



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

EXECUTIVE MEETING MINUTES

Date: Wednesday March 20, 2024

Time: 9:00 am

Location: **Microsoft Teams**

Members:	President	Stuart Cantrill	P
	Past President	Gary Porter	P
	1st Vice President	Vacant	
	2 nd Vice President	Vacant	
	Secretary	Taylor Wight	P
	Treasurer	Mei Whyte	A
	Director at Large	Richard Munro	P
	Director at Large - Education	Lynn Allan	P
	Director at Large	Patrick Olszak	P
	Bylaw Review and Updates	Vacant	
	CGA Representative	Vacant	
	GTA President	Rick Makepeace	P
	GAMA President	Trevor Whyte	P
	SAIT	Gene Aquilini, Dale England	A
	Golf Tournament	Vacant	

1.1 **Call to Order @ 9:06 AM, March 20th, 2024**

1.2 **Motion to accept Draft agenda and Motion to accept the minutes** from the January 17th, 2024 Executive Meeting

- Agenda was Approved: Moved by Rick Makepeace, Seconded by Whitney Wilson
- Past meeting minutes were approved: Moved by Patric Olszak, seconded by Gary Porter

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

1.3 **Old business to be discussed.**

1.3.1 STAE/DTRA Update

- Not much more that the committee can be doing right now after information was received and clarified from Stephen Neis’s presentation at their GAMA dinner.
- A later agenda item will discuss some new initiatives to undertake in light of this.

1.3.2 Top Glass Conference Update

- Jonathan may need to provide an update, PGAA is hoping to participate in some level.

1.3.3 PGAA / GTA / GAMA Memberships 2024

- GTA – 12 paid right now, many more have indicated they will pay, but haven’t yet. Will have membership all settled before the AGM in May.

- GAMA – a few new members this year, but still bringing in some fees. Should have it settled by May AGM as well.
- Aside from Quality glass, Stuart is wondering if there are others who may be only PGAA members (not affiliated with GTA or GAMA)

1.3.4 Year End Financial Review.

- Income Statement and Balance Sheet
- 2024 Budget
 - Mei has not sent in any of the above information yet.
 - The money left in the bank is generally left over from golf tournaments from long ago, but we need to figure out a budget for this year.
- Government Filings
 - Trevor is helping to get this done, sounds like the deadline is in April.
- Cheque Signing update (and potential bank location update)
 - As far as we know all the mail is going to Red Deer (which no one has been picking up)
 - Stuart proposed that we move the PO box to CCA for more easy access, and that seemed like the most logical choice, there were no objections.

1.3.5 SAIT response from PGAA and GAMA

- A note was sent by a GAMA member to SAIT, and PGAA/GAMA sent a response letter (mainly drafted by Trevor) to SAIT affirming our support for SAIT in their program. The relationship with SAIT seems to be smoothed over from that.

1.3.6 Bylaw Review

- Not much new has transpired.

1.4 Executive Reports -

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| President | Stuart Cantrill | |
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- Expressed appreciation for board members attendance and engagement, and assured us that he is getting up to speed with his position.
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|--------------------------------|---------------|---------------------|
| Past President | Gary Porter | - Nothing to Report |
| 1st Vice President | Vacant | |
| 2 nd Vice President | Vacant | |
| Secretary | Taylor Wight | - Nothing to Report |
| Treasurer | Mei Whyte | - No Report |
| Director at Large | Richard Munro | - Nothing to report |
| Director at Large - Education | Lynn Allan | |
- Skills Canada Alberta is coming up (discussed later in the agenda)
 - Update on the new delivery method that NAIT is using (1-week of schooling per month) it is working well, the only pain is that the students need to get a record of employment each time they go to school (for EI). It makes training more accessible for the smaller shops, students seem to enjoy it as well because they see less major fluctuation in their income.
 - We will continue to watch this, and perhaps there may be a case for broader implementation throughout the province in the future to get more students in the glazing program.
 - NAIT has had past attendance challenges which may have lead to dropping the glazing program, SAIT used to have that issue as well, but they are currently doing well (with a waiting list) so they may consider bringing back a second class next year.

- Note that students need to be registered as an apprentice (even if they aren't going to go to school right away). This may be information worth spreading, because the SAIT evaluates interest in their program based on the size of the "apprentice pool".
 - Director at Large Patrick Olszak
 - Bylaw Review and Updates Vacant
 - CGA Representative Vacant
 - GTA President Rick Makepeace
- Awards night was in January – unfortunately only 1 out of the 4 students who received the awards were GTA members. Rick is planning to change the award requirements so that those awards aren't available for non-members in the future.
 - GAMA President Trevor Whyte
- The recent dinner meeting was a success.
- Have a few tables booked for the school trade shows.
- Golf Tournament is on June 13th, early membership numbers are looking positive.
- Currently gathering pictures for the annual newsletter
- In dire need to find a new VP
 - SAIT Gene Aquilini, Dale England
- NAIT should also be invited (Stuart will reach out to Rick to get contact info for them)
 - Golf Tournament Vacant

1.5 New Business

1.6.1 SAIT/GAMA Donation Request

- Trevor found out about a couple new projects that they are looking to get pushed through. Namely a curtain wall project instead of the old 450 series. As well as they are looking to get an all glass partition with a concealed overhead enclosure (to replace the butt joint spin tube project). They are hoping to have this for September. The cost of this would be about \$16k from the street, but he thinks GAMA or PGAA could do it for about \$5400, so Trevor is asking GAMA & PGAA to chip in to support that program.
- Rick suggested that industry may be able to chip in to support this program (instead of the associations).
- The concern was raised that PGAA donating to SAIT would show favoritism to the south, Stuart suggested that we plan to donate the same amount to both SAIT and NAIT.
- Approved in principle up written proposal from Trevor. Same value to be available to NAIT should GTA create a similar style proposal.

1.6.2 PGAA Certificate Program

- Very early exploration into this topic, Stuart asked for input on this to see if this would be viable and beneficial.
- Hearing no objections, Stuart with the old STAE committee will begin to draft up some direction proposals.

1.6.3 1st Year Apprenticeships Program

- We have supported an incentive program to financially support the first years.
- As it was not in the old minutes, Stuart wanted to clarify if this was a one time incentive, or if that was intended to be a regular incentive.
- The consensus is that it was intended as a one time incentive, and we have no current means of bringing in enough money to continue that type of support. Therefore, going forward we will not pursue that same incentive for this year (or foreseeable future).
- As a note, it did seem to do well to incentivize students to sign up though.

1.6.4 Skills Canada Request

- NAIT will have a booth at their booth, and they will be showcasing our trade (as one of the trades) at their booth. Kids will put together some glass together with UV glue, then kids will be entered into a draw to be drawn for a TV giveaway.
- Stuart proposed that \$1500 be donated to skills Canada to support that.
- Note that it is typically always held in Edmonton, however it is a province wide event, therefore this should not be viewed as a “North” or “South” donation, as it is province wide, no matter where it is held.
- There was no objection to donating the \$1500 to Skills Canada.

1.6.5 ATCC representative

- We needed to appoint someone to this position, therefore Gary Porter was appointed to handle the critical dues etc. that needed to be addressed.
- Gary accepted and will attend the upcoming AGM and other meetings.

1.6.6 PGAA AGM Date May 15?

1.7 Next Executive Meeting: May 15th 9am (AGM?) July 17th 9am

- Note, the AGM typically used to be in March... but May should be fine. Traditionally the AGM meeting was held, then an Executive Committee meeting was held immediately after. Stuart will then plan to send a meeting invite for the AGM from 9 – 9:30 am, and then the executive committee from 9:30 – 10:30 am.

1.6.7 Alberta Trade Scope definitions

- The trade associations are wanting consensus sign off from the associations.
- Stuart will receive new changes to the trade scope and will send it out to everyone for approval/feedback.

Motion to Adjourn the Meeting by Lynn Allan & Rick Makepeace Seconded on @ 10:13 am March 20th, 2024

****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 top 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.