

Present: Izzy Perry, Kaneena Vanstone, Brian DiCenzo, Gord Gauvin, Roger Theriault, Jason Warren, Michelle Matte-Stotyn, Judy Renaud  
Virtually – Jocelyn Brunet

Meeting called to order: 9:12 a.m.

1. **Ratifications:**

- Approval of the T&SC advanced per diems for the T&SC meetings held in October.

2. **Sunday shuttle schedule:** Just confirming departure times for travel.

3. **Office closure for Christmas holidays:**

BoD approved office closure December 23<sup>rd</sup> to January 1<sup>st</sup>, 2020.

Staff to monitor emails during this time.

**TASK: MICHELLE TO POST ON WEBSITE AND SOCIAL MEDIA.**

4. **Update on Skydive Vibes video:**

Original goal was for a launch this season but due to delays in getting video footage, the goal is for 2020 spring release.

We will have a video series consisting of 3 english and 3 french videos. The storyboard has been created but waiting for videos.

**TASK: MICHELLE TO SEND THE DRAFT VIDEOS AS SOON AS THEY ARE COMPLETED FOR BOD REVIEW.**

5. **Update on new database:** (Michelle)

We have been experiencing many hurdles along the way with regards to exporting our data and being able to import it into the new system. Months of testing is now complete with what should be the final template for importing. Timelines will be reviewed and an expected launch date will be announced when we know.

6. **Updates on T&SC meeting**

- Discussions on a possible restructuring of the Rigger Program.  
The Office & T&SC Chair will go through the Rigger database to review who has completed RA but not RA1 in the new program. Further discussions will then be had.

**TASK: JUDY TO SEND BILL PENTNEY THE RIGGER LIST AND REVIEW TOGETHER.**

- Initial discussions on the creation of a restricted Rigger A rating for riggers for round reserves for a possible partnership with other organizations.

7. **AGM Record dates:**

- January 12, 2020 – Record Date

**Motion: To accept the Record Date of January 12, 2020.**

Moved: (IP)

Seconded: (JW)

Carried

Break: 10:25 – 10:36

8. **Document approvals:**

- **Expense claim guideline revisions:**
  - Further clarifications on mileage approvals.
- **Third Party Donations:** A new policy has been drafted. Please see Saturday's minutes for further information.
- **Committee meeting policy:**  
A new committee meeting policy has been created. BoD reviewed and made revisions. The policy will be finalized and translated and distributed to all committee Chairs.

**Motion: To approve the new committee policy as presented**

Moved: (Bd)

Seconded: (JB)

Carried

**TASK: MICHELLE TO SEND NEW COMMITTEE MEETING POLICY TO ALL CHAIRS.**

9. **CNTC Terms of Reference:**

**Motion: To approve the "Terms of Reference" for the CNTC committee as presented. This will be used as an internal reference only."**

Moved: (GG)

Seconded: (KV)

Carried

10. **PIM 1 revisions:**

**Motion: To approve the revisions suggested by the BoD working groups.**

Moved: (IP)

Seconded: (JW)

Carried

11. **PIM 3 revisions:**

**Motion: To approve the PIM 3 revisions as presented.**

Moved: (JW)

Seconded: (Bd)

Carried

**TASK: MICHELLE TO DRAFT MOTIONS FOR THE AGM TO BE APPROVED BY THE VOTING MEMBERS.**

12. **Safety Day Materials:**

A revised Safety Day Awareness Brochure was received from the T&SC.

BoD reviewed and have minor revisions which will be sent to T&SC for review.

**TASK: MICHELLE TO SEND REVISIONS TO T&SC FOR REVIEW**

Lunch: 12:00 – 12:45 p.m.

**13. SMS Reports:**

- 2018 SMS reports compiled by the T&SC.  
BoD reviewed and approved SMS report for 2018.
- 2019 SMS reports compiled by the T&SC  
BoD reviewed and approved with a few small revisions for SMS report for 2019.

**TASK: MICHELLE & IZZY to do a final review prior to publication.**

**14. In-camera discussion**

Break 2:25 – 2:40 p.m.

**15. PIM 5 review.**

The BoD and Office broke off into groups and reviewed different sections of the PIM 5.  
All revisions will be reviewed as a full group in Sunday's meeting.

Meeting adjourned: 5:40 p.m.