

**10:30 AM EST: BoD Only**

- ## 1. Staff Contracts

## 11:12 AM EST: BoD & Staff

Present: Kaneena Vanstone, Brian diCenzo, Jason Warren, Jerod Cole, Dave Withrow

Absent: Jocelyn Brunet, Berni Fullerton (resignation received and is effective immediately)

1. Ratifications:
  - BoD Conference Call Minutes of Sept. 18, 2024
  - AIM analysis as of September 2024
2. General FYI:
  - a) Overview of financial transactions (Affiliations, CoPs, Ratings, etc) by Michelle.  
Updates will be presented at AGM once fiscal year is complete.
  - b) LTAD Progress Report: an update from the LTAD committee was presented.
  - c) Niagara Skydive arbitration update.
3. 2025 Virtual AGM and Post-AGM meeting reminder – March 22<sup>nd</sup>, 2024 / Post-AGM : March 23<sup>rd</sup>, 2025
4. 8-way team approval –  
BoD ratified the CNTC's decision to allow the 8-way team to compete at the WISC.
5. Future BoD Meeting Dates:
  - a) Monthly & Thursday evenings
  - b) Times to be determined and sent out
6. PIM edits.
  - a) PIM 4D:  
Update on clarifying Records to reflect "performance" and "competition".

**Motion: To approve the PIM 4D revisions as per the CNTC's recommendations.**  
**Moved: (JW)**                                      **Seconded: (Bd)**                                      **Carried**
7. AIM analysis as of October 2024:  
**Motion: To approve the AIM analysis of October 2024.**  
**Moved: (DW)**                                      **Seconded: (JC)**                                      **Carried**
8. Digitization:
  - a) Affiliation cards (review of complaints):  
Based on comments and/or complaints received about only digital cards, consensus is it has been well received and will continue.
  - b) CanPara (review of complaints): This will be discussed/reviewed after the last issue (Aug/Sept 2024) has been printed and mailed out as comments/complaints may be received.
  - c) Committee Member and other agreements:  
TASK: MICHELLE TO CREATE NEW FORM AND SEND TO BOD FOR REVIEW.
9. Skydiving Museum update: (Kaneena):  
Michelle & Kaneena to continue conversations with the museum crew about getting Canada involved. **Motion: To approve CSPA to move forward in support of donations for the skydive museum.**  
**Moved: (KV)**                                      **Seconded: (JW)**                                      **Carried**

10. Temporary affiliations: reviewing parameters:

Abuse of Temporary affiliations is being seen. How can we revise this to avoid these issues?

Discussion by BoD, decision was to table this and discuss on next conference call as the Office will research and suggest solutions.

TASK: TABLED TO NEXT MEETING.

11. Review/update expense claim guidelines:

- a) Discussion about applicant and Chair signature being required for expenses to be refunded for committee members. Many applicants struggling with the electronic forms.

For expense claims that require committee chair approval, said approval can be given by way of email, electronic signature or through Sharepoint.

TASK: MICHELLE TO REVISE THE GUIDELINES TO EXPENSE CLAIM REMITTANCE AND NOTIFY COMMITTEE CHAIRS.

12. Committee Budgets:

- a) CWC In-person meeting will not be held this year and will be held virtually.

All committees in-person meetings going forward will be held once every two years, if required, at the discretion of the BoD.

TASK: DAVE TO INFORM THE CWC OF HOLDING A VIRTUAL MEETING IN PLACE OF IN-PERSON.

- b) 2026 DZO session

Table to December meeting.

- c) Nationals

- i. Subsidy changes – All officials expenses will now be paid by CSPA and not at the expense of the host.

**Motion: To approve CSPA to pay for officials' expenses and all other expenses to be paid by hosting dropzone**

**Moved: (KV)**

**Seconded: (JW)**

**Carried**

- ii. Future of CP

- i) Buoys: Break-Away buoys can be purchased and will be stored at the office and sent to dzos upon request.

- ii) CP cameras: Brian Cole may be able to obtain cameras for a good price.

TASK: MICHELLE TO OBTAIN A BALL PARK FIGURE OF BUOYS AND CAMERAS AND THEN BOD WILL CONTINUE DISCUSSION. TO CHECK WITH AEROCLUB TO SEE IF ANY GRANTS ARE AVAILABLE.

- d) PIA expenses:

Should CSPA send one representative on CSPA's behalf as we are now again members with PIA?

BoD agreed to send Michelle as CSPA's representative and cover her cost as indicated in the budget.

BoD will discuss future PIA symposiums as they come up.

Lunch break: 2:00 – 2:47 p.m. EST

13. CSPA Budget

- a) Photocopier lease ending. Purchase of smaller machine(s)?

- i. Quote \$1722.99 plus shipping (more heavy duty for business work)

- ii. Toner costs approx. \$500 each for 20k/11k jobs (long lasting based on what we do)

The current photocopier machine lease costs \$2000.00 a year and the amount of printing that is being done, it doesn't justify the cost of current printer.

Brian Cole would set up new copier.

BoD agreed to purchase the new photocopier and have Brian install it remotely.

b) Postage machine:

Cost of current postage machine lease is \$2000.00 a year.

BoD agreed to cancel the postage machine and buy/mail documents by using stamps.

c) Review of budgets received to date.

d) CanPara future based on discussions of item above:

Tabled to December or January BoD meeting.

14. Athlete Development Trust Fund: a new concept was discussed and agreed to be tabled until more formal proposals are presented.

15. Strategic and operational planning:

Sport Canada sent a bulletin to notify that the deadline for applications is December 11th.

CSPA currently do not have strategic or operational plan.

Kaneena has a few suggestions to start the process of establishing these plans which she presented to the BoD in hopes of meeting this deadline. Application has not yet been received but has been but has been asked for.

Jason & Kaneena to work on this and will present at a tentative Nov. meeting.

Meeting adjourned: 5:04 p.m. EST

**TASKS:**

**Michelle:**

- Michelle to revise PIM re: expense claims and notify Chairs
- Michelle to revise hosting manuals for Nationals re: subsidies
- Michelle to get an estimate on price of buoys and cameras for BoD to further discuss and check into any grants available from the AeroClub
- Michelle to purchase copier and cancel current photocopier lease
- Michelle to cancel current postage machine lease and buy stamps

**Jason:**

- Jason to draft letter to Joe Ablitt concerning his awesome work as Chair.
- Jason to help Kaneena with the Strategic and Operational plans

**Dave:**

- Dave to notify CWC of virtual meeting for this year.

**BoD:**

- BoD – Temporary affiliation tabled to next meeting.
- BoD – DZO session at AGM - tabled to next meeting. Outcome of Allison's meeting

**Judy:**

- To advise Great West Life with new salaries

**Kaneena:**

- To send BoD her ideas for Strategic and Operational plans to BoD for review.