

Final Minutes for the
CSPA June 16th, 2010
BoD Conference

Present: Judy Donnelly, Dave Hodge, Jay Vanstone, Jodie La Rose,
Buzz Bennett, Steve Collin, Sean Anderson

Meeting started at 8:05 p.m.

1. **Moved:** (JV)

Motion: To approve the May 12th, 2010 Conference Call Minutes

Seconded: (JL) **Carried**

2. **Regional Reports:**

Western : Nothing to report

Mid-Western: Terrible weather with 5 inches of snow but nicer weather last weekend. A ton of courses are being run. Tandem and Instructor course being run, July a C1, PFF and in August C1 and C2 are being held and in September an SSI course. July long weekend Alberta are holding the Provincials.

Mid-Canada: Bad weather. C1 course held in May.
Junior skills camp wasn't successful because of weather.

Ontario: Bad weather. G20 conference being held on June 24th and 25th is causing SWOOP to shut down for the weekend.

Eastern: Moncton is doing good. Both aircraft are up and running at Moncton.
A.S.S. is only using one aircraft for now but hope to get a second one up soon.

3. Committee Reports:

i) CNTC:

MOVED: (JL)

MOTION: That the BoD accept the bid received from Edmonton Skydive Centre to host the Western Conference Cup as recommended by the CNTC.

Seconded: (SA) Carried

MOVED: (JL)

MOTION: That the BoD approve the recommendation made by the CNTC to have Rina Gallo as Chief Judge for the Western Conference Cup.

Seconded: (SA) Carried

MOVED: (JL)

MOTION: To accept the changes to the P&P manual –Chapter 8 for the National Team Trust Fund

Seconded: (DH) Carried

MOVED: (JL)

MOTION: To accept the members of all teams chosen for the WPC as outlined by the CNTC

Seconded: (SA) Carried

MOVED: (JL)

MOTION: That the BoD approve the recommendation made by the CNTC to have Jeff Gemmell as Head of Delegation for the WPC in Kelomna, Russia.

Seconded: (SA) Carried

MOVED: (JL)

MOTION: That the BoD approve the recommendation made by the CNTC to have Barb Davies as Head of Delegation for the WPC in Montenegro, Russia.

Seconded: (SC) Carried

MOVED: (JL)

MOTION: That the BoD approve the recommendation made by the CNTC to have Barb Davies as Chief Judge for the Eastern Conference Cup.

Seconded: (DH) Carried

ii) LTAD: SC funding has not yet been approved.

TASK: STEVE TO ITEMIZE EVERYTHING CONCERNING SPORT CANADA AND SEND TO BOD FOR REVIEW.

4. NEW BUSINESS:

- i) Policy & Procedure for honoraria: (BB)
Buzz was tasked with drafting a P&P for the payments of honoraria. A copy of this draft policy was sent to the BoD for review. Revisions were made a second draft will be sent to BoD for review by July meeting.
- ii) Back-up for BoD travel to dzs: (BoD & BB) This was previously discussed but a decision was not finalized. After discussion – a report will be required as backup for any claims received.
- iii) The auditors had asked if the BoD/Treasurer would like to see the financial statement as in the past or have more detailed and outline it like the chart of accounts are like for Sport Canada. Consensus was to make it the same as what we present to Sport Canada.

Buzz left at this time.

- iv) Clarification on “Technical Sport Canada Administrator” – tabled from April’s meeting.

MOVED: (SC)

MOTION: TO RENAME THE SPORT CANADA TECH. ADMIN TO SPORT CANADA TECHNICAL COORDINATOR

Seconded: (SA)

Carried

TASK: STEVE TO NOTIFY DOREEN OF THIS DECISION.

- v) Defence claim: A claim was submitted for an incident which involved a skydiver landing on a parked vehicle in the dropzone parking lot. Two estimates were obtained and sent in for BoD approval.

MOVED: (SA)

MOTION: TO ACCEPT THE LOWEST QUOTE ON VEHICLE REPAIRS AND SEND CHEQUE PAYABLE TO DROPZONE.

Seconded: (JL)

Carried

TASK: JUDY TO NOTIFY DROPZONE.

TASK: DAVE TO DRAFT A P & P FOR RECEIVING AND ACCEPTING DEFENCE CLAIMS – BY JULY MEETING.

vi) Email time frame: (DWG)

The BoD clarified that the following will be standard procedure:

- > 3 days for someone to receive message – (Marked Urgent or not)
- > 3 days – If reply not received – a reminder notice
- > 3 days - a phone call will be required.

vii) PIM 5 changes to Section 24.2 –

Revisions were received for the PIM 5 “Senior National Team” from Doreen for review and approval by the BoD.

MOVED: (SA)

MOTION: TO ACCEPT PIM 5 SECTION 24.2 REVISIONS ONCE THE PHRASE ‘ S/C TECHNICAL ADMINISTRATOR’ IS CHANGED TO S/C TECHNICAL COORDINATOR.

Seconded: (SC)

Carried

TASK: (SA & SC) TO REVISE ALL WORDING IN ALL PIMS THAT REFER TO S/C TECHNICAL ADMINISTRATOR TO S/C TECHNICAL COORDINATOR.

TASK: (SC) TO NOTIFY DOREEN OF THIS CHANGE IN NAME.

viii) CoP Revisions:

The 2010 CoPs have been revised and have a new look. They have been modified to be bilingual which will free up unnecessary paperwork. Other than a new look, the “Solo”, “C” and “D” CoPs have remained the same and sending in logbooks for both “C” and “D” is still a requirement.

The “A” and “B” are now an open-book exam. The time limit for writing these exams was left up to the discretion of the SSE administering the exam but after discussing this, the BoD decided to ask the CWC to set a time limit appropriate for the “A” and “B” and let the BoD know within 2 weeks. If a reply has not been received, the BoD will make a time limit. Once this is established, a memo will be sent to all dzs outlining the procedures of the open-book exams and time limits for each. Until such time, it will be, as mentioned, the discretion of the CoP administrator.

Other changes to the “A” and “B” are the fact that the position of CA and LE have been replaced with the position of SSE. The office would like to point out that the exams still need to be signed by the required person but cannot be signed by the same SSE on the same exam.

The affiliation forms will be changed to reflect the CA and LE changes for next year. Instead of indicating a CA and an LE, a position of Chief Examiner will need to be indicated and that person will receive the CoPs

that that dz is entitled to. These are new procedure for everyone and the office asks that people be patient with the changes and any errors or corrections that will need to be modified in the process.

TASK: JUDY TO CHANGE AFFILIATION FORM FOR 2011 SEASON.

TASK: STEVE TO CONTACT CWC TO GET TIME LIMITS FOR “A” AND “B” OPEN BOOK EXAMS. 2 WEEKS FOR A REPLY. IF NONE, BOD WILL DISCUSS AND DECIDE.

ix) The Board of Directors has received further clarification from the USPA on 3rd party liability coverages for their members and we have been told by USPA that these coverages do not extend to non USPA drop zones which means their coverage does not extend to any CSPA DZ that is not also affiliated with USPA.

In the event a CSPA DZ has visiting jumpers and they are not CSPA members or do not have coverage from our soon to be released foreign members insurance via the CSPA, it will be the DZ who may be liable outside of CSPA coverages in the event of an incident.

Membership can be obtained automatically online via the CSPA website and the email receipt that arrives within moments of payment completion to their inbox is good for proof of membership in the short term. This same system will be available for the foreigners insurance option that will launch in a month or so once the insurance papers are completed.

The Board is unsure where other foreign skydiving associations stand with regards to coverages at FAI affiliated DZ's so like USPA jumpers, it is up to each DZ to decide how they will deal with it for liability insurance reasons.

Of course CSPA is happy to offer liability insurance coverages to our members at FAI affiliated dropzones around the world."

TASK: JODIE TO SEND THE DRAFT OF THE SHORT-TERM MEMBERSHIP TO BOD FOR REVIEW AND WILL BE DISCUSSED AT JULY'S MEETING.

TASK: JUDY TO CONTACT INSURANCE BROKER FOR UPDATE ON SHORT-TERM INSURANCE CLAUSE.

x) In-camera discussion: (BoD only)

5. NEW BUSINESS:

i) P&P draft for email address: (DH) – Tabled to July meeting

ii) PIM 2A translation: It was decided to have Dave contact his person and have them start immediately. Expense to be from CWC budget.

MOVED: (SA)

MOTION: TO ACCEPT THE QUOTE FROM YASMINA SAID TO TRANSLATE THE PIM 2A FROM ENGLISH TO FRENCH FOR A FEE OF \$3250.00 PAYABLE UPON COMPLETION.

SECONDED: (SC)

**Carried
(DH) Abstained**

TASK: DAVE TO CONTACT PERSON TO START TRANSLATING PIM 2A.

iii) PIM 5 revisions: (SA) – should be done by July meeting

iv) Volunteer list: (SA) Glasses & pens will be sent out in July when work isn't so busy.

v) Air conditioner for office: Dave visiting office on June 21st and will decide what would be good for the office.

vi) LRPM: Scheduled for November in Toronto. Open house on Friday?
Yes.

TASK: STEVE TO CHECK INTO A FEW IDEAS AND ADVISE BOD FOR JULY MEETING.

MOVED: (SA)

MOTION: TO ADJOURN MEETING 10:01 P.M. ET

SECONDED: (SC)

Carried