



**Board of Directors Meeting**  
**Date: September 24, 2016, 9:00 am**  
**Richard J. Currie Centre Room 322**

**Board members in person: Susi Chamberlain, Sabina Marco, Dayna Sinclair, Marianne Janowicz, Maureen O'Hara, Carrie Totten, Krista Kelter.**

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

**Regrets: Matt Stever**

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

**Special Presenter: Alina Cress**

1. Call to order

At 9:00 am

Introductions and welcome to new board members Carrie Totten and Krista Kelter.

2. Quorum

Yes

3. Agenda

Additions to agenda: Gina Simpson Award (will be added to 5. Summit)

**Motion:** To accept agenda as circulated and addition

**Moved by: Maureen O'Hara**

**Seconded by: Susi Chamberlain**

**Motion Carried: Yes**

4. Minutes of Previous Meetings

**Motion:** To approve the minutes from May 16, 2016

**Moved by: Susi Chamberlain**

**Seconded by: Sabina Marco**

**Motion Carried: Yes**

**Motion:** To approve the notes from June 20, 2016

There were no minutes to approve from this meeting since there was no Quorum. The notes were sent out to the board.

5. Actions Items from Previous Meetings

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

1. Website: CEC integration office date ED Office Update/ED (7/1).
2. Marketing; Facebook profiles (7/4)
3. Summit: Passport design, (2/5)
4. Violation of Code of Conduct: (9)

6. President

Dayna has met with the ED several times since the last BOD meeting. The meetings mainly involved settling the costs involved with the June 2016 office hard drive failure.

## 7. Administration and Committee Reports

### 1. OFFICE UPDATE:

#### a. MSC:

- i. **Membership:** There are now 183 paid members + 16 other (NFLA, Board, FNB Staff).  
At the end of August 2015 there were 170 paid, this year there were 171
- ii. **Courses:** PEI courses may not run due to low enrollment, with the exception of Portable Equipment 11/18, 8 registered. ET Fredericton, 09/30-10/1 is running with 9 registered. Bathurst ET/RTL/PFT will run with 3 participants.

#### b. ED:

- i. **Website CEC integration for members: Action 1:** ED will meet with Matt Stever on May 17, 2016 to discuss moving forward with how other organizations integrate member CECs online.(not completed).

Discussion: The ED explained that the costs involved with CEC integration was too expensive for the FNB organization. Also, the ED discussed the possibility of using another IT company.

- i. **CSEP:** New agreement as per information sent out to BOD. \$35.00 per member, no longer required to attend CSEP annual conference. Recommend FNB does not send a representative this year as it is in Victoria. This will allow the diversions of the funds budgeted to other items as required. First installment for 203 CSEP members received (203 x \$17.50 = \$3,552.50)  
Discussion: The ED explained that FNB is now a Bronze level CSEP affiliate.

#### ii. NFLA:

- a. **NFLA/ICREPS registry:** will have a registry on their website and the listings will include Name, certification code and organization. For more information the person will link to the specific organization public directory. Summer student completed the FNB excel file which included members who indicated they were OK with information release for public directory.

- b. The NFLA face to face meeting scheduled in Fredericton November 29, 30 at the Crowne Plaza. Previously set for Halifax, due to high cost was moved to Fredericton. As the host the cost budgeted for ED expenses will be used for meeting room rental and lunches. Format is changed to one person per member province.

Discussion: The Ed will brief the BOD on the meeting at the next BOD meeting.

- iii. **FNB E-News:** Article received from Matt. News sent out Friday. Mostly summit info.

Discussion: ED will send out the E-News on Tuesday September 27, 2016. The ED will like to send out an E-News to FNB members 4 times a year.

- iv. **Strategic Plan:** 2016-17: Template and summary for posting is completed for Bod review. It was recommended that the board look at the key result areas and see if they align with the current committees. Decide if suitable committees be established to support key result areas not included in the current committees.

- v. **File corruption and rebuilding:** As per check in reports, the files on one of the failed hard drives in the network system corrupted the many of the shared files and the FNB membership data base. The staff is in the process of determining which files were lost and are rebuilding according to priority. Paul Farr from Capital Computer Consultants prepared recommendations and costs for security and back up.

Action: Susi will have the IT Specialist at her work review the information and give a recommendation. Susi will have an update for the next BOD meeting.

- vi. **Office relocation:** UNB Kinesiology is constructing a new building and when it is ready to open there will be no rental space allocation. The LB Gym building will be shutting down in the fall of 2018 which means FNB will need to find new office space. Something to start thinking about now. Recommendation: Possibly approaching the Dean of Faculty of Kinesiology about space allocation in the new building or staying in the LB Gym until the new pool is built.

Alina Cress from URec dropped in on our meeting to discuss the new Kinesiology building and give FNB some suggestions on relocation. Alina values the partnership between URec/UNB and FNB and would love to see FNB stay on the UNB campus. Alina suggests that the ED of FNB meet with the Dean of Kinesiology to explain the partnership with URec and that it will be beneficial for all involved that FNB stay on the UNB campus. Alina also discussed that she has passed on to her student staff the special FNB Summit registration fee of \$75.00.

## 2. TREASURER:

- i. Treasurer reported as of August 31, 2016 the bank reconciliation was complete. The book/bank balance was **\$100,666.37**. At the same time last year the balance was \$94,041.60 which was \$6,624.77 less than this year.
- ii. Financial Statement full audit as circulated was presented to the board for approval.  
**Motion:** To approve the Financial Statement full audit year ending March 31, 2016 by Shannon Buffet as presented.  
**Moved by: Susi Chamberlain**  
**Seconded by: Sabina Marco**  
**Motion Carried: Yes**
- iii. 2015-16 Financial Report for AGM as circulated for review and approval for distribution to membership with AGM notice.

**3. PROGRAM DEVELOPMENT: OAFL update. The ED would like to outsource for a Youth update as was done with Alina Cress and the OAFL update. Perhaps there is funding for this or a student from the Kinesiology Department.**

## 4. MARKETING:

**Action 2 (Tabled from previous meetings):** 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.

**Action:** The Membership Services Coordinator will ask Tobi Desveaux to enter a post on the FNB Facebook page that FNB is looking for members to profile. Members will be asked to contact the Membership Services Coordinator if they are interested. This will be done by Oct. 1, 2016 and an update for the next BOD meeting.

## 5. SUMMIT:

- i. **Action 3:** Passport design: Maureen will find someone to design the passport.  
Discussion: Due to low numbers and reduced tradeshow booths there is no need for a passport.
- ii. **Budget:** Reviewed as circulated.  
Discussion: ED will update according to revenues and expenditures.
- iii. **Board Travel/accommodations:**  
Discussion: Determination of Travel and room sharing:
- iv. **Summit logistics assignments:**  
Sessions: **Chancellor Room:** Krista Kelter and Carrie Totten  
**Kent Room:** Dayna Sinclair and Marianne Janowicz  
**STU:** Susi and Sabina  
**Equipment:** Matt if available  
**Door Prizes:** Nathalie - 1 per session, (pre drawn) other – welcome, key note, AGM, Finale (Grand Prize)

**Registration:** Nathalie and Maureen

**AGM logistics:** ED - Reports, Review AGM agenda and flow of events.

**FNB Student integration.** Alina Cress

**Food:** Suggestions: Board reviewed the menu and made choices, ED will pass on to Catering.

**Welcome:** Dayna Sinclair and Maureen O'Hara

#### 8. Strategic Plan

From document as circulated.

- i. Determine Measures, Articulate strategies/actions, Revisit time lines. Tabled to next meeting.
- ii. Review Summary for AGM release

**Motion:** To approve Strategic Plan 2016

**Moved by:** Marianne Janowicz

**Seconded by:** Maureen O'Hara

**Motion Carried:** Yes

#### 9. Policy updates

**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.

#### 10. Other Business

**No other business**

#### 11. Next Meeting

**AGM October 22, 2016 Fredericton**

#### 12. Adjournment

**At 2:27pm**

**Motion:** Meeting be adjourned

**Moved by:** Carrie Totten

**Seconded by:** Maureen O'Hara

**Motion Carried:** Yes