

CFAMEA
Annual General Meeting
September 14-15, 2014
Westin Hotel – Halifax, NS.

Voting Delegates:

CFAMEA President and AGM Chairperson

Ole Nielsen

Pacific AME Association: Marc Belanger, proxy for Bob Rorison

Western AME Association: Rod Fisher (VP CFAMEA)

Central AME Association: Mike McCartan

Ontario AME Association: Steve Farnworth, proxy for Warren Couch

Atlantic AME Association: Ben McCarty President Atlantic AME Association

Recording Secretary: Dan Dackombe

Absent: Mike McCartan Central Region

Observers:

Jim Fowler: Ontario AME Assoc

Jason Crowell: Atlantic AME Assoc

Uli Huber: VP-Atlantic AME Assoc

Owen Duffley: Atlantic AME Assoc

Guests: Ola Blomqvist- Aircraft Engineers International

Jeff Phipps-Chief, Operational Airworthiness Standards, Transport Canada

Jonathan Waterman-Web Site Administrator

The Chair opened the meeting at 08.30 by welcoming the Delegates, Observers and guests, followed by his opening remarks.

Item 1: Opening Remarks

I. He gave an overview of some of the problems with trying to work with some regions in this case Central and Pacific, also he would like to see more CFAMEA presences and interaction with TCCA Ottawa, and however the cost for travel would be very high unless we had a CFAMEA member in Ottawa who could do this.

He asked if Dan would take on the task of being the CFAMEA AGM Recording Secretary for all future meetings. Dan has agreed to this.

A motion to accept: Moved by Ole Nielsen (Chair) seconded by Steve Farnworth, motion carried.

Item 2: Introductions

Each Delegate, Observer and Guest was introduced and each gave a brief overview of their representation of their region and work history

The Chair introduced Mr Ola Blomqvist Vice President of Aircraft Engineers International headquartered in Hoofddorp, Netherlands, and explained his attendance at this meeting was so that he could explain the function of AEI and to see if there could be a fit between CFAMEA and AEI?

Item 3: Review 2013 AGM Minutes

The Chair stated that the Delegates should decide if they should use the Rod Fisher or Steve Farnworth minutes for 2013 or merge the two?

A review of the two sets minutes from the September 2013 AGM meeting was undertaken and a decision of which of the two should be retained the one by Rod Fisher (Western) or the one by Steve Farnworth (Ontario), it was decided that the minutes written by Steve would be used.

A motion to accept was made, so moved by Ben seconded by Rod. Motion carried

Is there any new business arising from the 2013 minutes? None

Item 4: Review Post 2013 CFAMEA Commitments (Attachment # 2 CFAMEA Projects/Objectives)

ITEM 4: Not completed remains "open"

9: "Open" the Chair questioned if we need a CFAMEA newsletter?

Ben explained the work involved publishing a newsletter and the cost unless you can have a dedicated volunteer group to look after it.

Based on the above, the Chair made the decision that CFAMEA would not pursue a newsletter and would leave it to the Regional Associations.

10: Ben gave a brief overview of the Red Seal program and that the subject should be pursued through HRDC, colleges and regional governments and that the term AME should be amended to read "Technician".

Steve gave his view on the subject and agreed with Ben that the term should be changed to technician as it is the stepping stone to the national AME program.

Rod explained that the Red Seal program has been voted down by the Western AME association.

Marc stated that the Pacific region supports the Red Seal program for aircraft technicians.

An open discussion ensued on the subject between the delegates and the decision was made by the delegates to work with the CCAA and to review the subject further.

CFAMEA is to contact CCAA to pursue the subject of aircraft technician training.

Action Item: Rod Fisher volunteered to work on this and approach CCAA.

Item 5: Sign Minutes Book

The Directors signed the minute's book for the 2014 AGM.

Item 6: Election of Officers for 2015 through 2016

The nomination for the positions of President and Vice President was called.

Ben nominated Ole for a second term as president and Uli as vice president and both accepted the nomination. Uli's term as VP commences January 1, 2015.

A motion to accept was made, so moved by Ben McCarty seconded by Steve Farnworth. Motion carried.

Rod Fisher will remain as a CFAMEA bank signing authority, along with the President, and effective January 1, 2015, Uli Huber.

Action item; Ole will arrange for signing authority for Uli to be effective January 1, 2015

Item 7: Special Resolution for acceptance of By-Law change

Handout was passed out. A review of the By-Law changes has been reviewed and discussed between a lawyer at McKenzie Lake law firm and the chairman and the following was highlighted, and open for the delegates review:

2. Directors

2.07 Committee of the Board of Directors: Do we need this Statement? Yes.

5. Officers

5.08 Vacancy in Office: Is this statement required? Yes.

7. Membership Dues, Termination and Discipline

7.02 Termination of Membership: Do we need this statement? Yes.

7.03 Effect of Termination: Is this statement required? Yes.

7.05 Discipline of Members: Is this statement required? Yes.

8. Meetings of Members

8.08 Proposals Nominating Directors at Annual Member's Meetings Is this statement required? Yes.

8.09 Cost of Publishing Proposals for Annual Members Meetings. Is this statement required? Yes.

9 Meetings of Shareholders

9.12 Votes to Govern. The Chairman of the meeting 'shall' will be the statement of fact, delete "shall not"

Steve questioned item 8.01 of the By-Laws statement with regards to Persons Entitled to be present at the AGM. Ben provided the reasoning behind this statement which Steve accepted.

The Chair presented this resolution which was reviewed by the board and accepted. At the end of the review, the President will sign off on the above resolutions, on this date 14/9/2014.

A motion to accept was called, so moved by Steve and seconded by Ben. Motion carried.

Action item; the Chair will advise lawyer to include in new articles.

Item 8: AEI Presentation

Mr Blomqvist used an overhead to show how the organization was made up and it's function during the presentation, and gave an explanation on each point.

A general discussion by the delegates took place on the cost effectiveness of CFAMEA being a member of AEI, and all had an open mind with some thinking it would be a plus and others not so much.

The cost per region would be at present \$12.56 per association member.

The general consensus by the delegates is that an affiliation at a later date may be possible.

Action item; the Chair will maintain contact with AEI for possible mutual coordination efforts that would lead to an affiliation.

Item 9: How can we be an effective advocate for the AME with TCCA Ottawa (this was deemed to be covered by item 12).

Item 10: How do we increase regional AME membership numbers?

Ole stated that the benefit to the Ontario Region members is free magazines, reduced liability insurance premiums and free admission to the Canadian Warplane Heritage Museum in Hamilton.

Each region has its own member benefits and the general opinion of the board is that each region promotes this in their own way; however they could share information on the subject.

Item 11: UAV Update (Attachment #3)

No discussion took place. Attachment #3 was the minutes of the June 2014 UAV meeting and referred mainly to less than 25KG vehicles which will not require AME involvement.

Item 12: What does CFAMEA provide for members?

This is a carryover from the 2013 AGM.

The Chair stated that CFAMEA does not provide tangible item benefits to the members, but does provide representation/liaison with TCCA Ottawa on behalf of the membership, e.g. Standards, CARAC meeting and by airing concerns of the regional Associations.

Ben enforced the fact that it is very important that we have a presence at these meeting in Ottawa.

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Item 13: Hall of Fame Nominations

Support for the nomination of John Latta Pacific Region.

A motion to accept so moved by Ben and seconded by Marc. Motion carried.

Support for the nomination of Bill Pepler Ontario Region.

A motion to accept so moved by Steve and seconded by Ben. Motion carried.

Action Item: Steve is to reduce Bill Pepler biography to 120 words.

Item 14: Hall of Fame Display

Ole presented a new Hall of Fame nomination form that clearly states the purpose, criteria and nomination procedure

Steve will assist Ole on the Hall of Fame proposal at the Ottawa Air and Space Museum. The delegates agree to this arrangement.

Rewrites to meet the 120 word synopsis requirements by the museum must be completed for all past inductees.

Action item; Ole will arrange another onsite visit with the Museum to move this Hall of Fame along. Steve to accompany Ole once a date is set.

Item 15: CFAMEA Web Site Management

Ole provided an overhead presentation of the CFAMEA site highlighting all aspects of the association. Any industry links that are of mutual interest are to be put on the web-site; these will be shown at the next AGM in 2015.

Ole provided John Waterman the up-date changes that are required on the web-site, John will make the changes and liaise with Ole direct for his review and acceptance.

John stated that a privacy policy should be developed for the CFAMEA web-site. It was suggested that the Ontario AME Association privacy policy could be used as the format? Steve who wrote the Privacy Policy agreed to this suggestion.

Intended contents for the site must be sent to all of the Directors for approval.

Ole stated that once the Directors have the intended contents they will have one week to reply to him, if no reply is received at the end of the week it will mean that the Director concerned has accepted the intended input. Ole will then send the information to John for entry onto the web-site.

Action item; ongoing liaison with webmaster for content changes

Item 16: CFAMEA Name Change

While no further discussion on this matter took place due to time constraint, Ole will still be looking at possible name change options to present to the board at a later date.

Action item; Ole to investigate some optional name changes to reflect the aviation maintenance community from technicians to AME's

Item 17: Financial Report and Prepare 2015 Budget

The Chair presented an overhead of the 2014 budget showing the estimates, requested and actual costs to August 2014 and the proposed budget for 2015.

Action Item: The President is to write a letter to the central Region AME Association concerning their non-payment of their CFAMEA dues for 2014, and their reticence with continued participation in CFAMEA.

With regard to the CFAMEA cell phone used by the president it should be paid in full out of the budget, a sum of \$1200.00 has been added to the budget to cover this cost.

A motion to accept so moved by Marc and seconded by Ben. Motion carried.

17A: The Budget for 2015 has been based on the 2014 forecast except for the forecast cost of the audit expenses they have been reduced from \$1000.00 to \$750.00 and office, postage and sundries have been increased from \$75.00 to \$150.00 and liability insurance has been increased from \$1,929.00 to \$2000.00. Corporation Canada's annual filing fee is \$50.00 for a NFP organization.

The 2015 budget is estimated to be \$17000.00.

A motion to accept to 2015 budget so moved by Marc Belanger and seconded by Rod Fisher. Motion carried.

Item 18: Regional Reports.

1. Steve provided the Ontario Region report.
2. Ben gave a briefing on the Atlantic Region report.
3. Rod gave an overview of the Western Region report.
4. Marc gave a summary of the Pacific Region report.

Action item; Regional reports are to be sent to Dan to be attached to the minutes.

This was followed by items that have been submitted by the Directors for the CFAMEA/TCCA meeting held on Monday Sept 15, 2014.

1. Action Item: Ben is to write to Jeff Phipps Chief –Operational Airworthiness Standards on the subject of MCM/MPM approval requirements.

2. No standard has been developed by TCCA for UAV's at the present time for maintenance by an AME.

This was followed by Jeff Phipps (TCCA) presentation of the changes taking place in the Rules and Regulations and his response to concerns presented by the delegates. The presentation was well received by all attendees.

Jeff provided a very comprehensive and interesting presentation on the current Regulatory/Policy updates using overheads covering a wide range of subjects – licensing, undocumented parts, and EASA and FAA agreements.

Many interesting questions were fielded by Jeff throughout his presentation.

One very interesting point was that TC has requested that CFAMEA be at the National Training Association (NTA) annual meeting on the review of the training curriculum and teaching methodology concerning the tasks.

Action item; CFAMEA to be represented at the next NTA annual meeting

The following are carryovers from the 2013 AGM meeting - can the following be deleted or not?

1. AME training log book record – TCCA is working on this and also reviewing military training standards, at present TC assesses each application on an individual basis
2. Limited Aircraft Certifying Authority (ACA) on large aircraft – you cannot sign out an aircraft without having the required type training and an ACA.
3. Apprentice grants and other incentives - This is outside TCCA responsibility. Jeff will send Ole a modified legal response he received on the subject from the Department of Justice (DoJ)
4. FRMS updates regarding SUR-007. TCCA position is still open, the NPA needs to be separated but is on the back burner.
5. SMS update on implementation for 702,703 and 704 operators? This is on TCCA's back burner.

Action Items: Ole is to send John the revised Hall of Fame nomination form to be put on the web-site. Write a letter to AEI indicating a possible affiliation.

Action item; Write to **Employment and Social Development Canada** (ESDC) concerning the apprentice designation for aircraft mechanics and cc his letter to Jeff Phipps.

Item 19: CCAA membership – Cancelled. We agreed that there was no need for formal membership.

Item 20: Level of Service

This is in regards to the response times from TC, is it appropriate?

Jeff has been made aware of the concerns stated and he has agreed to look into this problem.

Item 21: Agenda items from Delegates – None

Item 22: Prepare agenda for TCCA Meeting

When finalized it must be in English and French, agenda items can be e-mail to Ole.

Item 23: Select auditor for 2014 financial statement – Done.....same as 2013

Item 24: Establish Date and Venue for 2015 AGM

AGM will be in September 2015 in Vancouver.

Action Item: Marc or Bob is to select the venue and date in mid to late September 2015.

Item 25: Adjourn Meeting

Meeting was adjourned at 1.45 Monday September 15, 2014. Presentation by Jeff Phipps accompanies this document.

