

Notice of Meeting Annual General Meeting of Fitness New Brunswick, INC. (FNB)
Saturday November 4, 2023 from 12 p.m. to 12:30 p.m.
@ Mount Allison University

AGM AGENDA 2023

1. Welcome and Introductions
2. Call to Order and Quorum
3. Approval of Agenda (as posted)
4. Approval of Minutes of last AGM: November 22, 2022 (as posted)
5. Business arising from minutes
6. Message from the President
7. Message from the Executive Director
8. Presentation and approval of Financial Report
9. Nomination Report
10. Adjournment

Minutes of FNB Annual General meeting: November 4, 2023

Present: John Hebert, Maureen O'Hara, Gloria Reidpath, Terry Leonard, Chad Dunn, Rob Dickson

FNB Staff: Shelley Kadatz, Jen Obokata

Chaired by: Maureen O'Hara

Call to order / Quorum present

At: 12:29 pm

Maureen welcomed everyone and introduced the Board members

Agenda and Minutes of previous meeting

Agenda approved

Motion: To adopt the agenda and minutes of the 2022 AGM as circulated.

Moved by: Jason Hadland

Seconded by: Terre Hunter

Carried: All

ED – Shelley Kadatz

Shelley introduced herself and also welcomed members and thanked everyone for coming to this 2023 Fitness Summit. Highlights she touched on:

- Professional development (new and revamped courses coming in 2024) More workshops to get CEC's, both online and in person
- New website and rebranding of FNB with a new logo
- Partnerships and collaborating with new ideas

Finances

Gloria presented the financial report for 2022/23. While it does show a loss, she attributed this to the loss of members during the Covid shut down period and losing SEED money for a summer student. Membership is growing again and we are looking ahead and anticipating a better year to come.

Motion: to accept the financial report as presented

Moved by: John Hebert

Seconded by: Jenny Hendy

Carried: All

Election of Officers

John Hebert is the incoming President and stated the current 8 BOD members have agreed to stay on. Two new members, not present, have agreed to fill 2 vacant positions. Joelle Hurst and Derek O’Keeffe. Following a call for nominations from the floor, Jenny Hendy was nominated and accepted a Board director position.

Motion to accept the 3 new BOD directors:

Moved by: Terre Hunter

Seconded by: Leona Laracey

Carried: all

Motion to Adjourn – Sheila Parker

Message from the Board President

Good afternoon, and welcome to the 2023 Fitness Summit / Annual General Meeting for Fitness NB. My name is Maureen O’Hara and I am the current president of the board of directors. It has been wonderful over the past year to continue to come out of our COVID bubbles and get together with others and return to a more social state of normal.

I would like to thank everyone for attending and participating in our annual Summit. I would like to take this opportunity to offer special thanks to our partners – The Province of New Brunswick, Sports NB, The University of New Brunswick, UREC, Kinesiology, MedXN and FLC. Special thanks to Jamie Shanks, outgoing provincial consultant and a welcome to Cindy Levesque as our new provincial consultant. I would like to thank all the members of the Board of Directors (FNB) for their help and guidance during my term as President.

Our vision continues to be “Enrich physical activity and health for every New Brunswicker, every day.” As members of FNB, you are key participants in this vision. Your leadership and passion for the work that you do in your communities is of great importance and value.

Our theme for the 2023 Fitness Summit is “Dynamic Diversity / Fitness for All”. This theme represents change, which the FNB staff and board have been working very hard at. Personally, I view this change as new opportunities. For example:

New Executive Director and Support Staff

New Website

New Brand/Logo

New Provincial Consultant

New Partnerships

New and Revamped Courses

This has been an exciting as well as challenging year, however moving into 2024 I am looking forward to even more new opportunities that will present themselves.

Sincerely,



Maureen O’Hara

Message from the Executive Director

Operations:

FNB has continued to be in transition since the resignation of the previous ED Derek O'Keefe in April 2023. Derek moved to his new position at the beginning of May and we thank Derek for all the work he put into getting Fitness New Brunswick back on its feet. We wish him all the best in his new endeavor. Derek will continue to be involved in FNB as an instructor and hopefully a board member.

I, Shelley Kadatz have been hired on as the Executive Director and have hired two new staff. Jennifer Obokata as the Administrative Assistant. The Administrative Assistant role will continue to take care of the needs to the members as well as assist the ED in various other projects. Kristen MacIntosh was the new Social Media Content Coordinator and will be stepping back from her position after the Summit. We will be looking for another person to fulfill this position.

Fitness NB no longer has a physical office space and we have moved to remote home offices. Shelley is in Fredericton and Jen is working from her home in St. Stephen.

FNB's membership platform has successfully moved to the Wild Apricot Software. This has helped modernize FNB in all aspects of operations from member registrations, renewals, events and has a plug-in to work with our new website. CEC's are still currently being updated and will take some time to update.

We have decided to use Account Edge for our bookkeeping. It has significantly helped to change our accounting system as it is cleaner and financial reporting can be done with ease. We accept e-transfer and credit card through the Moneris and PayPal systems as a form of payment for memberships, courses, etc.

Marketing and Communication:

As of May 2023, the FNB website was launched. We were able to streamline operations, provide updated content for members and to synchronize with Wild Apricot to make registration easier for members and the general public.

We are excited about our new logo that was updated last year. We decided on this logo because it pays homage to the Acadian Roots. Our Lobster Red, Deep Ocean Blue and Goldenrod Yellow represent the beauty of the province and we are excited to showcase this in our branding moving forward!

The Facebook page has been a huge success for FNB with both member and non-member engagement steadily increasing. A Summer Giveaway session was held and this garnered much interest in our page. We also have been featured the board, the staff and mobility videos which have all been successful in our posts.

FNB also launched an Instagram page last October to help with promotion and member engagement. Our next plan is to launch LinkedIn to use as a professional contact space.

We are currently trying to weigh the interactions of members through Mailchimp as Wild Apricot does a similar mailout and gives us more information on clicks.

Partnerships:

FNB has worked hard to develop partnerships over the years and continues to do so.

We are currently still working on our partnerships with other government organizations such as Recreation NB, Sports NB, Physical Literacy NB, etc.

Zoomers on the Go (UNB Cellab) will see FNB mentor and develop Zoomers leaders in their respective communities with a concentration in Northern New Brunswick.

A relationship with the University of PEI has continued which will see FNB certifications being carried out at the UPEI campus for Kinesiology students in 2024. Similar to UPEI, a relationship with Holland College will continue to be established. We will cater fitness education courses and CEC workshops to be run from that campus' as well. This is in addition to relationships built with the Saint John Aquatics Center, UNB Reds Recreation and other facilities and organizations across the province.

Professional Development:

FNB continues to be affiliated with Fitness Leadership Canada (formerly FLC) and as a collective organization continue to be a leading provider of fitness education in the country.

We have continued the work to update current course offerings for 2023 heading into 2024. FNB saw a successful Group Fitness Course with Jenny Hendy in October. FNB will continue to offer online learning with Exercise Theory to make the course more accessible with our FHP partnership.

The Annual Summit has over 65 participants registered and members can receive 8 CECs for attending the Summit. We are excited to offer the Summit in person this year and we will continue to offer this event every year.

Heading into 2024, there will be a vast array of fitness education opportunities. Course offerings will be the staple of FNB, but we will be adding more online and in-person workshops. We will announce these on our website, social media platforms and email.

The Personal Training Course will be done live online for the first weekend and the second weekend will be in-person practical learning.

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. I am excited to announce that this year, FNB was granted an additional \$5000 to help maintain and improve our organization and programs.

Jaime Shanks who has been our consultant with the Sport and Recreation Branch has taken on a new role, so I would like to thank Jaime for his many years of service, dedication and guidance as FNB's consultant. I would like to welcome Cindy Levesque as our new consultant. She brings with her a wealth of experience and knowledge to our organization and FNB is looking forward to working with her on future projects.

Board of Directors:

Fitness NB has a hard-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 Health,

Shelley Kadatz

Shelley Kadatz
Executive Director

FINANICAL REPORT

FITNESS NEW BRUNSWICK INC./

CONDITIONNMENT PHYSIOUE NOUVEAU BRUNSWICK INC.

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

MARCH 31, 2023

(UNAUDITED)

	<u>2023</u>	<u>2022</u>
Revenue:		
Province of New Brunswick - Grants	\$ 65,000	\$ 81,500
Certification	21,898	5,640
Membership - General	14,495	16,571
Conference	-	3,757
Other income	1,434	3,257
Exam challenges	235	1,191
Evaluation	3,196	3,005
Workshop fees	-	280
Forgiveness of CEBA loan	-	<u>20,000</u>
	<u>106,258</u>	<u>135,201</u>
Expenses:		
Salaries and employee benefits	67,458	60,476
Certification	11,368	5,344
Conference	2,709	930
Office	21,569	9,499
Rent	6,602	7,500
Telephone and internet	2,213	2,511
Insurance	5,458	5,591
Bank charges	2,108	843
Communication and memberships	4,869	511
Meetings	3,623	1,005
Professional fees	2,900	2,825
Evaluations	<u>1,367</u>	<u>954</u>
	<u>132,244</u>	<u>97,989</u>
Excess (deficiency) of revenues over expenditures	(25,986)	37,212
Net assets, beginning of year	<u>159,281</u>	<u>122,069</u>
Net assets, end of year	<u>\$ 133,295</u>	<u>\$ 159,281</u>

NOMINATION REPORT

In 2023, the Board accepted the resignation of 2 Directors (Shelley Swift and Mimi Lodoen). We would like to thank both Shelley and Mimi for their service the Board. As of November 2023, the Fitness NB Board of Directors had 6 members. The maximum number of members is 12.

The Fitness NB Board would like to present the following names for a two-year term:

Derek O’Keeffe – Dieppe NB
Joëlle Arsenault-Hurst – Richibucto, NB

Listed below are the Board members of Fitness NB for the period November 2023 to November 2024:

Maureen O’Hara	John Hebert
Terry Leonard	Chad Dunn
Gloria Reidpath	Derek O’Keeffe
Rob Dickson	Joëlle Arsenault-Hurst

Proposed Executive of the Board

At the first meeting of the Board of Directors following the Annual General Meeting, the Nominating Committee proposes the 2023-2024 officers be:

John Hebert	President
Maureen O’Hara	Past President
Gloria Reidpath	Treasurer
Terry Leonard	Secretary

Respectfully submitted this November 4, 2023

John Hebert