

FINAL Provisional Minutes for the  
January 20<sup>th</sup>, 2010  
BoD Conference Call of the  
Canadian Sport Parachuting Association

Present: Judy Donnelly, Steve Collin, Dave Hodge, Jay Vanstone, Jodie LaRose,  
Sean Anderson, Nicolas Huard.

Meeting started at 8:03 p.m.

1. To ratify the motion moved and accepted via email by the BoD to transfer \$2000.00 from the BoD budget to the Woman's Training Camp.
2. To ratify the motion moved and accepted via email by the BoD to accept the Appendix B from David Hodge for Eastern Director.
3. **Moved: (SA)**  
**MOTION: To accept the Planning Meetings Minutes of Dec. 5<sup>th</sup> - 6<sup>th</sup>.**  
**Seconded: (JV) Carried**
4. **BoD Draft Minutes:** Sending out draft Minutes and sending them to BoD and Chairs has been changed. It was decided that draft Minutes be approved by the BoD before sending to Committee Chairs, groups and clubs.
5. **SkyVenture Montreal affiliation:**  
The BoD discussed at the Planning Meeting, the option of having SkyVenture join CSPA as an Industrial/Commercial club. This is still being discussed and will be discussed further at the Pre-AGM meeting in Kelowna.
6. **Short-term membership insurance:**  
A short-term membership was discussed at the Planning Meeting in December. Nothing has been decided as yet, but the insurance portion needs to be checked out before continuing.

**TASK: JUDY TO CHECK WITH INSURANCE BROKER AND REPORT BACK TO BOD ASAP**

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7. **Rating Cards:** The suggestion of having the individual rating cards being issued instead of just having the ratings show on the membership card is still being asked. The CWC Chair, Derek Orr, attended the BoD Planning Meeting to discuss this topic in December. Some recommendations were given, but at this time, this topic is tabled to the Pre-AGM meeting in Kelowna where it can be discussed in person.
  
8. **Financial advisor:** Steve was tasked to look into speaking to a professional financial advisor to guide and maximize our returns. He met and talked to a financial group, Investors Group and they seemed to know what CSPA needs to do to make better investments. What they suggested was a “guaranteed investment fund” which would guarantee security of a GIC but also have the growth opportunity that the stock market has. This would vastly improve our return rates on our money but without a risk of losing that money. They would provide semi-annual reports on any investments made.  
After discussing the pros and cons it was decided that the Investors Group came up with some very good ideas without putting us at high risk. This would not cost CSPA anything in fees as the company would get paid through the fund itself – like they would for a GIC investment. The office would be the liaison between the Investors Group and the BoD and all investments would be upon BoD approval.

**Moved: (SC)**

**MOTION: To appoint Rachelle Allen of the Investors Group as our official financial advisor for all investment matters of CSPA and her appointment to be re-evaluated at the 2012 AGM based on return performance.**

**Seconded: (SA)**

**Carried**

**TASK: STEVE TO CONTACT RACHELLE ALLEN.**

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9. **Sport Canada funding application:** Nicole to send current budget to Doreen and advise her that this is the current budget pending adjustments and ratification at the AGM by the voting members. Once Doreen receives budget, Doreen to send the completed Sport Canada application for signature. Deadline, Feb. 15<sup>th</sup>, 2010.

**TASK: NICOLE TO SEND DOREEN CURRENT BUDGET.**

10. **National Team member survey:** A new requirement from the NSO was received and must be met by the end of our fiscal year. What needs to be done is to annually survey our National Team athletes and coaches to substantiate their satisfaction with the level and provision of high performance program information/services in both official languages that they are receiving. In order to do this, a survey will need to be provided to the National Teams.

**TASK: SEAN TO CONTACT BARB OF THE CNTC TO PROVIDE A SURVEY AND SEND A DRAFT TO BoD FOR APPROVAL.**

11. **Membership termination:** A suggestion was brought forward that if that anyone who initiates a law suit against the CSPA, a DZ or its member should be expelled from CSPA. The BoD decided that this is an unconstitutional request and we cannot pursue this any further at this time.

**TASK: SEAN TO CONTACT MEMBER AND ADVISE HIM OF THE BOD DECISION.**

12. **CoP Distribution:** The topic of where the CoP packages are sent has come up once again. The CAs do not seem to be receiving their CoP package when sent to the dropzone when they affiliation even if the CA's name is clearly indicated on the package. It has, therefore, been decided by the BoD to send CoPs directly to CAs indicated on affiliation form.

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**Moved: (SA)**

**MOTION: That all CoP exams are to be mailed out to the CA listed on affiliation form only.**

**Seconded: (DH)**

**Carried**

13. **CAC invoice:**

An invoice was received at the office to pay honorariums to members of the comp/dev committee for work that has not yet been completed. Not all BoD members have seen the invoice so upon receipt and review of the invoice, the following was decided:

**Moved: ( DH )**

**MOTION: To pay individuals the honorarium subject to the terms listed in revised contract which will be subject to the BoD to follow up within no later than a one year deadline and any extension needed will be approved upon necessary vote at the next meeting based on their report.**

**Seconded: (SC)**

**Carried**

**2 Abstentions**

**TASK: STEVE TO NOTIFY DOREEN OF THE DECISION.**

**TASK: STEVE TO MAKE A NEW CONTRACT LISTING CONDITIONS OF ABOVE MENTIONED PAYMENT**

**Moved: ( JV )**

**MOTION: To adjourn meeting at 10:12 p.m. ET**

**Seconded: ( SA )**

**Carried**