



## Board of Directors Meeting

Date: February, 2016

Location: FNB Office, UNB

Board members in person: Susi Chamberlain, Sabina Marco and Matt Stever

Skype: Marianne Janowicz & Dayna Sinclair & Maureen O'Hara

FNB Staff: Marilynn Georgas, Nathalie Hebert-Paul

### 1. Call to order

6:50 pm

### 2. Quorum

Yes

### 3. Agenda

No Additions

**Motion:** To accept agenda

**Moved by:** Maureen

**Seconded by:** Susi

**Motion Carried**

### 4. Minutes of Previous Meetings

**Motion:** To approve the minutes from January 18, 2016

**Moved by:** Susi

**Seconded by:** Sabina

**Motion Carried**

### 5. Actions Items from Previous Meeting

Actions will be discussed under the appropriate agenda items referenced below.

**1. Board Structure – President/President Elect**

**2. NFLA – membership agreement**

**3. DHIC – Strategic Plan, Meeting with the Minister**

**4. Professional Development – OAFL, Youth**

**5. Marketing – Strategic Planning**

**6. Summit – STU, feature presenter**

**7. Policy Update – Course Conductor/Evaluators**

**8. Violation of Code of Conduct**

## 6. President Report

**Board Structure – Action 1: Susi Chamberlain offered to be President Elect.**

**ACTION:** BOD is now looking for a replacement Treasurer.

## 7. Reports

### 1. OFFICE UPDATE:

#### a. MSC:

- i. **Membership:** There are now 208 paid members + 16 other (NFLA, Board, FNB Staff, CSEP Staff).
- ii. **Courses:** Exercise Theory is set for February 26<sup>th</sup>, 27<sup>th</sup> & 28<sup>th</sup>, 2016. Currently there are 10 participants.
- iii. **Renewals:** Renewals have been emailed. Have already got 12 renewals.

#### b. ED:

- i. **Website:** On-going effort.
- ii. **CSEP:** CSEP day April 16 (partnered with UNB), in conjunction with OAFL.
- iii. **NFLA: Action 2 –** ED has scheduled a meeting with NFLA for March 8, 2016 and Dayna Sinclair will be at the meeting.

### 2. DTHC:

- i. **Strategic Planning- Action 3:** ED set a potential meeting date for June 11, 2016.  
**ACTION:** ED will send out a survey about the Strategic Plan to our members. This survey will provide the BOD with information to help with the DTHC. A draft of this survey will be presented at the next BOD meeting.
- ii. **Minister of Tourism, Heritage and Culture – Action 3:** *ED prepared a draft letter. Letter is not complete. ED is looking for any references/initiatives that the Province is stating. The ED would like this letter to prove that FNB has the same initiatives as the Province.*  
**ACTION:** ED has asked the BOD for assistance in finding Provincial Fitness/Health Initiatives.

**3. TREASURER:** No update. FNB is on budget.

### 4. PROGRAM DEVELOPMENT:

- i. **Action 4: OAFL-** *An OAFL manual has been selected. The ED has ordered and received these manuals.*  
**Discussion:** Many of the BOD would like to attend the OAFL course. After a brief discussion one of the BOD suggested that all BOD members be eligible to take FNB courses at a 50% rebate off the course fee.  
**Motion:** To approve that all FNB BOD will receive a 50% discount off any course fees they choose to take. This rebate will only be honored if there are enough participants registered to cover the costs of the course.  
**Moved by:** Susi Chamberlain  
**Seconded by:** Sabina Marco  
**Motion Carried**

- ii. **Action 5:** *This is an ongoing initiative.*

### 5. MARKETING:

**Action 5: Marketing-Strategic Planning –** *Matt has been working on this and presented an idea to help with the Marketing initiative for FNB. Matt suggested that we utilize our Facebook page. He would like to see more pertinent information and have a member featured on a monthly basis.*

**ACTION:** Matt will create a sample questionnaire that will include what information is required for the feature person. The information gathered from the template will be used to enter on our Facebook page. This sample questionnaire will be presented at the next BOD.

**6. SUMMIT: (ED) Action 6-** *Susi has confirmed the space at STU. The ED has reached out to Louise Malone but has yet to receive a response. The BOD was asked once again to think of names for feature presenters for the upcoming FNB Conference in October.*

**ACTION:** The ED will search for the Theme ideas that Tobi emailed and present them for the next BOD meeting.

#### 8. Policy updates

**a. Course Conductors – Action 7-** *This is completed.*

**ACTION:** The ED will send out the policy updates to the BOD by February 19, 2016.

**b. Violation of FNB Code of Conduct: Action 8-** *Marianne gave a brief update to the BOD and has sent the updates to the ED via email.*

**ACTION:** The ED will look over what Marianne has sent her and give an update at the next BOD meeting.

#### 10. Other Business

No other business

#### 11. Next Meeting

**March 21, 2016 at 6:45pm**

#### 12. Adjournment

**Motion:** To adjourn the meeting.

**Moved by:** Marianne

**Seconded by:** Susi

**Meeting Adjourned at:** 7:50pm