



NB FOREST TECHNICIANS ASSOCIATION EXECUTIVE COMMITTEE MEETING MINUTES May 10th, 2014

1) OPEN MEETING

France Roussel called to order his first executive meeting where he presided as NBFTA President at 1:00 PM at MCFT Fredericton and welcomed the following seven Executive Committee Members:

- ✓ France Roussel President
- ✓ Riley Cote-DeMerchant First Vice President
- ✓ Allie DeGrace Second Vice President
- ✓ Chris Finnamore Treasurer
- ✓ Blair DeGrace Secretary
- ✓ Paul Gilmore Region 3 Representative
- ✓ Pamela Hurley Poitras Region 4 Representative

Executive members not in attendance:

- × Jonathan DeGrace Region 1 Representative
- × Lance Crain Region 2 Representative

2) Agenda Review

Participants reviewed the following agenda. There were no additional items proposed for discussion:

1. Open Meeting
2. Review Agenda
3. Membership
4. Letters Patent Application
5. Canadian Woodlands Forum (CWF)
6. Financial
7. Azimuth Newsletter
8. NBFTA Website
9. Roles and Responsibilities
10. Action Planning
11. Committees
12. Continuing Forest Education (CFE) & Technician Certification
13. Canadian Institute of Forestry (CIF)
14. Round Table Discussion
15. Motion to Adjourn

3) MEMBERSHIP

France gave Chris the NBFTA laptop computer and financial records that he had received from previous Treasurer Rebecca Jones.

France advised Chris that general membership invoicing is to be initiated annually in January, but DNR is to be invoiced in June/July due to the Government fiscal year. Chris noted that the timing runs contrary to the Treasurer Terms of Reference document which will need revision.

Riley noted that 2013 membership invoicing was sent out in the first quarter of 2013. There was discussion regarding the processing of memberships. A motion was passed (Blair/Allie) that invoicing and collection of overdue 2013 membership dues are to be waived, and that the current treasurer is to undertake collection of 2014 membership dues with no arrears.

There was consensus that distribution of membership invoicing be corresponded by email when possible, and by post for the remainder.

- **TO DO:** Riley to post notice on the NBFTA website that 2014 membership invoicing is being undertaken, and also requesting members to advise the Treasurer of changes to individual contact information.
- **TO DO:** Chris to research payment of membership dues through PayPal and report progress at the next executive meeting.

4) LETTERS PATENT APPLICATION

Allie reported that he had completed the submission in 2012. This task that needs to be done annually corresponding to the April anniversary date of the Association, and/or when changes are made involving officers or directors of the NBFTA which operates under Letters Patent as a not for profit Corporation.

- **TO DO:** Allie/Blair follow-up on the 2013 and 2014 filings with Service NB.

5) CANADIAN WOODLANDS FORUM (CWF)

France informed the group that he had spoken with CWF Executive Director Peter Robichaud and that there was mutual agreement for partnership in conducting future events in NB.

- **TO DO:** Chris agreed to arrange for payment of the 2014 CWF Associate membership fee.
- **TO DO:** Pamela offered to explore the possibility of establishing a NBFTA presence at the August 18, 2014 Forestry Day of the World Acadian Congress.

6) FINANCIAL

Chris stated that the NBFTA's banking institution is BMO's King Street Branch in Fredericton. He also noted that current signatures registered with BMO for endorsing NBFTA cheques are himself and Rebecca Jones.

- **TO DO:** Chris to visit BMO with a copy of the 2014 NBFTA AGM Meeting Minutes and set up himself and France as signing officers to reflect the current executive structure.
- **TO DO:** France to complete a financial audit of the 2013 NBFTA Financial Records.

7) AZIMUTH NEWSLETTER

Participants reviewed a draft 2014 Spring Azimuth edition prepared by Dusty Corey and Riley. There were favorable comments on the format and content.

- **TO DO:** Dusty and Riley to collaborate on finalizing content and distribution.
- **TO DO:** France and Riley to request quotations for translation cost and delivery time of the publication.

8) NBFTA WEBSITE

Riley advised that he currently fulfils the role of Webmaster for the NBFTA site. As such, all content is to be channeled through Riley.

- **TO DO:** Blair to contact Todd MacPherson to have the NBFTA email address of INFO@NBFTA.ORG forwarded to himself as current Secretary.

9) ROLES & RESPONSIBILITIES

- **TO DO:** Following discussion, there was consensus that all NBFTA Executive Members are to review "Terms of Reference" documents associated with their area of accountability, and to forward proposed

changes to the Secretary prior to the end of May. The draft documents are then to be reviewed and finalized at the next NBFTA Executive Meeting.

There was a general discussion on the challenges of maintaining a sufficient pool of CFT's to ensure succession of willing and qualified individuals to staff Executive roles necessary for operation of the Association. There was consensus that things would fall into place if the Association did an effective job with basics including: regular and timely communications; having a sustained presence in the Regions; expanding membership, and maintaining the CFE and CFT Programs.

10)ACTION PLANNING

Participants with action plans prepared prior to the meeting reviewed their commitments with the group.

- **TO DO:** Blair to provide the MS Word version of the Action Plan document to Executive Committee Members who are to return their individual plans to him in the same format. Individual action items are to be consolidated and posted on the NBFTA Website as a means to communicate initiatives to the membership.

11)COMMITTEES

France noted that some NBFTA Committees are currently inactive, but may be renewed at some point when the timing is right and resources are available (I.e. Big Tree, Membership, Advisory, Public Relations).

- **TO DO:** France directed committee chairs to recruit additional members as required to conduct their business (I.e.: Certification Board, CFE Committee, Disciplinary Committee).

12)CONTINUING FOREST EDUCATION (CFE) &TECHNICIAN CERTIFICATION (CFT)

Discussion surfaced the fact that there currently is a void in the management of CFE eligibility. In the past, CFE was administered by a joint committee comprised of the CIF, NBFTA, and ARPFNB.

There was consensus that members currently in good standing that have been paying \$70.00 annual membership dues are to be advised that they are to submit their CFE hours or their designation will be revoked.

- **TO DO:** Chris and Allie to establish an NBFTA CFE Committee to assess eligibility, maintain records and award certificates.
- **TO DO:** The structure of the NBFTA CFE Program (I.e. categories, hours, duration, etc.) to be included as an agenda item at the next NBFTA Executive Meeting.

There was a general discussion on the status of applicants to the NBFTA CFT Program, which is the accountability of the First VP.

13)CANADIAN INSTITUTE OF FORESTRY

- **TO DO:** After discussion and confirmation, Riley agreed to follow-up on a motion at the 2013 NBFTA AGM that an amount of \$3,000 will be paid by the Treasurer to the Maritime CIF which will entitle each NBFTA member in good standing to a one year CIF enrolment. It was noted that the \$3,000 amount does not include CIF administration of the NBFTA CFE Program.

14)ROUNDTABLE DISCUSSION

- **TO DO:** There was consensus that a small group of NBFTA representatives would meet annually with the MCFT graduating class to present information on the Association, introduce the scholarship requirements, and award complimentary first year memberships.

Chris commented on the need for communication initiatives to improve visibility of the Association to members and to be recognized by the public.

- **TO DO:** Paul offered to take the lead on updating the "Terms of Reference" document for Regional Representatives. He commented that it may make more sense to use county boundaries which are easier to define than DNR Districts currently in use.
- **TO DO:** Paul and Allie offered to update the "NBFTA Tree" at MCFT to include missing plaques for previous Executive Committee members who served the Association.

- **TO DO:** Blair to track down a NBFTA Mileage/Expense form and forward it to Chris for review, and if acceptable, posting on the NBFTA website.

15)ADJOURNMENT

Blair motioned adjournment at 4:35 PM.

SUMMARY OF ACTION ITEMS:

Update NBFTA Contact listing & post on NBFTA Website; Add CFE Committee (Chris & Allie)	Blair
Contact Todd MacPherson to set-up NBFTA email (info@nbfta.org) to be forwarded to NBFTA Secretary	Blair
Post NBFTA Expense requisition form to NBFTA Website	Blair/Chris
Letters Patent application	Blair / Allie
Explore membership dues payment through PayPal	Chris
Payment of 2014 CWF dues	Chris
Establish NBFTA CFE Committee to assess eligibility, maintain records, award certification	Chris/Allie
Register Chris/France as current NBFTA signing officers am Bank of Montreal	Chris/France
Conduct NBFTA Financial audit for 2013 Calendar Year & post on NBFTA Website	France
Recruit additional members necessary to effectively conduct necessary business	Committee Chairs
Review "Terms of Reference" & forward changes to Secretary for review at Fall 2014 Executive Meeting	Executive Members
Email electronic version of action plan to Secretary who will consolidate actions & post on NBFTA Website	Executive Members
NBFTA Reps address MCFT Grad class annually (Jan/Feb): NBFTA Info, Scholarship & Free Membership	Executive Members
CFE Program structure to be added to agenda of next NBFTA Executive Meeting for discussion	France
Verify cost and turnaround time of Azimuth Translation	France / Riley
Explore opportunity of NBFTA presence at World Acadian Congress	Pamela
Lead revision to Region Rep Terms of Reference	Paul
Update plaques on the "NBFTA Tree" at MCFT	Paul/Allie
Follow-up with CIF to complete arrangement of group enrolment of NBFTA members	Riley/Chris
Post notice on NBFTA Website that 2014 invoicing is pending. Members to advise of contact info change	Riley
Finalize Spring 2014 Azimuth content & distribution	Riley / Dusty