



## Board of Directors Meeting

Date: April 26, 2015

Location: Skype

**Board members present:** Rick Fralic, Dayna Sinclair, Tobi Desveaux  
**Regrets:** Maureen O'Hara, Jason Rudy, Susi Chamberlain, Marc Polley  
**FNB Staff Present:** Marilynn Georgas

### 1. Call to order

6:45 pm

### 2. Quorum

No

### 3. Agenda

No Additions

**Motion:** To accept agenda.

**Moved by:** Dayna

**Seconded by:** Tobi

**Motion Carried**

### 4. Minutes of Previous Meetings

**Motion:** To approve the minutes from March 22, 2015

**Moved by:** Dayna

**Seconded by:** Tobi

**Motion Carried**

### 5. Action Items from Previous Meeting

1. **Action:** FNB President and the ED will draft a letter and have it ready for review at the next budget meeting with Sherry and the FNB treasurer. This meeting will be set up to occur by end of March or early April 2015. (Due to the changes in DHIC, Sherry is not available until May)
2. **Action:** The board will set a meeting to focus specifically on the current and future Strategic Plan. The ED will work with Sherry to set a date for this meeting. (Due to the changes in DHIC, Sherry is not available until May)
3. **Action:** Maureen O'Hara will explore contacting Regional Wellness Consultants to see if any of them have funding opportunities that FNB may be eligible to apply for. Sherry offered to meet with Maureen to discuss these contacts. These other wellness consultants could also be potential speakers at the FNB Summit. (No report as Maureen not present at meeting and due to changes in DHIC, Sherry is not available until May)

4. **Action:** The ED, FNB President and the DHIC consultant will meet the end of March or early April to review the completed the funding application prior to submission if possible. (Completed)

5. **Code of Conduct:**

**Discussion:** Research is in progress. The ED sent example protocol information from Hockey Canada to Susi for review.

**Action:** Susi will have a complete update for the BOD at our next BOD meeting. (No report – Susi not present)

**Action:** The ED will send the current Freedom from Harassment, Confidential Information, Property Rights Agreement and the E-email use policy to the BOD for their review on Friday March 27. Further discussion on the issue will continue at the next BOD meeting. (Completed)

Marc Polley mentioned that he could not access this information.

**Action:** The information will be sent to Marc. (Completed)

**Action:** The MSC will send Marc Polley the facility requirements for the upcoming RTL course. He will do research and provide FNB any contacts he can think of that may help. (Completed)

6. Newsletter: Marilyn asked if one of the Board members could write an article/quiz for the next newsletter. Jason Rudy offered to do so.

**Action:** Jason will write an article for the next newsletter. (Jason very busy, ED will send newsletter without article)

7. **FNB Clothing (see pictures that I emailed Marilyn)**

Tobi ordered a fleece from a local clothing company and was very pretty pleased with it. She sent pictures to the ED who distributed them to the board.

The ED also received a sample jacket and a t-shirt from Valley Graphics which were shown to the board.

**Action:** The BOD will look at these clothing options and make a decision at the next BOD meeting. The ED will send out the prices to the board. (Deferred to May board meeting)

8. **Action:** The BOD will do more research on Louise Malone and find out what her price will be and what experience she has. The BOD will have an update for the next BOD meeting. (Further discussion in Summit Report)

9. **Sponsorship:** The value of creating a teared sponsorship package was discussed and it was recommended that at this time it is not feasible for the FNB Summit. The use of a letter of request for sponsorship, donations and contributions will be continued.

**Action:** The ED will send out a list of businesses that were contacted last year and the board will add to the list which will be reviewed at the next BOD meeting. (Completed - Further discussion in Summit Report)

10. **Action:** The ED will consult with board members and send a list of potential tradeshow options prior to the next board meeting for review at the next meeting. (Completed - Further discussion in Summit Report)

11. **Schedule:** A revised Summit schedule was created based on the feedback from the 2014 summit and was sent to the board for review.  
**Action:** The BOD will review the detailed schedule and discuss any issues at the next BOD meeting. (Completed - Further discussion in Summit Report)
12. **New Registration Form:** The summit registration form was reviewed and updated.  
**Action:** The Bored will review the form and fill it out as if they were attending the summit. They will bring their recommendations to the next meeting. (Resend to board for review)
13. A schedule for reviewing and updating the Board Handbook, Board Training, Membership, Course Conductors & Evaluators manuals will be set up.  
**Action:** The Board will decide which handbook/manual would be a suitable match for them to help review and revise. (This will be discussed at the board meeting in May.)

#### 6. Items Arising from Minutes of Previous Meeting of January 19, 2015 (Rick)

No items arising.

#### 7. Reports

**i) President Report:** (Rick)

The president is in contact with the office either by phone or in person one day each week.

Summer Student grant application was unsuccessful as the money allocated for our constituency exceeded the demand. This placement is important for the office due to the reduced hours of the MSC. May be able to have enough in the budget to hire the student on our own. Suggestion to wait until FNB receives notice of the 2015-16 Provincial Funding before moving forward.

**ii) Office: MSC not present.**

Membership – Over half the members have renewed.

Fall course schedule – Will be completed by the end of July.

Winter/Spring course schedule – RTL in Moncton end of May and PFT in Fredericton beginning of June will run.

**ED:**

Website – French Translation: Is now configured and almost completed for static information.

Dynamic has message that we are working on this page and please contact the office if desiring to discuss in French. Board members can go onto site and see how the navigation is working.

**Newsletter:** Next edition- End of April (no article available this month.)

**UNB Summer Class possibility:** Suggestion to run a course in summer which will be geared towards student participation. The content will include FT, RTL, PE and will cover the information and exit exams/practical observations to allow full certification: Successful students will receive 3 UNB credits.

ED will meet with Alina Cress on Monday to discuss the details.

**T4T May 30, 2015:** At UNB. Presenter is Connie Jasinskas. Cost is \$600.00 for 6 hours. No cost for the room. Course Conductors to pay \$25.00 each. 6 have paid 4 from NB and 3 from NS, 2 more interested. FNB will pay the difference.

**Trade shows:** May 9, 2-6 pm Convention Center Fredericton Marathon Trade Show. ED may not be available, Nathalie will attend. Request that a board member help. Rick maybe available.

**“In motion” Parks and Trails Day:** June 6 FNB is on the organizing committee. UNB/FNB will host an event on campus. Bryana Perreux (URec Outdoor Recreation Leader) has a student intern who is organizing the event for us.

Steering committee met April 22, to finalize the promotion dates.

**Action:** ED will send the information for release to Tobi/Dayna to include on Facebook when available.

iii) **Treasure Report (Susi):** Not present. President reviewed the finances. End of month (April) will be included with the May 8<sup>th</sup> ED weekly check in.

iv) **Program Development:** NFLA - RTL (completed and ready for NFLA approval), PFT (Vetted through external advisors), AFL (completed ready for NFLA approval)  
**O AFL:** NFLA is going through a change which may require a specialty certification to be obtained as a pre-requisite for O AFL. Currently this is the case in BC. As it stands the other provincial partners offer O AFL as a Choreography certification. Suggestion to change the format to become a certificate of completion with FT as the pre-requisite. The content would be such that the candidate could take the knowledge and skills and apply them directly to any FNB certification they already have or will attain in the future. A preliminary performance standards document has been created by the ED.  
**Action:** ED and Dayna to meet to discuss the possibilities of this program and bring recommendations to the board for the May meeting.

**Children and Youth:** The HUB insurance allows Leaders/Personal Trainers to work with children and youth if they have specific training for that Genre. Suggestion was to create a Children and Youth module with the same format as recommended for the O AFL above which would be a certificate of completion (FT pre-requisite) that would allow transferability to specialty certifications. ED has created a preliminary draft of the performance standards based on the NSFA Youth Fitness Leader course.

**Action:** ED and Dayna will meet to discuss the possibilities of offering this program and will bring recommendations to the board for the May meeting.

v) **Marketing: (Tobi)** Facebook is up to 420 likes. Is being utilized well.

**New banner:** Since the FNB stand was not reusable a new stand was purchased. The new stands are larger and Valley Graphics had to resize. They printed a newly sized banner to fit the new stand at no extra cost to FNB. When they printed the new banner it was not centered to their liking so they gave us that banner. For a cost of \$25.00 plus HST this banner was hemmed at the bottom and inserted with grommets at the top for FNB to hang in the office and also to use as an extra banner when required.

vi) **Summit:**  
**Feature Presenter:** Louise Malone has been chosen as the 2015 Summit feature presenter.

**Schedule:** Recommendations - Nutrition to include topics of interest such as Sport Nutrition, Hormonal issues for females in peri or full menopause, Sugar.

**Action:** Tobi will forward the dietitian list of names received from Rick to the ED.

**Sponsorship:** ED sent the excel spread to board members with names contacted in 2014. The revised sponsor/contributor package was reviewed and meets our needs.

**Action:** ED will follow up with Egg producers to request sponsorship again. Tim Horton's will not be contacted as 2014 was a one-time sponsorship. ED will look into other possible sponsors/contributors

**Tradeshow:** ED sent the list of tradeshow interest and booth participants from 2014.

**Actions:** ED will request help from Maureen as she lives in Saint John and will have a better idea of the businesses that might be interested.

Nathalie will also talk to vendors at the Marathon Trade show to see if there is interest.

Tobi will put a question on Facebook for members to send their booth content suggestions.

**Other:** For a table or in participant bags or information session. How members can choose or determine what is credible information when using social media. Could this be part of the Critical Thinking lecture?

#### 8. Policy Updates.

1. Code of Conduct: See action Item #5 from Actions of previous meeting.
2. Reviewing and updating Handbooks: See action item #13 from Actions of Previous Meeting.

#### 9. Other Business

**None**

#### 10. Next meeting

The next BOD meeting Wednesday May 20, 2015 at 6:30pm via Skype

#### 13. Adjournment

**Motion:** To adjourn the meeting.

**Moved by:** Dayna

**Seconded by:** Tobi

**Meeting Adjourned at: 8:15 pm**