



Board of Directors Meeting

Date: December 16, 2013

Present: Kari Parsons, Tobi Desveaux, Rick Fralic and Maureen O'Hara.

FNB Staff: Marilyn Georgas

With Regrets: Eric Porcellato, Barb Rivoire, Jason Rudy

1. Call to order

7:05 pm

It was noted that a request be sent to board members to send regrets with more notice so it can be determined if there will be a quorum.

Maureen O'Hara was welcomed and formally accepted to the FNB board.

2. Quorum

There is Quorum.

3. Agenda

Motion: To accept the agenda as circulated.

Moved by: Tobi Desveaux,

Seconded by: Rick Fralic

Motion Carried

4. Minutes of Previous Meeting

Motion: The minutes of the meeting of November 24, 2013 be adopted as read.

With the omission noted – Add Tobi Desveaux to the regrets.

Motion by: Rick Fralic

Seconded by: Tobi Desveaux

Motion Carried

5. Items/Actions arising from the minutes of November 24, 2013

Summit Survey Results: Post conference surveys were sent to the current CSEP Atlantic members, FNB members and past CSEP Atlantic members to help prepare for the 2014 Summit.

Results were discussed and it was noted that the majority preferred the Friday/Saturday format and most were not willing to pay an increased fee to bring in a higher profile feature presenter. Local presenters were adequate.

Tentative booking for Summit: U de M CSEPS has been tentatively booked for October 17/18, 2014

It is required to pay half of the venue fee on booking and U de M has agreed to wait until FNB has assurance of the 2014-15 funding to receive the fee. If another party is interested in that time FNB will be contacted and allowed first refusal and will be required to pay at that time to hold the space.

Sports Ambassador: Jasmine Daigle employed at the Sports Hall of fame is in charge of securing Sports Ambassadors was contacted with the FNB request to have one of their Ambassadors be the Keynote Speaker that the FNB summit. She will has someone in mind who resides in Moncton and will get back to FNB with more information in January

Action: Marilyn will follow up with Jasmine the week of January 6th to find out the progress and will try to firm up the details by the end of January.

NFLA timelines for completion of exit criteria for certifications: Target dates are on or before March 31, 2014

Member newsletter: Will be sent out by December 20th and will include:

- Course schedule
- Membership discount inquiry as to what businesses would be suitable.
- Include any members businesses that are interested
- Tentative 2014 Summit Information dates and location (Save the Date):
- Reminder of CEC collection changes
- Log onto FNB Facebook reminder
- CEC article if ready

Student placements for office:

Have met with the UNB advisor Greg Duquett and he has posted the student practicum job details for the Pre- Summit Assistant. This will be a position for 120 hours for the Winter Spring term. The possibility of a fulltime intern may come to us in the fall.

Eastern College has a placement for us Feb 8 to 28 (4 weeks, min 20 hours per week)

It was noted that all positions will require the students to sign a confidentiality of information agreement.

Website profile for BOD: Board members have gone online to view their profile.

It was noted that this first step is profile information only.

Tracking of certification information such as CEC's is another layer and will be reviewed when the initial profile information is established.

Membership discount information: Discussion regarding how to implement recognition of businesses and FNB members seeking discounts for purchases.

Action: A goal for the 2014 Summit is to have a system in place and utilize it at the 2014 Summit for the members in their handout information. Tobi will assist Marilyn with this action.

Seniors connections: It was brought to our attention that Horizon Health has teamed up with Canadian Centre for Aging and will run their Senior Fitness Leader course in Saint John in February. There was an information session that was attended by some members. The SFL an FNB O AFL are similar courses and are reciprocally recognized by both associations. FNB also requires the FT as a pre requisite.

Action: Marilyn will contact Sheila Rafferty who is the SFL course conductor to review reciprocal options.

6. Office Update

There is a tentative Winter/Spring course schedule. Tobi will place the basic information on Facebook after the details are up on the Website.

Action: Marilyn will finish up posting the full schedule details on the Website Tuesday December 17th.

Membership remains at 350. There will be additional members from the FT course.

Holiday office closure is December 23, 2013 to January 3, 2014.

Action: Information will be placed on Website and Facebook and, included in E-News

Possible changes to FT, RTL and OAFL materials were discussed. Contacts for desk copies have been made and the materials will be sent to the FNB office for January 2014.

FT - Trail Guide to the Body for Anatomy and Physiology – Teacher materials and possible student reference book and DVD.

RTL - NSCA Exercise Technique manual for resistance training

OAFL - Physiology of Exercise and Healthy Aging for a possible manual and Senior Fitness Test Kit for Course Conductor reference.

PFT - NSCA Essentials of Personal Training is in the office.

7. Policy Updates

Discussion: All FNB policies are under review and will be brought to each meeting in sections to be accepted or rejected. It was noted that the work of reviewing and rewriting the policies will be completed by the board members assigned along with consultation with the ED. These policies will be ready prior to the meeting and will be sent out with the agenda to the board for review to see if there are any glaring errors or omissions.

Policies for this meeting as circulated are the 13001B Reimbursement of Expenses, 13002B FNB Membership Fees and 13003B Resignations from Board.

Motion: To adopt the three board policies as a group.

Moved by: Rick Fralic

Seconded by: Tobi Desveaux

Motion Carried

Motion: To accept the three board policies as rewritten

Moved by: Rick Fralic

Seconded by: Tobi Desveaux

Motion Carried

The next groups prepared for the January meeting will be:

- The Summit Policies (Barb, Tobi and Marilyn)
- The Office Policies (Rick, Kari and Marilyn)

8. Other Business

The focus for the January meeting will be the 2014 Summit.
Discussion regarding the board members involvement in conjunction with the office staff.

Action: Marilyn will prepare a chart to show the yearly flow of details to be addressed for the Summit.
Included will be office responsibilities.

Maureen will help with Professional Development and Marketing

Kari wished the board a Merry Christmas and thanked them for their contribution.

10. Next Meeting

Monday January 20th by Skype at 7:30 pm

11. Adjournment

Motion: Meeting Adjourned 8:02pm
Motion by: Tobi Desveaux
Seconded by: ?
Motion Carried