



Board of Directors Meeting

Date: November 22, 2015

Location: FNB Office, UNB

Board members present: Rick Fralic, Dayna Sinclair, Marianne Janowicz, Susi Chamberlain, Sabina Marco and Matt Stever

Regrets: Maureen O'Hara

FNB Staff Present: Marilynn Georgas, Nathalie Hebert-Paul

Special Guest: Jamie Shanks (DTHC)

1. Call to order

9:10am

2. Quorum

Yes

3. Agenda

Addition: Office Christmas Closure

Motion: To accept agenda with addition.

Moved by: Susi

Seconded by: Sabina

Motion Carried: Yes

4. Minutes of Previous Meetings

Motion: To approve the minutes from August 10, 2015

Moved by: Susi

Seconded by: Sabina

Motion Carried: Yes

5. Action Items from Previous Meeting (see attachment from BOD Agenda for November 22, 2015 meeting)

1. **Follow up procedures to Violations of the FNB Code of Conduct.** Susi was to present a framework at the next board meeting. She has been very busy with her job and has not been able to make any progress.

Action: 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.

2. **Course Conductor Policy Reviews.** The ED was to review the current policies and make updates and recommendations to pass on to Dayna. Dayna has reviewed and prepared further recommended revisions.

Action: 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.

3. Program Development:

Aqua Fitness: Dayna was to determine a public participant price for the YMCA Aqua Course.

A price was agreed upon; however; the course running was 9 hours and did not meet the time and content requirements of the FNB course. It was decided to wait until the new YMCA Aqua course was offered as it is longer.

Action: 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.

Older Adult: Dayna will review the newly released YMCA Older Adult Manual and provide an update at the next BOD meeting (after the AGM).

It was reported that none of the books suggested met the needs of the OAFL course and it would be cost prohibitive to require more than one book be utilized for the course. The newly developed YMCA Older Adult manuals includes everything required. Our DTHC consultant Jamie Shanks recommended that we continue to focus on this project as it aligns with one of the provincial government's initiatives and there is also a definite need for this type of programming in Canada. He suggested that we look at how FNB fits into the Wellness Branch programming and research.

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

Children and Youth: The ED was to research Human Kinetics for Youth Exercise Manuals.

The search for reference books for a children and youth course is ongoing. It was recommended that the Alberta and Nova Scotia course material be revisited to see if they could be utilized. Sabina Marco agreed to be the lead for this program.

Utilization/recognition of workshops from other associations such as Physical Literacy and High Five was discussed. While the FNB certification course focuses on adults it is important to continue to work toward developing a youth and adolescent program which will allow us to be positioned for future funding opportunities. It was noted that the insurance coverage is recognized for adults; however; it does include all age groups and a leader is required to have course work directly related to specialty groups they wish to lead such as children, youth, adolescents and/or Older Adults.

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

6. President Report

President:

This will be Rick's last meeting as president. His term as a director on the FNB board ends October 2016 and he will be stepping back from FNB for a short period of time and then will reconnect sometime in the New-year and mentioned he may like to be involved with older adult programming. Rick expressed his thanks to the staff and board members for their support during his term as president.

7. Reports

1. Office Update:

a.) MSC:

Membership: 187 paid members (plus 16 waived fees of staff, Board and NFLA partners). Last year at this time there were 49 new members from the FT courses. This year there are 10.

Courses: It was explained that there seems to a decline in course interest compared to last year. This may be due to the normal ebb and flow cycle of interest. Of the 9 courses offered this fall 3 were able to run (FT and RTL in Fredericton and an Indoor Cycling in Saint John). The Winter/Spring schedule will be completed by November 27th, 2015.

Discussion: FNB could benefit from developing general public education and awareness through marketing and perhaps exploring the NB insurance industry association for possible partnerships and funding.

b.) ED:

Website: This is an ongoing process. Currently the first part of the membership management and certification has been completed on the back end of the site and the MSC is updating the website member profile data to allow the members to review their certification requirements for renewal. The next part of the phase will allow members to submit Continuing Education requests for approval to the office and will also include a calculator of their current credit numbers. As well this second part of the phase will launch the public search for certified FNB exercise leaders and personal trainers in the "Get Fit" section of the website. Matt has agree to assist with the website development.

NFLA: The NFAL is undergoing changes due to their commitment to be the Canadian ICREPs representative. At this time the group is working on how to make sure that there is no conflict of interest between the ICREPs commitment and the essence of the NFLA provincial partnership agreement. The current agreement expires December 31st and a new document is being prepared for the NFLA provincial partnership review. This will be presented to the FNB board for review, recommendations and or approval when ready.

Christmas office closure: The office will be closed on December 21st, 2015 to January 4th, 2016.

Newsletter: The ED would like to include an article and quiz in the Fall Newsletter. Matt will send the link to an article about the Cold and Flu Season to the office and the ED will prepare a quiz for the membership.

DTHC: Jamie Shanks is the FNB consultant for the next year while Sherry is on leave in another position, He reported an overview of the provincial department and that one of his roles is to be an advocate for FNB with other associations. From his initial observations he believes that FNB is focusing on all of the right areas such as incorporation, insurance, finances, policies and procedures to name a few. He answered some questions regarding the current status of Para NB, The National Non Profit Act and how the Funding Models work. He made some recommendations to help improve on our funding model application reporting.

Strategic Planning: The current strategic plan concludes in 2016 and it was recommended to set up a specific meeting to revise, renew and update the FNB SP. This meeting should occur mid-June 2016. The current SP with updates on progress is in the board section of the website.

Action: The 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.

Meeting with the Minister of Tourism, Heritage and Culture: It was discussed in the past the importance of meeting with the Minister or Deputy Minister of THC and this was also a topic included in the meeting with the ED and Jamie. Suggestions as to the procedure were outlined.

Action: 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.

Sport NB: Notices for the SNB Conference, AGM and free information sessions on Saturday November 28, 2015 were circulated to the board previous to the meeting, The ED is unable to represent FNB and requested a board member attend the AGM and if possible one or more of the free information sessions.

Action: Sabina will represent FNB.

2. Treasurer: Susi presented a brief update on the budget. Review of the current financial status is sent out to the board on a regular basis. There is a reconciliation at the end of each month and a comparison is made to the previous year for reference. Due to a reduction in membership and attendance at the annual conference FNB is at a reduced revenues compared to the same time in 2014; however; the current finances are solid and we continue to have a reasonable surplus. All month end statements are available in the board section of the Website.

3. Program Development: (Dayna). See actions from the previous meetings for updated information. Marianne Janowicz offered to be on the PD committee.

At this time there was a discussion regarding which committees the new board members would like to chair and/or be connected with. Special Projects: Sabina (Youth and Adolescents) Marianne Janowicz: Professional Development. (with current directors, Dayna and Maureen).

4. Marketing: (Matt) See action items from the previous meeting. .

5. Summit: (ED) Discussion regarding the 2015 summit and the revenues/expenses and attendance are affected relative to the three locations. Nothing was determined; however; further discussion will be revisited at each meeting.

The 2016 Summit will be October 21, 22 in Fredericton and is set for the Wu Conference Centre and STU fitness facility. A framework for the sessions is underway. It would be nice to perhaps have a male feature presenter.

Action: The ED will confirm with the WU center and Susi will confirm with STU for the dates.

8. Policy updates

Course Conductors:

Waiving of Evaluations: Due to the concerns that was brought up by FNB members at the AGM the board has revisited this issue. The board discussed many options for this policy. The board agreed to reinstate the waiving of evaluations with a possibility of replacing the waived evaluations with practical based continuing education credits.

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

Violation of FNB Code of Conduct: See Items Arising From Minutes of Previous Meetings

Board Handbook/Training: The current board manual is available for review in the board section of the website.

Action: The board members will take some time to look at the information and make recommendations to the ED prior to the next board meeting.

9. Other Business

Board Structure: Discussion: Currently the executive includes the President, the President Elect and the Treasurer. The PE is to be appointed at the first meeting following the AGM. A request was made for the directors to think about stepping forward to fill this position. The DTHC consultant outlined some possible choices to structure these positions that may help resolve the yearly appointment. One of the possibilities would be to increase the President position to two years with other executive being Vice Presidents and appointing the president elect in the second year of the President's term. At this time the PE position would have specific duties to help that person prepare to take on the President Position. Keeping the current model and increasing the responsibilities of the PE during that year.

Action: The BOD will think about the different options and discuss this further at the next board meeting.

10. Next meeting

Dates and timing of Board meetings. Discussion: Importance of maintaining monthly meetings and presenting these meetings to occur on a regular basis. It was agreed that the monthly meetings are important to stay connected and will focus on the action items.

Actions: Monthly meetings will occur the third Monday of each month at 6:45 PM via Skype with the next meeting being January 18th

There will be 3 face to face meetings each year in November, June and September.

11. Adjournment

Motion: To adjourn the meeting.

Moved by: Marianne

Seconded by: Sabina

Meeting Adjourned at: 1:10pm