

MINUTES
ANNUAL GENERAL MEETING
April 1st, 2004
Montreal, Quebec

ATTENDANCE:

Ben Lucas	Jason Quantz	Peter Hattin
Brad Burmeister	Jim Mogan	Peter Mason
Claude Dupuis	Jonna Stein	Ray Stewart
Cliff Baker	Larry McTaggart	Rick Knechtel
Craig Frohlich	Marcia Straatsma-Rennie	Ted Gardner
Craig Wilson	Mary-Anne Dalkowski	Tim Seaman
Dave Alexander	Marc Lauzon	Tom Fitzgerald
George Butler	Mike Hollick	Tom Moryto
George Stein	Mike Richards	
Howard Pruden	Nigel Banks	
Ian Jones	Paul Dandy	

STAFF:

Henry Walthert
Robert Lloyd

1)
CALL TO ORDER

The President Craig Frohlich called the meeting to order and welcomed attendees.

2.
ADOPTION OF AGENDA

Motion made by L. McTaggart to adopt the agenda. Seconded by C. Baker.
CARRIED

3.
MINUTES OF THE PREVIOUS MEETING

Motion made by P. Mason, seconded by B. Lucas to adopt the minutes of the previous meeting May 24, 2003.

CARRIED

4.

FINANCIAL REPORT / BUDGET

The financial report for the year ending December 31, 2003 was presented and the Budget and Plan for 2004 was reviewed. The Board of Directors have noted the surplus and instructed CITW staff to investigate additional activities for CITW members.

Motion by R. Stewart and seconded by P. Dandy to approve audited statements for the year 2003.

CARRIED

Motion by T. Gardner and seconded by T. Fitzgerald to approve the budget and plan for 2004 as presented.

5.

ANNUAL REPORT

H. Walthert reported on the 2003 program and presented a slide show on powerpoint to highlight some of the tradeshows and events CITW participated in.

6.

CANADIAN WOOD COUNCIL REPORT

M. Dalkowski reported on CWC activities relating to building codes and standards, technical support and the promotion of Canadian solid wood products in Canada and the United States. The CWC AGM is scheduled for May 10,11 2004 in Quebec City.

7.

RADIFICATION OF THE ACTIONS OF THE BOARD

The Board of Directors addressed an infraction of the Advertising Code by Goodfellow Inc. An apology was received and the Board agreed that no further action was required at this time. It was noted that a requirement for notification in writing regarding a violation should be added to the code.

Motion made by T. Moryto and seconded by P. Hattin to ratify the actions of the board since the last Annual General Meeting.

CARRIED

H. Pruden suggested that the mission statement be presented at the beginning of meetings.

8.

APPOINTMENT OF AUDITOR AND LEGAL COUNSEL

Motion made by T. Fitzgerald and seconded by T. Seaman to appoint McKay, Duff & Company as auditor and Osler, Hoskins and Harcourt as legal counsel until the next Annual General Meeting.

CARRIED

9.

APPOINTMENT OF OFFICERS

The slated officers for 2004-2005 were presented and the motion to accept was made by R. Stewart and seconded by T. Fitzgerald.

CARRIED

10.

FUTURE MEETINGS

The 2004 Fall Committee meetings will be held on October 18th 2004 in Vancouver, British Columbia. This is to facilitate attendance at the CWPA & CSA meetings held in conjunction that same week. Furthermore, the next AGM is slated for mid western Canada with Alberta being mentioned.

11.

COMMENTS FROM MEMBERS

No other business was discussed.

12.

ADJOURNMENT

Motion made by L. McTaggart and seconded by T. Fitzgerald to adjourn the meeting.

CARRIED