

Fitness
New Brunswick



**Conditionnement
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**FITNESS NEW BRUNSWICK INC.
2013 ANNUAL GENERAL MEETING**

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ANNUAL GENERAL MEETING
Agenda

October 26, 2012

Wu Convention Centre, Fredericton NB

12:30-1:30 am

1. Welcome
2. Thank you to our Partners and Contributors
3. Call to order
4. Approval of Agenda
5. Minutes of last AGM (October 27th, 2012)
6. Business arising from minutes.
7. Annual Reports:
 - President
 - Executive Director
 - Marketing & Communications
 - Professional Development
 - Conference
 - Translation
 - Treasurer
8. Report from Department of Healthy and Inclusive Communities
9. Amendments to the Fitness New Brunswick Constitution
10. Election of Officers
11. Simpson Leadership Award
12. Adjournment

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Fitness NB would like to thank



Province of New Brunswick



St. Thomas University
LEADERS IN LIBERAL ARTS



University of New Brunswick

for their kind support during 2013-14.

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**Fitness NB would like to thank the following organizations
for their Donations**

Active Therapy Clinic - Moncton

Canadian Paralympic Committee

City of Fredericton

Covey Basics - Fredericton

Cultures - Fredericton

Fitworks Equipment - Fredericton

The Heart and Stroke Foundation of New Brunswick

MacTavish Source for Sports - Fredericton

Moksha - Fredericton

Pheonix Thai Yoga Massage - Fredericton

Radical Edge - Fredericton

Saint John YMCA

Saint Thomas University

Shoppers Drug Mart - Moncton

Simply For Life - Fredericton

Sport Check

University of New Brunswick

Jen Warren - Free Life International

Fredericton YMCA

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MINUTES of PREVIOUS MEETING

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Annual General Meeting
October 27, 2012
Moncton, NB – Delta Beauséjour Hotel
Minutes

Present: Albert Wybenga, Ali Connell, Amanda Cox, André Gaudet, Andrea Chase Cormier, Andrea Hoyles, Angela Thomas, Anne Dore, Ashley McKendrick, Autumn Getson, Becky Harrison, Beverley Melvin, Beverley Sullivan, Brian Kelsey, Brian Weaver, Clancey MacLeod, Claudette Paulin, Craig Frame, Elysia Atkinson, Gail Farnsworth, Gina Theriault, Heather LeBlanc, Jacqueline Daigle, Jason Hadland, Jen Williston, Jennifer Warren, Judy McAllister, Kari Parsons, Kelly Bolduc, Kim Brown, Kim MacDonald, Kishara Busbridge, Krista Grant, Krista Griffin, Leona Laracey, Lois Irvine, Lori Bateman, Lucie Lavoie, Lyndsey Paynter, Mallory Ekstrom, Marcel Robichaud, Marianne Janowicz, Maryse Bourgeois, Maureen O'Hara, Melanie Crowley, Melanie Lavoie, Melissa Couture-Leger, Meredith Costain, Merian Graham, Michele King, Micheline Morneault, Michelle Kelly, Mike Bent, Mireille Roy, Monique Leger, Nadia DeSilva, Odette Caissie, Olivia Goguen, Paula Sark, Paulette LeBlanc, Paulette Ryan, Renee Frenette, Rhonda Belanger, Ryan Cairns, Sabina Marco, Sebastien Vachon Gravel, Shannon Daley, Sheila Parker Sheryl Johnstone, Tanya Hickey, Terre Hunter, Terry Leonard, Theresa Smith, Tobi Desveaux, Tom Peppard, Tony Stevenson, Tenna Burke, Tyson Pitre, William Best, Zane Nicholson.

Board Members: Eric Porcellato, Kevin Roy, Line Marr, Jenny Hendy, Rick Fralic,
Viola Doucet

Staff: Nancy Crooks (Membership Services), Marilyn Georgas (Executive Director)

Guest Speakers: Connie Jasinskis

Regrets: No regrets

1. Call to Order: 12:30 PM

2. Minutes of Previous Meeting

Motion: To accept the minutes of the previous meeting (November 5th, 2011).

Moved by: André Gaudet

Seconded by: Autumn Getson

Discussion: The minutes from 2011 AGM were read, audit was reviewed and approved, and reports were reviewed.

Motion carried

3. Executive Director Report

Discussion: Marilyn Georgas, ED, read and reviewed the Executive Director Report as circulated.

4. Marketing & Communication Report

Discussion: No chair, ED gave report.

5. Professional Development Committee Report

Discussion: Line Marr, read the Professional Development Committee report as circulated. She discussed the fact that we are offering Aqua in late March 2013 and have a gold standard. We have Zumba and Belly Fit on our insurance as long as they are GFL instructors certified with FNB and follow FNB standards. Marilyn helped to set a standard, previously it was too broad. Indoor cycling book has been revised and Tina Grant was going to offer workshops and training for our Fit flow program in 2013.

6. CSEP Atlantic H&FP

Discussion: Jeff Zahavich and Kevin Roy read the CSEP Atlantic H&FP report as circulated. Jeff is our NS representative, this last year we have not offered as many courses but this coming year will be fantastic. We have been talking about what we are lacking and looking for feedback. He asked the question, why can we not work in the health industry with a kinesiology degree? In Ontario they work with the Provincial level government. It is a slow pace but moving forward there will be a lot of opportunity for courses in the CEP, and CPT people.

Kevin Roy said he is the Rep for NB and PEI, Jeff serves NS. We want to communicate with you through our new website, communicate with us.

7. Translation Committee

Discussion: Viola Doucet said they have not done much in the way of action, more ideas. We want to serve our members better. Translation is a lot of money, will be a few years in the process, we received money for the conference translation of \$2000.00 and \$5000.00 for the website.

9. Financial Statements

Discussion: Rick Fralic, Treasurer, reviewed the Financial Statements. He explained that we had a full audit by Shannon Bucket. There was a question, are conference expenses higher this year than last year? We saved money on the brochure. Conference is a chance to get together, and see each other. We have full support from the government. We need ideas and suggestions to keep this going. We will work within our budget.

Motion: To accept the Annual Reports (Executive Director, Marketing & Communications Committee, Professional & Development Committee and CSEP Atlantic H&FP Committee, Translation and Financial Report) as circulated.

Moved by: André Gaudet

Seconded by: Sabina Marco

Call for a vote, all in favor

Eric drew a door prize: Autumn Getson got 4 tickets for Magic Mountain
Sebastien Vachon Gravel got the book Optimal Muscle Training

Eric showed a letter from Jeff LeBlanc Healthy Living our liaison on the provincial level, a couple of highlights, it is a new department and they are impressed with us.

10. Gina Simpson Leadership Award

Eric said he loved being on the board with this years' recipient of the Gina Simpson Award. Jenny Hendy is an evaluator and instructor. We had a board meeting at her house and she even baked for us. She works at the Y and with special needs children and even has a license to drive a snowplough and Harley's. She always looks great.

Krista Griffin was given the door prize Yoga Anatomy

Olivia Goguen was also given a book

11. Election of Officers

Discussion: Eric said there is an opening for the president position. We have 1 official nomination. Introduce yourself.

Kari Parsons said she is an elementary school teacher; she teaches at the Y and is a course conductor and CSEP member.

The nomination was seconded by Stacey Reading

Eric said we have 3 more open positions, twice a year we have a meeting 4-6 hours, and a monthly check in.

Mireille Roy said she would like to be a member of the board. She loves everything related to health and fitness. She eats, sleeps and breathes it. She has been a public servant in Moncton for the past 22 years. Her personal objective this year is to complete all the Fitness NB trainings (last steps to take place in November/December) to become a Personal Fitness Trainer.

Seconded by: Rhonda Belanger

Jennifer Warren said she would like to be a board member, she was first certified in Ontario. She works at two Physiotherapy Clinics - Medicine in Motion and ACCEL Physiotherapy.

Seconded by: Melanie Crowley

Kishara Busbridge wants to join the board, she has experience in event planning, can help with the ins and outs, would be happy to be a part of it.

Seconded by: Tom Peppard

Ryan Cairns and Mike Bent's names were drawn for t-shirts

Andrea Hoyles wins the Bosu ball from Fitworks

Odette Caissie's name was drawn, she was not present

Paulette Ryan won the mirror

12. Adjournment

Meeting adjourned at: 1:38 PM.

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ANNUAL REPORTS

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PRESIDENT
Annual Report: 2012-2013

Submitted by: Eric Porcellato

You may recall that in last year's message I compared the state of FNB to working with a new client. The organization had identified clear goals that it wanted to achieve and with much effort and support progress had been made. In previous years we built the 'foundation' of the organization; a strong office in a strategic location is the heart and lungs of FNB. With this strong base in place, 2013 was a year of focusing on specific areas of improvement that the FNB Strategic Plan had identified; a newly revamped website, active and informative presence in social media, and continued outreach to all parts of the province.

The success of 2013 has not been without its challenges; the decision of the Canadian Society of Exercise Physiology to centralize its operations forced some difficult decisions at both the administrative and board level. To go back to the analogy of working with a client; this setback was like an injury, an extra barrier or challenge in the way of an otherwise achievable goal – the Organization adapted and changed and is now in a better position to serve our clients.

As fitness professionals we know that a change in routine is key to keeping clients and ourselves motivated in being fitness leaders in New Brunswick. This is why we offer a wide variety of fitness certifications for our members, we know that the needs of the fitness professional is a dynamic, our clients demand quality and safe leadership in all burgeoning fitness trends. In a way, the FNB board operates in the same way; new ideas and energy drive the organization in new and exciting directions.

On this, the eve of the completion of tenure as President of FNB I look back feeling proud of all that we have accomplished, but am more excited about the direction of the organization as the torch is passed to the next generation of fitness leaders. Fitness New Brunswick, you have come a long way baby!

Fitness...For Fun!...For Life!...Forever! Conditionnement physique pour le plaisir, pur la vie, pour toujours!

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EXECUTIVE DIRECTOR
Annual Report: 2012-2013

Submitted by: Marilyn Georgas (ED)

This has been another busy year for Fitness New Brunswick. We have made valuable connections with our Healthy and Active Community partners that move us towards building a solid foundation to support Healthy Active Living in New Brunswick.

FNB has been actively involved in building a relationship with ParaNB. Our mutual goal is to provide workshops for our fitness leaders to help them learn how to adapt their classes to include participants with disabilities.

We are also working with Health Canada consultants for First Nations and Inuit Health Atlantic Region to include Native cultural content in the FNB Fitness Theory and Group Fitness Leadership courses. The plan is to have our interested FT and GFL course conductors participate in cultural sensitivity training that will help them train group fitness leaders in the Native Communities. The ultimate goal is to promote sustainability by training native FT and GFL course conductors

At the end of March CSEP decided to centralize their services which resulted in the elimination of CSEP Provincial offices across Canada. As a result there was a significant reduction in funds for FNB and we had to unfortunately cut the MSC position to half time. Nancy Crooks was unable to stay on and we hired a new part time MSC in September. I would like to take this time to thank Nancy for her year of service to Fitness NB and welcome Nathalie to our FNB office.

We have been in consultation with the CSEP national office regarding a partnership agreement that will allow FNB to continue to serve the CSEP certified professionals in Atlantic Canada. We will keep you updated as the details unfold.

FNB advertised for a UNB student curriculum placement to help with the Summit and we currently have Jessica Daigle in that position for the 2013 fall term and possibly continuing on for the upcoming winter term to help us prepare for the 20th Annual Summit in 2014.

The FNB united relationship with the NFLA continues to be crucial in maintaining the high performance standards of our group fitness program. NFLACANADA is committed to improving the health of Canadians through active living by supporting the fitness and exercise professional industry, with a standardized registration program that is transparent, unbiased and informative. The Alliance partners have taken a bold step that will move this goal forward by joining the ICREPs which is not-for-profit membership based organization which supports an international registry for exercise professionals.

The Province of New Brunswick continues to provide FNB with annual funding. This funding is essential to help us maintain our programs and to also improve our organization in ways that will support our membership of fitness professionals and the New Brunswick community.

I would like to thank the Fitness NB board of directors for their considerable and invaluable efforts to improve our organization. I look forward to working with the returning and new directors for the next year.

Yours in fitness and health;
Marilynn Georgas

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MARKETING and COMMUNICATIONS COMMITTEE
Annual Report: 2012-2013

Co - Chairs: Tobi Desveaux and Barb Rivoire

Purpose

The purpose of the Marketing and Communications Committee is to increase the Council's profile among health and fitness professionals provincially and, nationally by developing a strategy that will guide all marketing and communication related activities in the future. Raised awareness should lead to increased membership as well as partnerships with other organizations.

New marketing brochures and flyers to advertise FNB and our certification programs have been completed. The flyers are translated and the tri-fold brochures are in the process of being translated.

FNB continues to connect with other government funded associations and community organizations such as ParaNB, SportNB, First Nations, Inuit Health Atlantic Region, Human Kinetics, HEPAC, ACRN, and Horizon Health that promote Healthy Active Living and Eating in New Brunswick. We have increased our profile by attending wellness fairs, and becoming involved with community events such as In Motion Parks and Recreation Day.

FNB has launched the new English Website and the translation is almost complete for our French site. We are in the process of developing our members' login data base. Our goal is to have a fitness professional registry available for the general public in 2014.

Our Facebook has been up and running for a few months. Please check in with what is happening at FNB!

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PROFESSIONAL DEVELOPMENT COMMITTEE

Annual Report: 2012-2013

Chair: Kari Parsons

This was my first year serving on the Board of Directors and Chair the Professional Development (PD) committee. Throughout the year our focus has been to improve the courses we offer and continue to develop our organization so that Fitness NB can continue to be “the leading authority in certifying fitness and exercise professionals in NB”.

Fitness Theory Course- This is the main course which all participants must take before pursuing specialty courses which lead to certification. However, our fitness theory course is very challenging due to all the theory that must be covered in a weekend course. The PD committee has been reexamining the content of the course and our executive director is currently working with the National Fitness Leadership Alliance (NFLA) to possibly change some aspects of the course. We will continue to discuss strategies to improve our Fitness Theory course throughout the next year.

Resistance Training Leadership (RTL) Course- The content, format and exam for the RTL course have been reviewed. Several years ago, it was common practice that all course participants complete a practical evaluation following the course; however, this has not been implemented in the last few years. Effective October 2013, we have reinstated the practical examination to help ensure our RTL participants have time to acquire and practice the skills needed to teach the public in a safe manner. Upon successful completion of the classroom component, RTL participants will have 6 months to complete their practical evaluation. Changes have been made to both the practical evaluation form and written examination questions. We are continuing to work on developing a workout card for resistance training leaders to use with their clients as well as reviewing the course outline for instructors.

Youth Program- Tobi Desveaux and I are in the process of examining the possibility of developing a course or workshop to help instructors learn how to work with youth populations.

Course Conductor Fees- Changes to our course conductor fees were proposed and accepted by the Board of Directors. Course conductors will now be paid on a scale based on the number of courses that they have taught.

Throughout the 2013-2014 year, the PD would like to continue to review our courses and reexamine our practices so that we can offer the most relevant information to our clients. We would also like to offer more opportunities for our members to earn continuing education credits. To help us continue to grow as a community of fitness leaders we need input and assistance from our members. I hope that all of you will consider joining one of our committees. Together we can make a difference!

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CONFERENCE COMMITTEE

Annual Report: 2012-2013

Chair: Line Marr

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TRANSLATION COMMITTEE
Annual Report: 2012-2013

Co-Chairs: Viola Doucet & Line Marr

Fitness NB is dedicated to providing as much bilingual content where possible to better serve our FNB members and the New Brunswick community.

Again we are pleased to have James Couture return as our Summit translator. He will be situated in the Kent room for your convenience during all sessions including the Keynote and AGM. Robert Grégoire is in the process of translating our website. Both of these services have been made possible by way of funding from Healthy and Inclusive Communities.

Sport New Brunswick (SNB) has a permanent translator on staff and as a member of this organization we will have access to allow small translation projects to be completed. This is a pilot project which is a free service this year to SNB members. There may be a fee for service in the future.

FNB also has several bilingual board members and our MSC Nathalie Hebert-Paul is able to provide bilingual service to our members.

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FINANCIAL STATEMENTS (UNAUDITED)

The firm of Shannon & Buffet, Certified Accountants was hired for a three year term to prepare a full audit for 2011-2012 and unaudited financial statements for the years ending March 31, 2013, 2014.

FITNESS NEW BRUNSWICK INC./
CONDITIONNMENT PHYSIQUE NOUVEAU BRUNSWICK INC.
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
MARCH 31, 2013
(UNAUDITED)

	<u>2013</u>	<u>2012</u>
Revenue:		
Province of New Brunswick - Grant	\$ 65,218	\$ 60,000
Certification	23,655	38,091
Membership - CSEP	46,571	32,729
- General	18,002	20,401
Conference	14,320	12,031
Fundraising and other income	4,839	4,494
Exam challenges	8,041	5,349
Evaluation	<u>2,945</u>	<u>1,624</u>
	<u>183,591</u>	<u>174,719</u>
Expenses:		
Salaries and employee benefits	71,467	68,715
Certification	24,391	26,614
CSEP fees	14,173	14,963
Conference	18,735	20,463
Office	16,642	7,962
Rent	8,388	9,037
Telephone and internet	6,449	5,297
Insurance	509	8,784
Bank charges	4,178	4,334
Communication and memberships	1,126	1,299
Board meetings	2,189	2,253
Professional fees	2,100	2,364
Travel and mileage	310	1,247
Evaluations	<u>2,400</u>	<u>2,560</u>
	<u>173,057</u>	<u>175,892</u>
Excess (deficiency) of revenues over expenditures	10,534	(1,174)
Net assets, beginning of year	<u>22,760</u>	<u>23,934</u>
Net assets, end of year	<u>\$ 33,294</u>	<u>\$ 22,760</u>

See accompanying notes to financial statements.

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Sherry Doiron

**HEALTHY & INCLUSIVE
COMMUNITIES**



CONSTITUTION AMMENDMENTS

Article 3.0

Mission and Vision Statements

- 3.1 **Mission:** Fitness New Brunswick is a not-for-profit organization dedicated to educating the community and certifying leaders by upholding excellence in training and professional standards.

Amendment February 18, 2012

- 3.1 **Mission:** "Fitness NB is the leader in safe approaches to physical fitness for all New Brunswickers through advocacy, certification and continuing education of fitness and exercise professionals."

- 3.2 **Vision:** Fitness New Brunswick is the leading innovator for wellness and active living, educating our members and inspiring our community.

Amendment February 18, 2012

- 3.2 **Vision:** "To be the leading authority in certifying fitness and exercise professionals in New Brunswick."



CONSTITUTION AMMENDMENTS

6.0 Management

6.10 All bonds, deeds, debentures, cheques, orders for payment of monies on behalf of Fitness NB or other documents requiring an official signature shall be signed by two signing officers. The signing officers will include the Executive Director Executive Committee.

Amendment September 21, 2013

6.10 All bonds, deeds, debentures, cheques, orders for payment of monies on behalf of Fitness NB or other documents requiring an official signature shall be signed by two signing officers. The signing officers will include the Executive Director, and members of the executive. If none or only one member of the executive resides in the city where the Fitness NB office is located then one or two of the Directors residing where the Fitness NB office is located may be appointed as signing officers.



CONSTITUTION AMMENDMENTS

7.0 Meetings

- 7.1 The annual meeting of Fitness NB, to which all voting members shall be invited and of which two weeks public notice shall be given by inserting at least one notice in a public newspaper, shall be held on or before the last day of November. Twenty-five voting members shall constitute a quorum.

Amendment September 21, 2013

- 7.1 The annual meeting of Fitness NB, to which all voting members shall be invited and of which two weeks public notice shall be given by a posting on the FNB website and via member email and this meeting shall be held on or before the last day of November. Twenty-five voting members shall constitute a quorum.**

- 7.3 At any meeting of the board, 50% of the members and the President shall constitute a quorum.

Amendment September 21, 2013

- 7.3 At any meeting of the board, 50% of the members and the President or the President Elect in the absence of the President shall constitute a quorum.**

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ELECTION of OFFICERS

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2012-2013 BOARD of DIRECTORS:

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

KARI PARSONS – PRESIDENT ELECT/PRESIDENT
ERIC PORCELLATO – PRESIDENT/PAST PRESIDENT
RICHARD FRALIC - TREASURER
TOBI DESVEAUX - DIRECTOR
VIOLA DOUCET - DIRECTOR
LINE MARR - DIRECTOR
BARB RIVOIRE - DIRECTOR
JASON RUDY – DIRECTOR

Fitness NB would also like to thank the following individuals who were not able to continue as a Board of Director during the past year:

KISHARA BUSBRIDGE - MARKETING and COMMUNICATIONS
KEVIN ROY - CSEP
MIREILLE ROY – TRANSLATION
JENNIFER WARREN - DIRECTOR
JEFF ZAHAVICH - CSEP

Fitness NB would also like to extend a special thank you the following individuals who will not be returning to their positions in 2013-2014:

VOILA DOUCETTE - TRANSLATION

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BOARD of DIRECTORS - 2013-2014

Returning Board Members

KARI PARSONS - PRESIDENT (Put Forward for Membership Approval)

ERIC PORCELLATO - PAST PRESIDENT

RICK FRALIC - TREASURER

JASON RUDY - DIRECTOR

TOBI DESVEAUX - DIRECTOR

BARB RIVOIRE - DIRECTOR

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.

- Marketing and Communication
- Human Resources
- Professional Development
- Conference
- Translation

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BOARD of DIRECTORS - 2013-2014

4 Positions Available

Term completed and offered for another term

LINE MARR

Nominations received

Nominations from the floor

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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 will be given to the fitness leader who has demonstrated outstanding leadership, contribution and commitment to the fitness industry. Each year Fitness NB will seek nominations of individuals who have made significant contributions to the promotion of health and fitness through outstanding leadership in their community. This award will be presented every year at the Fitness New Brunswick Annual General Meeting.

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2013 SIMPSON LEADERSHIP AWARD

We are proud to present this year's award to:

Tobi Desveaux

Fitness
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As a fitness Leader, Tobi motivates many individuals to live an active healthy lifestyle through her year round group fitness classes that she offers at her Better Bodies Studio in Miramichi. She also provides an opportunity for 3 other fitness instructors to offer classes in Yoga, Zumba and Cardio Power at her studio in order to give individuals more choices to suit their fitness needs and schedules.

She is very passionate about leading and promoting a active healthy lifestyle which is evident in her “Keep Movin” motto and takes every opportunity to aquire new knowledge from other fitness leaders and through training sessions. This information related to fitness in nutrition is shared during her classes and also through her daily inspirational messages on her Facebook page.

Tobi is very community minded and you will often find her leading a group through some warm up exercises at an event and also participating in many of these with her husband and 2 children. She is always promoting community events offered in the city and surrounding areas. Some of the more recent evetns she has been involved in are:

- The walk of Life fundraiser for the Cardiac Wellness Program.
- The Miramichi RocknRun in which her 10 year old son won the 5 K
- Moving for the Cure fundraiser for the Run for The Cure
- Go Girl Festival, teaching fitness for grades 6 to 9

This past summer Tobi and her husband also offered a weekly “Youth Power” fitness program for 10 to 13 year olds which included fitness assessments, nutrition education and fun exercises to improve their fitness level.

Tobi is always positive, full of energy and really walks the talk when it comes to healthy living. I am proud and glad she lives in our community

Pearl Parsons