



Board of Directors Meeting

Date: August 10, 2015

Location: Skype

Board members present: Rick Fralic, Dayna Sinclair, Tobi Desveaux, Maureen O'Hara

Regrets: Jason Rudy,

FNB Staff Present: Marilyn Georgas, Matt Stever

1. Call to order

7:04 pm
Susi

2. Quorum

Yes

3. Agenda

Addition to Agenda: – Physical Literacy August 26, 27 \$25.00 need someone to attend please.

Motion: To accept agenda with addition.

Moved by: Tobi

Seconded by: Maureen

Motion Carried: Yes

4. Minutes of Previous Meetings

Motion: To approve the minutes from July 6, 2015

Moved by: Tobi

Seconded by: Susi

Motion Carried: Yes

5. Action Items from Previous Meeting (see attachment from BOD Agenda for July 6, 2015 meeting)

1. The ED will report on her Hutton House visit at the next BOD meeting.

Report: The meeting was very interesting. Hutton House is in the process of completing the certification. It will be online with an interactive component. We discussed how they would decide who would be eligible and how the certification would be maintained. It was recommended that they retain ownership of the course and not allow other agencies to run it for profit.

Discussion: Tobi has had people come to her class from Mental Health who have received funding. It is an avenue of wellness that FNB can tap into for their leaders.

Action: FNB will stay in contact and connected with this initiative and will update the Board as things progress..

2. The work on the Violation of the Code of Conduct is a work in progress. The BOD decided this subject requires a separate meeting in order to deal with the information properly.

A date will be set for a meeting before Dec. 31, 2015.

Action: Proposed to be discussed at our September meeting and set a separate meeting date during early November 2015.

3. The ED wants the Course Conductor Policy Reviews done before the AGM. Tobi offered to help the ED with this.

Report: ED has not moved forward yet, will set a time to meet with Tobi.

Action: ED will send information to Tobi this week for review with footnotes. A follow up meeting will be determined.

4. **Website:** The FNB website is an ongoing project that has begun Phase II. The ED will meet with the IT Company to further discuss Phase II before the next BOD meeting.

Report: It was recommended to proceed with the Certification and Membership Management portion of Phase II at a cost of \$2850.00 as quoted. This will allow members to check their certification status online and also to fill out their renewal. The Public Profile will be revisited at a later date.

Motion: To proceed with the Certification and Membership Management portion of Phase II at the cost of \$2,850.00 as quoted.

Moved by: Tobi

Seconded by: Susi

Motion Carried: Yes

5. **Newsletter:** The newsletter will be sent out by the end of July. Tobi suggested to include our Gina Simpson award information in the next newsletter.

Report: Newsletter was sent out August 5th with the GSL Award package. CSEP Affiliate members were included.

6. The fall schedule will be posted on the website by the end of July. Preview of the courses is posted.

Report: When website was changed to be responsive all of the course schedule information was lost and have to start all over. Will be completed week of August 10. As well, there is a proposal for a small increase to courses. Require discussion and approval prior to posting details.

Discussion: Since the prices were increased in 2014 it is not necessary to make changes at this time.. Some of the dates on the schedule were incorrect. The changes will be made to coincide with the proper dates.

7. **Treasurer:** Susi gave an up to date report on the FNB account. The ED will do a mini budget comparison to present at our next BOD meeting.

Report: A Mini budget was not completed.

Action: A budget update/review will be put on the agenda for the face to face meeting in September.

8. **Program Development:** It was decided to use the 5th Edition Personal Trainer manual for the PFT course. Dayna continues to review fitness for children and youth.

The ED suggests that FNB develop an "Aqua" partnership with the YMCA. Dayna is working on this. Dayna will decide on an Older Adult Manual by the next BOD meeting. Discuss during reports.

Report: We will wait to discuss the OAFL manual choice with the new UNB professor Danielle Bouchard. There is a very strong possibility for FNB to partner with the YMCA to direct aqua leader candidates to the YMCA courses. Combining courses will help increase numbers and reduce the chance of course cancellation.

Action: The ED will meet with Dayna to discuss how to advertise and determine a course cost for non YMCA candidates. In addition how to integrate the exercise theory will be included.

9. **Summit (Matt/ED):** The BOD is still interested in acquiring new FNB t-shirts and jackets for the summit. The ED will go to Valley Graphics and see what merchandise they offer and the prices. She will have an update at the next BOD meeting.

Report: Options and prices have already been determined.

Discussion: The T-Shirt is a good option and allows the board to participate in Summit activities without the need to change. Red is preferred over black as it stands out more and will be easier to identify board members and staff.

Action: ED will resend the price list for the t-shirts and jackets to the board and find out if the shirts are available in red.

The Session Schedule is mostly completed. The ED will send out a completed Session Schedule to present at the next BOD meeting.

Report: Sneak Peek completed. A CSEP CPT PATH update is included on the Friday night.

Amanda Christie has agreed to lead an Aqua Stretch Session.

Action: ED/Dayna will follow up with Amanda for a bio and session description.

The ED will like the BOD to think of ideas for a theme/slogan for the conference. The BOD will present their ideas at the next BOD meeting.

Report/Discussion: Tobi sent out some great themes. Comments for “Energize and Inspire” were positive. FNB will use this theme for the summit.

6. President Update

The resignation of Mark Polley was acknowledged. Marc regretfully resigned because he does not have the time to offer anything as a board member; however; he is willing to work on a committee.

The president continues to keep in close touch with the office staff on a weekly basis as allowed and reports that everything seems to be on track.

Action: A President's report will be prepared for the brochure and submitted to the office the week of August 17th.

Tourism, Heritage and Culture Consultant: Sherry Doiron who is the FNB Provincial Consultant is taking a one year leave of absence effective October 2015. At this moment in time she does not know who will be replacing her on her files and who will fill in for the next year. Once she hears more she will pass along that information. In the meantime, she believes that her work email address will still be active for at least the next two months and has given her gmail address if we need to contact her for any reason. In light of this the president has recommended that as soon as we know who the replacement will be that we secure him/her to come to the Summit to give a report at the AGM.

7. Reports

1. Office update:

a.) MSC: (on holidays) Membership 169 paid members (plus 16 staff, Board, NFLA). There have been 208 CSEP Affiliates added to our roster with 8 of those also FNB members. FNB will receive \$50.00 plus HST for each of these members. It will be made in two or three installments. The dates of those installments are not available as yet. Last year the first was received September 8, 2014.

b.) ED: Website: Phase II, Recommendation to move forward with the member and certification management section for \$2,850.00. See actions from previous meeting.

Newsletter: Sent out August 6, 2015. 8 responses so far to the article for credit. Average is around 20.

Use of Mail Chimp (Matt) – Proposal to review and accept use of Mail Chimp for e-news to members. It is free for the first 2000 news-letters per month and templates are supplied. It is also a secure site and all

emails can be sent out at one time. The board agreed to use this system for the next newsletter.

CSEP Affiliate update: See MSC report. The ED had an affiliate meeting with the CSEP Director of Membership Services. Discussed was centered on fulfilling the education portion of the agreement. A PATH update will be included in the FNB Summit and there will be an education day in Nova Scotia. Jeff Zahavich has indicated he will help to put this day together.

2. **Treasurer:** Susi Book and Bank balance as of the end of July 2015 **\$ 104,620.29 End of July 2014** \$90,382.96 Difference of \$14,237.33 over the same time last year.

Audit: Process is beginning so the financial statement will be ready for AGM announcement. It is the third year of review. The fiscal end 2016 a full audit will be due.

3. **Program Development: (Dayna):** Current - OAFL Update (Course and Manual?)

Fall Course schedule (see attached) Note FT is now ET (Exercise Theory as per NFLA change)

Future: Children and Youth use of current courses FSM & High Five for certificate of completion recognition, AFL (YMCA partnership?), Will set some dates and costs. Action ED meet with Dayna regarding partnering for AFL. Adaptive Fitness Specialist Certification (AFS) Update from ED meeting. **See Actions from previous meeting for report/discussion and actions.**

4. **Marketing: (Tobi)**

Getfit follow up: (Matt) Fredericton July 25th, the participants were members of the Dynamic classes and the attendance was very low. Maybe due the change from Officer's Square to the North Side. Only three booths and is recommended that it would not be worth our while to attend in the future.

Facebook: (Tobi) 460 likes on Facebook. A good variety of people are viewing the site and it is valuable and worth it to continue.

Brochure: Addition of CSEP logo as per affiliate agreement. Approved by the board to include.

5. **Summit: (Matt/ED)**

Sponsorship: Egg Producers \$500.00

Contributions: 21 items for door prizes is the minimum so that we have at least one to draw for at each session. Currently we have 5 items from Assumption life that were not handed out last year, and 5 Fitness Weight Training books that we are not going to use any longer for the RTL books. There are more commitments of prizes one Gift card from Boston Pizza, 2 free weeks of classes and 4 free weeks of classes from My Gym at this time.

Posters: Matt has prepared posters and they will now include the approved theme and will be sent out to the board for review.

Session Schedule: See actions from previous meeting. Remove the words Product Demonstration from the Trade show rows.

Tradeshow: (Matt/Maureen) There are 6 booths so far - Massage Experts, Lole, Shambala, Physical Literacy, Chrysalis Centre, and Fit Works. However we have not had confirmation from Fit works.

Action: Maureen – will talk with John and Nancy of Fit Works and she will also contacts a Registered Dietician.

PATH update (ED): Charles Babineau is the instructor and his fee is waived exchanged for summit registration. Request approval to pay for his Saturday accommodation. Cost to participants will be \$50.00 (same as a single session). Will be no cost if they are paying for Friday evening or for Full Conference. Board approved to pay for the Saturday accommodations for Charles.

AGM Reports: Ed will prepare Reports for review with the exception of Marketing as Tobi will do that on her own.

8. Policy Updates.

Violation of FNB Code of Conduct (under advisement)

Policy Review: Course Conductors See actions from previous meeting

Handbooks – member, course conductors, evaluators, BOD. Procedure will be discussed at next meeting.

9. Motion to Accept Reports

Moved by: Susi
Seconded by: Tobi
Motion Carried

10. Other Business

Physical Literacy: There is a two day workshop in Fredericton and the ED has recommended that someone from the board attend. Rick may be interested. ED will send him the information.

11. Next meeting

The next BOD meeting: Saturday September 27th 10:00 to 3:00 pm Face to face in Fredericton

12. Adjournment

Motion: To adjourn the meeting.
Moved by: Maureen
Seconded by: Tobi
Meeting Adjourned at: 8:40 pm