



Bay 3, 7471 Edgar Industrial Bend, Red Deer, Alberta, Canada T4P 3Z5

EXECUTIVE MEETING MINUTES

Date:	Wednesday January 17th, 2024	
Time:	3:00 pm	
Location:	<u>Microsoft Teams</u>	
Members:	President	Stuart Cantrill - Present
	Past President	Gary Porter - Presents
	1st Vice President	Vacant
	2 nd Vice President	Vacant
	Secretary	Taylor Wight - Absent
	Treasurer	Mei Whyte - Absent
	Director at Large	Richard Munro - Absent
	Director at Large - Education	Lynn Allan - Absent
	Director at Large	Patrick Olszak - Present
	Director at Large	Jonathan Greenland - Present
	Bylaw Review and Updates	Vacant
	CGA Representative	Vacant
	GTA President	Rick Makepeace - Absent
	GAMA President	Trevor Whyte - Present
	SAIT	Gene Aquilini, Dale England - Absent
	Golf Tournament	Vacant

1.1 **Call to Order @ 3:05PM**, January 17th, 2024

1.2 **Motion to accept Draft agenda and Motion to accept the minutes** from the November 29th, 2023 Executive Meeting

-Agenda updated to reflect Wednesday, not Thursday date

MOVED by Jonathan Greenland and SECONDED by Gary Porter to approve the draft agenda for January 17th, 2024 as amended - CARRIED

MOVED by Jonathan Greenland and SECONDED by Trevor Whyte to approve the draft minutes of November 29th, 2023 as presented - CARRIED

Acknowledge Competition Act Compliance. See end of agenda for full description

1.3 **Old business to be discussed.**

1.3.1 Quality Glass Membership

- Follow up with Quality Glass and Inquiry from them
-Stuart to follow up with Dennis at Quality Glass

- 1.3.2 Fen Canada – Posting. Believe was done
-Confirmed completed
- 1.3.3 STAE/DTRA Update
-Survey results in. Sub Committee of Stuart Cantrill, Gary Porter, and Richard Munro to see if any useful information or trends can be extracted from data. The Subcommittee will be meeting several times before the next PGAA meeting and will update more then on this and other work they are doing.
- 1.3.4 Top Glass Conference Update
-Jonathan Greenland to reach out to Patrick Flannery. They are still interested. They will reach out to us for assistance. Late October/early November. Perhaps give out awards at this event for SAIT and NAIT.

1.4 **Executive Reports -**

President Stuart Cantrill
- Stuart thanked for the opportunity to lead PGAA. Is working on getting caught up to speed with items. Looking forward to working with everyone and helping move PGAA forward.

Past President Gary Porter
-Gary updated regarding prompt payment and the Dow Exemption

GAMA President Trevor Whyte
- New Member Joined, membership renewal drive underway. SAIT item being discussed later in the meeting. Plans for 2024 Golf tournament underway, would love to have PGAA members attend!

1.5 **New Business**

- 1.6.1 Executive – who is who?
-Sorting out who is in which role, and also the need to fill vacancies. Should we still have a Golf Tournament space? Some of this may be resolved with By-Law review discussion later in meeting.
- 1.6.2 PGAA / GTA / GAMA Memberships 2024
- GAMA Membership growing, GTA Membership in decline, but both organizations will have a better idea of true trends after 2024 Membership Drives. To be discussed more after members numbers given for invoicing purposes.
-No one seems to know what PGAA individual membership is at (ie those that do not fall in GTA or GAMA areas. Stuart to follow up with Mei regarding this.

1.6.3 Year End Financial Review.

- Income Statement and Balance Sheet
 - 2023 Income Statement and Balance Sheet were presented as part of meeting material package
- 2024 Budget
 - No Budget was presented. Stuart to ask Mei to prepare budget for her to present at next meeting
- Government Filings
 - Trevor Whyte will work with Stuart to ensure proper filings are done in time

- Cheque Signing update (and potential bank location update)
-Signing authorities need to be updated reflecting current executives. It was agreed to ask ATB to move account to a Calgary Location, as we will need to have a physical meeting to update signatories

1.6.4 SAIT response from PGAA and GAMA

-Jim Brady reached out to SAIT regarding the course content review. This was not discussed with anyone on the review board ahead of time. GAMA and PGAA will be drafting a response to SAIT to clarify this is one individual's opinion and we are still interested in moving forward with the course content review. The drafted joint response will be drafted by Trevor and Stuart as soon as possible

1.6.5 Bylaw Review

- Who is responsible for what? IE is treasurer also responsible for membership?
- Safety Executive Member
-It was agreed that a By-Law review has not been done in quite some time. Stuart, Jonathan, Gary and Trevor will form a subcommittee to work on a draft revision to present to the Executive. Items will include updating CGA rep, Golf Rep, and should we have a Safety member. Attendance parameters like other associations. Duties of officers more clear (ie is treasurer responsible for membership, etc)

1.7 Next Executive Meeting: March 20th, 2024 @3pm

-A Roundtable discussion took place regarding thoughts on the meeting.

1.8 Motion to Adjourn the Meeting on @ 4:30PM January 17th, 2024

MOVED by Jonathan Greenland and SECONDED by Trevor Whyte that the meeting be adjourned - CARRIED

****Competition Act Compliance:**

The Glass and Architectural Metals Association assigns the highest priority to full compliance with both the letter and the spirit of the Competition Act, and it is vital that this meeting be conducted in a manner consistent with that policy. During its meetings and programs, The Glass and Architectural Metals Association will not condone or permit any discussions – official or unofficial – of price-fixing, boycotts, refusals to deal, blacklisting, market allocation, supply restrictions or other anti-competitive activity. If, at any time during the course of the meeting, the Association staff or any member present believe that a sensitive topic under the Act is being discussed, or is about to be discussed, they will so advise the chair of the meeting and ask that further discussions cease. Attendees at this meeting should likewise not hesitate to voice any concerns they may have in this regard. Any discussion or commercial dealings with one's competitors may create the appearance of the Competition Act violation, even though none may exist. Therefore, such discussions should be always avoided before, during and after this meeting.