



Board of Directors Meeting
Monday August 18, 2014
Currie Center, Room 3-22
Fredericton, NB

Present:

FNB Directors: Kari Parsons, Tobi Desveaux, Rick Fralic, Jason Rudy.

FNB Staff: Marilyn Georgas, Mathieu Stever

DHIC consultant: Sherry Doiron

With Regrets: Eric Porcellato, Maureen O'Hara, Dayna Sinclair

1. Call to order

2:40 pm

2. Quorum

Yes

3. Agenda

Additions: Summit Reports, presenters

Motion: To accept the agenda as circulated.

Moved by: Jason Rudy

Seconded by: Rick Fralic

Agenda Approved

4. Minutes of Previous Meetings

Motion: To accept the minutes of the June 17, 2014 meeting.

Moved by: Jason Rudy

Seconded by: Tobi Desveaux

Minutes Accepted

5. Items arising from minutes of previous meeting

Action Items:

Summit:

Feature Presenter: ED follow up final confirmation of sessions with Helen Vanderburg is required. *In Summit report.*

FNB President Term: A decision will be made on what type of 2 year term will be implemented and the policy will be written up at the next BOD meeting. *In President Update*

Donation Package: The summer student will have a donation package ready for the next meeting. *In Summit Report*

Session E-Survey: Tobi will provide an example of an e-survey to the President, ED and MSC so that a review can be provided at the next BOD meeting. *In Summit report*

Snack Items: Tobi Desveaux will be seeking funding for a snack item at the conference. Will have update on this at the next BOD meeting. *In summit report*

Presenters: ED will have the presenter biographies finished by the end of July. *In Summit report.*

Trade Show: Maureen O'Hara and Kari Parsons will be in charge of organizing the trade show at the summit. *In Summit Report.*

Website: ED is anticipating that the improvements to the FNB website will be launched in October. *Member's login is complete and a Members Exclusive page is included with E-News and employment opportunities.*

Newsletter: Newsletter: ED will send copy of newsletter to Kari by June 18, 2014 for her approval. ED will include a summit update in the newsletter. *Completed*

Funding Status: FNB will be getting funding from the Province of New Brunswick and will be receiving a cheque within the next two weeks. *\$65,000.00 received in July*

Photocopier: ED has received and reviewed quotes for a new photocopier from Xerox. ED will post offers on the BOD webpage the week of June 16th and will ask all board members to email there decisions by June 20th. *New Photocopier 3 year term agreement as approved by board in E-Vote. Installation is complete.*

NFLA: The ED will be going to Toronto on June 24th and 25th to attend meeting with NFLA and will provide the BOD with an update at the next BOD meeting. *In program development report.*

6. President Update

President term: Action from previous board meeting to decide upon an official length of term for the FNB president as there is no specific length of term stated in the constitution.

Discussion with the DHIC regarding the new National Not for Profit Corporations Act and the impact in NB. Options were given for determining board positions and how to define membership voting rights. If FNB decides to adopt the new act the DHIC consultant offered to coach us through the transition procedure and will view our constitution to see where FNB may require amendments.

Insight was offered into what might be some choices for the directions that FNB might take for the executive. i.e. 1) President, President Elect, Past President. With Past president being ex-officio with no voting privileges. 2.) Executive to be 3 vice-president positions.

Motion: The FNB President and President Elect positions be 1 year terms. There be no Past President position.

Moved by: Rick Fralic

Second: Tobi Desveaux

Discussion: See above

Motion Carried

President Elect: Request from the directors to consider moving into the President Elect Position. All respectfully declined.

Action: ED to contact Maureen O'Hara and Dayna Sinclair to request they consider taking on the President Elect position for the 2014-15 term.

7. Department OF Healthy and Inclusive Communities (DHIC) – Sherry Doiron

President term: See item 6. .

National Not for Profit Corporations Act: See item 6

NB Wellness Strategy – This strategy was just launched and since it is an election year there is uncertainty at this time regarding who will be the Minister and Deputy Minister of DHIC.

Action: It was suggested that when the positions are known FNB will set up a meeting to take place at the provincial office to discuss the Wellness Strategy and how FNB plays an important role in the health and wellness of the New Brunswick community. This meeting can take place after the FNB AGM either in November or in the early months of 2015.

Provincial Election Advocacy update: For the past several months, Sport NB in conjunction with Coach NB, Recreation NB and the Canadian Sport Centre Atlantic have been developing an advocacy plan and meeting with officials from most of the provincial political parties. The goal was to impress upon them the important role sport and recreation plays within the province and the need to continue moving forward with the development within our field.

Discussion: At this time due to time constraints and reduced staff hours in the office the FNB ED was not able to sit on this committee; however; since FNB is an advocate of Health and Wellness in NB it was suggested that one of our directors could take over this role and be and FNB ambassador on this committee.

Action: Put a call out to the FNB directors to see if anyone would like to be part of the committee and the ED will then send out a message to the committee to request FNB inclusion.

Code of Conduct Violations: FNB has a fitness professional code of conduct; however there is no specific process in place to deal with violations. The ED put out inquiries to Sport NB and they do not have a process as they do not have that authority over their members.

A brief review as to common procedures was offered by Sherry and she will follow up with the ED by sharing existing procedures.

Questions for the consultant from the directors:

Is there potential for FNB to receive other sources of funding?

Two possible options to pursue funding were presented.

1. In advocacy – there is a link between healthy living, fitness and older adults.
2. Meeting with the minister – If requesting an increase in provincial funding prepare a financial plan for additional projects that could be put into place. i.e. Senior and or youth

It was mentioned that the Minister of DHIC is unique in that it crosses over Sport, Fitness and Health in NB so there is a connection that can be made because of the understanding of the impact that sport and fitness has on health.

Do you see a unification of all existing NFP organizations in the future?

While this has been discussed it is at this time only dialogue and it is not something that will take place in the immediate future.

8. Reports

1. Office Update:

Membership Services Coordinator: is on vacation

Course Schedule: Fall schedule is on line and a calendar was included in the members E-News

Membership: FNB (211), CSEP Affiliates (226 – 13 FNB combined): Total 424

Summer Student: Completed funding term June 2 to July 25 – Paper work is completed and submitted for basic pay @\$10.00 /hour 30 hours per week (\$2,400.00) extra \$0.25/hour and Source Deductions responsibility of FNB.

Student continued his 30 hours/week to fill in during MSC 4 week time off. MSC is part time so this time off is not paid so the money saved was able to be absorbed in the FNB budget.

Items Completed – Data base up date, converted various forms to computer fillable format and translation where applicable, updated office laptop, Summit – sponsorship, donations, brochure, registration forms.

Matt also presented some of the forms he had completed.

A warm thank you for his hard work and contributions to the office was extended from the President and the Treasurer. It was a pleasure to have Matt in the office.

Executive Director:

Website: Members Login is completed, with pages for E-News, communications and, job opportunities.

Some of the emails did not go through and notices were placed on the website home page and Facebook to remind members to look for their email. Discussion: Concern was raised that there is no way to know how many members are not getting their email messages.

Newsletter: August is completed and in member's login section. Next letter second week in September
AGM Notice can be included.

CSEP: Rebate received (50% for 141 CPT/CEP registered for 2014-15 by end of March 2014)
Requirement is to use dual branding – clarification for details from CSEP has been requested by ED

NFLA: *In program development report.*

2. **Treasurer Report:** Rick Fralic

July 2014 financial summary was posted on the board site. At this time FNB is in good financial standing and in comparison to the end of July 2013 we are +\$19,056.00.

3. **Program Development:** Jason Rudy.

Manuals: A new RTL manual will be piloted “Fitness Weight Training”. This is an improvement over the previous manual; however; there are still some items in the book that will not be used.
GFL manual has gone up in price and FNB will now charge \$85.00. The prices are updated on the website.
Discussion whether to continue to use the A.C.E. Essentials of Exercise Science and The Personal Training manuals in the FNB PFT course or use only the A.C.E. PT manuals. It was decided to leave that choice up to Jason and the ED.

NFLA update: Deferred to next meeting.

4. **Marketing:** Tobi Desveaux

Sport Check has been added to the FNB membership discount program.

Action: ED to add the information to the FNB website and alert members in E-news as well as display discount member partners at Summit.

Discussion: Summit promotion prior to and on site:

Suggestions: Set up a spot or booth in the Trade show area where people could come and have their pictures taken with others or with presenters.

Set up a live twitter feed

Have a photographer identified (t-shirt with PHOTOGRAPHER) could go to that person and have them take pictures.

Contact the Paper and TV regarding our Summit and feature Helen Vanderburg.

Early registration (on or prior to early bird) have a draw for those registrations to receive a door prize.

Create a slide show for the AGM – perhaps include history of past presidents.

The above list will become action items.

Summit:

Donations/Contributions/Door prizes: Matt:

It was decided to forgo the idea to have a ticket sale or silent auction. Draw will be made ahead of time and will be given out at AGM and the final session.

Sponsorship: Tim Horton’s (\$500.00), Egg Producers (\$500.00), 360 Athletics (equipment for sessions). Logos are on front page of brochure.

Brochure:

President’s Message to be submitted, please send French as well.

Sponsor/Donator/Tradeshow Page includes sponsor logos and names of donators/trade show participants, Presenter bios and session descriptions, all in with the exception of Nutrition and feature presenter final session are complete. Is being translated and will be ready for Monday August 25th.

Sessions at a glance, registration forms as online and hand filled have been completed in English and French.

Presenters: Michel Johnson request for 1st year students to attend as observers in lieu of his presenter fee, It was decided that these students would be allowed to observe only – they must fill out a registration form to allow for identification. Keep in mind that the members are the first priority. Limit the numbers in the Mirror room to 5-6. They can observe the activity sessions from the balcony. Auditorium has enough seating to

accommodate. No lunch will be provided to this group if they observe the AGM. This information will be given to Michel and if he is in agreement it will be included in his presenter contract.
Still need Dietician or Nutritionist (MG/Maureen).

Action: ED to contact Dietician in Halifax to see if she would be interested in attending.

AGM: Action: Notice will go out with September newsletter

BOD nominations/voting: It was suggested to have prepared ballots to give out at AGM so nominations from the floor can be received in writing,

Reports: **Action:** Please submit reports for review at the September meeting. No need to give each report at the AGM, can be posted on website.

Website: Section for FNB summit under News and Events has been put on site and as more information is completed will be posted.

Trade Show: Confirmed - Fitworks, HEPAC, Kangoo Club, Canadian Mental Health, Dynamic Training Centre, Coach NB, Waiting for Live Well! Bien Vivre! Looking for – Clothing, nutrition, holistic health related, music.

Action: ED to follow up with Respiro and Food Security and Manon at CoachNB.

Session Feedback:

Survey Monkey, include question regarding translation services (if available for your session did you use it? If not available would you like to see it included?)

Translation: Ronald Fournier has been contracted (\$1,680.00). An application for funding will be submitted to DHIC for that amount.

Discussion: How to utilize the translation services and would it be feasible to have French only sessions?

Participant bags: Cinch bags from Valley Graphics, Dairy Producers, Coveys, NB Egg, City of Moncton, Human Kinetics,

Motion: To purchase cinch bags for participants from Valley Graphics.

Moved by: Jason Rudy

Second: Tobi Desveaux

Discussion: Must look at bags first to see if they are sturdy enough to meet our needs.

Question was raised regarding offering T-Shirts. This item was removed as the cost and logistics were not worth including them.

Motion Carried

8. Policy Update

Differed to next meeting.

9. Other Business

No other business.

10. Next meeting

Motion: To defer agenda items not discussed to September meeting

Moved by: Tobi Desveaux

Second: Jason Rudy

10. Adjournment

Meeting Adjourned at: 5:00 pm