



Board of Directors Meeting
Date: June 20, 2016, 7:00 pm
FNB Office/SKYPE

Board members in person: Dayna Sinclair

Skype: Krista Kelter

FNB Staff: Marilyn Georgas, Erin Maranda

Regrets: Susi Chamberlain

Absent: Rick Fralic (on Leave), Sabina Marco, Marianne Janowicz, Maureen O'Hara, Carrie Totten

1. Call to order

At 7:00 PM

Welcome to new board member: Krista Kelter

2. Quorum

No – Discussions and information will be presented as notes.

3. Agenda

Additions to agenda: No additions

Motion: To accept agenda with additions

Action: No quorum, tabled to next meeting.

4. Minutes of Previous Meetings

Motion: To approve the minutes from May 16, 2016

Action: No quorum, tabled to next meeting.

5. Actions Items from Previous Meeting

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

1. FNB/NFLA: ICREPS registry ED Office Update/ED (#7/1b i).
2. Website: CEC integration office date ED Office Update/ED (#7/1b ii).
3. Translation: ED Office Update/ED (#7/1b v).
4. Strategic Plan: Survey to members (Completed)
5. Strategic Plan: Values (Completed)
6. Marketing; Facebook profiles #4
7. Summit: Passport design, Donations (Summer Student will do), Feature Presenter (Peter Levidis), Presenters, Trade Show Vendors #5
8. Policy update: Course Conductor/Evaluators #8 a Policy update
9. Violation of Code of Conduct: #8b Policy Update
10. Waiving of future evaluations: Ed to send information to members who have future evaluations waived (Completed)
11. BOD nominations. ED to contact 2 new nominated directors for acceptance (Completed)

6. President

No report

7. Administration and Committee Reports

1. OFFICE UPDATE: Presented to president and board member as notes by the ED

a. MSC:

- i. **Membership:** There are now 163 paid members + 16 other (NFLA, Board, FNB Staff).
- ii. **Courses:** Fall schedule will be posted when prices are confirmed by BOD

b. ED:

- i. **FNB/NFLA/ICREPS Registry: Action 1:** To expedite the launch of the FNB certified leader public directory an email will be sent out to all certified members by the next meeting with a release of information form to allow FNB to input information into the public directory. Information by FNB will be their name, email, location and FNB certifications. All other information will be filled in by the leader/PFT.
- ii. **Website CEC integration for members: Action 2:** ED will meet with Matt Stever on May 17, 2016 to discuss moving forward with how other organizations integrate member CECs online.(not completed)
- iii. **Tradeshow follow up:** Base Gagetown has a 4 hour fall expo in September, the cost is minimal and would be good exposure. Request to attend.
Tabled to next meeting.
- iv. **CSEP:** New agreement as per information sent out to BOD. \$35.00 per member, no longer required to attend CSEP annual conference.
Discussion:
- v. **Translation (missed item from May 2016 previous meeting): Quote received for educational materials. Action 3.** This particular funding is no longer available. It has been replace by free translation accessible through SNB) Exercise Theory course information, RTL course information and exams.
It was decided to go ahead with the translation of RTL exams A & B by Rachele Bordeleau utilizing the remainder of the translation funding. (\$1,479.56 + \$192.34 HST). The funding remaining is \$1300.00. The total translation is slighter greater than what is remaining; however; this will complete related information. Other program information will be sent to SNB for translation.
- vi. **FNB E-News:** Will be sent out in June – Article, Summit update, partnership events, office closures, fall schedule, other?
- vii. **Strategic Plan:** 2016-17: Template and summary for posting is completed for Bod review.
Suggestion is to look at the key result areas and see if they align with the current committees, if not decide if this should be completed.

2. TREASURER:

- i. No report available, will be included in July 2016 minutes.
- ii. Course fee increases: Recommendation of increases as per document sent out by ED
Discussion

Motion: To accept the course fee increases as proposed beginning September 2016

Action: No quorum, to be approved as E-Vote due to time sensitive content.

iii. Exam challenge and evaluation fee proposed increases.

Recommendation. HST will increase July 1 2016, with this in mind it was recommended to increase the exam challenge fees (from \$85.00 to \$90.00 and re write \$57.00 to \$60.00) and evaluation fees (GFL from \$47.00 to \$50.00 and PFT from \$57.00 to \$60.00); however; to accommodate those people who have already paid for their evaluation so they do not have to pay more it is suggested to wait until September 2016 to implement the increases.

Discussion:

Motion: To accept the exam challenge and evaluation fee increases as proposed beginning September 2016

Action: No quorum, to be approved as E-Vote due to time sensitive content.

3. PROGRAM DEVELOPMENT:

4. MARKETING:

Action 6: 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.

5. SUMMIT:

Action 7: Passport design, Donations (Summer Student will do), Feature Presenter (Peter Levidis), Presenters, Trade Show Vendors. Tabled to next meeting.

8. Policy updates

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

Action: No quorum, tabled to next meeting.

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.

8. Other Business

9. Next Meeting

BOD July 18, 2016 at 6:45pm

10. Adjournment

Meeting adjourned at 7:50 pm