

## FINAL BOD CONFERENCE CALL MINUTES – APRIL 17, 2025

Present: Kaneena Vanstone, Brian diCenzo, Jason Warren, Wade Thoreson, Jerod Cole, John Wallace, Dave Withrow and Michelle Matte-Stotyn  
Absent: Judy Renaud

Meeting called to order: 7:32 pm EST

1. Ratifications:

- Draft BoD Conference Call Minutes of March 17, 2025
- Draft SGM Minutes of March 22, 2025
- Draft AGM Minutes of March 22, 2025
- Draft Post-AGM Minutes of March 23, 2025
- PIM 1-Section 2.8 revision
- PIM 4B – Canopy Piloting
- PIM 4B – Wingsuit
- PIM 4B – Artistic Event
- PIM 4B – Canopy Formation
- PIM 4B – General Section
- PIM 4B – Formation Skydiving

2. Accounts Payable procedures:

Ian (treasurer) has been having a great amount trouble of accessing CSPA's accounting program.

This has led to delays in processing cheques. The Office has been handwriting cheques which are later entered into the accounting system.

To avoid this being a continuing problem, Michelle has asked that the payables be issued as a Canadian wire transfer (for those payables that want to provide their bank information) everyone gets paid in a timely fashion. This can all be done in-house and will go through the same approval and confirmation as is currently being done.

(2 signatures required – Kaneena Vanstone and Judy Renaud are currently the two authorities. If Kaneena or Judy are not available to approve, Brian diCenzo (Vice-President) will have authority to approve).

The cost per transaction is \$.90 which is cheaper than having cheques printed and mailed. BoD discussed and agreed but will further discuss after Michelle gets Ian's approval.

**TASK: Michelle to contact Ian for his input and approval.**

3. 2025 Nationals – Judge selection procedures:

Judge selection was not an issue in the past, however, because we have a lot more judges, the judge selection for Nationals (and other events) is getting more difficult.

Prior to Joe Ablitt's resignation as Chair of the CNTC, Joe, Michelle and Randy Holmes (Chair of Judge committee) discussed options to make it fair for judge selections.

**TASK: Michelle and Brian will work on drafting up a new judge selection procedure list for BoD to review.**

4. Some dropzones are wanting more updates from Committee Chairs. A suggestion to have all committee minutes published on the website as the BoD minutes are.

After discussions, it was decided to try the following and monitor how reception and usefulness work:

Each committee will write up a quarterly update on the projects they are working on, what has been successfully completed and what needs further discussions. This will be put in CanPara in both languages.

**TASK: Michelle and Jason to draft up a template for the committees to use upon BoD approval.**

5. CWC ratification on suggested revision on LF Level Development in the CWC P&P manual:
- *8-10 course candidate evaluations: with at least 6 different candidates. The evaluations should be recent and preferably within the previous two years.*
  - *LF candidates are expected to familiarize themselves with all the course content by completing one of the following:*
    - *Co-facilitate on a course(s)*
    - *Attend a seminar, if available, covering the material*
    - *Work directly with an MCD, or experienced LF to preview the content*
    - *When the candidate feels ready, they may request an evaluation to the Director of Courses for the subsequent LF rating being sought on recommendation of the supervising LF/MCD.*

Motion: To approve the recommended revisions from the CWC.

Moved: (Bd)

Seconded: (WT)

Carried

6. Sport Canada application update: Next steps?

Sport Canada funding comes up every 4 years. CSPA has not been eligible to apply for Sport Canada funding since 2012.

During the COVID years, Sport Canada revised their eligibility process from 50 different criteria down to 3.

This would have made CSPA eligible for funding request in 2023 but the Minister of Sport decided to stop on all new sport funding programs. This has since been removed.

In December of 2024, CSPA was eligible and did apply but were denied.

However, this funding cycle will be different. Instead of a sporting organization applying for funding once every four years, they will be eligible to apply each year of the 4-year cycle.

Michelle has been working with an analysis specialist to determine what CSPA is missing and how to move forward to be eligible for funding.

The list is quite extensive. Do we move forward?

BoD discussed and decided to move forward but to obtain more information which will be discussed at that time. This will be researched in-house for now and if professional services are required, it will be discussed at that time.

**TASK: MICHELLE TO WORK ON THE LIST WITH ASSISTANCE FROM BOD MEMBERS.**

Meeting adjourned: 8:38 pm EST