

Present: Kaneena Vanstone, Brian diCenzo, Gord Gauvin, Jason Warren, Berni Fullerton, Michelle Matte-Stotyn, Judy Renaud  
Absent: Jocelyn Brunet

Meeting called to order: 7:30 p.m. EST

1. Ratifications:

- BoD conference call Minutes – Jan. 16<sup>th</sup>, 2024
- BoD In-Camera Conference call Minutes – Jan. 16, 2024
- Notice to rating holders
- PIM 2A - Section 7/8
- PIM 2A - Section 4
- PIM 2A - Section 3
- SSE Reference Manual updates
- Letter to Nav Canada – Capital City has asked for assistance from CSPA
- Financial Statements – Nov. 30, 2023

2. Committee changes:

- LTAD – BoD acknowledge Andrea Greening resignation
- T&SC – BoD acknowledge Lindsey Steuart resignation
- T&SC – new members – Ariel Shields and Glenn Hood

**Motion: To approve Ariel Shields and Glenn Hood to the T&SC as per recommendations of the T&SC.**

**Moved: (KV)**

**Seconded: (JW)**

**Carried**

3. Office insurance policy renewal and D&O Third Party Liability Insurance renewal.  
Office insurance renewal has been received at a rate of \$1499.00, (1.4% increase).

**Motion: To approve the Office Insurance renewal for 2024.**

**Moved: (Bd)**

**Seconded: (BF)**

**Carried**

4. LTAD Recommendations:

- That CSPA join the Canadian Aviation Officer Safety Partnership (CASOP)

**TASK:** Michelle to investigate if there are fees involved and get more details.

5. Feedback received from CSPA going digital.

- Some were positive and some were negative.

**TASK: MICHELLE TO DRAFT LETTER AND SEND TO BOD FOR REVIEW**

6. Learning Facilitator waivers:

A cost of approximately \$2000.00 to have legal waivers drafted. Pay from Legal Defence Fund or operating account? BoD discussed and agreed to take expense from the Operating Account.

7. Full budget review

- Binding of remaining archived CanPara issues added to budget
- Merit Michelle is awaiting for a proposal to see about integrating Merit with CSPA.
- Increase of affiliation fees:

**Motion: To increase the affiliation fees from \$105.00 to \$115.00 effective December 1<sup>st</sup>, 2024 and to be revisited for the 2026 budget.**

**Moved: (KV)**

**Seconded: (JW)**

**Carried**

**TASK: MICHELLE TO DRAFT NOTICE TO REGISTERED PARTICIPANTS AND SEND TO BOD FOR REVIEW.**

Meeting adjourned: 8:33 p.m. EST