



FINAL 2017 PRE-AGM MINUTES  
RIVER ROCK CASINO RESORT – RICHMOND, BC  
FRIDAY – FEB. 24<sup>TH</sup>, 2017

Present: Debbie Flanagan – President, Brian diCenzo – Vice-President, Jay Vanstone, Izzy Perry, Gord Gauvin, Roger Theriault, Michelle Matte-Stotyn, Judy Renaud

Meeting started: 8:08 a.m.

8:08 – 8:45 In-camera discussions amongst the BoD.

8:45 – 9:00 ★ Ratification of Catherine Carignan as Meet Director for the 2017 Nationals.

★ Corporate affiliation: CSPA has been asked to look into a “corporate” affiliation for the military jumpers. Michelle & BoD will investigate and report back to them as soon as possible.

TASK: MICHELLE TO START INVESTIGATION.

★ BoD agreed to give Amanda Hoff a complimentary affiliation as she is no longer an active jumper but volunteers for the WIC committee. Expiry date will be March 31<sup>st</sup> and ratified at each Post-AGM starting in 2018.

TASK: MICHELLE TO NOTIFY AMANDA HOFF

TASK: JUDY TO UPDATE AFFILIATION IN DATABASE

BoD met with the Chairs individually:

9:00 – 9:30 I.T.: (Brian Cole)

Electronic signatures:

Brian will create an electronic signature for all BoD and Chairs. This was discussed and approved as the new auditors made this a requirement.

FileMaker database:

Option 1: Continue with current database which will not allow any changes. Not recommended.

Option 2: Find a new software package that will fit CSPA’s needs which would need constant updates.

Option 3: Purchase a new FileMaker program or other type of database and start from scratch and build to our needs.

BoD/Brian Cole will be presenting this discussion to the voting members at the AGM for them to discuss and decide how CSPA should go forward.

9:30 – 9:45 CanPara (Ned Ambrus):  
No issues.



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- 9:45 – 10:05 GRC: (Pat Floyd) (was not in attendance - BoD discussed outstanding items:  
AIM reports: Do we keep AIM reports on file? It was decided to keep a digital copy of AIMs on file for 3 years. (statute of limitations). Office does not need to keep an excel document of AIMS.
- Legal age of majority:  
When members renew or join CSPA, a notice will be sent with their Membership package reminding them to check with their province for legal age of majority.  
TASK: MICHELLE AND IAN TO DRAFT A MEMO FOR DISTRIBUTION TO MEMBERS.
- 10:05 - 10:15 LTAD: (Doreen West-Gemmell)  
No issues to discuss.  
BoD approved the recommendation from the LTAD Chair for a new committee member, Ryan Fitzpatrick to join the LTAD committee once affiliation has been renewed.  
TASK: DOREEN/JUDY TO NOTIFY RYAN.
- 10:15 – 10: 25 CompDev: (Phil Perry & Doreen West-Gemmell)  
Should this committee be structured under CWC or LTAD? After Phil & Doreen discussed this, they decided to leave it as is – under the CWC committee which Doreen will Chair.  
BoD approved the recommendation from the CompDev Chair to accept Lee Bibby as a new member on the CompDev committee.  
TASK: DOREEN TO NOTIFY LEE BIBBY.  
TASK: JUDY TO ADD LEE TO COMMITTEE.
- 10:25 -10:35 CWC: (Phil Perry)  
Briefed BoD on current updates which are reflected in his report for the AGM.
- Award committee formed to approve nominations received for the Cathy Johnson Service Award and the Glenn R. Masterson Memorial Award: Brian Cole, Ned Ambrus, Phil Perry, Doreen West-Gemmell**
- 10:35 - 11:30 CNTC: (Barb Davies)  
Had concerns about the turn around time on getting the revised manuals on the website. Office will try and speed things up.  
BoD approved the recommendation of the CNTC for a new committee member, Blair Egan.  
TASK: BARB TO NOTIFY BLAIR.  
CNTC report: BoD advised to recognize Buzz Bennett and Alain Guerin in her IPC section of her CNTC report.  
TASK: MICHELLE TO REVISE CNTC REPORT ON WEBSITE.



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Lunch – 11:30 – 1:00

1:05 -1:45

Judging: (Buzz Bennett)

Committee email: A group email will be set up for all Judging committee members including the BoD liaison, Roger Theriault.

TASK: BRIAN COLE TO SET UP GROUP EMAIL ACCOUNT.

QE rating: The Judging Committee has revised and updated the Judges' Rating Program and as part of that process, has eliminated the QE rating. As a consequence, the Committee is giving all current QEs the opportunity to upgrade to a Provincial rating. If this opportunity is accepted (individual basis), you will be considered to have met the initial qualification requirements and will be granted a Provincial rating in A, S, FS, CP and in any other discipline taken at a Level 1 course. QEs will be obliged to maintain a logbook in which all judging activity must be recorded and verified and the rating is then subject to annual validation requirements. However, given the circumstances, you will not need to meet those annual validation requirements until the end of 2018. Please see PIM 4E – Judge Rating Program for more details.

If QEs opt for this opportunity, the following will be required:

- Obtain a Judges' logbook
- Complete personal information section together with a passport photo.
- Scan completed info section and then email to the Rating Processor, Joe Ablitt at [joe.ablitt@cspa.ca](mailto:joe.ablitt@cspa.ca) to be entered in the database.

If QEs do not reply by June 30<sup>th</sup>, 2017, it will be concluded that you do not wish to participate in this opportunity.

Questions can be directed to Buzz Bennett, Chair of the Judging Committee at:  
[Buzz.bennett@cspa.ca](mailto:Buzz.bennett@cspa.ca)

TASK: Buzz will contact the current QE rated RPs to explain what the purpose for this Change entails and details of what is involved.

TASK: Office to assist in any mail outs that are required.

Revision to BoD Conference Call Minutes:

BoD agreed to amend the Nov. 19<sup>th</sup>, 2016 BoD Conf. Call Minutes – item # 6 to read:  
**PIM 4B revisions received from the CNTC and approved by the Judging Committee.**

TASK: JUDY TO REVISE MINUTES WHICH WILL BE REFLECTED IN THE MARCH, 2017 BOD CONFERENCE CALL MINUTES.

