



## Board of Directors Meeting

Date: February 24, 2014

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

**Regrets:** Eric Porcellato, Jason Rudy

**FNB Staff:** Marilyn Georgas

### 1. Call to order

7:46 pm

### 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 January 20, 2014 be adopted as read.

**Motion by:** Rick Fralic

**Seconded by:** Tobi Desveaux

**Motion Carried**

### 5. Items/Actions arising from the minutes of January 20, 2014

**Tobi to research a nutrition articles, choose one that is suitable, prepare a few questions, and submit it to the office and it will be sent out with the member E-news.** Completed and included in February 2014 newsletter.

**Offer an incentive to people who like the page. Ie the 300<sup>th</sup> like will receive a gift certificate or prize. This will continue in increments of 300 to start with. Tobi will approach Sport Check for a gift card.** Completed. Tobi received a gift card and the incentive was placed in the February newsletter

## 6. Office Update - ED

### **Course schedule:**

**PE UNB** Postponed PE at UNB we had 6, 2 backed out needed 5 to break even. Nathalie is organizing for first weekend in April.

**RTL SJ:** 7 people registered March 28, 29, 30.

**GFL step:** 1 registered – end of March, postponed

**Yoga UNB:** 3 registered April 4, 5, 6 and 11, 12, 13 3 registered

**Aqua SJ:** Pending in April or May

**FT Moncton:** Interest for April Robin Neiderost

**O AFL SJ:** May Gina Simpson

**PFT Moncton:** Proposed for June Robi Neiderost - following RTL

**Membership numbers:** 261 FNB + 114 CSEP original + 123 CSEP affiliates = 498

**Newsletter:** Sent out February 7<sup>th</sup>. Jason is preparing an article for March.

**NFLA update:** FT completed ready for approval, working on RTL (Jason and Marilynn)

## 7. Financial Report - Treasurer

Rick: The FNB books are balanced, waiting for the end of February to see comparison to 2013.

## 8. Program Development

No report.

## 9. Policy Updates - Summit

### **FNB Office Policies:**

**Motion:** To examine the office policies as a whole.

**Moved by:** Tobi Desveaux

**Seconded by:** Maureen O'Hara

**Motion Carried**

### **Discussion: Each policy was reviewed**

<b>14001O</b>	Christmas and New Year's Office Closure (new policy)
<b>14002O</b>	Employee Overtime (formerly 2001O revised and renumbered)
<b>14003O</b>	Returned Cheques (formerly 96001O revised and renumbered)
<b>13001O</b>	Cheque Signing Authority (formerly 97003O revised and renumbered)
<b>21101O</b>	Spending Cap (reviewed and reapproved)
<b>28001O</b>	Standardizing Member Communications (reviewed and reapproved)
<b>20004O</b>	Bereavement Leave (reviewed and reapproved)
<b>20005O</b>	Office Staff Vacation Time (reviewed and reapproved)
<b>97001O</b>	Mail Requests (reviewed, determined obsolete and removed)
<b>98001O</b>	FNB Executive Director Search Procedure (reviewed and reapproved)
<b>97004O</b>	Employee Statutory Holidays (reviewed and reapproved)

**Motion:** To approve the Office Administration Policies as reviewed

**Moved by:** Tobi Desveaux

**Seconded by:** Maureen O'Hara

**Motion Carried**

**The next group of policies to be prepared for the March meeting will be:**

Exam Policies (Jason and Marilynn)

## 10. Marketing – Tobi D.

Facebook is going well, hits are up to 250.

Comment from a participant requesting if FNB offers Pilates Fitness Training.

**Action: Marilyn will research Pilates Fitness information.**

## 11. Summit

Marilynn reviewed the progress so far. **Feature Presenter:** will be Helen Vanderburg (just need to make up contract). Some possible session presenters have been contacted. All members have been sent a presenter application, due by the end of March to be reviewed by committee in April.

Fredericton businesses have been approached by Marilyn for participant bag items.

An initial list of Tradeshow booths has been started.

Host Hotel: Rodd and or Crowne Plaza

Student practicum (Sponsorship); Audrey has edited sponsor package and sent to Kari and Tobi.

Prepared an excel sponsor list (around 140 places in Moncton).

Discussions:

Theme - Fitness through the ages

Target sponsors with specific requested items.

T-shirts would be nice in celebration of the 20<sup>th</sup> anniversary of this event.

Fee increase was revisited and discussed.

Session info. Youth, Older Adult, Nutrition – How to be healthy.

**Action Item: Maureen will source out a dietitian from the community health centre as a possible presenter.**

**Action Item: Set up a meeting to review the sponsor/donator list prepared by Audrey.**

## 12. Other Business

**Board recruitment:** Discussion regarding board commitment and retention. Find out why previous board members served and use

**Action Item: Marilyn will put out a call out to former board members asking why they served on the board. The information will be sent to Tobi who will put quotes on the FNB Facebook as inspiration for future board members.**

**Action Item: Staff and board members will continually recruit new board members.**

Youth Grant: Tobi and Kari are still working on the youth program.

## 13. Next Meeting

TBD.

**Action Item: Marilyn will send out a message to all members to determine a day and time that is common to everyone.**

## 14. Adjournment

**Motion:** Meeting Adjourned 8:45 pm

**Motion by:** Maureen O'Hara