



## CSC - REGINA CHAPTER ANNUAL GENERAL MEETING MINUTES

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**DATE OF MEETING:** November 26, 2020 – via Zoom

These minutes are considered to be complete and correct. Please advise the writer within one week of issuing of any errors or omissions, otherwise these minutes will be considered to be an accurate record of the discussions.

**PRESENT:**

|                    |                 |
|--------------------|-----------------|
| Rodway Jung        | Katrina Nagle   |
| Marshall Tomlinson | Chris Roszell   |
| Lisa Hastings      | Garth Huber     |
| Bruce Peberdy      | Greg Popowich   |
| Bob Friesen        | Jay Jones       |
| Andrea Clayton     | Nicole George   |
| Don Shankowsky     | Brandi Collinge |
| Dylan Elliott      | Greg Love       |
| Rick Hadubiak      | Gina Stilborn   |
| Gord Joorsity      | Doug Hilderman  |
| Amber Burt         | Kevin Hendriks  |
| Ashley Bull        | David Purdy     |
| Kevin Dureau       | Ken MacPherson  |
| Leann Wilson       | Melissa Haynes  |
| Darin Schindel     | Shawn Crow      |
| John McGinn        |                 |

### ITEM DESCRIPTION

**.1 Meeting called to order @ 12:06 P.M.**

**.2 Accept Agenda**

Motion to accept by Katrina Nagle  
Seconded by Dylan Elliott

**.3 Brief review of Minutes from 2019 AGM**

Review completed. No concerns.  
Motion to accept meeting minutes by Katrina Nagle  
Seconded by Kevin Hendriks

**.4 Director's Report – Chris Roszell**

I would like to thank all the members and the executive of the Regina Chapter for your patience and continuing support of the CSC through what can only be described as a tough 2020. This report was to be given by outgoing director Rick Hadubiak in April, but that meeting was postponed so I have put this together as your new director for 2020-2022. I would like to personally thank Rick for over 20 years of service to the CSC Regina Chapter on the executive in many positions including the Chapter Chair, Chapter Director, and countless hours spent organizing our Connections Café. We hope to see Rick at many future events, and we will call on his expertise I am sure.

I have a few notes regarding Association activities and our last Board of Directors Meeting:

- The annual board meeting for the CSC Association was supposed to be held in Toronto in October 2020. It was instead completed online on November 28, 2020. This was the first board meeting chaired by Regina's own Wyatt Eckert – our 2020 President.
- From the Association perspective, 2020 was also chaotic and filled with unknowns. Many

other chapters have had to postpone and cancel events along with embracing new virtual and remote communication formats. There was a vote, which was subsequently approved, so that board meetings can be completed virtually. This was done so that the 2020 AGM could be held virtually.

- The 2020 Conference in Montreal was postponed. Planning for the 2021 Conference in Saskatoon is well underway. There is still a very slim hope that it may still move ahead, but that will be determined at a later date.
- There has been significant work in the past few years from the marketing and communications perspective:
  - The new website is up and being constantly improved. Please look and make sure to update chapter webpages. Chapters are to update executive names, list and pictures by end of December 2020.
  - Use of CSC chapter emails need to be transitioned as soon as possible.
  - Encourage specifier sharing.
  - Continue to use Twitter for chapter social media only. The Association will use Facebook, Instagram and LinkedIn.
  - Updating marketing materials and swag is ongoing.
- Education courses are still moving ahead virtually. There are many chapters that will be sharing their online education course so stay tuned.
- The CSC Strategic Plan has been developed with the Board of Directions. This initiative has been ongoing for a few years and will be released in the near future.
- The Association is still working with the industry in traditional roles. This includes participating in the review process of the new CCDC 2. We are also lobbying to restore NRC funding for the NMS Msater Specification.
- There will be a virtual awards ceremony for the 2020 chapter and Association awards. Stay tuned for those dates.

## **.5 Chairperson's Report – Jay Jones**

Year in review:

Our 2019-2020 program started off with a Student Design competition in April of 2019.

We then held a Lunch & Learn in October put on by SaskBuilds discussing the Government of Saskatchewan's procurement process.

In November we toured the City of Regina Bus Barns project on Winnipeg Street.

In December we held a Christmas social at the Crave Kitchen and Wine Bar.

In January we held our annual Sask Polytech dinner with first year students from the architectural program in Moose Jaw attending.

This year's event featured a panel discussion with several former students who are all working in Regina in various roles in the construction industry.

It was a very good discussion, and all the students soaked up some great advice.

We organized a PCD course, running from January to April, with participation from Saskatoon Chapter.

This was a great success with our largest course attendance ever.

In February we held our annual Connections Cafe event which returned after a one-year hiatus.

We had 37 vendors and it was very well attended event at the Hotel Saskatchewan.

Unfortunately, that was the end of our events for the year.

Our plans for a student design competition in March and a building tour in April had to be cancelled.

With the postponement of our AGM in April, the changeover of the executive was delayed.

Our executive group was able to reconvene in September and we've been holding meetings monthly since then.

We are working on program ideas for 2021 and looking for all opportunities to keep our membership

engaged.

The yearly membership renewal notices are being sent this week and we really hope you are able to renew.

I wanted to mention again that Wyatt Eckert will be in the role of National President until next May.

Hopefully you've been able to read some of his comments in the Construction Canada magazine.

Thanks to Rick Hadubiak and Chris Roszell for completing your 2 year terms as Director and Chair.

Thanks to all of the executive members for your work in putting all of our programs together, it really is a team effort.

Thanks to the Chapter membership for your continued support and we look forward to busier times ahead and being able to get together in person in 2021.

#### **.6 Treasurer's Report – Jay Jones**

2019-2020 financial summary was distributed:

Our year end totals (at March 31st, 2020) showed a great year with a surplus of \$23,165.

Once again, our number one source of income was Connections Cafe.

The CCA course was very successful, with great attendance and slightly higher fees as set by the Association.

The monthly program and the student design competition showed minor losses, but still very good events.

We also benefitted from the final accounting of the 2019 National Conference, which showed a net profit of over \$40K with the maximum allowable of \$10K being returned to the Chapter.

The other amount listed is a further reimbursement from the Association for costs incurred at the 2018 National Conference Hospitality Room.

On the expense side the amounts spent on Xmas Social, Executive Meeting lunches and SaskPolytech scholarship were all as budgeted.

Most of the \$2200 in Chapter admin were costs related to the National Conference (meetings, promo items, printing) that weren't passed on to National.

And the conference sponsorship costs covered a portion of conference registration costs for a few members of the executive.

The \$10,000 "transfer" amount was presented to the Association at the National Conference in 2019.

That transfer tied into one of our goals over the past few years of finding ways to reduce our cash on hand total.

However, as mentioned above, we eventually received that same amount back from the Association.

The year-end tally showed us with total assets at March 31st of over \$50,000.

2020-2021 draft budget was distributed:

This budget has been revised a few times since the first draft was done in April.

I've left the draft numbers from April in for reference.

We are exploring options for Lunch & Learns with suppliers and hope to have news on this early in 2021.

There may not be much revenue available on this front, but we wanted to show something.

Our Connections Cafe, Student Dinner and Education program have all been cut from the budget.

If we do find a way to have some type of Education programing we can revisit the numbers.

For expenses we've left some money in for some type of Member Appreciation event, but realistically we may need to defer that until next fiscal year.

The scholarship amount of \$2000 was paid last month to SaskPolytech.

The \$400 for PCD was for some honorariums from last winter that weren't paid until after the training was over.

And under Chapter Admin we recently completed the purchase of the Zoom Professional software package for \$200.

We are hoping to use that software for future Education events.

All of that projects to a loss of \$4000, which isn't great, but should be manageable.

We are fortunate to have lots of cash on hand so one bad year won't hurt us too much.

As we get into 2021 we are going to look at various ways to invest some of our cash on hand into our local Chapter.

MOTION TO ADOPT REPORT & 2020-2021 BUDGET – Bob Friesen

Seconded by Dylan Elliott.

Contact Jay Jones at [jay.jones@ledcor.com](mailto:jay.jones@ledcor.com) if you have any questions.

#### **.7 Membership Report– Rodway Jung**

Our current CSC membership sits at 83 members. This is down from 89 members at the last AGM in April of 2019.

Please welcome our newest members;

Stacy Wolitski – Ministry of Central Services

Jar-Ar Linsangan – Stantec Architecture

Brandi Collinge – Metex Supply Corp.

Darren Grace – Royal Building Products

Lisa Hastings – Associated Engineering (Sask) Ltd.

Kevin Dureau – Regina Construction Association

#### **.8 Education Update – Katrina Nagle**

.1 We had 16 students that took PCD this year. I would like to thank all of the instructors who take the time to share their knowledge, expertise, and experiences with these students. Thank you to the Regina Construction Association for the use of their facility. Additionally, thanks to P3A in Regina, and Timberstone in Saskatoon for hosting the students. Thank you to P3A for use of their WebEx account to be able to get Saskatoon to join virtually, then all students at the end of the classes.

.2 We had two classes left when everyone had to lockdown, but the students adjusted wonderfully. Thank you to all the students for their patience and no complaints while everything was changing.

.3 Looking ahead, we are thinking of having a winter class again. An email calling for interest will be sent out shortly.

.4 The Association is also doing virtual education courses.

.5 I encourage everyone to take advantage of possibly a slower, more local winter due to the pandemic, and continue your education with CSC.

#### **.9 Upcoming Program Dates**

.1 Looking towards the new year to provide lunch and learn programming and virtual get-togethers

#### **.10 New Business**

.1 Katrina mentioned that the chapter executive would love to hear from members about programming suggestions for the upcoming year.

.2 Bob Friesen thanked the presenters and the committee for taking care of CSC Regina.

.3 Bruce indicated whatever you can do to keep programming and interaction for members.

#### **.10 New Executive**

Congratulations, and welcome to the new Regina Chapter Executive for the 2020/2021 year.

- **Chapter Director:** Chris Roszell
- **Chapter Chair:** Jay Jones

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- **Chapter Vice-Chair:** Vacant
  - **Secretary:** Katrina Nagle
  - **Treasurer:** Jay Jones
  - **Membership:** Rodway Jung
  - **Officer Technical:** Don Shankowsky
  - **Professional Development:** Katrina Nagle
  - **Officer Architectural:** Ken MacPherson (Incoming)
  - **Officer Engineering:** Lisa Hastings (Incoming)
  - **Officer General Contractor:** Vacant
  - **Officer Facility:** Vacant
  - **Specification Writer:** Vacant
  - **Officer Interiors:** Nicole George
  - **Officer Manufacturer/Supplier:** Garth Huber
  - **Officer Trade Contractor:** Kevin Hendricks
  - **Members at Large:** Dylan Elliott, Michael Dulong (Incoming)

We have vacancies for a few positions. If you are interested, please don't hesitate to contact us!

**.11 Meeting Adjourned @ 1:08 P.M.**

**Motion to Adjourn:** Kevin Hendriks

**Seconded:** Bob Friesen

| CSC REGINA CHAPTER<br>2019-2020 BUDGET |  | YEAR END - 2020-03-31 |              | APPROVED - 2019-04-24 |                |
|----------------------------------------|--|-----------------------|--------------|-----------------------|----------------|
|                                        |  |                       |              |                       |                |
| DESCRIPTION                            |  | BUDGET                | CURRENT      | % OF                  | ACTUAL         |
| INCOME                                 |  | 2019-2020             | 2019-2020    | BUDGET                | 2018-2019      |
| MONTHLY PROGRAM                        |  | \$ 6,500.00           | \$ 4,502.46  | 69.27%                | \$ 6,695.28    |
| XMAS SOCIAL-MEMBER APPRECIATION        |  | \$ 250.00             | \$ 188.47    | 75.39%                | \$ 270.10      |
| EDUCATION COURSE - PCD                 |  | \$ 9,500.00           | \$ 18,843.98 | 198.36%               |                |
| MOSAIC STADIUM TOUR                    |  |                       | \$ 249.48    |                       |                |
| SPECIFIER ADVERTISING                  |  | \$ 250.00             |              | 0.00%                 |                |
| CONNECTIONS CAFÉ                       |  | \$ 30,000.00          | \$ 28,300.11 | 94.33%                |                |
|                                        |  |                       |              |                       |                |
| CHAPTER REBATE                         |  |                       |              |                       | \$ 1,546.00    |
| INTEREST                               |  | \$ -                  |              |                       | \$ 227.79      |
| 2018 HOSPITALITY ROOM REIMBURSEMENT    |  | \$ 2,381.08           | \$ 2,381.08  | 100.00%               |                |
| 2019 CONFERENCE REIMBURSEMENT          |  | \$ 5,000.00           | \$ 10,026.25 | 200.53%               |                |
| 2019 CONFERENCE STUDENT DESIGN COMP'N  |  | \$ 4,750.00           | \$ 4,735.53  | 99.70%                |                |
| TOTAL INCOME                           |  | \$ 58,631.08          | \$ 69,227.36 |                       | \$ 8,739.17    |
|                                        |  |                       |              |                       |                |
| MONTHLY PROGRAM                        |  | \$ 5,500.00           | \$ 5,295.75  | 96.29%                | \$ 5,997.49    |
| XMAS SOCIAL-MEMBER APPRECIATION        |  | \$ 1,250.00           | \$ 777.87    | 62.23%                | \$ 1,617.84    |
| EDUCATION COURSE - PCD                 |  | \$ 5,500.00           | \$ 2,370.01  | 43.09%                | \$ -           |
|                                        |  |                       |              |                       |                |
| CONNECTIONS CAFÉ                       |  | \$ 17,000.00          | \$ 13,140.24 | 77.30%                |                |
| REGINA FOOD BANK DONATION              |  |                       | \$ 210.00    |                       | \$ 270.10      |
| ONLINE EDUCATION REBATE                |  |                       |              |                       |                |
| CHAPTER REBATE                         |  |                       |              |                       | \$ 1,546.00    |
| CHAPTER ADMIN                          |  | \$ 1,000.00           | \$ 2,211.31  | 221.13%               | \$ 1,624.68    |
| EXECUTIVE MEETINGS                     |  | \$ 1,250.00           | \$ 1,289.69  | 103.18%               | \$ 2,085.41    |
|                                        |  |                       |              |                       | \$ 2,381.08    |
| SCHOLARSHIP FUND                       |  | \$ 2,000.00           | \$ 2,000.00  | 100.00%               | \$ 2,000.00    |
| MEMBERSHIP                             |  | \$ 1,500.00           |              | 0.00%                 | \$ 1,312.50    |
| 2019 CSC NATIONAL CONF. SPONSORSHIP    |  | \$ 4,000.00           | \$ 3,409.46  | 85.24%                | \$ 12,501.25   |
| 2019 CONF. - TRANSFER TO ASSOCIATION   |  | \$ 10,000.00          | \$ 10,000.00 | 100.00%               | \$ 2,500.00    |
| 2019 CONFERENCE STUDENT DESIGN COMP'N  |  | \$ 5,250.00           | \$ 5,357.74  | 102.05%               |                |
| TOTAL EXPENSES                         |  | \$ 54,250.00          | \$ 46,062.07 |                       | \$ 33,836.35   |
|                                        |  |                       |              |                       |                |
| SURPLUS (LOSS)                         |  | \$ 4,381.08           | \$ 23,165.29 |                       | \$ (25,097.18) |
|                                        |  |                       |              |                       |                |
| GST REBATE (OWING)                     |  | \$ 919.43             |              |                       | \$ (670.58)    |
| SURPLUS (LOSS) - FINAL                 |  | \$ 5,300.51           | \$ 23,165.29 |                       | \$ (25,767.76) |
|                                        |  |                       |              |                       |                |
| ASSETS                                 |  |                       | 31-Mar-20    |                       | 1-Apr-19       |
| LONG TERM                              |  |                       | \$ -         |                       |                |
| MISC. (2 MUGS MARCH 2020)              |  |                       | \$ 40.00     |                       | \$ 560.00      |
| FLOAT                                  |  |                       | \$ 15.00     |                       | \$ 15.00       |
| BANK ACCOUNT                           |  |                       | \$ 50,342.37 |                       | \$ 26,420.26   |
| RECEIVABLES                            |  |                       | \$ -         |                       |                |
| SHORT TERM                             |  |                       | \$ 50,397.37 |                       | \$ 26,995.26   |
| TOTAL ASSETS                           |  |                       | \$ 50,397.37 |                       | \$ 26,995.26   |

| Year End Surplus | From Exhibit A |
|------------------|----------------|
| March 31, 2015   | \$ 43,885.37   |
| March 31, 2016   | \$ 48,059.18   |
| March 31, 2017   | \$ 46,978.72   |
| March 31, 2018   | \$ 52,046.99   |
| March 31, 2019   | \$ 27,914.69   |
| March 31, 2020   | \$ 49,136.06   |

**CSC REGINA CHAPTER  
2020-2021 BUDGET**

**FOR APPROVAL - 2020-11-26**

| DESCRIPTION                           | April Draft          | 26-Nov-20            |              | ACTUAL              |
|---------------------------------------|----------------------|----------------------|--------------|---------------------|
| INCOME                                |                      |                      |              | 2019-2020           |
| MONTHLY PROGRAM                       | \$ 5,000.00          | \$ 1,000.00          |              | \$ 4,502.46         |
| XMAS SOCIAL-MEMBER APPRECIATION       |                      |                      |              | \$ 188.47           |
| STUDENT DESIGN COMPETITION            | \$ -                 |                      |              | \$ 4,735.53         |
| Misc.                                 |                      |                      |              | \$ 249.48           |
| EDUCATION COURSE - 2021 CCA           | \$ 8,000.00          |                      |              | \$ 18,843.98        |
| CONNECTIONS CAFÉ 2021                 | \$ 25,000.00         |                      |              | \$ 28,300.11        |
| Reimbursements                        |                      |                      |              | \$ 12,407.33        |
|                                       |                      |                      |              |                     |
| <b>TOTAL INCOME</b>                   | <b>\$ 38,000.00</b>  | <b>\$ 1,000.00</b>   |              | <b>\$ 69,227.36</b> |
|                                       |                      |                      |              |                     |
| EXPENSES                              |                      |                      |              |                     |
| MONTHLY PROGRAM                       | \$ 5,500.00          | \$ 850.00            |              | \$ 5,295.75         |
| XMAS SOCIAL                           | \$ 1,000.00          |                      |              | \$ 777.87           |
| AGM                                   |                      |                      |              |                     |
| MEMBER APPRECIATION                   |                      | \$ 1,000.00          |              |                     |
| STUDENT DESIGN COMPETITION            | \$ -                 |                      |              | \$ 5,357.74         |
|                                       |                      |                      |              |                     |
| EDUCATION COURSE - 2020 PCD           | \$ 1,500.00          | \$ 400.00            | already paid | \$ 2,370.01         |
| EDUCATION COURSE - 2021 CCA           | \$ 9,000.00          |                      |              |                     |
| CONNECTIONS CAFÉ 2021                 | \$ 13,500.00         |                      |              | \$ 13,140.24        |
|                                       |                      |                      |              |                     |
| CHAPTER ADMIN / MARKETING             | \$ 1,500.00          | \$ 250.00            |              | \$ 2,211.31         |
| EXECUTIVE MEETINGS                    | \$ 1,250.00          | \$ 500.00            |              | \$ 1,289.69         |
|                                       |                      |                      |              |                     |
| SCHOLARSHIP FUND                      | \$ 2,000.00          | \$ 2,000.00          | already paid | \$ 2,000.00         |
| MEMBERSHIP                            | \$ 2,000.00          |                      |              |                     |
| 2020 - CSC NATIONAL CONF. SPONSORSHIP | \$ -                 |                      |              | \$ 3,409.46         |
| 2020 - TRANSFER TO ASSOCIATION        | \$ 5,000.00          | \$ -                 |              | \$ 10,000.00        |
| Food bank donation                    |                      |                      |              | \$ 210.00           |
| <b>TOTAL EXPENSES</b>                 | <b>\$ 42,250.00</b>  | <b>\$ 5,000.00</b>   |              | <b>\$ 46,062.07</b> |
|                                       |                      |                      |              |                     |
| <b>SURPLUS (LOSS)</b>                 | <b>\$ (4,250.00)</b> | <b>\$ (4,000.00)</b> |              | <b>\$ 23,165.29</b> |
|                                       |                      |                      |              |                     |
| <b>GST REBATE (OWING)</b>             | <b>\$ (1,261.31)</b> |                      |              |                     |
| <b>SURPLUS (LOSS) - FINAL</b>         | <b>\$ (5,511.31)</b> | <b>\$ (4,000.00)</b> |              | <b>\$ 23,165.29</b> |
|                                       |                      |                      |              |                     |
| ASSETS                                |                      | 26-Nov-20            |              | 31-Mar-20           |
| MISC. (2 MUGS)                        |                      | \$ 40.00             |              | \$ 40.00            |
| FLOAT                                 |                      | \$ 15.00             |              | \$ 15.00            |
| BANK ACCOUNT                          |                      | \$ 47,401.06         |              | \$ 50,342.37        |
| RECEIVABLES                           |                      |                      |              |                     |
| <b>TOTAL ASSETS</b>                   |                      | <b>\$ 47,456.06</b>  |              | <b>\$ 50,397.37</b> |