



Present: Izzy Perry, Gord Gauvin, Brian diCenzo, Kaneena Vanstone, Jason Warren, Ian Flanagan, Michelle Matte-Stotyn and Judy Renaud

Virtually: Jocelyn Brunet

Meeting called to order: 8:11 a.m.

BoD ONLY:

1. Ratifications made by BoD via SharePoint:
 - CWC's Terms of Reference
 - D CoP series revisions
 - Solo, A, B and C revisions
2. Acknowledgement of Roger Theriault's resignation from the BoD.
3. Skydive Vancouver Island – new dropzone location.
Motion: To approve the new landing area which includes a waiver for a one-year trial basis with the following:
 - **Landing area A - B CoP holders**
 - **Landing area B - Students, A CoP holders and higher**
 - **Landing area C - Students, A CoP holders and higher**

Moved: Brian diCenzo Seconded: Izzy Perry Carried
4. Award Committee: (Randy Holmes, Lindsey Steuart, Monique Andrie). They left at this time to review and approve nominations received for the Cathy Johnson Service Award and Glenn R. Masterson Award.
5. In-camera discussion

8:30 – 9:00 - BoD AND IAN FLANAGAN (Treasurer)

Recommendations from auditors:

- Signature stamps in the National Office:
BoD discussed with Ian and everything will remain as is.
- Access to accounting files:
BoD discussed with Ian and Ian suggested to get the Sage iCloud which would allow us to have separate log-ons.
This would make it accessible for multi-users to access accounting program.

TASK: MICHELLE TO GET MORE INFORMATION TO SEE IF EVERYTHING WOULD BE COMPATIBLE.

6. In-Camera discussion:

7. Insurance policy:

We received notice that our current insurance policy will be increased 17% for this upcoming season. We are currently looking into other underwriters.

TASK: MICHELLE TO KEEP BOD POSTED ON QUOTES RECEIVED.

8. Financial ideas – next steps:

i) Motion: To increase all CoP and EJ R fees from \$45.00 to \$50.00 effective April 1st, 2020

Moved: Jason Warren Seconded: Brian diCenzo Carried

TASK: OFFICE TO REVISE CoP AND EJ R FORMS

ii) Motion: To create a temporary affiliation for foreign certified skydivers. The cost will be \$35.00 for 3 months, no contribution Team Endowment Fund, pdf copy of card only, paper applications only, no CanPara, no issuance of CoPs or ratings. This will be a one- year trial period.

Moved: Gord Gauvin Seconded: Brian diCenzo Carried

TASK: MICHELLE TO NOTIFY ALL CLUBS/DROPZONES AND POST ON WEBSITE

- **2021** - Membership school fees from \$275.00 to \$300.00- April 1, 2021
- Affiliation fees – from \$94.00 to \$105.00 – effective Dec. 1, 2020

BoD & Chairs as per schedule

9:00 – 10:00 - BoD, IAN FLANAGAN, CWC (Monique Andrie)

- Revalidation process: (to be called “validation form” not “revalidation form”)
 - 5 years or more: a separate portfolio will be created for this validation
 - 1-5 years: validation form required – current form to be revised to include requirements
 - 1 year: remains as same using the current form.
- Budget: CWC meeting timing: Face-to-face meetings in January opposed to November.
- C3 plans: - Canopy Piloting and Freefly will be added to the current manual. CWC is currently working on the list of people who will be grandfathered to C3 for CP and WS.

10:00 – 10:45 – BoD, IAN FLANAGAN, GRC (Pat Floyd)

- **NavCan:** biggest issue is lack of staff which leads to closing the airport for class “C” airspace.
CSPA (Pat Floyd & Michelle) attended the NavCan AGM and lodged a complaint from the floor. It is now on record. It is suggested that Michelle attend the next NavCan AGM.
Next step: A NavCan representative (from Alberta) will be attending the AGM meeting tomorrow giving a presentation on the situation.

NavCan are having a stakeholder meeting in B.C. – Gord and Pat will attend. Update – meetings were cancelled due to COVID-19. More information will be given as it is available.

- **Waivers:** Highly suggested that all dropzones review their waivers. Pat will be giving a seminar on this subject at the AGM.

TASK: Pat Floyd and Michelle will draft an email to send to all dropzones.

11:00 – 12:00 – BoD, IAN FLANAGAN, CNTC (Barb Davies)

- WIC in Russia: One Head of Delegation and one team leader will attend.
- CNTC meetings: Would still prefer to have meetings onsite during Nationals. More follow-up discussions will be held.
- Allocation of discipline funds: Barb had a few suggestions but they cannot be decided on now as the year has already started.

A general policy should be made and the vote should be prepared well in advance with Michelle to present to the voting members for the 2021 AGM.

Lunch: 12:00 – 13:00

13:00 – 15:45 – BoD and all Chairs (Barb Davies, Monique Andrie, Randy Holmes, Lindsay Steuart (for Bill Pentney), Pat Floyd, Ian Flanagan

- Ian recommended to approach the budget processing in a different way. Ie: Give each Chair a \$ amount as their budget and they would have to work with that amount as opposed to asking Chairs what they are going to need. He also recommends to increase the affiliation fees by \$5.00 to re-coop increasing expenses that CSPA will be incurring. IE: 3M coverage will be increased 18% April 1st.
BoD will discuss at the close of this meeting.
- Expense claim signature stamps:
Some claims are being received at the office for payment without Chair signature. (Chairs of each committee must approve all committee expenses). If Chairs want a signature stamp simply notify Michelle.
- Finances/Budget

Break: 15:45 – 16:00

16:00 – 17:00 – BoD and Ian Flanagan

- Final review and approval of budget for presentation at AGM

Meeting adjourned: 4:23 p.m.