



**Board of Directors Meeting**

**Date: May 16, 2016**

**FNB Office/SKYPE**

**Board members in person: Susi Chamberlain, Sabina Marco, Dayna Sinclair**

**Absent: Rick Fralic (on Leave)**

**Regrets: Matt Stever**

**Skype: Marianne Janowicz, Maureen O'Hara**

**FNB Staff: Marilynn Georgas, Nathalie Hebert-Paul**

**DTHC: Jamie Shanks**

1. Call to order

6:52pm

2. Quorum

Yes

3. Agenda

Additions to agenda: No additions

**Motion:** To accept agenda with additions

**Moved by: Susi**

**Seconded by: Sabina**

**Motion Carried: Yes**

4. Minutes of Previous Meetings

**Motion:** To approve the minutes from February 15, 2016

**Moved by: Susi**

**Seconded by: Sabina**

**Motion Carried: Yes**

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

**Moved by: Marianne**

**Seconded by: Susi**

**Motion Carried: Yes**

5. Actions Items from Previous Meeting

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

1. NFLA Membership Agreement # 7/1b Office update ED
2. Website - receiving member information. #7/1b Office update ED
3. DTHC - Strategic Plan, #7/2a
4. DTHC – Strategic Plan #7/2b
5. 2016-17 Budget #1/3
6. OAFL course update quote. #7/4
7. Marketing – Facebook.#7/5
8. Summit: Themes - #7/6
9. Policy update – Course Conductor/Evaluators #7/8a Policy update

10. Violation of Code of Conduct - #7/8b Policy Update

11. Waiving of future evaluations. #7/8c

12. BOD nominations. #8

## 6. President

Dayna contacted 5 potential presenters for the Fall Conference. Only one of these presenters is available for our conference.

## 7. Administration and Committee Reports

### 1. OFFICE UPDATE:

#### a. MSC:

- i. **Membership:** There are now 139 paid members + 16 other (NFLA, Board, FNB Staff).
- ii. **Courses:** Spring schedule was a success. The goal was to run all of the courses as scheduled. Only the Yoga course needed to be postponed. The fall schedule will be posted on our website by the end of July 2016.

#### b. ED:

- i. **NFLA: Action 1:** Approval of NFLA Membership agreement.

**Motion:** To approve the NFLA membership agreement 2016-2018 as circulated

**Moved by:** Susi

**Seconded by:** Sabina

**Motion Carried:** Yes

- ii. **NFLA/ICREPS Registry:** Inclusion of FNB certified exercise leaders and trainers.  
-Discussion: In order for our certified members to join the NFLA registry they must update their public profile on the Fitness NB website. Only 3 certified members have completed the update.  
**Action:** ED will send out a reminder email to all certified members by the next meeting.
- iii. **Website CEC integration for members: Action 2:** ED will ask Matt to look at other organizations and how they integrate the continuing education credits into the membership login. The quote we received from ICIDICI was too high therefore FNB will look at alternative methods.  
**Action:** ED will meet with Matt Stever on May 17, 2016 to discuss this.
- iv. **Tradeshow follow up:** FNB did not attend any tradeshows last month. There were two tradeshows and one was cancelled and the other did not respond to our request to attend.
- v. **CSEP:** FNB presence at CSEP annual conference in October. Tradeshow booth and participation at the affiliate meeting. Matt Stever will attend.
- vi. **Translation (missed item from previous meeting): Quote received for educational materials.** Exercise Theory course information, RTL course information and exams. FNB has \$1300.00 from previous funding. Suggest to complete the RTL Performance Standards \$449.28, RT Exam A \$670.54, RT exam cover page \$60.00 = \$1,179.82. See how that goes. If goes well then submit OAFL & AFL PS and exams for quote and add it to the ET performance standards and RT Exam B costs and apply for funding.  
Discussion: The board agreed to use the rest of the translation money and once this money is gone FNB will ask Sport NB to do our translations.  
**Action:** Jamie will investigate to see if there is any more Translation funding that FNB can apply for.

vii. FNB Quarterly E-News: June – Article from Matt

**Discussion:**

- ED recommended that the newsletter should be translated into French. The board agreed.
- ED would like the newsletter to be sent out quarterly. The board agreed.

**2. DTHC:**

i. **Strategic Planning- Action 3:** ED will send out a survey regarding the Strategic Plan to our members.

**Action:** ED will send out the survey on May 17, 2016

ii. **Prep for Strat Plan meeting: Action 4:** The ED will send out the current SP for review, the board will review the Mission and Vision to see if it still aligns with FNB goals and will also consider possible values.

**Discussion:** The board agreed that the Mission and Vision do align with FNB goals. It was suggested that a two year plan would be more valuable than a four year plan. This is the current trend with associations.

**Action:** BOD to think about ideas for FNB Values and bring these ideas to the June 11 Strat Meeting.

iii. Senate report on obesity (J Shanks) – FNB opportunity

**Discussion:** Jamie discussed with the BOD that the NB Senate Report is using the term “physical literacy” and that FNB should incorporate this term in our Strat Plan. Jamie also discussed that FNB should investigate ways to help with the provincial commitment to link fitness leaders with the medical society.

**3. TREASURER:**

i. Treasurer reported as of April 30 the bank reconciliation was complete. The book/bank balance was \$60,402.84. At the same time last year the balance was \$61,369.03 which was \$956.14 more than this year.

ii. **Action 5** Approval of 2016-17 budget as circulated.

**Motion:** To approve 2016-17 Budget

**Moved by:** Susi

**Seconded by:** Sabina

**Motion Carried:** Yes

**4. PROGRAM DEVELOPMENT:**

**O AFL: Action 6:** Alina has agreed to look at the course content and present a quote for making a slide presentation.

**Discussion:** A quote of \$500.00 to complete the work was reviewed by the board. The content to be covered was reasonable.

**Motion:** To approve Alina Cress’s quote to create a slide presentation for O AFL course.

**Moved by:** Marianne

**Seconded by:** Sabina

**5. MARKETING:**

**Action 7:** Matt will create a template of a form/questions to send out to the members regarding the featured profile. Anyone who would like to be featured will submit the completed form to the marketing committee who will keep it as a bank of profile for ongoing use. As sample of the form will be presented at the next BOD for review prior to release. Tabled as Matt was not here to give his update.

**Action:** The ED will get an update from Matt when he visits the office.

## 6. SUMMIT:

### i. **Action 8: Possible themes for summit:** Board will think of other possibilities

**Report/Discussion:** Previous suggestions from 2015 "Celebrating the Power of Fitness", "Building a Strong NB". Maureen – "Passport to Wellness", possible door prize of a trip from travel agent for final draw of the Summit. Participants receive a passport to have stamped from booths and presentations, completed passports go into the draw.

**Discussion:** The board agreed that the theme will be "Journey to Wellness" and that passports will be used to be eligible for a grand prize.

**Action:** Maureen will find someone to design the passport. She will have an update for the next BOD meeting.

**Action:** ED will also try to make some contacts for donations.

### iv. **Feature Presenters:**

**Discussion:** Annie is not available. Peter Levidis as a feature presenter will be a good choice. He is not a group fitness leader; however; there are many talented leaders in our area that will be able to fill the group fitness activity stream sessions.

**Action:** ED will contact Peter Levidis to discuss the next steps to secure him as the presenter.

### v. **Costs:** Approval of updated fees as circulated – The board discussed and agreed that the increase in fees as presented were acceptable.

### vi. **Schedule:** The BOD reviewed the schedule for venue and time frame. Possible presenters and trade show vendors were discussed.

**Action:** ED will continue to compile possible presenters and trade show vendors. The "theme" and feature presenter's profile will be prepared and posted in June.

## 8. Policy updates

Maureen had to make an early exit from the meeting resulting in a loss of quorum. The two policy approvals were tabled until the next board meeting.

### i. **Policy approval – Action 9:** Approval of updated Course Conductor Policies

**Motion:** To accept updates and revisions to Policies: 22000CC Personal Fitness Trainer Course Conductor, 23001CC Specialty Module, 97001CC Exercise Theory Course Conductor

### ii. **Violation of FNB Code of Conduct: Action 10:** ED and Marianne will continue to work towards a framework for this policy.

**Report:** Review the draft of the framework prepared by Marianne as circulated.

**Request to waive future evaluations; Action 11: For A Binney & M. Smith presented by ED recommendation by Jason Rudy received March 30, 2016.** "Please accept my recommendation to waive future PFT evaluations for Amber Binney and Matthew Smith. They have completed the required number of evaluations and have worked as personal trainers for over 7 years. Both received 100% on their 2015 evaluations and it is my opinion as an FNB PFT Course Conductor and Evaluator that they will continue to serve their clients according to the high standards of FNB in a safe and responsible manner."

**Discussion:** After discussion the board agreed that approval to waive future evaluations could be approved by the ED. If any extenuating circumstances came about outside of the ED's comfort level that information to the board for discussion prior to approval.

## 8. Other Business

Action 12. BOD Nominations presented by Maureen O'Hara for Carrie Totten and Krista Kelter as circulated.

**Discussion:** The nominations were reviewed and it was decided that a vote to accept application did not require a motion.

**Action:** ED will contact Carrie and Krista regarding their acceptance of director positions on the FNB BOD and invite them to our next BOD meeting.

9. Next Meeting

**BOD July 18, 2016 at 6:45pm**

10. Adjournment

**8:20pm**

**Motion:** Meeting be adjourned

**Moved by:** Marianne

**Seconded by:** Susi

**Motion Carried:** Yes