



Board of Directors Meeting

Date: January 18, 2016

Location: FNB Office, UNB

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

Skype: Marianne Janowicz & Dayna Sinclair

Regrets: Maureen O'Hara

FNB Staff: Marilynn Georgas, Nathalie Hebert-Paul

1. Call to order

6:48 pm

2. Quorum

Yes

3. Agenda

No Additions

Motion: To accept agenda

Moved by: Matt

Seconded by: Susi

Motion Carried

4. Minutes of Previous Meetings

Motion: To approve the minutes from November 22, 2015

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. Violation of Code of Conduct - 8. Policy updates: c
2. Course Conductor Policies - 8. Policy updates: a
3. Aqua Fitness – 7. Reports: #4 Program Development
4. Older Adult - 7. Reports: #4. Program Development
5. Children and Youth - 7. Reports, #4. Program Development
6. Strategic Planning - 7. Reports: #2. DTHC
7. Minister of DTHC – 7. Reports: #2. DTHC
8. Sport NB AGM - 7. Reports: #5. Marketing
9. Summit - 7. Reports: #6. Summit
10. Waiving of Evaluations – Revised policy for acceptance: 8. Policy updates: b
11. Board Handbook - 8. Policy updates: d
12. Board Structure – 6. President Report
13. Board meetings

6. President Report

Board Structure – Action 12: (President Elect) *The BOD will think about the different options and discuss these further at the next board meeting.*

Discussion: The two options Making the President Position a two year term with the President Elect being selected during the second year of that term or maintaining the current structure of a one year President term with the President Elect being selected for that same year were brought forward again. No decision was made

Action: the board will think about the choices for the next meeting.

7. Reports

1. OFFICE UPDATE:

a. MSC:

- i. **Membership:** There are now 194 paid members + 16 other (NFLA, Board, FNB Staff, CSEP Staff).
- ii. **Courses:** Exercise Theory is set for January 29th, 30th & 31st, 2016 in Fredericton. Currently there are 5 participants.
- iii. Very busy with membership renewals. The renewal letters will be sent out the first week of February.

b. ED:

- i. **Website:** Phase II is being completed. Still working on a calculator for CEC's. It is hopeful that the public profile will be ready for launching prior to March 31, 2016.
 - ii. **CSEP:** CSEP day April 16 (partnered with UNB), in conjunction with OAFL. Student fee \$20.00 to cover materials and lunch, OAFL participants added \$15.00 to cover lunch. FNB/CSEP \$85.00 early bird by April 4 \$100.00 late after April 4. Others \$100.00/\$115.00
 - iii. **NFLA:** February NFLA meeting will be focused around the NFLA membership agreement.
- ACTION:** ED will report to the BOD, and send the new agreement for review when it is finalized to be discussed at the next FNB BOD meeting.

2. DTHC:

- i. **Strategic Planning- Action 6:** *ED will look at the current plan and update it and work towards preparing a framework for the new plan with one of the executive or directors (to be determined).*
Discussion: A list of mediators was presented by Jamie Shanks at the last board meeting. The ED contacted one; however; has not heard back..
ACTION: FNB President and ED will meet and review the strategic plan and provide an update for the next BOD meeting. The President will contact Laura Davies regarding the possibility of mediating the new strategic plan meeting.
- ii. **Minister of Tourism, Heritage and Culture – Action 7:** *ED will prepare a letter, requesting a meeting with the deputy minister, for circulation to the board and a final draft will be available at the next BOD meeting.*
Discussion: To complete the letter the board was requested to determine the focus of the meeting. Examples – to introduce and inform about FNB and the impact members have on the community? Suggestions from the BOD – The importance of the funding received from the Province, The value of our annual summit in supplying CECs, FNB partnerships with other associations with some allowing for inclusiveness.
ACTION: ED will have a draft letter ready by January 31st, 2016.

3. TREASURER: Susi presented a brief update on the budget. At this time there are enough funds in the account for 8.5 months. There is less money compared to last year at this time; however; FNB has spent more on updating the website, a new office computer and the summer student position (for which no federal funding was received). These items have helped to move the association forward.

4. PROGRAM DEVELOPMENT:

- i. **Action 3: Aqua Fitness-** *The ED will meet with Dayna to review the new YMCA course and together they will recommend an FNB & YMCA partnership to deliver the course to prospective FNB leaders*

Discussion: A full YMCA course has not been run yet. However; the possible partnership between FNB and the YMCA will continue and this will be an item on the agenda for the ED and President meeting.

- ii. **Action 4: OAFL-** *Dayna will find out if FNB is allowed to purchase the manual and use it as a course reference and will have an update at the next BOD meeting. The ED will continue to connect with Tara Werner at RNB for updates and information.*

Discussion: YMCA manual is not suitable for FNB purposes. MG and Alina have met and Alina is reviewing the books and will make a recommendation. MG, Alina and Dayna will follow up Monday 25th to discuss and a decision will be made.

Discussion: Currently the OAFL stands on its own as a GFL certification. Since older adults are a specialty population, it was recommended that this course become a certificate of completion and be available to certified fitness leaders/PFTs. This will allow the leaders to incorporate the material into their certifications and will reach out to more people in the community. .

ACTION: ED will provide an update for the OAFL manual choice and proposed pre-requisites at the next BOD meeting

- iii. **Action 5: Youth-** *Sabina was provided with the Alberta and Nova Scotia materials and will review and give a report at the next BOD meeting.*

Discussion: The materials provided focus on adapting fitness classes to meet the need of youth. It was recommended that the youth specialty follow the same course of action as the older adult. The content of the existing manuals could be used as guidelines for a FNB Youth manual.

ACTION: Sabina will look for more manual information (course content) and will have an update for the next BOD meeting. The ED had prepared a draft of possible performance standards and will send those to Sabina for review.

5. MARKETING:

- i. **SNB AGM- Action 8-** *Sabina to attend the SNB AGM and report to the board.*

Discussion: It was interesting and very short. Sabina was able to attend a workshop which focused on coaching and competitive sport.

- ii. **Marketing Plan:**

ACTION: Matt and ED will meet and discuss the Marketing portion of the strategic plan and have an update for the BOD at the next BOD meeting.

6. SUMMIT: (ED) Action 9- *The ED will confirm with the WU center (reviewed contract is OK) and Susi will confirm with STU for the dates.*

The ED reviewed the contract with the WU center and the contract includes the dates.

ACTION: Susi will confirm dates and room availability with Jenn at STU. Will have confirmation by the next BOD meeting.

ACTION: ED will contact Louise Malone for names of possible male feature presenters.

8. Policy updates

a. Course Conductors (Policies and Handbook): Action 2; *Dayna and ED will schedule a meeting and review the changes that have been recommended and present the amended policies at the next board meeting. Dayna has reviewed the policy updates and recommendations.*

ACTION: A meeting will be set with the ED to finalize the CC policies and handbook content. These will be sent to the board for review and acceptance for the February board meeting.

b. Waiving of Evaluations: *Action 10: The ED and MSC will draw up an initial policy and send it to the board for review prior to the next Board meeting*

The updated policy below was sent to the board members for review.

Policy 25001C Requests to waive practical evaluations

Amended and Approved by Board: January 18, 2016

Rationale: The FNB certifications are built on the foundation of the NFLA standards of quality exercise leadership. Evaluations are one of the tools used to verify that a leader is maintaining this standard, which includes following the specialty scope of practice and adapting their workouts to keep up with current industry standards.

Some Individuals who have been active in the fitness/exercise field for many years have acquired invaluable experience and continue to apply newly acquired knowledge to keep their exercises and workouts up to date. With this in mind FNB will accept requests to waive the practical evaluation re-certification component and replace it with 5 practical based continuing education credits.

Policy: Specialty Exercise Leaders who have been practicing for a minimum of 7 years and have completed three evaluations (excluding the initial certification evaluation) in a designated specialty will be eligible to request for consideration that subsequent evaluations in that specialty be waived and replaced with 5 practical based (physical participation) continuing education credits. The procedure to request is as follows

- The exercise leader will make a formal written request for consideration to the FNB membership services coordinator.
- The request for consideration can be for an upcoming third evaluation or based on a past third or higher evaluation.
- The evaluator of the evaluation will include a letter of recommendation on behalf of the leader.
- The recommendation will be considered by the FNB Executive Director and submitted to the FNB board of directors for approval.
- If successful the Leader will be required to submit an additional 5 practical based (in person physical participation) CECs
- All other re-certification requirements are required to be maintained as outlined in **Policy 96001C: Re-Certification Requirements**
- The Leader may choose to have an evaluation done occasionally and if so this evaluation can replace the 5 practical based CECs.
- The 5 CECs will be applicable for the first specialty designation and will not be accumulative for additional waived specialty designations.

Note: If the Leader's certification has lapsed and they are reinstated according to **Policy 94001C Lapsed Certifications**. That leader may be required to perform subsequent practical evaluations based on recommendations from the evaluator submitted to the FNB executive director and to the FNB Board of directors for approval.

Effective Date: January 18, 2016

Motion: To approve Policy 25001C Requests to waive practical evaluations as presented.

Moved by: Susi

Seconded by: Marianne

Motion Carried

c. Violation of FNB Code of Conduct: :Action 1: *ED will reach out to The Nova Scotia Fitness Alliance to see if they have a code of conduct and follow up violation process and will report at the next BOD meeting. NSFA does not have a code of conduct.*

Discussion: ED has looked online for information and has begun a framework of follow up and procedures with regards to Violations of the Code of Conduct. It is recommended to begin with the current code and update it to make it more user friendly with examples and definitions.

ACTION: The ED will send this information to Marianne and together they will prepare a draft for review by the board for the February board meeting.

d. Board Handbook/Training: Action 11: *The board members will take some time to look at the information and make recommendations to the ED prior to the next board meeting*

Discussion: No suggestions were presented. This will be ongoing.

10. Other Business

No other business

11. Next Meeting

February 15, 2016

12. Adjournment

Motion: To adjourn the meeting.

Moved by: Marianne

Seconded by: Sabina

Meeting Adjourned at: 7:50pm