FDFA Board of Directors
Live Meeting – Mississauga, ON
Hilton Airport Hotel
January 28th & January 29th, 2015

***NOTE: These minutes reflect motions from the two day meeting. An action document on all discussions have been attached to these minutes of record**

Description	Action
1. Call to Order The meeting was called to order at 9:00am by Peter Brain	
2. Attendance **Directors:** Peter Brain, Jim Pearce, Simon Resch, Len DaSilva, Paul Dickinson, Justin Guay, and Laurie Karson **Absent**: Philippe Bachand	
3. Review and Approval of draft November 2015 Board meeting minutes. Review and approval of January 2015 live board meeting agenda, new business and consent agenda items. Peter reviewed his role as President and orientation for new two year board term.	**Motion for approval of the draft BOD meeting minutes of November 2015 and the January 2015 agenda/consent items– Len DaSilva approved and seconded by Paul Dickinson– no changes required and all approved.**

4. Motions from Meeting • **Topic: Review of the RCC and FDFA Online Certification Program Contract.** • Based on the contract, the FDFA is ready to sign off on contract, but will authorize L.Karson to sign once a provision is made in the contract noting that the FDFA has proprietary rights to the duty free specific content and not for distribution. **In camera session and Adjournment of meeting** **Next Teleconference: March 2015**	**Motion: Signing authorized for RCC online certification contract Motion: Jim Pearce and seconded by Justin Guay**