



Present: Debbie Flanagan, Brian diCenzo, Izzy Perry, Jay Vanstone, Buzz Bennett, Roger Theriault, Gord Gavin,
Michelle Matte-Stotyn, Judy Renaud
Guest: Pat Floyd

Meeting started: 7:32 p.m. ET

1. In-camera discussions:

2. - Email retention – (Tabled from February conference call)

The BoD approved the following policy for retention of CSPA emails.

All emails: will be automatically deleted after 13 months

TASK: MICHELLE TO NOTIFY BRIAN COLE OF THIS NEW POLICY.

TASK: MICHELLE TO PUT NEW POLICY IN PIM 5.

Pat left at this time

3. Ratifications approved via email:

- BoD approval of 2016 AGM & Post-AGM Minutes.
- BoD approval of revisions to the PIM 4E manuals and Draft PIM 2B manual.
- That the Bill Cole article received from Rob Price be published in CanPara once suggested revisions have been completed.
- To hire our NFP lawyer to discuss CSPA's legal procedures concerning the addition of the Indoor Skydiving under CSPA's umbrella.

4. Landing area approvals for S/D Vancouver Island and Capital City Skydiving :

Last year a one- year waiver was given to both dropzones and was to be reviewed prior to renewal of membership
BoD approved both dropzone's waivers, providing the same restrictions are adhered to. Future reviews are not required as of April 1st, 2016

Skydive Vancouver: approved (GG) abstained

Capital City Skydiving: approved Unanimously

5. Locations for LRPM and AGM:

LRPM: Ottawa, ON – BoD, Treasurer (GRC if required)

AGM: Obtain quotes for Toronto, Edmonton and Vancouver regions - BoD and Chairs

TASK: JUDY TO GET QUOTES FOR TORONTO, EDMONTON, VANCOUVER regions.

6. New dropzone approvals:

Skydive Petawawa: BoD approved unanimously

Skydive Wasaga Beach: Pending: Office to contact Skydive Wasaga Beach to obtain more information (water rescue procedures, beach control, UPT approval and Tpt. Canada approval) and advise dz that a site inspection is required. Brian diCenzo will contact dz to set up inspection time.

BoD's decision will be based on all details obtained above.

TASK: JUDY TO ADVISE SKYDIVE PETAWAWA OF APPROVAL

TASK: JUDY TO CONTACT SKYDIVE WASAGA BEACH FOR THE ABOVE DETAILS.

7. Sharepoint :

C3 and PIM 4A manuals are in the Sharepoint program for BoD review prior to translation. Fatality Procedures is on its way.

Documents are to be translated and put onto website ASAP. The BoD recognizes that Judging Committee information is included in the CNTC PIM 4A. The Judging Committee has suggestions for the next PIM 4A revision (judging section). These revisions will be sent to the BoD to liaise with the CNTC before the next revision.

8. CSPA Emergency hotline: (Tabled for next conference call)

9. Judge rating questions:

- a. Judge course paperwork: All paperwork will be required to be sent to the Office for archive purposes
- b. Revalidation of ratings: Should a copy of their logbooks be sent with revalidation form for archives to the office? BoD decided logbooks are not required – only revalidation form currently sent.
Copies of logbooks are not required to be sent to the Office with revalidation form.
- c. As per PIM 4E –Section 14 the BoD unanimously ratified the issuance of all FAI judges ratings.

10. In-camera discussion:

11. IT committee:

Brian Cole has another volunteer to join his committee and requests BoD approval.

BoD approved the new IT committee member, Charlene Kerr.

Meeting adjourned: 9:25p.m. ET
Next meeting scheduled for April 19, 2016