

**Fitness**  
New Brunswick



**Conditionnement  
Physique**  
Nouveau-Brunswick

**FITNESS NEW BRUNSWICK INC.  
2015 ANNUAL GENERAL MEETING**



## **ANNUAL GENERAL MEETING**

### **Agenda**

**October 17, 2015**

**12:45 pm**

**Loyalist Room**

**Saint John Trade and Convention Centre**

**Market Square, Saint John, N**

- 1. Welcome and Board of Directors introduction**
- 2. Thank you to our Sponsors, Partners and Contributors**
- 3. Call to order and Quorum**
- 4. Approval of Agenda**
- 5. Minutes of last AGM (October 18<sup>th</sup>, 2014)**
- 6. Business arising from minutes.**
- 7. Reports**
  - President**
  - Executive Director**
  - Marketing and communications Committee**
  - Professional Development Committee**
  - Conference Committee**
- 8. Financial Report**
- 9. Amendments to the Fitness New Brunswick Constitution and Certification Policies**
- 10. Election of Officers**
- 11. Simpson Leadership Award**
- 12. Adjournment**

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**Fitness NB would like to thank**

**OUR SUMMIT SPONSOR**



**New Brunswick Egg Producers**

**A Very Special Thanks to:**



**The Province of New Brunswick: Sport and Recreation  
Department of Tourism, Heritage and Culture**



**The Canadian Society for Exercise Physiology**



**The University of New Brunswick  
College of Kinesiology and Recreation Department**



**for their kind support during 2014-15**

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

**Assumption Life Insurance - Moncton**

**Boston Pizza**

**Covey Basics - Fredericton**

**FitWorks - Saint John**

**Fredericton YMCA**

**Human Kinetics**

**Irving Oil**

**Jump Start**

**The Keg**

**Magic Mountain Water Park - Moncton**

**My Gym-Greater Moncton**

**Shred Guard - Saint John**

**Tree Go - Mactaquac**

**Cora's - Saint John**

**Saint John Shambhala Meditation Group**



## Minutes of the Previous Meeting

### Annual General Meeting

October 18, 2014

CEPS Louis-J.-Robichaud, Moncton, NB

**In Attendance:**

**Board Members:** Tobi Desveaux, Rick Fralic, Maureen O'Hara, Kari Parsons, Eric Porcellato,  
Jason Rudy, Dayna Sinclair

**Provincial Consultant:** Sherry Doiron

**FNB Staff Present:** Marilynn Georgas, Katie Veinot

**FNB Members:** Maryse Bourgeois, Tyson Pitre, Joycelyn Kean, Clarend Price, Tanya Hickey, Heather McClinton, Melanie Landau, Jason Hadland, Chad Dunn, Emilie Tremblay, Kerrie Hallett, Gina Theriault, Sandra Bagley, Sheila Parker, Beverley Sullivan, Beverley Melvin, Terre Hunter, Paulette LeBlanc, Lucie Lavoie, Sabina Marco, Terry Leonard, Alina Cress, Marianne Janowicz, Janet Downey, Helen Burns, Susi Chamberlain, Paul Ward, Toby Peardon, Brenda VanSnick, Joan Gillespie, Albert Wybenga, Alicia Grant, Amanda Murphy, Carol McLaughlin, Billy Cromwell, Charles Babineau, Christine Cliff, Clancey Macleod, Crystale Harty, Dominique Gobeil, Emily Scott, Frazer Bykowski, Heather LeBlanc, Heidi St. Pierre, Jaclyn MacLeod, Janet Hamilton, Jen Williston, Jennifer Davison, Joan Betton, Keith Wilkins, Kelly MacKay, Lacey Gilmore, Melissa Couture-Léger, Krista Grant, Line Marr, Mallory McCarthy, Melanie Fraser, Melanie Renaud, Melissa Church, Melodie LeBlanc, Michele King, Mireille Roy, Micheline Morneau, Michele Kelly, Monique Phinney, Paula Sark, Rachel Cornish, Renée Frenette, Rhonda MacPhee, Samantha Southerland, Sheila Peters, Sheila Rafferty, Shelley Mason, Shelly Mullin, Sheryl Johnstone, Shirley Peglar, Sonia LeBlanc, Stephanie Galbraith, Stephanie Haynes, Susan Cole, Susan Cole, Susan Lorraine, Tabitha Crowell, Tenna Burke, Troy Matters, William Best, Ladean Cairns Macleod, Jenny Hendy, Tony Stevenson.

#### 1. Welcome and Board of Directors Introduction

#### 2. Thank You to Sponsors, Partners, Contributors

#### 3. Call to order and Quorum

Kari Parsons (President) called the meeting to order at 12:45pm  
Quorum was met according to FNB by-law 7.1

#### 4. Approval of Agenda

**Motion:** To accept the agenda as circulated.

**Moved by:** Paula Sark

**Seconded by:** Mireille Roy

**Motion Carried**

#### 5. Minutes of 2013 AGM Minutes

**Motion:** To accept the minutes of last year's AGM meeting (October 26, 2013).

**Moved by:** Samantha Sutherland

**Seconded by:** Emily Scott

**Motion Carried**

## 6. Business Arising from minutes

No business arising from the 2013 AGM minutes

## 7. Committee Reports

The following staff and board committee reports were posted on the website prior to the AGM and the members were notified to review them prior to the meeting. This was done to give the members time to reflect on the reports and bring any questions arising to the meeting. It also reduced the length of the AGM.

- President's Report
- Executive Director's Report
- Marketing and Communications
- Professional Development
- Conference committee.

The president gave a brief overview of some of the highlights of the reports such as the revision of the FNB constitution, policies and bylaws, updates to the FNB website to include a member's login section, revisions to courses and materials, the success of using Facebook to reach members and the public, and the addition of SportChek to the FNB membership discount program.

The Department of Healthy and Inclusive Communities (DHIC) Report: Presented by the FNB DHIC consultant Sherry Doiron. Sherry extended her thanks for the invitation to attend the AGM and commended the FNB staff and board for all of their work over the past year with regards to updating policies, procedures and the constitution. She indicated that with a new government party coming into power, there would be a new slate of senior executives. It was mentioned that 2014 is the final year of a four year increase in funding for DHIC and at this time it is not known what the future holds for FNB. Fortunately DHIC will remain the same as the work being done is important for the health and wellbeing of New Brunswickers. With that in mind DHIC is aware of all of the good work that comes from FNB and it will not go unaccounted for. 2015 will be big year in sport for Canada because of the many events that are scheduled, such as the Canada Games in Prince George in February, the Pan Am Games in Toronto in the summer, and the FIFA World Cup.

Motion: To accept the messages and reports as a whole  
Moved by: Michelle Kelly  
Seconded by: Frazer Bykowski  
Motion Carried

## 8. Financial Report

### Treasurer/Financial Report

Richard Fralic presented the unaudited financial report as submitted.

### Questions from the floor:

1. Why is there \$0.00 indicated in the expenses for FNB membership in 2013? This was a result of balancing the deferred payments from 2012 – 13 by the auditor.
2. Will the centralization of CSEP services have a negative impact on the funding FNB receives from the Province on NB? There are no negative consequences as CSEP is not part of the FNB Provincial funding model.

Motion to accept the Financial Report as presented.  
Moved by: Michelle Kelly  
Seconded by: Line Marr  
Motion Carried

## **9. Amendments to the Fitness New Brunswick Constitution and Bylaws**

Amendments as circulated to the membership and posted on the website were presented for discussion and approval. The DHIC consultant mentioned FNB is moving toward adopting the new National Federal non-profit act and some of the amendments to the FNB constitution were made to ensure consistency with this act.

Please refer to AGM Report for descriptions of the amendments.

Article 6.0: Management. Amendments to 6.1, 6.2, 6.3, 6.4, 6.5

Article 7.0: Meetings. Amendments to 7.3

By-Laws; Article 1.0: Responsibilities of Elected Officers. Amendments to 1.1 President, 1.2 President-Elect, 1.3 Past-President, 1.4 Treasurer

Motion to accept amendments as read as a whole

Moved by: Eric Porcellato

Seconded by: Paulette LeBlanc

Motion Carried

## **10. Election of Officers**

A thank you was extended to the 2013-14 board of Kari Parsons, Eric Porcellato, Richard Fralic, Tobi Desveaux, Maureen O'Hara, Dayna Sinclair and Jason Rudy for their contributions

Barb Rivoire who was not able to continue in her 2013-14 director position was acknowledged.

A thank you was extended to Eric Porcellato the Past-President who will not be putting his name forward for a new term.

The following board members are returning to complete their second year of their first term: Jason Rudy and Tobi Desveaux,

Motion to accept the following board members who were appointed by the FNB Board during the 2013-14 year and are to be acclaimed by membership at the 2014 AGM: Maureen O'Hara and Dayna Sinclair

Moved by: Marc Polley

Seconded by: Krista Griffin

Motion Carried

Richard Fralic has agreed to take on the position of President; however; would like to have time to make the transition. Kari Parsons has agreed to remain as President until December 31, 2104 after which she will resign from the board and Richard Fralic will take over as President on January 1, 2015. Dayna Sinclair has agreed to take the position of President-Elect for 2014-15.

Motion: To accept Kari Parsons to remain as President until December 31, 2014, to accept Richard Fralic as President effective January 1, 2014 and Dayna Sinclair as President-Elect for the 2014-15 term.

Moved by: Jason Rudy

Seconded by: Eric Porcellato

Motion Carried

4 director positions remain available; no nominations were presented prior to the AGM. Nominations were asked for from the floor.

Motion: To accept Susi Chamberlain as an FNB director

Motion by: Sabina Marco

Seconded by: Heather LeBlanc

Motion Carried

Motion: To accept Marc Polley as an FNB director

Motion by: Maureen O'Hara

Seconded by: Michelle Kelly

Motion Carried



A treasurer and committee chairs will be appointed by the new Board at the first FNB Board meeting following the AGM.

#### **11. Simpson Leadership Award**

Amanda Christie was the recipient of this award and was unable to attend. Amanda will formally receive the award at the Fredericton YMCA at a date to be announced. Dayna Sinclair talked about Amanda and her accomplishments and contributions to the fitness industry and read the nomination letter submitted by Carol Loughrey.

#### **12. Adjournment**

**1:25 pm Meeting Adjourned: Billy Best**



## **Annual Report: 2014-2015**

### **PRESIDENT**

**Submitted by: Richard Fralic**

Fitness NB is in its 27<sup>th</sup> year of operation. To ensure that we remain the best that we can be, the board of directors has been reviewing and revising our policies and procedures. We have closed the gap over the past three years and are nearing the completion of this task.

We are continuing to modify and update our website including translating the contents in a prioritized manner. We encourage you to visit your members section of the website to check your profile and membership status, and to see the latest E-News and job postings. The public portion of the website contains general information such as workshops for education credits, FNB course postings and what's new. If you are looking to add other certifications to your qualifications or have a special course request just let us know and we will do our best to do make it happen.

Our Facebook page is a great way to see what is going on exercise and wellness wise in Atlantic Canada and please visit this site and connect it to your own Facebook pages.

We are working hard to improve our marketing strategies and are always seeking new sponsors; however more work needs to be done in both of these areas. We have had success in adding other exercise, fitness, health and wellness associations and institutions of higher learning to our growing list of partnerships and we continue to seek out post-secondary students to complete their curriculum work placements with us.

I would like to thank our summit sponsor New Brunswick Egg Producers for their continued support and also offer a special thanks to the province for their ongoing financial support and guidance. Thanks to The Canadian Society of Exercise Physiology (CSEP), the UNB College of Kinesiology, UNB Recreation Department (URec), and St. Thomas University, for their kind support during the 2014-2015 membership year.

In closing I would like to thank the FNB Board of Directors, the staff and of course our valuable members. Without you FNB would not exist!

Your valued support is always appreciated at the board level. Please feel free to join our board, we have openings available. Remember many hands make light work.

Finally let's all work hard to maintain FNB as the New Brunswick certifying body leader in exercise, and wellness education.

"Let's have fun, and work hard to make New Brunswick healthier".

Respectfully Submitted

Rick Fralic



## **Annual Report: 2014-2015**

### **EXECUTIVE DIRECTOR**

**Submitted by:** Marilyn Georgas

Fitness New Brunswick has once again had a busy and productive year. We continue to be a member of the New Brunswick Physical Activity working group which allows FNB to make valuable connections with our Healthy and Active Community partners working together to support Healthy Active Living in New Brunswick.

We are also pleased to be renewed as the Atlantic Canada Gold Affiliate with The Canadian Society for Exercise Physiology (CSEP) for another year. This partnership allows FNB to connect exercise and wellness professionals across Atlantic Canada which in turn improves access for all of our members and communities to expert health and exercise information and personnel.

Although FNB was not given a grant through the Canada Summer Jobs program we were able to hire a student for a 12 week placement. We were fortunate to again employ Mathieu Stever, a UNB Kinesiology student fill this position.

FNB continues to partner with the UNB college of Kinesiology to offer student curriculum and professional internship placements. These student placements have been instrumental in helping FNB prepare for and execute important details for our annual Summit and at the same time gives the students valuable work experience to help them prepare for the job market.

We are also happy to have developed a new partnership with the UNB URec department that will allow for Group Fitness Leaders and Personal Fitness Trainers to gain on floor experience and move towards completing their certifications. This partnership also helps URec to increase their student exercise and fitness leadership base. FNB is grateful to have both URec and UNB college of Kinesiology support and we are hoping these partnerships will continue to flourish.

FNB along with 6 other provincial fitness units remain part of The National Fitness Leadership Alliance of Canada (NFLA). The NFLA partners have been working diligently for the past year to update their Exercise Professional Leadership training standards to align with the ever growing industry information. This ensures that FNB will continue to offer up to date, safe leadership training across Canada. NFLA's membership as Canada's representative in The International Confederation of Registers for Exercise Professionals (ICREPs') is in its third year. ICREPs' principal focus is to support the development of national registration systems.

The Province of New Brunswick continues to provide FNB with annual funding through the Department of Tourism, Heritage and Culture. This funding is essential to help us maintain our programs and improve our organization in ways that supports the New Brunswick community and our membership of exercise and fitness professionals and we are grateful for this annual support.

As always, I would like to thank the Fitness NB membership services coordinator and the board of directors for their considerable and invaluable efforts to progress our organization. I look forward to working with the returning and new directors for the next year.



## **Annual Report: 2014-2015**

### **MARKETING and COMMUNICATIONS COMMITTEE**

**Submitted by:** Tobi Desveaux

I am very pleased to present the 2014-2015 report for the Marketing and Communications Committee. The purpose of this committee is to increase Fitness New Brunswick's (FNB) profile among fitness and wellness professionals provincially and nationally. It is also our goal to raise awareness of our organization, to increase membership and to develop partnerships with like-minded groups.

One of the highlights of the year was the addition of a new FNB banner. This banner is used at wellness fairs and trade shows across the province. Some of the events that were attended this year included: *The UNB Faculty of Kinesiology's 5<sup>th</sup> Annual Professional Development Career Café*, *The Remember When Physical Education Conference in Miramichi*, *The Moncton Fitness Expo*, *The Wellness Forum in Fredericton*, *In Motion Parks & Trails Day (in partnership with UNB)* and *The Fredericton Marathon Trade Show*. The FNB staff and/or board members were able to spend time speaking with delegates and promoting our organization.

Members continued to receive E-News and newsletters throughout the year. Articles with a quiz were included in order to receive CECs. The staff and board were very pleased at how many members took advantage of this great option. The website is also being used more and more as it develops and expands.

Social media was used on a daily basis to inform, educate and inspire! The FNB Facebook page is now being followed by over 450 readers and our information is often shared by other organizations.

Fitness New Brunswick's partnerships continue to remain a key ingredient to the organization's success. Specifically, FNB partnering with Para NB, UNB College of Kinesiology and URec, Sport NB, Human Kinetics, HEPAC, ACRN and Horizon Health.

I would like to thank Marilynn, Nathalie, our students and the other members of the board for their dedication to presenting FNB in a professional manner and with such enthusiasm. Promoting our organization was certainly a joint effort!



## **Annual Report: 2014-2015**

### **PROFESSIONAL DEVELOPMENT COMMITTEE**

**Submitted by:** Jason Rudy

Our focus continues to be to improve the courses we offer and to develop our organization so that Fitness NB maintains its mission to be “the leading authority in certifying fitness and exercise professionals in NB”.

This last fiscal year FNB offered 14 courses and had a total of 128 participants. Of these 58 completed the Exercise Theory course. 70 leaders completed specialty courses with the majority being new members. The traditional group fitness leadership training continues to be important; however; the trend is towards an increase of registration in Resistance Training Leadership and Personal Training courses.

Exercise Theory (formerly Fitness Theory) stands as the educational foundation and pre-requisite for all specialty courses which lead to certification. It has been one year since The National Fitness Leadership Alliance (NFLA) completed the restructuring of the performance standards and written examinations for Fitness Theory and has made the decision to promote this course as Exercise Theory. Since exercise is the path to fitness the name change seemed more appropriate. The new program content offers more structure and clearer defined guidelines for the participants to follow. FNB has used the new format since February of 2015 with good success and in this coming year will make the name transformation from Fitness Theory to Exercise Theory.

NFLA has now completed restructuring of other specialty modules including, Resistance Training Leader, Aqua-Fitness, and Group Fitness Leadership. The new format of these will be launched by FNB when the courses are offered during the year. Reviews of Older Active Adults, Personal Fitness Trainer and Indoor Cycling are in progress and will be ready to launch soon.

We have continued to include articles in the members E-News with quizzes to be submitted for education credits. As always, we would like to offer even more opportunities for our members to earn continuing education credits. With this in mind FNB promotes webinars, workshops and courses offered by our exercise and wellness partners. These can be found on the FNB website and Facebook when applicable. We always are pleased to have your help by sending in your comments and suggestions for articles and workshops that may be of interest to you.

For FNB to continue to grow as a community of exercise leaders and personal trainers we need input and assistance from our members. I hope that all of you will consider joining our board of directors or one of our committees as a valued volunteer.



## **Annual Report: 2014-2015**

### **CONFERENCE COMMITTEE**

**Submitted by:** Maureen O'Hara

This year FNB is very pleased and fortunate to have Louise Malone as this year's feature presenter. Louise has a very diverse background that includes group fitness leadership and exercise science. With this in mind she is able to bring her practical experience and knowledge to enrich all of our Summit participants.

Streamlining our summit into three distinct areas of activity, lecture and workshop sessions worked well last year and FNB will continue with this format. The activity series offers a fitness class setting to help instructors increase their movement base. The lecture series provides up to date research knowledge to assist fitness professionals to stay current with industry standards and the workshop series combines both activity and research into a practical application setting. The Summit will wrap up with a finale to bring participants together and to integrate as a group with our feature presenter.

Translation continues to be a priority for FNB. We once again will include English to French translation services in the lecture series again this year. We are also pleased to have several bilingual presenters leading sessions.

The schedule has once again been arranged to ensure vendors have time to provide information about their products and to also to allow many opportunities for individuals to energize, inspire and network with fellow fitness professionals, the FNB board of directors and our staff.

The annual Summit is a chance for members to come together and learn in an enjoyable, fun atmosphere. If anyone has any suggestions on how the conference committee can improve future conferences, please be sure to contact the FNB office. We value your suggestions!

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# **FINANCIAL STATEMENTS (UNAUDITED)**

**The firm of Shannon & Buffet, LLP Chartered Accountants was hired for a four year term to prepare a full audit for 2011-2012 and unaudited financial statements for the years ending March 31, 2013, 2014 and 2015.**



## FINANCIAL Annual Report 2014-15

**Submitted by:** Susi Chamberlain (Treasurer)

### Statement of Revenues and Expenditures

|   | <u>Fiscal 2014-2015</u>    | <u>Fiscal 2013-2014</u>    |
|---|----------------------------|----------------------------|
| <b>REVENUE</b>                              |                            |                            |
| Funding (Provincial)                        | \$ 65,000.00               | \$ 65,000.00               |
| FNB Membership                              | \$ 13,351.00               | \$ 13,495.00               |
| CSEP Membership                             | \$ 10,243.00 (Affiliate)   | \$ 9,823.00                |
| FNB Group Fitness Insurance                 | \$ 4,410.00                | \$ 4,615.00                |
| Certification Programs                      | \$ 28,131.00               | \$ 22,713.00               |
| Other Income                                | \$ 6,416.00                | \$ 3,555.00                |
| Conference                                  | <u>\$ 15,033.00</u>        | <u>\$ 13,704.00</u>        |
| <b>Total Revenue</b>                        | <b><u>\$142,584.00</u></b> | <b><u>\$132,905.00</u></b> |
| <b>EXPENSES</b>                             |                            |                            |
| Operating                                   | \$ 83,388.00               | \$ 84,145.00               |
| FNB Leadership Insurance                    | \$ 5,243.00                | \$ 4,499.00                |
| CSEP Membership/Insurance                   | \$ 0.00                    | \$ 10,408.00               |
| FNB Certification Programs                  | \$ 21,686.00               | \$ 16,959.00               |
| CSEP Certification Programs                 | \$ 0.00                    | \$ 1,050.00                |
| Conference                                  | <u>\$ 10,172.00</u>        | <u>\$ 10,325.00</u>        |
| <b>Total Expenses</b>                       | <b><u>\$120,489.00</u></b> | <b><u>\$127,386.00</u></b> |
| <b>Surplus of revenue over expenditures</b> | <b><u>\$ 22,095.00</u></b> | <b><u>\$ 5,519.00</u></b>  |
| Net assets, beginning of year               | <u>\$ 38,813.00</u>        | <u>\$ 33,294.00</u>        |
| <b>Net assets, end of year</b>              | <b><u>\$ 60,908.00</u></b> | <b><u>\$ 38,813.00</u></b> |



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## **APPOINTMENT OF AUDITORS**

**The firm of Shannon & Buffet, LLP Chartered Accountants have offered for a four year term to prepare a full audit for 2015-2016 and unaudited financial statements for the years ending March 31, 2017, 2018 and 2019.**



## **CONSTITUTION AMMENDMENTS (For Membership approval)**

### **Article 5.0**

#### **Membership**

5.3 All paid members shall have voting privileges.

#### **Amendment November 3, 2014**

5.3 All members shall be eligible to vote.

### **Article 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 November 3, 2014**

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. **Fifty voting members shall constitute a quorum.**



## **POLICY AMMENDMENTS (For Membership information)**

### **Policy 96001C – Certification Requirements**

#### **1. Practical Evaluations (Group Fitness Leader Specialties and Personal Fitness Trainer)**

Complete on floor practical evaluations for each specialty by an FNB certified evaluator every three years.

#### **Amended June 4, 2013 to:**

Complete on floor practical evaluations for each specialty by an FNB certified evaluator as follows:

- One evaluation within 12 months of initial certification.
- Subsequent evaluations every three years.

#### **Amendments from November 3, 2014**

#### **2. CPR due:**

##### ***Group Fitness Leaders***

Maintain a current CPR Level A or C.

#### **Amended to:**

CPR level A or C refreshed or updated annually



## **POLICY AMMENDMENTS (For membership information)**

### **3. On Floor Hours**

#### ***Group Fitness Leaders***

Proof of a minimum of 50 hours of on-floor instruction within a two year period.

#### **Amendment to:**

Eliminate this requirement.

#### ***Personal Trainers***

Proof of a minimum of 100 hours of on-floor instruction within a two year period.

#### **Amendment to:**

Eliminate this requirement.

### **Policy 25001C Requests to waive practical evaluations (25001C)**

Specialty Fitness Leaders who have completed a minimum of three evaluations in one specialty area are eligible for consideration to waive subsequent evaluations.

**Amendment:** To eliminate policy 25001C: Requests to waive practical evaluations.

All FNB certified fitness leaders and personal fitness trainers will be required to maintain their FNB Certified Status as per policy 96001C: Recertification Requirements for Fitness Leaders and Personal Fitness Trainers.

**Exception:** All previous FNB certified leaders who have had evaluations waived will continue to be exempt and will not be required to fulfil this requirement.



## **POLICY AMMENDMENTS** **(For membership information)**

### **New Policy 14001C – Certification Requirements**

#### **CEC's for leaders**

#### **Number of CEC's required (from previous policy 96001C – integrated into new policy)**

One of the requirements for maintaining a FNB certification is to acquire and submit a certain number of Continuing Education Credits (CEC's).

These credits will vary according to the specialty and designation (Fitness Leader, Personal Fitness Trainer, Course Conductor, and Evaluator) of the leader as follows.

- Group Fitness Leaders 12 CEC's every two years
- Personal Fitness Trainers 21 CEC's every two years
- FNB Course Conductors 30 CEC's every two years
- FNB Evaluators 15 CEC's every two years

#### **No amendments to the above section of the policy**

#### **Nature of the Credits**

It is **recommended** that the credits are to be distributed equally between:

- Practical based (physical participation)
- Theory based (i.e. lecture, online courses articles)
- Choice of Practical and/or Theory in any combination.

Example: For 12 credits - 4 practical, 4 theory and 4 choice of practical/theory in any combination

#### **Policy: Collection of CEC's**

It will be the responsibility of the member to track their own credits for submission.

The CEC's will be collected by the member and submitted with the renewal at the end of the two year due date as specified.

The submission to be summarized on the CEC summary form accompanied by a description of the CEC's (i.e. brochure and registration), and proof of attendance (i.e. receipt/letter/certificate)

#### **Pre-approved CEC chart**

Members will use the Fitness NB Certified Member Pre-approved Continuing Education Credits (CEC's) chart to determine the correct type and number of credits.

Effective Date: **November 3, 2014**



## **POLICY AMMENDMENTS**

### **Membership Fees**

#### **1. Pro-rated membership fees for new members: For membership information**

The FNB pro-rated fees for new members are:

- \$30.00 from December 1 to the end of February
- \$12.00 for the month of March.

People who take FT in the new year pay the above pro-rated membership fees and then are required to renew their membership again at the end of March.

This has created some confusion and in some cases the cost is questioned. At the January 2015 meeting the office staff suggested that an offer be made to new members taking FT that would allow them a reduction in the pro-rated fees the fees below if they agree to become members in the following fiscal year: (fees include HST).

Fee structure was created and implemented as follows.

- January  $\$15.00 + \$62.15 = \$77.15$
- February  $\$10.00 + \$62.15 = \$72.15$
- March  $\$5.00 + \$62.15 = \$67.15$

This proved to be a successful endeavor and with that in mind to create a more streamlined FT course offering the cost of the pro-rated fee outlined above and the subsequent year membership will be included in the FT course. The yearly membership will reflect any increases in fees as approved at the AGM.

#### **2. Annual Membership Fees: For membership approval**

It is recommended that the FNB membership fee be raised from \$62.15 to \$65.00. It has been three years since the last increase and NFLA has joined ICREPS which adds a commitment from the provincial partners to pay \$1.50 per certified member towards the annual ICREPS fees.

- .3 The term of office of the board shall be for two years and so arranged that at least one-half of the board members shall be elected each year and so arranged that a regular turnover of board members shall happen. A board member who has served three consecutive, two year terms may not be re-elected until at least one year has elapsed.



## **ELECTION OF OFFICERS**

### **2014-2015 BOARD of DIRECTORS:**

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

**RICHARD FRALIC – PRESIDENT**  
**SUSI CHAMBERLAIN – TREASURER**  
**DAYNA SINCLAIR – PRESIDENT ELECT**  
**TOBI DESVEAUX – DIRECTOR**  
**MAUREEN O’HARA - DIRECTOR**  
**JASON RUDY – DIRECTOR**

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

**MARC POLLEY – DIRECTOR**



**BOARD of DIRECTORS - 2015-2016**  
**Returning Board Members**

**RICHARD FRALIC – PRESIDENT (to December 31, 2015) (2014-16)**  
**SUSI CHAMBERLAIN – TREASURER (2014-16)**

**Appointed by the FNB Board during the 2014-15 fiscal year  
to be acclaimed by membership at the 2015 AGM**

**MATHIEU STEVER DIRECTOR (To replace and complete the term of Marc Polley (2014-16))**

**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
- Professional Development
- Conference



**Fitness**  
New Brunswick



**Conditionnement  
Physique**  
Nouveau-Brunswick

## **BOARD of DIRECTORS: 2015-2016**

### **7 Positions Available**

**Term completed and offered for another term**

**MAUREEN O'HARA - DIRECTOR**

**DAYNA SINCLAIR (To become President January 1, 2016) (2015-17)**

**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 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.

## **2015 NOMINATION**

This year's recipient has been a Fitness NB member and leader since 1989. According to the nominators (19 in total), this leader is a very kind, thoughtful, fun, inspiring, dedicated, determined and motivating person who puts the class participants first and foremost. Everyone is welcome and room is made for all who are looking to improve their physical and mental wellbeing.

In addition to teaching Senior Fitness Classes this person has been a volunteer and supporter of many organizations in the community and surrounding area.

Fitness NB is proud to present this year's Simpson Leadership Award to Sheila Parker

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## **ADJOURNMENT**