



## Board of Directors Meeting

Date: November 24, 2013

**Present:** Marilyn Georgas, Barb Rivoire, Jason Rudy, Line Marr, Rick Fralic and Kari Parsons.

**With Regrets:** Eric Porcellato, Tobi Desveaux

FNB Staff Present: Nathalie Hebert-Paul

Call to order

10:10pm

Agenda

**Motion:** To accept the agenda as circulated.

**Moved by:** Line Marr

**Seconded by:** Rick Fralic

**Motion Carried**

Quorum

**There is Quorum since Line is an active board member until the end of the meeting.**

Conference Report

Group Discussion: Kari Parsons

The directors and staff broke off into groups to discuss the conference. Each group had a topic; Post Conference, Trade Show, Pre Conference and Conference. Please see attached After Action Report for results.

Chair Review: Line Marr

In addition to the after action report submitted additional suggestions were to have better promotion and utilizing Atlantic presenters as opposed to spending extra money on travel expenses.

Budget: Marilyn

The conference came in under budget and actually made money. Although the conference did not bring in the projected dollars total expenses came in under budget.

## Conference Report continued:

Member Surveys: Jessica Daigle

A survey has been sent out to the participants of the conference. There was a good response with 46 members who responded. An overview of the responses was presented to the Board of Directors. Please refer to this link for survey results. <https://www.surveymonkey.com/s/ZJM3DDT>

**Action: Jessica will include Kari Parsons in mass email of surveys. This will be done when the next survey is sent out.**

CEC/PDCs: Nathalie Hebert-Paul

All CEC/PDCs have been completed and emailed to appropriate members. A suggestion was made that the membership number and a signature should be on the CEC/PDC certificate.

**Action: Next year CEC/PDCs certificate will have the membership number and Marilyn's signature.**

Date for Next Year: Kari Parsons

The board of directors decided to set the date for next year's conference will be the weekend of October 18, 2014. There was also a discussion about the length of the conference. A few suggestions were to have the conference on Saturday and Sunday and have a one day conference.

**Action: It was decided to wait to hear the results from the survey to make a decision.**

## Minutes of Previous Meetings

**Motion:** Motion to adopt September 21<sup>st</sup>, 2013 minutes.

**Moved by:** Line Marr

**Seconded by:** Rick Fralic

**Motion Carried**

## Items Arising from Minutes of AGM

President Elect Position: Kari Parsons

No interest therefore motion was tabled.

Committee Chair Positions: Kari Parsons

All committees were assigned chair person.

Personal Development- Jason Rudy

Marketing- Tobi Desveaux

Conference- Barb Rivoire

It was suggested by Line Marr that the board members look into buying new delegate bags. Line showed us a sample of a bag and gave Nathalie the contact information. Line gave Nathalie a few business cards for next year's trade show. Line also suggested that the board contact Sports Ambassadors to try and line up a free keynote speaker for next year's conference.

**Action by: Marilyn will have University of Moncton tentatively booked for October 18, 2014 by the week of December 2, 2013.**

**Action by: Marilyn will lead a skype meeting in January focusing on the conference.**

**Action by: Marilyn will contact Sports Ambassadors during the week of November 25<sup>th</sup>, 2013**

**Motion:** To close the translation committee

**Moved by:** Barb Rivoire

**Seconded by:** Line Marr

#### **Motion Carried**

**Motion:** To close the Human Resource Committee

**Moved by:** Rick Fralic

**Seconded by:** Barb Rivoire

**Discussion:** Executive Director to look at Administration Policies

**Motion Carried**

#### Financial Report

Budget Status: Rick Fralic

The financial statement was reviewed and Rick assured the board that there are no issues. Rick and Marilyn will work on another mini budget. FNB needs to concentrate on increasing membership numbers.

#### Strategic Plan

Review 2012-2016 Plan: Marilyn Georgas

Marilyn reviewed the strategic plan. Marilyn and Kari lead the assignment of duties, prioritization of items and time lines for policies. It was agreed by the board that all policies must be reviewed within 5 years.

The policy duties are as follows:

1. Course Conductor Policies- Jason Rudy
2. Board Policies- Kari Parsons and Rick Fralic
3. Office Policies- Rick Fralic, Marilyn and Kari Parsons
4. Exam Policies- Jason Rudy
5. Summit Policies- Barb Rivoire
6. Membership & Certification Policies- Rick Fralic
7. Evaluation Policies- Jason Rudy

**Action by: Marilyn will update the board of directors with a date from NFLA in regards to the RTL Course Exam. Marilyn will ask for this date at the next NFLA meeting on Dec. 10, 2013.**

**Action by: Marilyn will send out a monthly e newsletter to all FNB members beginning December 2013.**

Strategic Plan cont...

**Action: Marilyn will inquire about getting more student help for the office. To be done the week of November 25, 2013.**

**Action: Marilyn will submit the summer student application in December 2013.**

**Action: All board members will test the website and make sure their profile is up-to-date. To be done the week of November 29, 2013.**

**Action: Membership discount program. It was discussed that FNB will pursue asking members about the types of products and businesses that they would like to see included in the discount program. This is an on-going action between office staff and marketing.**

**Action: Inclusion of francophone members to join the board of directors. This is an on-going action by office staff and BOD.**

**Action: Contact with senior citizens is an on-going action. It was suggested that FNB could become a resource for OAFL instructors.**

#### Other Business

There was no other business.

#### Next Meeting

**Action by: Marilyn will send out a doodle for these dates: Decemeber 12, 16 and 17.**

#### Adjournment

**Motion: Meeting Adjourned 1:55pm**

**Motion by: Jason Rudy**

**Motion Carried**