

Minutes for the
CSPA July 14th, 2010
BoD Conference

Present: Judy Donnelly, Dave Hodge, Jay Vanstone, Jodie La Rose,
Steve Collin

Absent: Sean Anderson

Chairing the meeting: Steve Collin

Meeting started at 8:05 p.m.

1. **Moved:** (JL)

Motion: To approve the June 16th, 2010 Conference Call Minutes

Seconded: (JV) **Carried**

2. **Regional Reports:**

Western :((SA) Absent

Mid-Western: (JL)PFF course in Edmonton. Running an SSI course in 2
Weeks 2 dropzones with turbines are running well.
Provincials were held and good turn out. Some weather
issues.

Mid-Canada: (JV) Bad weather. Steinback held a satellite school. No report
on anything as of today

Ontario: (SC) No feedback on too many dropzones.
PST are having aircraft issues and are renting a Skyvan.
Concerns that it will not be available for the Eastern
Conference Cup.

Eastern: (DH) Jumps for IADs and tandems is about the norm as last year.
Weather isn't cooperating.

MOTION: (JL)

MOVED: To approve reports as submitted

Seconded: (JV) **Carried**

3. Committee Liaison Reports:

CNTC: (JL) World teams are paid, registered and jump suits have been paid for and delivered. World meets are starting in a few weeks.

First week in September, Voltige from Quebec will be attempting to beat the Cdn. Canopy Formation Record. A Meet Director for the WCC has not been chosen yet. Will advise as soon as it has been confirmed.

Sport Canada: (SC)

Team funding has not been approved by Sport Canada. See No. 4 Section i) for more details

4. NEW BUSINESS:

- i) Sport Canada funding approval: The funding has been cut for the Senior National Team. No reasons were given so Steve, Buzz Bennet, Jay and/or Jodie and Doreen will arrange a conference call with Sport Canada to find out information on why and how this can be avoided for future budgets.

TASK: STEVE TO CONTACT DOREEN AND SPORT CANADA TO ARRANGE CONFERENCE CALL FOR NEXT WEEK IF EVERYONE IS AVAILABLE.

- ii) Sport Canada request for more information on Account 7701: The report sent to Sport Canada for Acct. 7701 – LTAD was not a detailed report which lead to Sport Canada asking CSPA to return \$2,593.19 of unspent funded money. CSPA has spent all the funded money – Nicole to send a more detailed report to Sport Canada for review and perhaps they will reverse their decision on the repayment.

TASK: NICOLE TO SEND A MORE DETAILED REPORT TO SPORT CANADA THAT REFLECTS THE EXACT AMOUNT OF EXPENSES.

- iii) IT Infrastructure: Dave sent a draft policy to the BoD for review concerning procedures to follow once an employee and/or volunteer status ceases. BoD have agreed with the policy once a description of the duties of CSPA's IT Coordinator is included.

Moved: (DH)

MOTION: To approve the IT infrastructure once the revision to the IT Coordinator job description is included.

Seconded : (SC)

Carried

TASK: DAVE TO DRAFT UP A JOB DESCRIPTION FOR THE POSITION OF IT COORDINATOR.

TASK: (SA) THE PIM 5 WILL BE REVISED TO REFLECT THIS POLICY.

TASK: (SA) TO SEND THE OFFICE ALL REVISIONS TO BE MADE TO THE PIM 5 ASAP.

- iv) CoP open-book exams: Several comments have been received. For now, a list will be compiled and the CWC will be notified. Revisions and a review of the new system will be checked into.

TASK: JUDY TO DRAFT UP A MAIL OUT TO ALL DZ AND CLUBS ASKING THEIR OPINIONS/CHANGES/ADDITIONS ABOUT THE NEW OPEN BOOK EXAMS.

- v) In-camera discussion: This issue could not be discussed as one BoD members was absent. A special meeting of the BoD is tentatively scheduled for Wednesday, July 21st, 2010 so this Subject can be resolved.

5. OLD BUSINESS:

- i) Planning Meeting:
It was decided to have both Nicole and Judy attend the Planning Meeting scheduled in November in Toronto.
Open-House: One is tentatively being planned. A few details ned to be checked into before proceeding..

TASK: JUDY TO CHECK WITH HOTEL TO SEE IF FOOD AND BEVERAGES FROM OUTSIDE SOURCE IS ACCEPTABLE. IF SO, PRICES FOR DIFFERENT OPTIONS.

TASK: JUDY TO BOOK MEETING ROOM FOR FRIDAY NIGHT

TASK: SEND AN EMAIL TO ONTARIO DZS AND CLUBS TO NOTIFY THEM OF THE OPEN-HOUSE AND TO GET REPLIES ON ATTENDING.

- ii) Approval of revised P&P on honoraria:
Revisions were received and BoD agreed to all changes.

Moved: (JL)

Motion: To accept the revised policy & procedure on payment of honoraria.

Seconded: (SC)

Carried

TASK: JUDY TO NOTIFY BUZZ OF APPROVAL

TASK: SEAN TO INSERT IN PIM 5.

- iii) Translation invoice: An invoice was received and approved for translation of miscellaneous things in the PIM 1 manual. It was requested by the T&SC that 75% of this invoice be paid from the CWC budget. The BoD confirmed this and the cheque is to be sent for second signature.
- iv) Temporary membership:
A notice will be send out to all dropzones, website, CanPara via email in letter form informing the details. This new temporary membership will be called “**short-term liability coverage**”.

TASK: JODIE TO DRAFT LETTER AND SEND TO BOD FOR REVIEW

TASK: JUDY TO SEND JODIE THE TRANSLATION OF COP OPEN-BOOK EXAM PROCEDURE WHICH WILL BE INCLUDED ON THE TEMPORARY MEMBERSHIP NOTICE.

TASK: DAVE TO ACTIVATE MEMBERSHIP ON THE WEBSITE.

TASK: SEAN TO ADD TEMPORARY MEMBERSHIP IN PIM 1 ASAP.

- v) Skyventure Montreal:
An affiliation package was offered to Skyventure Montreal (annual fee of \$275.00, Industrial/Commercial membership only, No access to ratings, CoPs, Insurance and no advertising in CanPara). Nothing has been finalized yet.

TASK: JAY TO FOLLOW UP AND REPORT BACK FOR SEPT.’S MEETING.

- vi) Sport Canada itemized issues:
Steve is still working on this and hopes to have it finished soon.
- vii) Sport Canada Technical Coordinator job description:
A list of the job duties for this position was sent to the BoD from Doreen West-Gemmell. The BoD reviewed it and agreed to all details listed. The duties have not changed – only the name from Technical Administrator to Technical Coordinator.

TASK: JUDY TO INFORM DOREEN.

- vi) Logbooks: Tabled to Planning Meeting in November.

Moved: (JL)

Motion: To adjourn the meeting at 10:27 pm ET.

Seconded: (JV)

Carried