



Annual General Meeting Report

AGENDA

**October 23, 2021 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 (as posted)**
- 5. Approval of Minutes of last AGM: October 24, 2020 (as posted).**
- 6. Business arising from minutes of October 24, 2020.**
- 7. Message from the President**
- 8. Summary of Office and Committee Reports.**
- 9. Presentation of Policy updates (as posted).**
- 10. Department of Tourism, Heritage and Culture.**
- 11. Presentation and approval of Financial Report as (as posted).**
- 12. Election of Officers (as posted).**
- 13. Simpson Leadership Award**
- 14. Adjournment**

Annual General Meeting Report

2020-21 Board of Directors



Maureen O'Hara
President



Shelley Swift
Treasurer



Marianne Janowicz
Director



Terry Leonard
Director



John Hebert
Director



Shelley Kadatz
Director



Gloria Reidpath
Director



Chad Dunn
Director

Office Staff



Marilynn Georgas-Hryn
Executive Director



Nathalie Hebert-Paul
Membership Services Coordinator

Annual General Meeting Report

Thank You and Acknowledgments

2020-21 FNB Partners and Supporters

Province of New Brunswick

Sport New Brunswick

University of New Brunswick U Rec and Faculty of Kinesiology

National Fitness Leadership Association

Call To Order and Quorum: President

The FNB President called the meeting called to order at 12:05 pm
Quorum was met according to FNB Bylaw 7.1

Approval of Agenda:

Motion: To accept the agenda as circulated to membership.

Moved by: Gloria Reidpath

Seconded by: Shelley Swift

Motion Carried

Approval of Minutes of Previous AGM 2020

Motion: To accept the minutes of last year's AGM meeting (October 24, 2020).

Moved by: John Hebert

Seconded by: Shelley Swift

Motion Carried

Business Arising from minutes of previous AGM 2020.

None



Annual General Meeting Report

Annual General Meeting Minutes October 24, 2020 12:00 pm Virtual Zoom

In Attendance:

Board Members: Maureen O'Hara, Marianne Janowicz, Terry Leonard, Shelley Swift, Gloria Reidpath, Shelley Kadatz, John Hebert.

Regrets: Carrie Totten.

FNB Staff: Marilynn Georgas (ED), Nathalie Hebert-Paul (MSC)

Special Guests: Jamie Shanks (DTHC consultant)

FNB Members: Joëlle Arsenault-Hurst, Anne Berthe Avenriep, Susan Cole, Lauren Cummings, Bernadette Cunningham, Diane Davidson, Tobi Desveaux, Chad Dunn, Donna Durelle, Tricia Halley, Wendy Hamelin, Kristen Hickey, Terre Hunter, Michelle Kelly, Leona Laracey, Candace Lavigne, Melanie Lavoie, Tammy MacDonald, Line Marr, Mallory McCarthy, Heather McClinton, Julie Melanson, Shelly Mullin, Danika Osborn, Sheila Parker, Toby Peardon, Anne Richard, Darla Saunders, Cara Smith, Heide St Pierre, Beverley Sullivan, Gina Theriault, Denise Trask, Brenda VanSnick, Melanie Walsh Fraser, Paul Ward, Robin Niderost.

Meeting Chair: Maureen O'Hara (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 2019-20 Board of Directors, and the Membership Coordinator were introduced and thanked for their work and involvement during the past year.

2. Acknowledgments

The President thanked the Province of New Brunswick, The University of New Brunswick Faculty of Kinesiology, UNB URec., Sport NB, Saint John Aquatic Centre, and the Nova Scotia Fitness Association for their support both financial and in kind for the 2019-20 year.

3. Call to order, Quorum

The FNB President called the meeting called to order at 12:05 pm
Quorum was met according to FNB Bylaw 7.1

4. Approval of Agenda

Motion: To accept the agenda as circulated to membership.

Moved by: Sheila Parker

Seconded by: Shelley Kadatz

Motion Carried

5. Approval of the Minutes of the 2019 AGM

Motion: To accept the minutes of last year's AGM meeting (November 2, 2019).

Moved by: John Hebert

Seconded by: Tricia Halley

Motion Carried



Annual General Meeting Report

6. Business Arising from minutes

None

7. Message from the FNB President

Maureen O'Hara discussed the year past relative to our membership, the Covid-19 affects and how FNB will adapt to the year ahead. See the AGM report for the message from the President.

8. Department of Tourism, Heritage and Culture

The DTHC consultant for FNB, Jamie Shanks gave a brief summary of the past year. There were three major items.

1. There are FAQ sheets prepared in collaboration with Public Health. These will be continued to be released as updated.
2. There is a Covid-19 emergency relief fund which is applicable to FNB. This fund is undergoing some small changes to the application and will be released when completed.
3. There is another element of funding for the Models 1 and 2 which will be passed on to us by our consultant. FNB is Model 2

9. Presentation and Approval of Financial Report (Full Audit)

The FNB Treasurer Shelley Swift reviewed the 2019-20 Financial Report circulated to the membership at the AGM.

Motion: To accept the FNB 2019-20 Financial Report as presented.

Moved by: Line Marr

Seconded by: Danika Osborn

Motion Carried

Details of the summary of the FNB Financial Report can be read in the FNB 2020 Annual Report posted on the AGM page on the website.

10. Election of Officers

The 2019-20 board of directors (listed below) were thanked for their support and service over the past term.

Maureen O'Hara: President

Shelley Swift: Treasurer

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

Returning Board Members

Serving year two of the 2020-21 term

Marianne Janowicz

Gloria Reidpath

Serving year one of two for 2020-22 term

Maureen O'Hara: President (2020-21, Director (2021-22))

7 Positions Available.

3: for the 2019-2021 term

1 vacated by Carrie Totten, 2 vacant

Re-offering for 2020-22

Shelley Swift: Treasurer

Terry Leonard: Director

Shelley Kadatz: Director



Annual General Meeting Report

John Hebert: Director

Nominations received prior to the AGM: Chad Dunn to fill year two of the 2019-21 position vacated by Carrie Totten.

Nominations from the floor: Brenda VanSnick to fill year two of a vacant 2019-21 position.

Motion: To accept slate of directors brought forward as continuing, reoffering and nominated.

Moved by: Gloria Reidpath

Seconded by: Sheila Parker

Motion: Carried

11. Simpson Leadership Award

The Gina Simpson Leadership Award was presented by Gloria Reidpath to Joëlle Arsenault-Hurst

Details of Joëlle's nomination can be viewed on the FNB website and in the FNB 2020 Annual Report posted on the AGM page on the website.

12. Adjournment

Motion to Adjourn the AGM Meeting

Moved by: Michelle Kelley

Seconded by: Kristen Hickey

AGM Meeting adjourned at 12:55pm.



Annual General Meeting Report

EXECUTIVE DIRECTOR REPORT:

Membership Services: FNB continued to remain viable in face of the ongoing medical restrictions and limitations boundaries presented. For seven months, our office staff was reduced to one full time Executive Director working remotely. Fortunately, we were able to return to our office in October and our part time Membership services Coordinator was reinstated.

Our membership totaled 212 for the 2020-21 year compared to 267 for 2019-20.

We received a grant through the Canada Summer Jobs program to employ Matthew Hurst a UNB Kinesiology student graduate. Matt worked remotely for 8 weeks during June and July of 2020 and during that time he completed a wide array of jobs, which included, assisting with various office administration, helping to organize our first virtual annual summit schedule as well as, updating the website and organizing some content for our courses in virtual formats.

Marketing and Communication: The administration of our website once again went through a change and we were able to maintain the site throughout the rebuilding. The Public Leadership Registry was launched with a few limitations and is still a work in progress. It is our hope that all aspects of this services will be up and running soon.

The FNB Facebook account is going strong under the leadership and constant review of Line Marr. She continues to do an outstanding job increasing the information stream and helping FNB to improve their social media presence.

Professional Development: The FNB Group Fitness Leadership certification criteria is the NFLA- National Fitness Leadership Association (soon to be named as FLC-Fitness Leadership Canada) standard for exercise leaders across Canada. Our courses contribute to our mission by teaching future FNB fitness leaders and personal trainers the skills and the knowledge they need to be able to lead safe, effective approaches to physical activity. This past year we were able to offer our courses. In a virtual format we offered one ET, two RTL, two PEFL, and onsite one PFT and one Zoomers course to a total of 40 people. We will continue to offer our courses in formats that best suit the participants while adhering to the government health and safety regulations.

Partnerships: FNB is an ongoing contributing member of the Physical Literacy Coalition. This group is essential in supporting Healthy Active Living in New Brunswick.

We will continue our partnership for the next two years with the UNB Faculty of Kinesiology CELLab supporting and administering the leadership certification of, "The Zoomers on the Go" program.

We are grateful to The Saint John Aquatic Centre, the UNB Faculty of Kinesiology URec and Sport NB who partner with us to run our on-site courses, their support helps to keep us viable.

Funding: Fitness NB thanks the Province of New Brunswick who continue to provide us with annual funding through the Sport and Recreation branch of the Department of Tourism, Heritage and Culture. This funding along with the guidance from our consultant Jamie Shanks has been essential in helping us maintain our programs and improve our organization in ways that supports the New Brunswick community and our membership of exercise and fitness professionals.

Board of Directors: Fitness NB has a working board of directors who volunteer considerable time and effort to help progress our organization. The office staff is grateful for their support and invaluable insight and we look forward to working with the returning and new directors in the upcoming year.

Yours in fitness and health!

Marilynn Georgas-Hryn

Marilynn Georgas-Hryn, Executive Director



Annual General Meeting Report

MESSAGE FROM THE PRESIDENT

Our Mission, Vision and Values are the essence of what Fitness NB stands for and considers important for the health and wellness of the communities that our leaders and personal trainers serve in New Brunswick and Prince Edward Island.

The FNB committees strive to fulfill the goals of our Strategic plan and throughout this past year we have made progress towards this in spite of the many challenges and uncertainty faced as a result of the Covid-19 restrictions. It was a positive and productive year.

The four key result areas of the FNB strategic plan focus on Leadership Training, Continuing Education, Marketing and Communication and Board Governance and there is a committee for each of these areas. During this past year we maintained a strong leadership training presence through the continued use of virtual courses and were able to support future leaders in remote communities.

To support our current membership, we are pleased to be able to offer the Annual Summit and AGM virtually for the second time. There were also CEC opportunities through FNB articles with a quiz a no cost and an onsite PD Day through UNB in February.

As indicated in the ED report Marketing and Communication is a dynamic process and in which our FNB Website and public registry was updated and our Facebook page offers a wide variety of health and exercise information and tips to keep people motivated.

As always, FNB works towards having a secure and dedicated board of directors. This past year a matrix was developed to provide guidelines to help engage people onto the board who are relevant to the communities we serve, who reflect the leaders in our membership and who are competent in the areas of our targeted strategic planning goals.

We are very hopeful as we move into the next year that our membership will continue to grow and we will maintain the high standards and quality of leadership training that have always been the cornerstone of Fitness New Brunswick.

Sincerely,

Maureen O'Hara, FNB President

Annual General Meeting Report

FNB POLICY UPDATES: Marianne Janowicz

As part of our responsibility to the organization, we review, update and/or revise the FNB Policies and Procedures every two years in order to maintain stability and ensure we stay current with research-based exercise and wellness industry standards.

To this date the committee along with the ED have reviewed, updated, integrated, removed as obsolete, re-grouped, and/or revised the policies relative to, Certification/Re Certification, Scopes of Practice, Personal Fitness Leadership and, Course Conductors and Evaluators.

These policies were approved by the Board of Directors and posted on a page that is linked in the AGM section of the FNB website for membership review prior to this AGM

No questions from the floor.

Department of Tourism, Heritage and Culture (DTHC): Jamie Shanks

The DTHC of New Brunswick continues to support FNB and was pleased to be able to offer additional assistance to FNB through the pandemic. The importance of Fitness NB leaders is recognized as an essential component to supporting the health and well being of people through out the communities in New Brunswick.

For details of the report and discussion please see the FNB AGM minutes of October 23, 2021 as posted on the website.



Annual General Meeting Report

FINANCIAL STATEMENTS: 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 REVIEW REPORT 2020-21

Statement of Revenues and Expenditures

| | <u>Fiscal 2020-2021</u> | <u>Fiscal 2019-2020</u> |
|---|-----------------------------|-----------------------------|
| REVENUE | | |
| Funding (Provincial) | \$ 70,000.00 | \$ 65,000.00 |
| Funding (Federal) | \$ 3,138.00 | \$ 3,082.00 |
| FNB Membership | \$ 11,291.00 | \$ 11,215.00 |
| FNB Group Fitness Insurance | \$ 6,010.00 | \$ 3,330.00 |
| Certification/Recertification | \$ 18,851.00 | \$ 18,907.00 |
| Other Income | \$ 7.00 | \$ 286.00 |
| Conference/PD days | <u>\$ 3,699.00</u> | <u>\$ 10,049.00</u> |
| Total Revenue | <u>\$112,996.00</u> | <u>\$111,839.00</u> |
| EXPENSES | | |
| Salaries and Employee Benefits | \$ 51,711.00 | \$ 61,609.00 |
| Office Expenses | \$ 13,050.00 | \$ 19,375.00 |
| Website & IT services | \$ 2,821.00 | \$ 1,870.00 |
| Annual Audit/Review | \$ 2,750.00 | \$ 3,700.00 |
| Meetings | \$ 1,021.00 | \$ 2,001.00 |
| FNB Leadership Insurance | \$ 2,430.00 | \$ 3,510.00 |
| FNB Certification/Recertification | \$ 9,117.00 | \$ 16,139.00 |
| Conference/PD days | <u>\$ 546.00</u> | <u>\$ 7,931.00</u> |
| Total Expenses | <u>\$ 83,446.00</u> | <u>\$116,135.00</u> |
| Surplus of revenue over expenditures | <u>\$ 29,550.00</u> | <u>\$ (4,296.00)</u> |
| Net assets, beginning of year | <u>\$ 92,519.00</u> | <u>\$ 96,815.00</u> |
| Net assets, end of year | <u>\$ 122,069.00</u> | <u>\$ 92,519.00</u> |

Submitted by: Shelley Swift, Treasurer

Motion: To accept the FNB 2020-21 Financial Report as presented.

Moved by: Gloria Reidpath

Seconded by: Paula Sark

Motion Carried



Annual General Meeting Report

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

2020-21 Board of Directors Acknowledgement:

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 and, Chad Dunn



Annual General Meeting Report

Board of Directors: 2021-2022

1. Returning Board Members

Serving year two of the 2020-22 term

Directors: John Hebert, Shelley Kadatz, Terry Leonard

Treasurer: Shelley Swift

President: Maureen O'Hara (offering for an additional year and to be acclaimed by membership)

Motion: Maureen O'Hara to continue as the FNB president for an additional year over and above the two-year term as per FNB By-Laws Article 1.0 Responsibilities of Elected officers; Section 1.1 President; Part b) shall serve a term of 24 months.

Moved by: Gloria Reidpath

Seconded by: John Hebert

Motion Carried

2. Term 2021- 23: 5 positions available

Re-offering

Chad Dunn

Gloria Reidpath

Nominations received prior to the AGM: None

Nominations from the floor: none

Motion: To accept Chad Dunn and Gloria Reidpath to the FNB Board as re-offered for the term of 2021-2023.

Moved by: Paula Sark

Seconded by: John Hebert

Motion Carried

3. 2021-2022 FNB Board of Directors

Maureen O'Hara: President (Term 2: 2020-2022)

Shelley Swift: Treasurer (Term 3: 2020-2022)

Terry Leonard (Term 3: 2020-2022)

John Hebert (Term 2: 2020-2022)

Shelley Kadatz (Term 2: 2020-2022)

Chad Dunn (Term 2: 2021-2023)

Gloria Reidpath (Term 2: 2021-23)

President Elect to be determined at first board meeting of the 2021-22 year.

Annual General Meeting Report

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 | JOËLLE ARSENAULT-HURST |

2021 Simpson Leadership Award Winner is Ledean Cairns

Ledean lives in PEI and she will formally receive her award certificate from Marianne Janowicz – information will be posted on the Website to recognize her.

ADJOURNMENT: 12:54 pm.

Motion to Adjourn the AGM Meeting

Moved by: Paula Sark

Seconded by: Shelley Kadatz