



Board of Directors Meeting

Date: May 22, 2014

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

Regrets: Eric Porcellato, Jason Rudy

FNB Staff: Marilyn Georgas

1. Call to order

7:02 pm

2. Quorum

There is Quorum.

3. Agenda

Motion: To accept the agenda as circulated.

Moved by: Maureen O'Hara

Seconded by: Rick Fralic

Motion Carried

4. Minutes of Previous Meeting

Motion: The minutes of the meeting of April 26, 2014 be adopted as read.

Motion by: Dayna Sinclair

Seconded by: Rick Fralic

Motion Carried

5. Items/Actions arising from the minutes of April 26, 2014

Policy updates: ED to send out the original exam policies to Bod with the updated policies for comparison review. This was completed along with an e-vote to accept policies as presented.

Summit: ED will prepare a copy of the revised schedule and the committee will meet to discuss presentation placements and presenters. Completed along with insertion of preliminary sessions.

Tobi will continue with Sponsorship and the ED will put Tobi in contact with a member who is willing to help with this item. Completed.

A letter inviting the minister of health to the Summit will be prepared and sent – discussion at the May meeting. On agenda Summit section – See discussion and Action.

6. President Update:

Request for the directors to consider putting their name forward for the President Elect position. This item will be included in the next FNB Board meeting.

7. Office Update

Course schedule: Courses for the remainder of the spring were reviewed.

Resistance Training Leadership Fredericton, May 23 – 25: Postponed until Fall 2014 – Lack of numbers
Older Adult Fitness Leadership Fredericton May 30 to June 1: Is running (4-6 people)
Fitness Theory Miramichi, June 6 – 8: Is running (6 potential)
Personal Fitness Trainer Fredericton, NB, June 6-8 & 13-15: Is Running (3 People)
Indoor Cycling Fitness Leadership Moncton, June 21, 22: Is running (8 potential)

Membership numbers: 184 as of May 16 (166 renew 18 new) Pd 177 Waived 7 (1Staff 6 BOD)

Website: Robert Grégoire is starting the translation of Inside FNB section.

Bod secured section has been created.

Will launch the membership login when the CSEP affiliate contacts are received and put into system.

Future possibility to create a Course Conductor/Evaluator secured section – to hold teaching information and tools.

Newsletter: Article for CECs/PDCs – Joint by Joint 14 members have responded (11 FNB 3 CSEP)
Jason is working on the next article.

Student Placement: 12 applications received, 4 for interview week of May 20-23.

CSEP Affiliate agreement: Reviewed and approval given for ED to sign.

Provincial Funding: The applications are in final review by the government and the goal is completing this within the next week.

8. Financial Report - Treasurer

The income statement for April was submitted to the board for review.

The FNB books are balanced to the end of April 2014.

The Treasurer, President and ED will meet to go over the fiscal year end statement.

9. Program Development

Dayna will be helping conduct the OAFL course as her apprenticeship with Marilyn next weekend in Fredericton.

A.C.E. has given FNB access to the Personal Training power point presentation that goes with their manual so that we may use in in our courses.

The NFLA partners will be meeting in Toronto June 24, 25. The ED will attend.

10. Policy Updates - Summit

FNB Office Policies:

Motion: To examine the Membership Administration policies as a whole. Exception 13003A see note.

Moved by: Tobi Desveaux

Seconded by: Maureen O'Hara

Motion Carried

Each policy was reviewed prior to the meeting by the directors.

Discussion: To round off the current fee totals in 13001A and 13002A for ease of payment (accepted)

To revisit the DVD evaluation costs in the future.

All policies were accepted with the updates and revisions brought forward with the exception of 13003A (see note for rationale).

96002A	Payment of Membership Fees – Updated and revised
97002A	CEC Workshop Application Fee – Updated and revised
98002A	Dissemination of Policies to Members – Updated
98003A	Course Conductor Manual Purchase - Updated and revised
20001A	Pro-rated Membership Fees - Updated and revised
26001A	Payment of Shipping and Handling Fees - Updated
23001A	Course Cancellation Fees - Updated and revised
25001A	E-Mail Advertising - Updated and revised
13001A	Course Fees - Updated and revised
13002A	Evaluation and Examination Fees – Updated and revised

13003A **Violation of Code of Conduct** (for later review pending policy review from Sport NB)

The next group of policies to be reviewed are the certification policies and the Course Conductor Handbook

11. Marketing – Tobi D.

Facebook: We are up to 308 likes. Discussion followed regarding the types of postings that are most effective.

12. Summit

Sponsorship update: Tim Horton's sponsorship will be coming this summer.

Donation: 220 lanyards from Jump Start for the name tags, also sending hand out info for part. Bags
Part bags: Draw string type – Donation request to Color Copy Fredericton
Waiting to hear back from Gatorade regarding water bottles.

Schedule: Maureen/Dayna - Updated to include proposed sessions.

Action: ED Follow up confirmation of sessions with Helen Vanderburg is required .

Host Hotel: Marilyn - Contract for signature approval. Discussion to reduce the rooms on hold and reconfirm the terms via phone call by ED.

Minister of Health: Instead of inviting Minister to Summit, have her attend a portion of the board meeting. FNB to have a clear plan and understanding of the purpose prepared in advanced.

Discussion: The importance of expressing an understanding of the good work FNB does, collection of member stories to share would be an asset at this meeting. As well it is a way for FNB to gain awareness from the minister regarding government initiatives that we could participate in.

Action: ED will contact Provincial Consultant to discuss best possible course of action to make this happen.

Trade Show: SOCAN representative cannot attend. Request sent to Fit Works in Moncton.

Need Nutrition/Clothing/Music.

Action: Maureen will explore other wellness booth options (CMHA, or Public Health) and The Running Room, Kari to look into Food Security person and will help with securing booths.

13. Other Business

None

13. Next Meeting

TBD. **Action Item:** MED will send out a doodle poll to all Bod members to determine a day and time that is common to the majority.

There will be no BOD meeting in July, 2014.

14. Adjournment

Motion: Meeting Adjourned 8:13 pm