

Annual General Meeting Report

AGENDA

**October 24, 2020 12:00 pm
Virtual Zoom Meeting**

- 1. Welcome and Introductions**
- 2. Thank you to our partners.**
- 3. Call to order and Quorum**
- 4. Approval of Agenda**
- 5. Approval of Minutes of last AGM: November 2, 2019 as posted to members.**
- 6. Business arising from minutes.**
- 7. Message from the President**
- 8. Questions for the Department of Tourism, Heritage and Culture.**
- 9. Presentation and approval of Financial Report as circulated to membership.**
- 11. Election of Officers**
- 12. Simpson Leadership Award**
- 13. Adjournment**

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We appreciate the support from:

FNB Partners and Supporters:

Province of New Brunswick

Sport New Brunswick

University of New Brunswick U Rec and Faculty of Kinesiology

Saint Thomas University J.B. O'Keefe Recreation Centre

Saint John Aquatic Centre

Nova Scotia Fitness Association

National Fitness Leadership Association

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AGM Minutes November 2, 2019 12:15pm
Vito's at 2 Peel Plaza Street
Saint John, NB

In Attendance:

Board Members: Marianne Janowicz, Terry Leonard, Shelley Swift, Toby Peardon, John Hebert and Maureen O'Hara.

Regrets: Krista Kelter and Carrie Totten

Special Guests: Jamie Shanks (consultant) and Gina Simpson

FNB Staff: Marilynn Georgas, Nathalie Hebert-Paul and Jamie McCain (UNB curriculum student)

FNB Members: Michelle Doucette, Hilary Pond, Mélissa Couture-Léger, Anouk Roy, Stephanie Galbraith, Lauren Cummings, Stephane Babineau, Anne Richard, Heather McClinton, Brenda VanSnick, Melanie Landau, Kerrie Hallet, Amanda Lee, Lauren Rogers, Jason Hadland, Nancy Hemphill, Jenny Hendy, David Rose, Susan Lorette, Paul Ward, Leona Laracey, Maryse Bourgeois, Line Marr, Kathy Cornford, Paulette LeBlanc, Aisha Khedheri, Katie Kohler, Shelly Mullin, Tanya Hickey, Shelley Mason, Chad Dunn, Janet Downey, Beverly Melvin, Gloria Reidpath, Lisa Newell and, Stephanie Hines-Peters.

Others: Erin Leonard (volunteer) and, Yolande Chiasson (Simultaneous translator)

Meeting Chair: Marianne Janowicz (FNB President)

1. Welcome and Introductions

A welcome was extended from the FNB ED to the participants and presenters for attending the annual summit. The 2018-19 Board of Directors, and the Membership Coordinator and the curriculum student were introduced and thanked for their work and involvement during the 2018-19 year. Line Marr who oversees the FNB Facebook page was also thanked for volunteering her time and expertise to keep this platform current.

2. Acknowledgments

The ED thanked the Province of New Brunswick, The University of New Brunswick Faculty of Kinesiology, UNB URec and, Sport NB for their support both financial and in kind for the 2018-19 year. The businesses and organizations for their Summit contributions and donations were also acknowledged.

3. Call to order, Quorum

The FNB President called the meeting called to order at 12:15pm
Quorum was met according to FNB Bylaw 7.1

4. Approval of Agenda

Motion: To accept the agenda as circulated to membership.

Moved by: John Hebert

Seconded by: Toby Lea Peardon

Motion Carried

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5. Minutes of 2018 AGM Minutes

Motion: To accept the minutes of last year’s AGM meeting (October 27, 2018).

Moved by: Jason Hadland

Seconded by: Terry Leonard

Motion Carried

6. Business Arising from minutes

None

7. Highlights of the FNB 2018-19 Office and Committee Reports

A summary of the President, Membership Services, Marketing & Communication and Professional Development reports as posted to the membership on the website prior to the AGM were presented.

The highlights included:

- A new pre-approved continuing education credit chart was developed and introduced in July 2019.
- Loss of CSEP Affiliation Program: FNB will no longer be receiving financial support from CSEP to help offer their Atlantic region members professional development opportunities. They will no longer be affiliate members of FNB.
- Website: The updated and revised site was successfully launched July 2019
- Partnerships: FNB collaboration with Horizon Health through the UNB Cellab to develop a specialized certification called “Zoomers on Go”. This initiative allowed FNB to become the certification provider for this program that has been running in Saint John for the past few years. A new manual and training program was set up through funding attained by UNB and the hope is that this program will become self sustainable at the end of the UNB study in two years time.
- FNB recognition as a supporter of the N. B. Recreation and Sport Policy Framework: This policy supersedes the 1194 NB Recreation and Sport Policy Framework. The goal is to enhance the lives of all by upholding the fundamental human rights as recognized in the Universal Declaration of Human Rights and the specialized human rights treaties that have followed it, such as the UN Convention of the Rights of the Child and the UN Convention on Persons with Disabilities. For NB it will build relationships needed to ensure that our citizens and communities benefit fully from the system’s potential to enhance their quality of life.
- Social Media Policy: With the increased use of social media platforms FNB developed a social media policy to ensure the quality of information posted is accurate, current and relevant to the FNB membership.

See the FNB 2018-19 AGM Report posted on the website for full details.

The President thanked all of the Fitness Leaders in our communities for being great mentors and for promoting health and fitness in their communities.

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8. Approval of 2018-19 Office and Committee Reports

Motion: To approve the 2018-19 President, Office and Committee Reports as posted to membership.

Moved by: Jason Hadland

Seconded by: Stephanie Galbraith

Motion Carried

9. Message from Department of Tourism, Heritage and Culture

The DTHC consultant for FNB, Jamie Shanks gave a brief message. He mentioned that his department is striving to provide additional support to break down barriers to participation for underrepresented groups including women and girls, aboriginal youth, persons with a disability and economically disadvantaged. He encourage FNB to engage in this shared objective.

See the FNB 2018-19 AGM Report posted on the website for full details of the DTHC message.

10. Presentation and Approval of Financial Report

The FNB Treasurer Shelley Swift reviewed the 2018-19 Financial Report circulated to the membership at the AGM.

Motion: To accept the FNB 2018-19 Financial Report as presented.

Moved by: Maureen O'Hara

Seconded by: Tanya Hickey

Motion Carried

See the FNB 2018-19 AGM Report posted on the website for the 2018-19 financial report.

The firm of Shannon & Buffet, LLP Chartered Accountants re-submitted for a five-year term to prepare a full audit for the year ending March 31, 2020 and unaudited financial statements for the years ending March 31, 2021, 2022, 2023 and a full audit for the year ending March 31, 2024.

Motion: To accept Shannon Buffet Accounting to prepare full audits and financial statements for the next 5 fiscal years as stated above.

Moved by: Paulette LeBlanc

Seconded by: Gloria Reidpath

Motion Carried

11. Presentation of New Continuing Education Credits, and Social Media Policy 2019013A

President reviewed the new Continuing Education Credits (CEC) chart and the updated Social Media Policy 2019013A.

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12. Election of Officers

The 2018-19 board of directors (listed below) were thanked for their support and service over the past term.

Marianne Janowicz: President

Maureen O'Hara: President Elect

Shelley Swift: Treasurer

John Hebert: Director

Krista Kelter: Director

Terry Leonard: Director

Toby Lea Peardon: Director

Carrie Totten: Director

Christine Titus: Director (unable to compete the 2017-19 term as elected)

David Rose: Director (unable to compete the 2018-20 term as elected)

Returning Board Members serving year two of the 2018-20 term

Maureen O'Hara: President

Shelley Swift: Treasurer

Terry Leonard: Director

John Hebert: Director

New to the board filling year two of the directorship vacated by David Rose

Shelley Kadatz: Director

Positions Available.

5: for the 2019-2021 term

Re-offering: Marianne Janowicz and Carrie Totten

Nominations received prior to the AGM: None

Nominations from the floor: Gloria Reidpath (nominated by Maureen O'Hara). Accepted by Gloria

Motion: To Accept Marianne Janowicz, Carrie Totten and Gloria Reidpath as board members for the 2019-21 term.

Moved by: John Hebert

Seconded by: David Rose

Motion: Carried

13. Simpson Leadership Award

After a very inspiring and heart felt introduction from Maureen O'Hara this award was presented to Jason Hadland by both Maureen and Gina Simpson.

Details of Jason's nomination can be read in the FNB 2019 Annual Report posted on the website.

14. Adjournment

Motion to Adjourn the AGM Meeting

Moved by: Lisa Newell

Seconded by: Line Marr

AGM Meeting adjourned at 1:30pm.

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MESSAGE FROM THE PRESIDENT

This year has been a challenging year for the entire health & wellness community. Covid-19 has introduced a number of challenges for everyone, but the work of Fitness NB continues. Throughout this period of instability, our Executive Director, Marilynn and Natalie, our Membership Coordinator, have managed to keep the business of FNB on track for the year.

One thing that most businesses and groups have had to accept as a new reality is “on-line” meetings, utilizing technology for team coordination. A special Thank You to our Summer Intern, Matt Hurst, for taking the lead helping us to adopt this new “Virtual” reality, and ushering us into our first ever “Virtual” Annual Fitness Summit. This year’s summit is also our first collaborative summit With NSFA (Nova Scotia).

It is disappointing that we cannot all be together this year, but we have put together a wonderful summit for you and I hope that we can all get through this global pandemic, and all be together in the same room for future summits soon.

One of the goals of the council, entering 2020, was to focus on growing our membership base and increasing our visibility. In recent years, we have witnessed a decline in our member numbers, and with the onset of Covid-19, that trend continued, due to the restrictions imposed on gatherings and travel, imposed by the Provincial Health Department. Recently, however, we are encouraged to see an increase in interest and activity in the work of FNB. I would invite you all to act as “recruiters” for our council. We are anxious to work with new members who can inject some new ideas and energy into the NB Health & Wellness Community.

As a council, we have focused on working within our budget, growing revenues and managing expenses during this fiscal year. As you can imagine, with the above-mentioned challenges, it has been a demanding task, but we are very happy to report that we are in a relatively healthy financial position as the fiscal year grows to a close.

As I enter my second year as President for FNB, I would like to say what a great privilege it has been to sit on this council. I am especially encouraged to see how we, as a community, have been able to continue moving forward in the face of the Covid-19 headwinds that have arisen in 2020. Sadly, this pandemic will continue into 2021, continuing to place obstacles in our path. Based on the strength that I have witnessed from the board members and our members; I know that we can continue to move forward and further advance the great work of FNB.

I look forward to working with all of the members to ensure that the council is meeting the needs of the NB Health & Wellness Community. I would love to hear all of your ideas and feedback on the council and its activities. I would also encourage members to consider stepping forward to take a position on the Board of Directors. New ideas and new energy will help keep the board fresh and propel us forward into the new challenges that lie in the future.

Sincerely,



Maureen O'Hara, FNB President



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FINANCIAL STATEMENTS (Full Audit) APPOINTMENT OF AUDITORS

The firm of Shannon & Buffet, LLP Chartered Accountants were appointed at the AGM November 2, 2019 for a four year term to prepare a full audit for 2019-2020 and unaudited financial statements for the years ending March 31, 2021, 2022, 2023 and 2024.

FINANCIAL AUDIT REPORT 2019-20

Statement of Revenues and Expenditures

	<u>Fiscal 2019-2020</u>	<u>Fiscal 2018-2019</u>
REVENUE		
Funding (Provincial)	\$ 65,000.00	\$ 65,000.00
Funding (Federal)	\$ 3,082.00	\$ 2,700.00
FNB Membership	\$ 11,215.00	\$ 11,508.00
CSEP Affiliate Services	\$ 0.00	\$ 6,843.00
FNB Group Fitness Insurance	\$ 3,330.00	\$ 3,390.00
Certification/Recertification	\$ 18,907.00	\$ 24,302.00
Other Income	\$ 286.00	\$ 10.00
Conference/PD days	<u>\$ 10,049.00</u>	<u>\$ 10,046.00</u>
Total Revenue	<u>\$111,839.00</u>	<u>\$123,799.00</u>
EXPENSES		
Salaries and Employee Benefits	\$ 61,609.00	\$ 59,607.00
Office Expenses	\$ 19,375.00	\$ 17,785.00
Website & IT services	\$ 1,870.00	\$ 1,800.00
Annual Audit/Review	\$ 3,700.00	\$ 2,600.00
Meetings	\$ 2,001.00	\$ 1,959.00
FNB Leadership Insurance	\$ 3,510.00	\$ 3,330.00
FNB Certification/Recertification	\$ 16,139.00	\$ 13,072.00
Conference/PD days	<u>\$ 7,931.00</u>	<u>\$ 8,688.00</u>
Total Expenses	<u>\$116,135.00</u>	<u>\$108,841.00</u>
Surplus of revenue over expenditures	<u>\$ (4,296.00)</u>	<u>\$ 14,958.00</u>
Net assets, beginning of year	<u>\$ 96,815.00</u>	<u>\$ 81,857.00</u>
Net assets, end of year	<u>\$ 92,519.00</u>	<u>\$ 96,815.00</u>

Submitted by: Shelley Swift, Treasurer

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ELECTION of OFFICERS

Constitution: Article 6.0 Management

- 6.1 The management of Fitness NB shall be vested in a Board of Directors (hereinafter called the “board”) consisting of not more than 10 voting members of Fitness NB and 2 ex-officio voting board members.
- 6.2 The incoming Executive shall be elected at the conclusion of the AGM and shall take over office at the completion of the AGM. Any Executive positions that remain vacant after the Executive election shall be appointed at the first board meeting following the AGM. This meeting to be held within one month of the AGM.
- 6.3 The length of term for an officer of the board shall be for two years with the ability to serve a maximum of three consecutive terms. After such time the member may not re-offer until one full year has elapsed.
- 6.4 In order to maintain regular turnover of the board half of the director positions will be designated to begin and end in even numbered years and half will be designated to begin and end in odd numbered years.

Committees:

The appointed directors will chair or co-chair their choice of one of the following committees, which will consist of FNB volunteers.

Please consider either volunteering for the Board of Directors or as a committee member.

- Leadership Training
- Continuing Education and Membership Support
- Marketing and Communication
- Board Governance

Fitness NB would like to thank the following individuals for their time as members of our Board of Directors during the past year:

President: Maureen O’Hara
Treasurer: Shelley Swift

DIRECTORS

John Hebert
Marianne Janowicz
Shelley Kadatz
Terry Leonard
Gloria Reidpath
Carrie Totten

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BOARD of DIRECTORS: 2020-2021

Returning Board Members

Serving year two of their 2019-21 term

MARIANNE JANOWICZ: DIRECTOR

GLORIA REIDPATH: DIRECTOR

Serving year one of two for 2020-22 term

MAUREEN O'HARA: AS PRESIDENT

7 POSITIONS AVAILABLE

3 for year two of 2019-2021

1 Vacated by Carrie Totten

2 Vacant

4 for 2020-2022

Re-offering

SHELLEY SWIFT: TREASURER

TERRY LEONARD: DIRECTOR

JOHN HEBERT: DIRECTOR

SHELLEY KADATZ: DIRECTOR

Nominations received prior to meeting: Chad Dunn to fulfill year two of vacant 2019-2021 term

Nominations from the floor: Brenda Van Snick to fulfill year two of vacant 2019-2021 term

2020-2021 FNB Board of Directors

Marianne Janowicz (2019-2021)

Chad Dunn (2019-2021)

Gloria Reidpath (2019-21)

Brenda Van Snick (2019-2021)

Maureen O'Hara, President for (2020-2021) (Director (2021-22)

Shelley Swift, Treasurer (2020-2022)

Terry Leonard (2020-2022)

John Hebert (2020-2022)

Shelley Kadatz (2020-2022)

President Elect to be determined at first board meeting of the 2020-21 year.

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SIMPSON LEADERSHIP AWARD

At the 2009 Fitness New Brunswick Annual General Meeting, a new recognition award was unveiled in honour of Gina Simpson.

The Simpson Leadership Award is given to the fitness leader who has demonstrated outstanding leadership, contribution and commitment to the fitness industry.

Each year Fitness NB seeks nominations of individuals who have made significant contributions to the promotion of health and fitness through outstanding leadership in their community.

This award is presented every year at the Fitness New Brunswick Annual General Meeting.

Past Award Recipients

2010	WENDY HAMELIN
2011	LAUREN ROGERS
2012	JENNY HENDY
2013	TOBI DESVEAUX
2014	AMANDA CHRISTIE
2015	SHEILA PARKER
2016	RICHARD FRALIC
2017	ALINA CRESS
2018	LINE MARR
2019	JASON HADLAND

**2020 Simpson Leadership Award Winner is Joëlle Arsenault-Hurst
Presented by Gloria Reidpath and Maureen o'Hara**

Adjournment 12:55pm.