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Quality Fitness Leadership Training Since 1988

**FITNESS NEW BRUNSWICK INC.
2016 ANNUAL GENERAL MEETING**



ANNUAL GENERAL MEETING: AGENDA

October 21, 2016, 12:30 pm

**J. Harper Kent Auditorium, WU Convention Centre
6 Duffie Drive, Fredericton, NB**

- 1. Welcome and Introductions**
- 2. Thank you to our Sponsors, Partners and Contributors**
- 3. Call to order and Quorum**
- 4. Approval of Agenda**
- 5. Approval of Minutes of last AGM: October 17th, 2015 as posted to membership.**
- 6. Business arising from minutes.**
 - Amendment to Policy 25001C Requests to Waive Practical Evaluations (as circulated to membership)**
- 7. Highlights of the FNB 2016-17 Office and Committee Reports.**
 - President**
 - Conference**
 - Membership Services**
 - Marketing & Communications**
 - Professional Development**
- 8. Approval of office and committee reports as posted to membership.**
- 9. Message from the Department of Tourism, Heritage and Culture**
- 10. Presentation and approval of Financial Report as circulated to membership.**
- 11. Presentation and approval of Strategic Plan 2016-17: Mission, Vision, Values, Goals as posted to membership.**
- 12. Election of Officers**
- 13. Simpson Leadership Award**
- 14. Adjournment**

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THANK YOU

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OUR SUMMIT LUNCH SPONSOR



New Brunswick Egg Producers

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2015-16 PARTNERSHIPS and ANNUAL SUMMIT VENUES



Province of New Brunswick



St. Thomas University
LEADERS IN LIBERAL ARTS



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SUMMIT DONATORS AND CONTRIBUTORS

Assumption Life Insurance - Moncton

Avalon Salon Spa

Canadian Tire

Casino New Brunswick

Ciniplex Entertainment

Cora's - Fredericton

FitWorks - Fredericton

Human Kinetics

J.K. Apparel Perth-Andover by Kat

Kingsbrae Gardens - St. Andrews

New Brunswick Curling Association

Parks New Brunswick

Picket Fence Motel - St. Andrews

Quoddy Link Marine - St. Andrews

Recreation NB

Social Development NB: The Wellness Movement

Tim Horton's - Fredericton

Valley Graphics

YMCA

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MINUTES of PREVIOUS MEETING



Annual General Meeting

October 17, 2015

Saint John Trade and Convention Centre
Saint John, NB

In Attendance:

Board Members: Tobi Desveaux, Rick Fralic, Dayna Sinclair, Matt Stever and Susi Chamberlain.

FNB Staff Present: Marilyn Georgas, Nathalie Hebert-Paul

FNB Members: Joan Betton, Amber Binney, Helen Burns, Frazer Bykowski, Mireille Caissie, Andrea Chase-Cormier, Laura Cook, Alina Cress, Tabitha Crowell, Melanie Crowley, Angelina Cyr, Mindy Demers, Viola Doucet, Janet Downey, Chad Dunn, Donna Durelle, Stephanie Galbraith, Jason Hadland, Kerrie Hallet, Andrew Henry, Tanya Hickey, Terre Hunter, Lois Irvine, Marianne Janowicz, Michele King, Leona Laracey, Hope Lavin-MacDougall, Lucie Lavoie, Paulette LeBlanc, Terry Leonard, Sabina Marco, Annie Martel, Mallory McCarthy, Bev Melvin, Sheila Parker, Kari Parsons, Toby Peardon, Shirley Pegler, Melissa Quirk, Anouk Roy, Maria Shelley, Matthew Smith, Monique Smith, Heidi St Pierre, Beverley Sullivan, Gina Theriault, Tracy Therrien and Paul Ward.

1. Welcome and Board of Directors Introduction

2. Thank You to Sponsors, Partners, Contributors

3. Call to order and Quorum

Rick Fralic (President) called the meeting to order at 1pm
Quorum was met.

4. Approval of Agenda

Motion: To accept the agenda as circulated.

Moved by: Sheila Parker

Seconded by: Frazer Bykowski

Motion Carried

5. Minutes of 2014 AGM Minutes

Motion: To accept the minutes of last year's AGM meeting (October 18, 2014).

Moved by: Melanie Crowley

Seconded by: Jason Hadland

Motion Carried

6. Business Arising from minutes

No business arising from the 2014 AGM minutes

7. Committee Reports

A summary of the following staff and board committee reports as circulated to the membership and posted on the website prior to the AGM were presented. Please refer to the AGM Report for completed reports.

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

Motion: To accept the messages and reports as a whole

Moved by: Lorraine Peters

Seconded by: Donna Durelle

Motion Carried

Motion: To approve of appointment of auditors Shannon & Buffett.

Moved By: Joan Betton

Seconded by: Andrea Bell

Motion Carried

8. Financial Report

Treasurer/Financial Report

The unaudited financial report as circulated to the membership and posted on the website prior to the AGM was presented by the Treasurer. Please refer to the AGM Report for the complete report.

Questions from the floor:

1. **What were the "other expenses"? Deferred revenues and summer student funding.**

Motion to accept the Financial Report as presented

Moved by: Marianne Janowicz

Seconded by: Sabina Marco

Motion Carried

9. Amendments to the Fitness New Brunswick Constitution and Policies

Amendments to the Constitution as circulated to the membership and posted on the website prior to the AGM were presented for discussion and approval. Please refer to AGM Report for descriptions of these amendments.

Article 5.0: Membership

Article 5.3 Voting Eligibility

Motion to accept this amendment as read

Moved by: Frazer Bykowski

Seconded by: Lorraine Peters

Motion Carried.

Article 7.0 Meetings

7.1: Quorum for AGM.

Discussion: Amendment proposed was to increase the quorum from 25 to 50; however; due to the nature of the uncertainty of the member attendance at the AGM 50 may not be a feasible number.

Motion: To maintain the number of twenty-five voting members as a quorum and revisit an increase at the next AGM in 2016.

Moved by Marianne Janowicz

Second: Toby Peardon

Carried.

Amendments to the Certification Policies changes made over the past year as circulated to the membership during renewal, posted on the website and recirculated prior to the AGM were presented for membership information. Please refer to AGM Report for descriptions of these amendments.

Policy 96001C – Certification Requirements: (Amended June 4, 2013)
No discussion

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

Discussion: The rationale behind eliminating this policy was explained. As a certifying body for the general public it is the responsibility of FNB to ensure a high standard of professional leadership. This is done in part by reviewing leadership

New Policy 14001C - CEC's

Discussion: The current policy was reviewed

Policy changes for information were approved by a show of hands from the membership.

Membership Fee increase for membership vote:

Proposed to raise the annual membership fee from \$62.15 to \$65.00 (HST included)

Discussion: Rationale – Provincial and national administrative increase in costs.

Motion: To increase the membership fee to \$65.00 (HST included) as of April 1, 2016

Moved by: Marianne Janowicz

Seconded by: Melanie Crowley

Motion Carried

10. Election of Officers

Thank you was extended to the 2014-15 board of Rick Fralic, Tobi Desveaux, Susi Chamberlain, Maureen O'Hara, Dayna Sinclair and Jason Rudy for their contributions over the past year. In addition Marc Polley who resigned during the year was acknowledge for his time on the board.

Returning board members to complete their term until the fall of 2016 – Richard Fralic and Susi Chamberlain

Thank you was extended to Jason Rudy and Tobi Desveaux who will not be putting their name forward for a new term.

Terms Completed and offered for another term.

- Maureen O'Hara – Director

Motion to accept Maureen O'Hara as a board member for a second term

Moved by: Jason Hadland

Seconded by: Frazer Bykowski

Motion Carried

- Dayna Sinclair (President Elect for 2014-15 to be President beginning January 1, 2016). Richard Fralic to remain as President until December 31, 2015.

Motion: To accept Rick Fralic to remain as President until December 31, 2015, to accept Dayna Sinclair as President effective January 1, 2015.

Moved by: Kari Parsons

Seconded by: Paul Ward

Motion Carried

Nominations – 5 director positions remain available

No nominations received prior to the AGM.

Nominations received from the floor

- **Marianne Janowicz nominated by Joan Betton**
- **Sabina Marco, nominated by Susi Chamberlain**

Motion: To accept Sabina Marco and Marianne Janowicz as FNB directors for a two year term.

Motion by: Sheila Parker

Seconded by: Paulette LeBlanc

Motion Carried

11. Simpson Leadership Award

Sheila Parker was the recipient of this award. Sheila graciously accepted the award and gave an acceptance speech.

12. Adjournment

1:55 pm Meeting Adjourned

Motion to accept adjournment

Moved by: Lorraine Peters

Seconded by: Jason Hadland

Motion Carried



BUSINESS ARISING FROM MINUTES

Policy 25001C Requests to waive practical evaluations

History:

Amended and approved by the board November 3, 2014

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.

This policy elimination was presented and accepted by the membership at the 2015 AGM. Following the decision, several members contacted FNB with concerns over this new policy and felt the elimination of requests to waive practical evaluations was not fair to long time leaders and personal trainers. With this in mind the FNB Board revisited the policy and fashioned a new policy which was posted on the website in the winter of 2016 and subsequently sent out to the membership in the spring 2016 E-Newsletter.

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ANNUAL REPORTS



PRESIDENT'S REPORT

As President of Fitness New Brunswick I would like to welcome you to our 22nd Annual Personal Training & Fitness Summit.

This year's theme is "Journey to Wellness". Wellness is an active process of becoming aware of and making choices toward a healthy and fulfilling life. Wellness is more than being free from illness, it is a dynamic process of change and growth. The National Wellness Institute defines wellness as "a conscious, self-directed and evolving process of achieving full potential." Maintaining an optimal level of wellness is absolutely critical to live a higher quality life. We realize that everyone's journey to wellness will be unique and we hope today you will learn and be inspired by the sessions that you take this weekend to continue that journey to wellness for yourself, your family, friends and clients.

I would also like to take this opportunity to thank the staff and fellow board members of Fitness New Brunswick for all of their hard work and dedication over the past year. I would like to thank our Board member's for helping me this year with my role as President – for all of their valuable feedback and work over the past year. This year our board met to come up with a new strategic plan for Fitness New Brunswick. We made sure that our mission and vision was still valid, set goals and then created values for our organization – excellence, collaboration, integrity, inclusion and safety.

Thank you to all of the Fitness Instructors and Personal Trainers for all of the wonderful work that you do throughout our province. Your dedication and hard work is greatly appreciated. New Brunswickers are becoming well and healthier thanks to you helping Fitness New Brunswick achieve it's vision of "Healthy, enriching physical activity for every New Brunswicker; every day".

Finally let us all remember that Fitness is forever. Let us all work hard to make a Healthier New Brunswick for now and for the future.

Dayna Sinclair, President

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



CONFERENCE REPORT

Welcome to “Journey to Wellness”, the Fitness NB 2016 Summit. The summit is an excellent opportunity to network with fellow fitness practitioners and to get lots of new information so that we can all be better fitness leaders.

We are pleased to have feature presenter, Peter Levidis who will be sharing his experiences and knowledge as a Strength and Conditioning Specialist and Athletic Therapist. As well as the keynote address and Summit finale, Peter be leading sessions with a wide range of research based and time tested information covering the basics of functional movement, ramping up warm ups and developing effective and efficient programs. Wow!

The Summit program has a diversity of sessions, so whatever your specialty, there will be new insights provided by the fabulous presenters on topics such as chair yoga, reconnecting with power basics, double step, illness prevention through proper nutrition and so much more.

This year, there are a few new approaches that we are taking with the Summit. We have partnered with the UNB Faculty of Kinesiology and the students are being encouraged to attend the summit as part of their learning experience. This also gives our members exposure to the younger generation and the students get a chance to meet certified instructors working in communities throughout New Brunswick and Prince Edward Island. The STU gym will be the venue for our active classes and we have a great grand finale door prize that is in keeping with our theme.

As in the past simultaneous translation services are available and the Trade Show promises to be interesting and informative. We have great door prizes and sponsorships from businesses and associations who have generously contributed to the success of the Summit.

So be prepared to be wowed by the new information and experiences that you will have over the next two days.

Have fun!

Marianne Janowicz, Chair



MEMBERSHIP SERVICES MARKETING AND COMMUNICATIONS PROFESSIONAL DEVELOPMENT

Membership Services: Our office staff of a full time Executive Director and a Part time Membership services Coordinator serves 200 FNB members located in New Brunswick and Prince Edward Island. As a Canadian Society for Exercise Physiology (CSEP) certified Bronze Affiliate we also offered communication and educational support to over 200 of the CSEP Certified Personal Trainers and Exercise Physiologist across Atlantic Canada. FNB was fortunate to be given a grant through the Canada Summer Jobs program to hire a student for an 8 week placement. We were pleased to employ Erin Maranda, a UNB Kinesiology student fill this position to assist with the increased support required during the summer months.

Marketing and Communication: FNB is pleased to continue to provide services to Affiliate and Individual Members in both official languages where possible. Our training courses are presented with English materials; however; we provide bilingual course conductors where requested. We are striving toward providing the specialty performance standards and written exams in both official languages.

The FNB Website was updated this year to include a public search for FNB certified exercise leaders and personal trainers who agreed to publicize their information. These individuals are also linked into in the public registries of the National Fitness Leadership Alliance (NFLA) and The International Confederation of Registers for Exercise Professionals (ICREPs’).

Professional Development: The FNB certification criteria is the NFLA 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 lead safe, effective approaches to physical activity. We are fortunate to have partnerships with The Saint John Aquatic Centre and the UNB Faculty of Kinesiology that allows us to utilize their space to run our courses at a reduced rate. Over the past 5 years FNB and UNB URec have progressively worked together to train and, certify fitness leaders and personal trainers who are now employed within the New Brunswick communities and also by UNB URec.

Funding: Fitness NB thanks the Province of New Brunswick who continues 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 invaluable effort which helps to progress our organization. The office staff is grateful for their support and we look forward to working with the returning and new directors in the upcoming year.

Yours in fitness and health!

Marilynn Georgas, Executive Director



TOURISM, HERITAGE and CULTURE SPORT and RECREATION BRANCH

On behalf of the Sport and Recreation Branch, I would like to bring greetings to the members, volunteers, staff, and Board of Directors of Fitness NB.

Sherry Doiron, who is your consultant from our Branch, is on a leave and I am filling in as your consultant.

Some changes have occurred with the branch in the past year and a bit. The Sport & Recreation Branch is now part of the Department of Tourism, Heritage and Culture. Also, we are happy to announce that we have a new Minister, the Honourable John Ames. In December, we are also scheduled for an office location change from our current offices in the Centennial Building to Marysville Place.

I would like to commend the Fitness NB Board of Directors and staff on the hard work they have put into developing their new strategic plan this past year. The work that Fitness NB does is very important not only to the citizens of New Brunswick but also to the overall sport, recreation and active living delivery system. Fitness NB is training and certifying the current and future fitness leaders and Personal Trainers of our province. These individuals are an integral component to the overall health and wellbeing of our citizens and our field. Having the best possible trained instructors to provide safe, effective, and welcoming environments into your class settings and helping New Brunswickers be more physically active is something to be proud of and be recognized for.

As you may be aware, our government is putting a focus on combating obesity. Goals and initiatives are being developed by many government departments and stakeholder to tackle the obesity issue and to strive towards making our citizens and province one of the healthiest in the country. With partners and stakeholders such as Fitness NB, we can all work together to meet our common goals.

I encourage you to continue the great work you have accomplished this past year, and our branch looks forward to continuing our work together in the coming year.

Jamie Shanks, Consultant/Conseiller
Sport and Recreation / Sport et loisirs
Tourism, Heritage and Culture / Tourisme, patrimoine et culture

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FINANCIAL STATEMENTS

APPOINTMENT OF AUDITORS

The firm of Shannon & Buffet, LLP Chartered Accountants were hired 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.



FINANCIAL REPORT 2015-16

Statement of Revenues and Expenditures

| | <u>Fiscal 2015-2016</u> | <u>Fiscal 2014-2015</u> |
|---|-----------------------------|----------------------------|
| REVENUE | | |
| Funding (Provincial) | \$ 65,000.00 | \$ 67,458.00 |
| Funding (Federal) | \$ 0.00 | \$ 2,400.00 |
| FNB Membership | \$ 10,261.00 | \$ 13,351.00 |
| CSEP Affiliate Services | \$ 11,025.00 | \$ 10,243.00 |
| FNB Group Fitness Insurance | \$ 3,750.00 | \$ 4,410.00 |
| Certification Programs | \$ 18,635.00 | \$ 27,454.00 |
| Other Income | \$ 221.00 | \$ 735.00 |
| Conference | <u>\$ 11,758.00</u> | <u>\$ 16,533.00</u> |
| Total Revenue | <u>\$120,429.00</u> | <u>\$142,584.00</u> |
| EXPENSES | | |
| Salaries and Employee Benefits | \$ 60,003.00 | \$ 59,638.00 |
| Office Expenses | \$ 15,770.00 | \$ 16,656.00 |
| Website & IT services | \$ 7,927.00 | \$ 1,458.00 |
| Annual Audit/Review | \$ 3,375.00 | \$ 2,200.00 |
| Meetings | \$ 2,560.00 | \$ 1,978.00 |
| FNB Leadership Insurance | \$ 2,753.00 | \$ 5,243.00 |
| FNB Certification Programs | \$ 16,138.00 | \$ 21,646.00 |
| Conference | <u>\$ 15,128.00</u> | <u>\$ 11,670.00</u> |
| Total Expenses | <u>\$123,654.00</u> | <u>\$120,489.00</u> |
| Surplus of revenue over expenditures | <u>(\$ 3,225.00)</u> | <u>\$ 22,095.00</u> |
| Net assets, beginning of year | <u>\$ 60,908.00</u> | <u>\$ 38,813.00</u> |
| Net assets, end of year | <u>\$ 57,683.00</u> | <u>\$ 60,908.00</u> |

Susi Chamberlain, Treasurer



STRATEGIC PLAN 2016-17

MISSION

“Fitness New Brunswick contributes to a healthy New Brunswick by promoting the benefits of an active lifestyle and ensuring safe, effective approaches to physical activity through certification and continuing education of fitness and exercise professionals.”

VISION

“Healthy, enriching physical activity for every New Brunswicker, every day.”

VALUES

Excellence, collaboration, integrity, inclusion, safety.

GOALS

Certification: FNB will provide current evidence informed certification programs to meet the needs of our members and the public.

Continuing Education: FNB will provide continuing education that provides relevant current information and looks ahead for future trends.

Promotion of Physical Activity: FNB will identify evidenced informed benefits of physical activity and will use well defined change management processes to promote the benefits to New Brunswickers.

Organizational Effectiveness: FNB will be an effective organization by ensuring strong operational processes are used in all aspects of our work.

Marketing of Our Organization: FNB will continuously market itself to New Brunswickers as an authoritative organization on the benefits of physical activity and the training and certification of leaders.

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ELECTION of OFFICERS



2015 - 2016 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:

DAYNA SINCLAIR – PRESIDENT
SUSI CHAMBERLAIN – TREASURER & PRESIDENT ELECT
RICHARD FRALIC – DIRECTOR
MARIANNE JANOWICZ – DIRECTOR
KRISTA KELTER - DIRECTOR
SABINA MARCO - DIRECTOR
MAUREEN O’HARA - DIRECTOR
MATHIEU STEVER – DIRECTOR
CARRIE TOTTEN - DIRECTOR

Fitness NB would also like to extend a special thank you the following individuals who will not be returning to complete their term positions in 2016-2017:

MAUREEN O’HARA and MATHIEU STEVER



BOARD of DIRECTORS: 2016-2017

Returning Board Members

DAYNA SINCLAIR: PRESIDENT (2015-17) to be acclaimed by membership

MARIANNE JANOWICZ: DIRECTOR (2015-17)

SABINA MARCO: DIRECTOR (2015-17)

KRISTA KELTER: DIRECTOR (2015-17) Appointed June 2016 filling vacated term

CARRIE TOTTEN - DIRECTOR (2015-17) Appointed June 2016 filling vacated term

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

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BOARD of DIRECTORS: 2016 -2017

PRESIDENT

DAYNA SINCLAIR: To continue as president for 2016-17 put forward for membership approval.

5 Positions Available

SUSI CHAMBERLAIN: Re offering for 2016-18

Nominations received

Shelley Swift

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 is presented every year at the Fitness New Brunswick Annual General Meeting.

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We are proud to present this year's

SIMPSON LEADERSHIP AWARD

to:

Richard Fralic

Rick has been in the fitness industry for over 30 years as a fitness leader. He is patient, kind, caring, fair, gentle and diplomatic. He has shown versatility with the ever-changing fitness industry – moving from tapes, CDs, to iPod and changing his routines with the trends. He has been a member of the executive with Fitness NB for the past 6 years – serving 3 of those years as treasurer and 1 year as president. At 69 years young, Rick still continues to show great enthusiasm, intrigue, interest and dedication to his classes and his own personal well-being. He motivates others – both participants and colleagues, to improve their overall health and wellness and to stay fit. This year's theme – Journey to Wellness fits this gentleman to the core. Rick Fralic is a true model of a fitness leader who demonstrates passion, dedication and expertise in the fitness field and a great role model to all - leading a healthy conscious life – Rick is very deserving of the Gina Simpson award. Congratulations Rick!

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ADJOURNMENT