILIATED CLUB MEMBER SIGNED BY PRESIDENT AND VICE-PRESIDENT. COPY TO BE SENT TO OFFICE.**

8. Short-term (temporary) memberships:

As discussed at the AGM and Post-AGM meetings, Jodie LaRose was to draft up a “Temporary Membership” category for International skydivers travelling to Canada and are wanting to jump at a CSPA affiliated dropzone but only while visiting.

This will be called “Insured Visiting Skydiver” and the terms are as follows:

- Duration of 45 days
- Cost of \$50.00
- Upgradable within 45 days of original purchase date for \$40.00
- Available to current members of FAI affiliated organizations only.

**TASK: JUDY TO CLARIFY WITH INSURANCE COMPANY TO CONFIRM IF THIS TYPE OF MEMBERSHIP WILL BE COVERED AND REPORT BACK TO BOD NEXT WEEK.**

9. New membership cards:

Dave sent a draft copy of a new cards to the BoD for review. Everyone liked them but Dave has more details to look into before going ahead. Estimated time of production will be tentatively for January 1<sup>st</sup>, 2011.

SEAN ANDERSON LEFT AT 9:14 PM.

STEVE COLLIN CHAIRED THE REMAINDER OF MEETING.

10. Email forwarding:

Dave to draft up a policy & procedure for PIM 5 concerning email addresses given to BoD and Committee members and procedure to follow once a member is no longer on the BoD or Committee. Draft copy to be available for May meeting.

11. New google task list:

Judy to update the BoD and Committee list on google docs with tasks assigned from BoD conference calls. BoD members to update their own task list on an on-going basis. Liaisons to check with their Committee Chair regularly and update any tasks assigned to that committee. This will be a trial basis and will be discussed at the May meeting.

**TASK: ALL BOD TO CONTACT COMMITTEE CHAIRS.**

**TASK: JUDY TO UPDATE TASK LIST ON GOOGLE DOCS WITH TASKS FROM BOD CONFERENCE CALLS.**

12. Credit card terminal:

A discussion about changing the credit card terminal currently used in the office to a Virtual Terminal. The terminal used now is a manual terminal and is expensive, time consuming and not as secure as it can be. The Virtual Terminal is an on-line payment method used for paying anything on-line and will be charged to the person's credit card immediately and automatically rather than waiting to receive a paper copy of transaction via snail mail. It will also be cheaper for per transaction fees, monthly fees and save a lot of time for office employees.

**TASK: DAVE TO CONTACT COMPANY AND GET STARTED AND KEEP BOD AND OFFICE UP-TO-DATE.**

13. LTAD budget:

The committee is under budget for 2009/2010. Doreen is asking that some of the remaining money be used to pay an honorarium to someone that contributed their time to the Flight Plan project. It was decided to check with Buzz, the Treasurer, and see what his thoughts are on this. Once opinion is received, BoD will make decision and advise Doreen on outcome.

**TASK: JODIE TO CONTACT BUZZ AND LET BOD KNOW ASAP.**

14. LTAD Flight Plan Brochures:

The Flight Plan Brochures were mailed out to all C2C members and there are 325 brochures left to send out. Doreen is not sure how or when she can distribute the remainder of these brochures. The office suggested to send them to the C2s when they become certified as the office has to send them a membership card once their ratings have been updated in the database. The cost of mailing the brochure will be expensed to the LTAD budget as this is an LTAD project.

15. BoD travel to dropzones:

The topic of having a back-up to support expenses for travel by the BoD to their regional dropzones was brought up. Ideas were thrown back and forth, some agreed and some disagreed. It was decided to check with Buzz, the Treasurer, to see what he would like to see as back-up for expenses. The BoD to discuss at May conference call.

**TASK: JUDY TO CONTACT BUZZ .**

16. Women's Initiative Adhoc Committee:

Doreen originally facilitated this committee forming and a symposium was held last year. She would like to have one of the committee members to Chair the committee.

Doreen is to choose someone who she thinks would be suitable for this position and let the BoD know. Jodie will be the BoD liaison.

**TASK: JODIE TO CONTACT DOREEN ON ABOVE DECISION**

17. PIM 2A translation:

The PIM 2A has not yet been translated and numerous attempts to get an update on it have been unsuccessful. The BoD decided that the CWC committee will be notified that they must have this document translated by the next BoD conference call (May 12<sup>th</sup>, 2010) or the BoD will have it sent to translators and the expense will come out of the CWC budget.

**TASK: STEVE TO CONTACT CWC CHAIR AND LET HIM KNOW OF THIS AND SEAN IS TO BE COPIED.**

18. SkyVenture Montreal affiliation:

There was a proposal offered to SkyVenture from the Planning Meeting held in Calgary in November, to join CSPA under a member group called Industrial/Commercial where they would be a member of CSPA for a fee of \$275.00 per year with the following restrictions:

No Acces To:

- . CSPA insurance coverage
- . CSPA defence fund
- . CSPA CoP programs
- . CSPA Rating programs
- . Adds in CanPara

No reply has been received as yet.

**TASK: JAY TO FOLLOW UP WITH SKYVENTURE MONTREAL**

**Moved: (DH)**

**Motion: To adjourn meeting at 10:08 p.m. ET**

**Seconded: (JL)**

**Seconded**