

FINAL CSPA MINUTES OF
CONF. CALL OF DEC. 8TH,2010



In attendance: Sean Anderson, Dave Hodge, Jay Vanstone, Nicolas Huard, Jodie La Rose, Steve Collin.

Minute taker: Judy Donnelly

	SUBJECT	DISCUSSION	TASK	NOTES
1	Planning Meeting Minutes	Motion to approve will be done over email as not all items were reviewed by BoD	BoD to review and approve Minutes by email which will be reflected in January's Minutes.	
2	Banquet ticket prices	Price for tickets for the AGM party were set at \$30.00-CSPA member, \$35.00-Non-CSPA member and \$40.00 at the door.	Judy & Dave: Designed tickets and sent notice to all members via email and on website. Tickets to be purchased on-line not through office.	
3	Tasks from Planning Meeting	a) Quote for new plastic membership cards and printing machine to be sent to office	Dave: Sent quote to office Nicole: Included in 2010/2011 budget	Judy: To stay extra day before or after AGM to learn how to use machine- if flights available.
		b) Contact Gabrielle Chabot -Re: Translation of PIM 2A. Jay may have someone that may be interested.	Nicolas: Contacted Gabrielle but she is not available to translate PIM 2A. Jay: To contact interested party and report back to BoD for January's meeting.	

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	c) \$2500.00 budget for Comp/Dev. committee. Details of where and what this money will be used for was not available at budget time.	Dave: Reported that the \$2500.00 was from surplus of the 2009/2010 wind-tunnell registration. More discussion on budget at Pre-AGM meeting.	
	d) To contact Doreen about details of LTAD budget which were not available during budget talks.	STEVE: To contact Doreen about details for January's meeting.	
	e) To contact Barb about details on WPC budget of \$4000.00	JODIE: To contact Barb about details for January's meeting.	
	f) To contact Barry -Re: Barb Davies & Rina Gallo as observers at IPC. Are they attending as Delegate and Alternate in 2011?	JUDY: Contacted Barry and was informed that both women will need more time to learn procedures.	
	g) Removing the requirement of "A" CoP for Member@Large members.	JUDY: Contacted Barry and was told at one time it was for safety issues but is no longer required. This will be effective immediately.	Judy/Dave: To correct all areas that reflect this change.
	h) Recurrency of ratings. Details for this new program are vague to BoD, rating processor and members. Jodie to check with CAC/CWC and report back.	JODIE: Attempted to contact Derek without success. Neil Gillespie of CAC was away and will return her call on his return.	Jodie: To contact Derek and Neil for information.



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	i) A report for "Professional Development" is required for Sport Canada from the CWC -deadline Pre-AGM.	JODIE: Attempted to contact Derek but was unsuccessful.	Jodie: To contact Derek
	j) PIM 4F - Chapter 8 revisions	JODIE: Informed Barb of the wording revision. Barb agreed to the change.	
	k) WCC/ECC ads were placed in CanPara but charged wrong amount in error.	NICOLE: Advised both hosts of the error and invoiced for difference.	
	l) BoD reinstated Rob Laidlaw on the Comp/Dev. committee.	STEVE: Contacted Rob and he accepted.	Comp/Dev Committee To choose a Chair amongst themselves and report back to BoD and Office.
	m) RSVP notice to be sent to all voting members so a quorum can be confirmed before AGM.	JUDY/DAVE: Created RSVP and sent to all voting members via email.	
	n) BoD to create a document for Project Management	BOD: tabled to Pre-AGM meeting.	
	o) Copies of all Master Manuals, (PIMs and Course Manuals) to be sent to office in word format or other edit format.	ALL COMMITTEES: To send manuals to Office as soon as possible.	To date: PIM 5 manual and all of PIM 4 manuals have been received.

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	p) All committees to send Office a quarterly update on committee members.	JUDY: To send email to all Chairs as a reminder starting in January.	
	q) AIM report rec'd via email - accident involving an Non-CSPA and Non-FAI dropzone in the U.S.	JUDY: Sent email to party involved that this accident is not covered under the guidelines of CSPA insurance.	
	r) CanPara Editor requested BoD advise on eliminating full page b/w ads to 1/2page b/w ads.	JAY: Informed Sandra that BoD agree to whatever she decides as she has been doing an excellent job so far.	
	Meeting adjourned @ 9:00 p.m. ET Next meeting scheduled for Jan. 19th, 2011 @ 9:00 pm ET		
	In-camera discussion by BoD was held until 10:14 p.m. ET		