

Present: Debbie Flanagan, Brian diCenzo, Roger Theriault, Jay Vanstone, Michelle Matte-Stotyn, Judy Renaud
Skyping in: Gord Gauvin, Izzy Perry
Invited guest: Kaneena Vanstone

Committee Chairs joined individually.

Meeting called to order: 8:01 a.m. ET

BoD: **Ratifications:** - January 30th, 2018 BoD Conference Call Minutes approved via email

- Brian Cole to purchase an external hard drive for Office backups
- Brian Cole to purchase a hard-shell case for InTime laptop
- Point Break as a new dropzone for 2018-2019

IPC selection procedure: Starting with 2019 delegate selection, nominations will be solicited.

TASK: MICHELLE TO REVISE PIM MANUAL AND DRAFT EMAIL NOTICE FOR SOLICITATIONS

IT: (Brian Cole):

➤ **FILEMAKER:** Updated on research for new database. A couple of options are being investigated but because this is such a huge and expensive endeavour, more research will need to be done. BoD to send their questions to Brian/Michelle if they need more details.

➤ **INTIME SYSTEM:** The old office laptop is now being used for the InTime system. This will make it easier to send the InTime system to various events as only the laptop needs to be shipped instead of shipping the huge InTime system.

➤ **NATIONAL OFFICE UPDATE:** 2 new scanners will be needed but it is advisable to wait until the new database system is decided.

T & SC: (Rob MacNeill)

➤ **UPDATE ON RIGGER PROGRAMS:** All rigger courses (RA, RA1, RA2 and RB) are now complete. A course outline has been created for each RI giving a course so they have a step-by-step procedure list. A pilot RB course is tentatively scheduled for late fall.

A new Rigger Manual is currently being created which will include all levels of rigging as opposed to one manual for each level.

➤ **PIA BUDGET:** For T&SC committee members attending the PIA meetings, there will be a lump sum subsidy and will be divided between all members attending. The subsidy amount will be discussed and decided by the Treasurer/BoD when the location of PIA meetings have been confirmed. Rob agreed and will be happy with whatever assistance they receive.

➤ **2020 SYMPOSIUM:** The 2020 symposium will be held in Trenton, ON and if everything runs smoothly, a symposium will be held every 4 years and will alternate east/west providing facilities are available.

An Organizing Committee will be created with people interested in organizing upcoming symposiums. A letter was sent out and interested people to contact Rob MacNeill and/or Michelle.

➤ **RIGGER SEALS:** Currently, seals are tracked in a master book which is in possession of Rob MacNeill. Both Rob and BoD agreed to have this master book sent to the National Office for safe keeping and also to digitize.

Rob will still issue seal #s. The Office will create a Seal Log in Sharepoint which will be accessible to Rob and the Office.

TASK: ROB TO SEND MASTER BOOK TO NATIONAL OFFICE

TASK: NATIONAL OFFICE TO SCAN INTO ARCHIVES AND ISSUE SEAL #S FOR ALL FUTURE RIGGER RATINGS UPON REQUEST OF RIGGER INSTRUCTOR(S).

➤ **BSR REVISION – TASKED FROM 2017 AGM:** The T&SC were tasked to investigate changing the BSRs reducing the minimum distance from intended landing area to open body of water from 1km to 50m or 100m. The T&SC suggested the following as a 2 year trial basis:

- Students, Tandems, Solo and A CoPs – remains the same at 1 km
- B CoP holders with 200 jumps or more – 500m

Dropzones will have to apply for a waiver for this BSR to apply.

The BoD will propose this to the Members at the AGM via a motion. If accepted, the BSRs will be revised. If accepted, the Office will send out a notice with the membership renewal package and via email.

➤ **SUB-COMMITTEE WITHIN T&SC:** The BoD suggested to have a sub-committee created to deal with safety issues and have the current committee deal solely with rigging.

After discussing with Rob, it was decided to leave it as is and if someone is interested in joining the current committee and is not a rigger, they are more than welcome to join the committee. Contact Rob MacNeill if interested. If the committee changes their mind about a sub-committee, it will be discussed at that time.

➤ **REPACKING CYCLE:** Currently, the BSR states the repacking cycle is 6 months. The T&SC committee have suggested to change this to a longer period.

TABLED for further discussion as the BoD is waiting for confirmation information and more research is required

JC: (Buzz Bennett)

➤ **HISTORY AND ARCHIVES:** Concerns on details on some skydivers that have made achievements but are no longer in the database are non-existent in the National Office. As the Office has no details, it was suggested to see if anyone would be interested in researching past achievements.

➤ **IPC REPRESENTATION:** Buzz was updated on the future IPC selection procedure. (See BoD discussions)

LTAD: (Doreen West-Gemmell)

➤ **MARKETING THE SPORT:**

What can we do to promote skydiving as a sport? What can we do to promote skydiving outside of CSPA to other sports?

It was suggested to send out a memo (CanPara, email, website) to all Registered Participants asking anyone who is interested in joining/forming a “media” volunteer which would be solely for the purpose of social media etc.

➤ **ATHLETE DEVELOPMENT FUNDS FOR RECORDS AND SKILLS CAMP:**

Michelle will announce at the AGM that funding is available for events such as boogies. Anyone interested in more details, contact Michelle. Michelle & Doreen to use committee judgement on funding non-competition skills.

Working lunch – 12:07 – 1:15 (BoD only)

Treasurer: (Ian Flanagan):

➤ **LIFETIME AFFILIATION:**

Ian was tasked to investigate offering the LifeTime (LT) affiliation as was done years ago. The last LT affiliation was issued in 1995 which represented 10 times the amount of an annual affiliation. To offer LT affiliation now, would not be feasible as the amount would be extremely high and an auditing nightmare.

LifeTime affiliations will not be offered at this time.

➤ **SKYDIVING HALL OF FAME:**

At the LRPM held in Beiseker, AB in November 2017, a presentation was given by a representative of the Skydiving Hall of Fame which led to a suggestion that CSPA give a donation so we would be included in the museum’s archives. After Ian discussed with auditors, he does not think CSPA can act as a middle donor. CSPA making a donation will be reviewed again when the Skydiving Hall of Fame actually breaks ground to build this new museum.

- **BUDGET UPDATE:** A quick review of the budget was given.

CanPara: (Ned Ambrus)

- Update on CanPara's new Editor transition:
Annaleah sat with Ned and got the rundown of what's involved. Ned will be helping her with the transition. Ned will be remaining on as Advertising Manager.
Ned has concerns about the lose of advertisers due to CanPara not being available digitally. The question Ned had for the BoD - can she continue discussing with Brian Cole, different options that can be done.
BoD agreed to research options and have it available when the new database has been established. To be reviewed at that time.

CNTC: (Barb Davies)

- **TEAM FUNDING** The CNTC will be discussing team funding being only available if you compete and are selected at a Nationals.
- **INDOOR SKYDIVING RECORDS**
All records for Indoor Skydiving competitions will be entered in the PIM 4 with all other skydiving records.
- 36 uniforms will be ordered for the teams competing in the WPC
- **IPC SELECTION PROCEDURE:**
Barb was updated on the IPC procedures that were discussed by the BoD. (see BoD section)
- **PIM REVISIONS** – Revisions have been sent to Michelle to prepare for the Bod approval

CWC: (Burk Reiman)

- Burk was replacing Phil Perry. Read report written
- **REVIEWED THE NEW AFF/PFF CONVERSION PROCESS.**
A seminar will be held at the AGM specifically for this new process. Details are available on CSPA's website.

Break 3:17 – 3:54

All Chairs returned together for further conversations with BoD:

➤ **OFFICIAL NOTICE TO ALL CSPA BOD, CHAIRS, VOLUNTEERS AND STAFF ON HARASSMENT**

The BoD would like to take this opportunity to revisit and most importantly, reinforce workplace harassment policies and how this applies to all our positions within CSPA.

Recent publicity in the news has made all forms of harassment very public and it affects companies of all types. Recently Bill C65 has been tabled to cover a full range of unacceptable behaviours, from teasing and bullying, to sexual & physical harassment. This policy states that the Employer is responsible for the workplace safety of their organization and we, as an Employer, must promote and support a working environment of dignity and respect.

This policy applies to ALL workers and addresses workplace harassment from ALL sources including customers, clients, supervisors and members of the public.

CSPA's PIM 5 – Sec. 4 (Harassment & Disciplinary Action Policy) states: *"Harassment becomes unlawful where the conduct of anyone creates a work environment that any reasonable person would consider intimidating, hostile or abusive."*

In the past, we have discussed this unofficially. This statement from the BoD is now formally for the Minutes of the Meeting and must be followed by everyone in any position within CSPA. All forms of harassment are unacceptable and will not be tolerated.

CSPA Staff must be treated with respect in all communications whether electronically, verbally or in person.

CSPA BoD Members, Chairs and Committee Members must deal with each other with respect. Read your email before sending. Remove sarcasm. Ask questions instead of accusing.

When anyone from a CSPA Committee is on a Member's dropzone, respect their establishment. You are seen as the face of CSPA and must act accordingly.

➤ **CONFIDENTIALITY ON DISCUSSIONS, LEGAL MATTERS**

Everyone is reminded that all discussions must be kept in confidence.

➤ **ALL MEETINGS/HOTEL ROOMS**

Will be booked through the office only. Chairs are asked to check with the office before setting dates for meetings.

➤ **SUCCESSION PLANNING**

All Chairs are reminded that the BoD request that succession planning updates are required.

- T&SC – François Blanchard to take over as Chair
- CanPara – Annaleah McAvoy
- JC – discussing at meeting next week and will advise
- CNTC – To be advised
- CWC – To be advised
- LTAD – To be advised
- CompDev – To be advised as this is now part of the CWC
- WIC – To be advised
- IT – To be advised

TASK: MICHELLE TO PUT AN ARTICLE IN CANPARA FOR THE COMMITTEES REQUIRING HELP IN SUCCESSION PLANNING.

TASK: CHAIRS REQUIRING SUCCESSION PLAN HELP ARE TO CONTACT MICHELLE SUPPLYING A SHORT BLURB ON WHAT THEIR COMMITTEE DOES.

➤ **STRATEGIC PLANNING** – update on the strategic planning seminar that was held at the LRPM. The BoD are going to put forward a ground plan with timelines and will share it with the Chairs to develop forward.

➤ **WORKSHOPS AT THE 2020 SYMPOSIUM**

Rob welcomes more workshops from each committee.

This is not just a Rigger based symposium. Please forward ideas To Rob/Michelle.

Meeting adjourned: 4:28 p.m. ET