

Annual General Meeting – Fitness NB

AGENDA

November 20, 2022 12:00pm

Long Hall - UNB

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 23, 2021 (as posted).**
6. **Business arising from minutes of October 23, 2021.**
7. **Message from the President**
8. **Message from the Executive Director**
9. **Presentation and approval of Financial Report**
10. **Bylaw change (addition of Board Secretary)**
11. **Nomination Report**
12. **Adjournment**

Thank You and Acknowledgments

2021-22 Fitness NB Partners and Supporter

- Province of New Brunswick
- Sport New Brunswick
- University of New Brunswick U Rec and Faculty of Kinesiology
- Fitness Leadership Canada (FLC)

Call To Order and Quorum: President

The FNB President called the meeting called to order at Quorum was met

Approval of Agenda:

Motion: To accept the agenda as presented

Moved by:

Seconded by:

Call for the vote

Approval of Minutes of Previous AGM 2021

Motion: To accept the minutes of last year's AGM meeting (October 23, 2021).

Moved by:

Seconded by:

Call for the vote

Business Arising from minutes of previous AGM 2021.

Board Presidents Report

Good Afternoon. My Name is Maureen O’Hara, and I am the president of FNB, and on behalf of the Board, I would like to welcome you to the 2022 Annual General Meeting. It is wonderful to be able to come together as a group and share this wellness day, and we thank you for your attendance and participation as we try to return to some semblance of normalcy that isolation forced on all of us during the past 2.5 years of the pandemic.

Special thanks to our partners - The Province of NB, Sport NB, University of NB, UREC, Kinesiology and FLC. I would also like to take a moment to thank the Fitness NB Board of Directors for their help and guidance over the past year. Similarly, I would like to thank Jamie Shanks, our provincial consultant for all of his help over the years.

The past year has been one of transition for Fitness NB. Our previous Executive Director, Marilyn, retired and our Membership Services Coordinator Natalie has decided to pursue other opportunities. The Board of Directors and all of Fitness NB would like to take this opportunity to thank them for their years of service to the FNB Community.

I would like to take a moment to welcome Derek O’Keefe as our new Executive Director. Derek has settled nicely into his new position and we look forward to working with Derek as he helps Fitness NB move forward. Thanks also to Shelley Kadatz who stepped in as interim manager, and has continued to fill the role of Membership Services Coordinator to keep the office up and running during the transition between the outgoing and incoming executive directors.

Our learnings from the past 2.5 years has shown us that we need to be open as an organization to find alternative ways to deliver our services and to engage our members in a rapidly changing environment. As we all continue to learn and grow, I am hopeful as well as excited to see what the future holds for FNB.

Sincerely,



Maureen O’Hara, FNB President

Executive Directors Report

Operations:

FNB has been in transition since the reopening of the Pandemic in addition to the retirement of previous ED Marilyn Georgas in July 2022. The new staff of Derek O’Keeffe and Shelley Kadatz decided that working from home was achievable and the office at Lord Beaverbrook Gymnasium will be vacated in December 2022.

FNB’s membership platform has moved to electronic platform with 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 new website to be launched by the end of 2022 via Wordpress.

Sage software has been updated and is used for payments, and financial reporting which has significantly helped with bookkeeping. Moneris and Paypal were also established to help with course registration and payments.

Marketing and Communication:

The current FNB website is undergoing changes and will be ready by end of year 2022. The aim of the new website will be to streamline operations, provide updated content for Members to avail of and to synchronize with Wild Apricot to make registration easier for Members. A new logo was discussed with the board and is currently under review. Aim will be for new logo to accompany website by end of 2022.

The Facebook page has been a huge success for FNB with member engagement drastically increasing by 167% and post outreach is up 370%. (Official Facebook Report). New ideas such as mobility videos, trainer features have all been successful in Member interaction.

FNB also launched an Instagram page in October to help with promotion and Member engagement. These tools will be used to help inform the membership of FNB activity while the website undergoes construction.

The recent Mailchimp campaign in October saw 194 opened hits out of 255 memberships in addition to the newsletter viewed a total of 413 times. This data has shown a new interest in FNB and a membership base with enormous potential to grow.

Partnerships:

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

A new agreement with Zoomers on the Go (UNB Cellab) will see FNB mentor and develop Zoomers leaders in their respective communities with potential for national instructor development.

A relationship with the University of PEI was put in which will see FNB certifications being carried out at the UPEI campus for Kinesiology students in 2023. Similar to UPEI, a relationship with Mount Allison University has been established which will cater for fitness education to be run from Sackville. This is in addition to relationships built with the Saint John Aquatics Center, UNB Facility and Sport NB.

A key partnership has been agreed with FHP education which will see Exercise Theory move to an online platform. This partnership will make courses more accessible to FNB members in addition to driving more traffic into courses in 2023.

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.

Following Covid, 2022 has not seen any in person courses take place. Now that restrictions are lifted and people’s level of comfort for in person learning has returned, FNB are working hard to update current course offerings for 2022 heading into 2023. FNB saw a successful online exercise theory course with Mimi Lodoen in September and will continue to offer online learning with ET more accessible in 2023 with FHP partnership.

The FNB Wellness Day has over 70 participants registered and Members can avail of CECs in addition to learning more about course content for 2023. This exciting event is in replace of the annual summit and the purpose is to generate hype and relaunch FNB.

Course offerings will be the staple of FNB, and heading into 2023 there will be a vast array of fitness education opportunities for Members to avail of, ranging from in person learning, online learning, workshops and webinars. This of course takes time to put

in place but FNB has used 2022 to evaluate current content, update and introduce new offerings in 2023.

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 Health
Derek O’Keeffe,
Executive Director

FINANCIAL STATEMENTS: APPOINTMENT OF AUDITORS

The firm of Shannon & Buffett, 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.

FITNESS NEW BRUNSWICK INC./

CONDITIONNEMENT PHYSIQUE NOUVEAU BRUNSWICK INC.

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

MARCH 31, 2022

(UNAUDITED)

	<u>2022</u>	<u>2021</u>
Revenue:		
Province of New Brunswick - Grants	\$ 81,500	\$ 70,000
Certification	5,640	13,824
Membership - General	16,571	17,301
Conference	3,757	3,408
Other income	3,257	3,145
Exam challenges	1,191	904
Evaluation	3,005	4,123
Workshop fees	280	291
Forgiveness of CEBA loan	<u>20,000</u>	<u>-</u>
	<u>135,201</u>	<u>112,996</u>
Expenses:		
Salaries and employee benefits	60,476	51,711
Certification	5,344	7,429
Conference	930	546
Office	9,499	7,942
Rent	7,500	4,125
Telephone and internet	2,511	1,198
Insurance	5,591	3,037
Bank charges	843	826
Communication and memberships	511	1,173
Meetings	1,005	1,021
Professional fees	2,825	2,750
Evaluations	<u>954</u>	<u>1,688</u>
	<u>97,989</u>	<u>83,446</u>
Excess of revenues over expenditures	37,212	29,550
Net assets, beginning of year	<u>122,069</u>	<u>92,519</u>
Net assets, end of year	<u>\$ 159,281</u>	<u>\$ 122,069</u>

See accompanying notes to financial statements.

Shannon & Buffett, LLP
Chartered Professional Accountants

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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. Because of the uncertainty and unprecedented challenges of the pandemic experienced during the past 2 years, Board members have agreed to extend their terms to ensure continuity of operations.

Motion – The Board of Directors would like to add the position of Board Secretary effective immediately. The Board Secretary shall be considered a Board Executive position

Motion

Second

Motion Carried

Nominating Report

November 20, 2022

The Board of Directors plays an essential role in establishing the strategic direction for Fitness NB as well as ensuring continuity in the policies of the Association. During the past 2 years as we have all been dealing with Covid, FNB has been very fortunate to be able to have the consistency of very dedicated board members. There are 2 board members who will remain with the FNB board longer than normal terms as we continue to move the organization to our new reality of supporting our members in a world existing with the new post pandemic reality.

As of November 2022, the Fitness NB Board of Directors had 8 members. The mandatory number of members is a maximum of 10.

Fitness NB would like to present the following name for a two-year term:

Rob Dickson from Prince Edward Island

Listed below are the Board members of Fitness NB for the period November 2022 to November 2023:

Maureen O’Hara
Terry Leonard
Gloria Reidpath
Mimi Lodoen

Shelley Swift
John Hebert
Chad Dunn
Rob Dickson

Are there any other nominations from the floor for additional Board members?

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Proposed Executive of the Board

At the first meeting of the Board of Directors following the Annual General Meeting, the Nominating Committee proposes the 2022-2023 officers be:

Maureen O'Hara	President
Terry Leonard	Secretary
Gloria Reidpath	Treasurer
John Hebert	Incoming President

Respectfully submitted this November 20, 2022

2022-23 Board of Directors



Maureen O'Hara
President



Gloria Reidpath
Treasurer



Terry Leonard
Secretary



Mimi Lodoen
Director



John Hebert
Director



Rob Dickson
Director



Shelley Swift
Director



Chad Dunn
Director

Office Staff



Derek O'Keefe
Executive Director



Shelley Kadatz
Program Manager

ADJOURNMENT: pm.

**Motion to Adjourn the AGM Meeting
Moved by:**