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Sport & Recreation Branch Funding Model II – Assessment Form

**2014-2015**

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| **Provincial Organization :** **Fitness New Brunswick Inc.** |
| **Contact Person :** **Marilynn Georgas** | **Phone :** **5064531094** |
| **Email :** **executivedirector@fitnessnb.ca** |

This form can now be completed electronically.

Please note that you may be asked to “enable content” by clicking options in the ribbon above the document

Please submit by email to:

Heather.Douthwright@gnb.ca

If you wish to submit a paper copy, send to:

Sport & Recreation Branch

P.O. Box 6000, 4th Floor Place 2000, 250 King Street

Fredericton, N.B. E3B 5H1

**Deadline for applications is April 15, 2014**

The application is incomplete without financial statements

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| **In adherence with Policy 250,** Provincial Organization – Financial Reporting |
|  |
| **Preparation and adoption of financial statements:** |
| Please provide the name of the person/accountant/company that prepared the reviewed financial statements: |
|  | **Ron Suantry, Shannon & Buffet, LLP Chartered Accountants** |  |
|  |
| Please provide the date that the reviewed financial statements were approved by the Board of Directors of General Membership: |
|  | **October 26th 2013** |  |
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| **Annual General Meeting** |  |
| Please provide the date and location of the last Annual General Meeting: | **Fredericton, NB 10/26/13** |  |
| Please provide the date and location of the next Annual General Meeting: | **Moncton, NB 10/18/14** |  |
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| **Information Management:** |
| If someone from the public is seeking information from your organization whom should they contact? |
| Name: Nathalie Hebert-Paul | Phone:506 453 1094 | Email:membershipservices@fitnessnb.ca |

Checklist

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Pleaseforward the following information with your assessment form. This application is incomplete without them.









Notes

###### Late or Incomplete

Late or incomplete submissions will delay the assessment process and hence delay when organizations receive their funding.

###### Financial Reporting

Full financial reporting is required. Disclosure of all accounts must be incorporated with submitted financial statements.

###### Financial Statements

Each organization must provide the Branch with its most recent 12-month financial statements (income statement and balance sheet). An organization’s submission will not be considered complete until these statements are received.

Refer to the chart below to determine which fiscal year to report on for this 2014-2015 application (Data reported for questions 9 through 14 must match same fiscal year).

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| **Fiscal****Year End** | **Fiscal Year required for 2014 - 2015 FMII submission** | **In accordance with policy 250; independent reviews or audits are required 6 months after year-end** |
| December 31 | December 31, 2013 | June 30, 2014 |
| March 31 | March 31, 2014 | September 30, 2014 |
| * Organizations having a different fiscal year end should contact their consultant to verify reporting requirements.
 |
| * Organizations must comply with Policy 250 and provide the Branch with an audited or independently reviewed financial statement within 6 months of fiscal year end (see attached policy on financial reporting).
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###### Verification Audit

The Sport & Recreation Branch reserves the right to do a verification audit on any funding model submission.

Organizational Strength

Please rate organization’s performance in the following areas:

Scoring guide: ➊ = no / not really ➋ = somewhat / partially ➌ = yes / very good

Volunteers

1. **The identification of the organization’s volunteer needs (Board of Directors, committees, etc.) and the effective recruitment and orientation of individuals.** ➊ ➋ ➌
2. Last year, the organization undertook a process to identify potential vacancies on the Board, and determined the skill sets required for the organization to function optimally. 
3. Last year, a nominating committee was struck resulting in the targeted recruitment of new Board members who were provided with key information about the organization. 
4. There is a clearly defined description for each position on the Board, including responsibilities and expectations, which were provided to new Board members. 
5. Last year, new Board members were provided with an orientation describing the Board’s operations, meeting schedule, policies and financial statements etc. 
6. Volunteer requirement processes for committees are well defined, and effective volunteer recruitment strategies are in place. 
7. Volunteers within the organization are provided with formal feedback and recognized for their efforts. 

Staff (if applicable)

1. **The management of the organization’s full and/or part-time paid human resources** ➊ ➋ ➌
2. The organization undertakes an annual process to develop individual work plans for all employees, and carries out formal performance evaluations for each employee based on their predetermined work plan. 
3. The organization plans for and provides annual professional development and training opportunity for staff. 
4. The organization maintains a current human resource manual detailing policies regarding employee management and the relationship between managers, employees and/or the Board. The manual describe workplace practices, hiring and termination procedures, and other pertinent information. 

Foundation Documents

1. **The adoption and adherence to effective foundation documents.** ➊ ➋ ➌

1. The constitution and bylaws of the organization have been reviewed within the last 3 years and have been updated as required. 
2. The organization has a written code of conduct policy, including abuse and harassment and discipline, which has been reviewed and updated within the last 2 years. 
3. The organization has a written conflict of interest policy that has been reviewed and updated within the last 2 years. 

Process

1. **The provision of service to members and/or constituency in both official languages.** ➊ ➋ ➌

1. Key organizational documents, such as the constitution, bylaws and policies, etc. are translated into both official languages. 
2. Information on programs, workshops, clinics etc is provided in both official languages. 
3. Participants are encouraged to communicate in the official language of their choice at all meetings of the organization. 
4. The website for the organization is available in both official languages. 
5. **The effectiveness of communication within your organization in a timely and efficient manner through website, email, IP services or other means.** ➊ ➋ ➌

1. The organization has a web-site that is properly maintained and updated frequently. 
2. A calendar of important dates is included on the web-site and is distributed to the membership or constituency. 
3. The constitution, bylaws, policies and regulations are made available on the web-site and electronically. 
4. Key contact information and current Board member listing is available on the web-site and electronically. 
5. **Conducting effective and efficient meetings.** ➊ ➋ ➌

1. Agendas and support documents are distributed at least 1 to 3 days prior to all meetings (e.g. minutes, reports, etc.) 
2. Chairperson follows the set agenda, ensures there is balanced discussion, and ensures that the Board follows accepted meeting management protocol (e.g. Robert’s Rules of Order, Bourinot’s Rules of Order etc.) 
3. The Board moves complex items to committees for further analysis and future recommendations. 
4. The required post-meeting follow-up takes place (e.g. minutes, actions, sidebars) 
5. **Effective decision making.** ➊ ➋ ➌

1. The Board structure ensures that the interests of the membership/constituency are represented (geographically, demographically, etc.) 
2. Appropriate committees are established by the Board to assist in facilitating board decision making by analyzing an issue and providing recommendations to the Board. 
3. Committees are empowered by the Board; and do carry out delegated tasks; and effectively report back to the Board. 
4. Board decisions are recorded in the minutes and effectively communicated to the membership or constituency. 
5. Action items are recorded in the minutes, are effectively implemented and there is follow-up at the next meeting. 

Planning

1. **The development and circulation of a strategic plan and operational plan that were developed with input from the membership/constituency, approved by the Board and that are regularly revisited and updated.** ➊ ➋ ➌

**Strategic Plan**

1. The organization has a written 3 to 5 year strategic plan that has been developed through a consultative process with input from the membership or constituency. 
2. The organization has clear and concise, well communicated, vision and mission statements. 
3. The organization has identified and prioritized long term strategic goals. 
4. The strategic plan is reviewed regularly with updates distributed to the membership or available to the constituency. 

**Operational Plan**

1. The Board has a written operational plan that identifies short-term priorities for the next 12 to 18 months. 
2. The organization has identified a lead person, considered budget implications, and developed timelines for each of the planned activities. 
3. The board and/or lead staff reviews, evaluates and updates the operational plan on a regular basis (i.e. a standing agenda items for board meetings.). 

# Financial Strength

**Using your most recent, 12 month financial statements**

1. Organization’s total revenue (include all accounts) **$ 183,591.00**

1. Organization`s self-generated revenue (For the purpose of this assessment self-generated revenue is the organization’s total income minus all amounts derived from the provincial government.) **$ 118373.00**
2. Percentage of total revenue that was self-generated (self-generated revenue divided by total revenue multiplied by 100).  **64 %**

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| Leadership Development1. To be completed by organizations that provided some form of training, certification or education for their membership/constituency during the past fiscal year that led to the provision of a skilled workforce intended to serve the physical activity, recreation or sport systems in New Brunswick (paid or voluntary).

a)

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| **Name of course/training/etc.****(NCCP; NLS; HIGH FIVE; etc. –** **Include specific level of course if applicable)** | **Location of course** | **Date of course** | **# Participants** | **# of New Brunswick residents completing course** |
| Fitness Theory | Charlottetown, PE |  April 2013 | 18 | Male 12 Female 6 |
| Older Adult Fitness Leader | Fredericton, NB | April 19-21 | 9 | Male 0 Female 9 |
| Resistance Training Leader | Charlottetown, PE | April 2013 | 10 | Male 8 Female 2 |
| Yoga Fitness Leader | Fredericton, NB | May 2-5 | 11 | Male 2 Female 9 |
| Portable Equipment Fitness Leader | Fredericton, NB | May 24-26 | 7 | Male 0 Female 7 |
| Fitness Theory | ,Fredericton, NB | Sep 13-15 | 6 | Male 3 Female 3 |
| Resistance Training Leader | Fredericton, NB | October 4-6 | 3 | Male 3 Female 0 |
| Fitness Theory | Cornwall, PE | October 4-6 | 3 | Male 0 Female 3 |
| Group Fitness Leader | Charlottown, PE | November 15-17 | 5 | Male 0 Female 5 |
| Personal Fitness Trainer | Fredericton, NB | Nov 29 - Dec 1 | 3 | Male 3 Female 0 |
| Fitness Theory | Saint John, NB | Jan 10 - 12 | 11 | Male 3 Female 8 |
| Resistance Training Leader | Charlotteown, PE | January 24-26 | 3 | Male 1 Female 2 |
| Fitness Theory | Fredericton, NB | Jan 25/26Feb8/9 | 10 | Male 2 Female 8 |
| Resistance Training Leader | Saint John, NB | March 28-30 | 8 | Male 5 Female 3 |

b) Does the organization maintain databases that track individuals who retain certification in recognized courses?  Services, Programs and Events1. To be completed by organizations that provided services, programs and/or events directly to its membership and/or constituency during the past fiscal year.

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| **Name of service, program or event**(i.e. NBSHF’s Ambassadors Program; Jeux de l’Acadie 2013; NB Amateur Sport Fund; 2013 RNB Fall Conference; NLS Canadian Life Saving Program; etc.) | **Rationale for providing service, program and/or event** | **# of members or constituents that utilized service or participated in the program or event** (indicate whether consumers were organizations or individuals) |
| Annual Fitness and Personal Training Summit | This annual event provides our members an event to network with each other, gain pracitcal skills, keep current with industry standards and attend the FNB AGM | 150 |
| Summit Tradeshow | This event offers fitness and wellness businesses a chance to showcase their products and services to our members | 8 - 10 booths |
| E-Newsletter | The news letter is sent out monthly as an update for our members to remind them of ongoing workshops and events | 500+ |
| Continuing Education Credit articles | Wellness/health/fitness articles articles are researched and questions are prepared for members to answer. They send these in for education credits. This is usefull especially for members who are in remote locations and or that do not offer workshops to help them maintain/update their skills  | 500+ |
| Advertizing for workshops and CEC/PDC opportunities | FNB posts webinars/workshops that are offered by our partners (ie SportNB, HEPAC, Rec NB etc) as well as those offered by other members that will help to update and improve their education and practical skills. These are also used for education credits. | 500+ |
| Website | The FNB website includes our business, courses, membership, and partners information as well as health and wellness information for the general public. Currently this is Engish only; however; we have a translator working on preparing the French site.  | 500+ |
| Facebook | There is an FNB facebook that is kept up by our marketing board member. It hosts workshop, and course updates as well as current health and fitness events and information | 500+ |
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Advocacy and System Leadership1. To be completed by organizations that led or contributed towards initiatives during the past fiscal year aimed at **a)**  increasing public awareness of the benefits of participation in sport or recreation; **b)**  influencing public-policy towards increasing support for the sport and recreation system, and/or **c)** forming partnerships to address common system issues or to identify common system needs.

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| **Specific initiative this past year** | **Targeted change** | **Progress towards change (evaluated to date)** |
| Annual Fitness and Personal Training Summit | Increasing public awareness of fitness through professional development of our leaders and opening sessions up to the general public. | Summits include a trade show and we are inviting the PA and sport partners to participate which gives cross exposure between those associations and our fitness professionals.. This is the first year and it will be a work in progress that is |
| Get Fit section of the websire | Advocacy and increasing of public awareness regarding choosing appropriate individual PA, instructors and facilities  | Too soon to tell as yet as this is in the first stages.  |
| CSEP affiliation agreement | Maintaining a connection to CSEP to allow advocacy and professional devlopment for the CSEP professionals in Atlantic Canada. | This is going very well so far and is in the first year of the program and too soon for a definitive evaluation. However the hope is that this will be a continuing affiliation that will improve and grow with experience. |
| HEPAC Parks and Trails Day | Inclusion of FNB for HEPAC and inmotion activities and events in NB | This is the first year of FNB's involvement with this program. It has been a postive experience and the goal is to increase our involvement as we continue to improve our office efficiency. |
| Para NB - Participate in Experience event as a trade show booth  | Expanding our awareness regarding inclusion of people with disabilities in fitness classes with the goal to develop ways educate our fitness professionals  | This is our first year of partnering with Para NB. We are planning to include a session at our summit in the fall that will be lead by a certified yoga leader with a disability. |
| Partnering with the Altanitic Region Diabetes Initiative PA specialist | Development of a strategy to include appropriate group fitness and personal training leadership training for the Atlantic Canada Native population.  | This is the first year of this initiative and thus far we have had meetings with the specialist that have had positive outcomes. There is a sensitivity training for leaders planned for the end of May. |
| FNB is part of the New Brunswick Physical Activity working group. | Becoming a recognized advocate and contributor for PA activities and events in NB | This is the first year of this partnership and is going very well. FNB is proud and happy to be included and we are looking forward to growing our place within this working group. |
| PA events and Activities advertizing on FNB facebook | Increasing the FNB membership and genral public involment with FNB facebook | This has been revived by one of our board members and the feedback has been positive from our membership. |

Priorities1. Identify the organization’s strategic priorities for the coming years and the measurable outcomes and/or impacts to be used to determine progress. Show that these priorities are linked to the organization’s strategic plan.

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| **Priority** | **By when** | **Measurable outcome/impact** | **Cross reference to strategic plan** |
| 1 | Fall 2014 | Policies and procedures have been reviewed by ED and there are 7 sections. Each section is being discussed by a BOD member and the ED and when reviewed and revised (if necessary) presented to the Board for further discussion and acceptance one at a time at each board meeting. 4 of the 7 sections have been completed. | Programs and Services Goal 1 (1-3) Current and Clear operational policies |
|  2 | Fall 2014 | Books/manuals for the courses have been reviewed by ED and Course Conductors and new manuals and materials are in use (GFL/ICFL, being piloted (FT), being reviewed for next course in fall (RTL/PFT).  | Progarms and Services Goal 2 updated certification materials.As per the SP the National Fitness Leadership Alliance is updating the performance standards and exams. NFLA is the group of not for profit agencies across Canada that govern the certification standards.  |
| 3 | Ongoing | Articles with a quiz are being included in the monthly members e-news, they send the answers to the office. Webinars/conferences/workshops are being posted on the Webiste and Facebook and reminders are included in the monthly e-news.  | Programs and Services Goal 4 Increase the number of CEC opportunities for members. |
| 4 | Ongoing | The yearly budget has been updated and reviewed with the treasurer. ED meets with the treasurer on a weekly basis to review budget, and outgoing payments. The new fiscal year budget is based on the actual past year to help keep the numbers realistic. | Finance Goal 1 to be fiscally responsible |
| 5 | Ongoing | A relationship has been established with Greg Duquett who is the Kinesiology student placement advisor. We have to this date had two student curriculum placements and have two students applying for summer and fall internships. We also have students from Eastern college that come to the office for a 4 week placement and that partnership will continue. | Finance Goal 2 Increase funding reveniues - Explore student practicum/term/coop placements |
| 6 | Onfoing | The English FNB Website has been updated and is almost fully operational (missing is the specifice member login profile updating and information section - this is being completed in April 2014.Advocacy - Get fit section for the general public is on the website and FNB is linking to other Health and Wellness events and partner agencies.FNB is involved with the HEPAC inMotion Parks and Trails day, The PA working group, Para NB and the Native Diabetes Initiative group. | Finance - Goal 2 Increase funding revenues - Promote membershipMarketing - Goal 1 Professional Presence, 2 - Develop new and foster existing partnerships  |
|   7    | Spring 2016 | FNB has made a concerted effort to have BOD representation from across NB. Currently we have Saint John, Fredericton and the Miramichi areas included. There is also a goal to train course conductors in the Miramichi area to help make courses more available to that population.  | Marketing Goal 3 To develop new/emerging markets |
| 8 | Ongoing | The FNB newly hired Membership Services coordinator is bilingual. FNB has a translator working on the French side of the website. We have had a translator available at our annuall summit for the past two years and that will continue. | Marketing Goal 3 - To devlop new/emerging markets - promote to francophone community |

1. Report the organization’s key achievements from the past year.

1. Identify specific organizational outputs planned for the coming year.

**Deadline for applications is April 15, 2014**The application is incomplete without financial statementsPlease submit by email to: Heather.Douthwright@gnb.ca If you wish to submit a paper copy, send to: Sport & Recreation BranchP.O. Box 6000, 4th Floor Place 2000, 250 King StreetFredericton, N.B. E3B 5H1 |  |
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