



NB FOREST TECHNICIANS ASSOCIATION EXECUTIVE COMMITTEE MEETING MINUTES January 31st, 2015

1) OPEN MEETING

France Roussel called the teleconference to order and welcomed the following eight Executive Committee Members:

- ✓ France Roussel President
- ✓ Riley Côté-DeMerchant First Vice President
- ✓ Allie DeGrace Second Vice President
- ✓ Chris Finnamore Treasurer
- ✓ Blair DeGrace Secretary
- ✓ Jonathan DeGrace Region 1 Representative
- ✓ Paul Gilmore Region 3 Representative
- ✓ Pamela Hurley Poitras Region 4 Representative

Executive members not in attendance:

- × Gareth Davies Past President
- × Lance Crain Region 2 Representative

2) REVIEW AGENDA OF PREVIOUS MEETING

Participants reviewed the summary of action items from the previous meeting of May 10th, 2014. An updated listing is attached to the minutes.

3) CORRESPONDENCE

Correspondence since the previous meeting was reviewed as follows:

- Letter from S. Waddingham at MCFT confirming that there were no scholarship applicants from the Fredericton Campus
- Riley DeMerchant reported receiving the following emails:
 - From Mike Berube advising that he no longer worked in the industry
 - From Todd MacPherson offering assistance with NBFTA.org maintenance
 - From George Fullerton of the Atlantic Forestry Review offering to write an article for the Azimuth Newsletter.

4) FINANCIAL

Treasurer Chris Finnamore reported 63 paid members in 2014, 35 of which were CFT's and 27 regular members. Chris also reported a bank account balance of \$19,370 after payment of the \$1,000 Sylvicon sponsorship.

- **TO DO:** Chris to contact previous treasurer Rebecca Jones to have an audit of the NBFTA books conducted prior to the 2015 AGM.

5) MEMBERSHIP

There was a lengthy general discussion about the challenges of maintaining the membership database.

- **TO DO:** Region Representatives to support the Treasurer to keep the membership database accurate and updated.

Email correspondence was reviewed advising that DNR will continue to support payment of NBFTA dues for certified members, but will no longer pay dues for regular members.

For future dues billing, Chris Finnamore will invoice DNR members individually, and will continue to submit one lump sum billing to NB Power, and also to Acadian Timber for their employees.

Riley questioned possible need to reactivate the membership committee. Discussion revealed that the committee was not effective in the past, and that their accountabilities have been looked after by the Executive.

- **TO DO:** Paul and Jonathan to present information to students at the Bathurst and Fredericton regarding eligibility to receive free NBFTA membership as a MCFT graduate.

6) AZIMUTH

France commented on the good work done by Riley and Dusty in creating two Azimuth Newsletters in 2014.

- **TO DO:** France requested Riley and Dusty Corey to generate an Azimuth Newsletter prior to AGM in time to notify membership about particulars of the meeting.

Paul questioned if there would be value in combining the Azimuth with the NBFTA Alumni effort. There was consensus that it would be best to keep the identity of the two separate, but that an article regarding the Alumni Program, if submitted to the Azimuth, would be of interest to NBFTA Members.

7) NBFTA WEBSITE

There was consensus that the website was functioning well and meeting its intended purpose. Riley encouraged the Executive to bring to his attention any materials that needed updating or correction.

8) MCFT SCHOLARSHIPS

Participants expressed disappointment that only one student made application for the 2015 scholarship. Paul questioned how students become aware of the scholarship. France responded that he had notified MCFT and the information was posted on bulletin boards.

- **TO DO:** NBFTA Executive reps to attend MCFT at Fredericton and Bathurst annually in November to promote the NBFTA Scholarship.

9) NBFTA / ARPFNB PRESIDENTS MEETING

France reported briefly on a very positive meeting with ARPFNB President Dan Floyd during which Dan opened the door to closer cooperation or possibly a merger between the two organizations in the future.

10) CIF/CWF

A decision was taken following the May 2015 Executive Meeting to abandon enrolment in the CIF for a fee of \$3,000 largely because of inadequate and inaccurate membership information in the NBFTA membership database.

There was consensus to continue ongoing collaboration with the CWF.

- **TO DO:** Blair to contact CWF Director Peter Robichaud to explore opportunities for collaboration in 2015.

11) CFE/CERTIFICATION

Confusion has existed over accountability for CFE and Technician Certification. There was consensus over the need to formalize the process of how to become certified which led to a review of an existing NBFTA informational brochure that was created in 2003.

- **TO DO:** France to arrange a review of the French language version of the brochure.

- **TO DO:** Riley to arrange for reprinting of brochure for distribution at Sylvicon and other events, inserted with 2015 invoice mailing, and posting on NBFTA Website.
- **TO DO:** Allie and Riley were asked to reactivate the CFE Committee to assess eligibility, award certification and maintain records.

There was consensus that the treasurer will invoice members for their 2015 dues based on their CFE current status. If a member has not maintained their CFE status, then they will be billed the current rate as a regular member (currently \$35.00) and classified as such in the membership database.

12)SYLVICON

There was a general discussion regarding the revival of Sylvicon and NBFTA support for the event which has traditionally operated on more of an academic agenda than the CWF/FP Innovations Spring Meetings that has a focus on operational interests.

France and Riley committed to each attending the event for one day which is provided as a complimentary benefit under NBFTA's \$1,000 sponsorship of the 2015 event.

- **TO DO:** Riley to set up the NBFTA banner and distribute brochures at 2015 Sylvicon.

There was discussion concerning the location of NBFTA's 2016 AGM. Based on the success of the 2015 Sylvicon event, NBFTA members will need to make a decision at their 2015 AGM in Moncton on April 2, 2015 as to where their 2016 AGM will be held, either in conjunction with Sylvicon in Fredericton, or with the CWF/FP Innovations event in Moncton.

13)AGM

France informed participants that the 2015 AGM is scheduled for Moncton on April 2 in conjunction with the CWF/FP Innovations meetings.

All Executive Committee members offered to retain their positions for the 2015-2016 term with the exception of President France Roussel who advised that he had taken the decision to step down due to other commitments.

- **TO DO:** France to contact Gareth Davies to activate the Nominations Committee comprised of the Past President and the four Regional Representatives.
- **TO DO:** Blair to verify with Peter Robichaud if a meeting room has been booked for the NBFTA AGM.
- **TO DO:** Executive Members forward Technician of the Year nominations to the NBFTA Secretary.
- **TO DO:** Allie to Contact Mike Cunningham to verify if Engage Agro intends to continue support for the "Tech of the Year" prize.

14)ROUNDTABLE ISSUES/CONCERNS

Allie reported that he was in possession of NBFTA promotional items (mugs and books)

- **TO DO:** Executive members to send listing of promotional materials in possession to Secretary.

Chris reported that he provided a current CFT list of 43 members to the Atlantic Forestry Review (AFR) and settled the account which had been in arrears for two years. He also stated that the current CFT list must be provided to AFR annually in November.

Pamela reported that Region 4 Members have been supportive by responding to her emails.

There was discussion concerning whether an adequate supply of CFT and CFE certificates were on hand.

- **TO DO:** Blair and Riley to send copies of certificates to Chris.

15)ADJOURNMENT

Blair motioned adjournment at 1:00 PM.

SUMMARY OF ACTION ITEMS:

#	NBFTA ACTION ITEM LISTING	RESPONSIBILITY
PENDING		
1	Verify if Engage Agro intends to continue support for the "Tech of the Year" prize.	Allie
2	Update plaques on the "NBFTA Tree" at MCFT; Establish NBFTA Tree Terms of Reference	Allie/ Paul
3	Establish NBFTA CFE Committee to assess eligibility, maintain records, award certification	Allie/Chris
4	Contact CWF to explore opportunities for collaboration in 2015	Blair
5	Verify with Peter Robichaud of CWF if a meeting room has been booked for the NBFTA AGM	Blair
6	Send CFT and CFE certificates to Chris who will arrange for reprinting spares	Blair/Riley
7	Contact previous treasurer to have a audit of the NBFTA books prior to the 2015 AGM	Chris
8	Arrange a review of the French language version of the brochure	France
9	Activate the Nominations Committee to seek nominations for President and Region 2 Representative.	France/Gareth
10	Attend MCFT at Fredericton and Bathurst annually (Oct/Nov) to promote the NBFTA Scholarship	Jonathan / Paul
11	Attend MCFT at Fredericton and Bathurst annually (Feb/Mar) to promote the Free NBFTA Membership	Jonathan / Paul
12	Lead revision to Region Rep Terms of Reference	Paul
13	Post Terms of Reference for Certification Board on NBFTA Website	Riley
14	Arrange reprinting of brochure for distribution at Sylvicon, invoice mailing, and posting on NBFTA Website.	Riley
15	Set up the NBFTA banner and distribute brochures at 2015 Sylvicon	Riley
16	Generate an Azimuth Newsletter prior to AGM to notify membership about particulars of the meeting	Riley / Dusty
17	Contact Todd MacPherson to set-up NBFTA email (info@nbfta.org) to be forwarded to NBFTA Secretary	Riley
18	forward Technician of the Year nominations to the NBFTA Secretary	Executive Members
19	Send listing of promotional materials in possession to Secretary	Executive Members
20	Email electronic version of action plan to Secretary who will consolidate actions & post on NBFTA Website	Executive Members
21	Support the Treasurer to keep the membership database accurate and updated	Region Rep's
COMPLETED		
22	2015 Letters Patent application	Blair
23	Update NBFTA Contact listing & post on NBFTA Website; Add CFE Committee (Chris & Allie)	Blair
24	Post NBFTA Expense requisition form to NBFTA Website	Blair/Chris
25	Explore membership dues payment through PayPal	Chris
26	Payment of 2014 CWF dues	Chris
27	Register Chris/France as current NBFTA signing officers am Bank of Montreal	Chris/France
28	Conduct NBFTA Financial audit for 2013 Calendar Year & post on NBFTA Website	France
29	Recruit additional members necessary to effectively conduct necessary business	Committee Chairs
30	Review "Terms of Reference" & forward changes to Secretary for review at Fall 2014 Executive Meeting	Executive Members
31	NBFTA Reps address MCFT Grad class annually (Jan/Feb): NBFTA Info, Scholarship & Free Membership	Executive Members
32	CFE Program structure to be added to agenda of next NBFTA Executive Meeting for discussion	France
33	Verify cost and turnaround time of Azimuth Translation	France / Riley
34	Explore opportunity of NBFTA presence at World Acadian Congress	Pamela
35	Follow-up with CIF to complete arrangement of group enrolment of NBFTA members	Riley/Chris
36	Post notice on NBFTA Website that 2014 invoicing is pending. Members to advise of contact info change	Riley
37	Finalize Spring 2014 Azimuth content & distribution	Riley / Dusty