



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

Meeting called to order: 9:08 a.m. ET

**1. Refund policy:**

To issue a refund through PayPal, CSPA is being charged for the transaction. Amount depends on the amount of refund. (ie; \$745.00 refund costs CSPA \$16.32).

Decision was to have Office use their own judgement whether to charge admin fees for refunds.

**2. COPA renewal:**

BoD agreed to renew membership.

**3. WHMIS - Workplace Training:**

The Office is required to take a mandatory workplace training program. It is an online course and would cost \$60.00 for both employees to take the course.

BoD approved Office to take the on-line course.

**4. Second laptop for office:**

BoD agreed to budget a \$1000.00 for new laptop.

TASK: BRIAN COLE TO RESEARCH AND ADVISE.

**5. Budget:**

➤ Office contracts: BoD reviewed Michelle and Judy's contracts.

➤ Ian presented the actual budget vs estimated budget

Break – 10:30 – 10:50

➤ Budget – Actual vs estimated - cont'd

Lunch: 11:55 – 12:45 p.m. ET

➤ Committee budgets:

- CWC
- WIC
- IT
- BoD
- T&SC

Committee budgets cont'd:

- CompDev
- LTAD
- JC
- CNTC

TASK: MICHELLE TO SEND COMMITTEE CHAIRS REVISED BUDGETS WHICH WILL BE REVIEWED AND DISCUSSED AT THE PRE-AGM MEETING IN FEBRUARY.

**6. PIM 4B revisions received from the CNTC and Judging Committee:**

**(“and Judging Committee” revision accepted by BoD – reflected in the March, 2017 minutes.)**

- Change PIM 4B General Section from 6 days of competition to 8 days
- Minimum rounds (competition events).

BoD discussed. 1 for FAI rules - 5 to keep as per PIM 4A.

TASK: MICHELLE TO TASK COMMITTEES TO REVISE MANUALS ACCORDINGLY.

**7. Suggestion to increase interest for new Registered Participants:**

Roger suggested that CSPA hold a 2-week fun competition for novice and intermediate jumpers only. This can be held at each CSPA current dropzone simultaneously.

TASK: ROGER TO PROVIDE A DOCUMENT PROVIDING HOW IT WILL BE RUN, SEND TO BOD FOR REVIEW AND MAKE A PRESENTATION AT THE AGM AND HAVE VOTING MEMBERS VOTE.

**8. New database for National Office:**

The CSPA database (FileMaker) is in dire need of updates which has been a huge challenge for Brian and the FileMaker expert contracted to assist in completing these updates. Because the current programming that was created and not familiar to either Brian or FM expert, this has created a road block and cannot be completed. Brian suggested 3 options.

- Option 1: Continue to use FileMaker in current format. Complete minimal modifications to the system in- house and outsource when possible for larger projects.
- Option 2: Contract with a FileMaker expert and re-write the database from scratch.

- Option 3: Contact with a “Software as a Service” company to manage our membership database.

BoD discussed the 3 options and chose Option # 2 and # 3. Brian to investigate the cost and make a presentation to be presented at the AGM. Because this will be a huge expense, the voting members will be asked to vote on which option to pursue.

Meeting adjourned: 6: 08 p.m. ET