



# NB FOREST TECHNICIANS ASSOCIATION EXECUTIVE COMMITTEE MEETING MINUTES

## Teleconference March 5<sup>th</sup>, 2016

### 1) OPEN MEETING

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France Roussel called the meeting to order at 9:00 AM and welcomed the following Executive Committee Members in attendance:

- ✓ France Roussel                      President
- ✓ Riley Côté-DeMerchant      First Vice President & Certification Committee
- ✓ Allie DeGrace                      Second Vice President & Discipline Committee
- ✓ 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
- × John Green                          Region 2 Representative

There was consensus to accept the following agenda items:

- Open Meeting
- Review Previous Meeting Minutes (Nov 28, 2015)
- Business Arising from Previous Meeting
- Correspondence
- Financial
- Membership
- Certification/CFE
- Azimuth
- Website
- MCFT Scholarships
- CWF Booth
- AGM
- RPF/NBFTA Meeting
- Teachers Tour Financial Request
- Round Table Issues/Concerns
- Close Meeting

### 2) REVIEW PREVIOUS MEETING MINUTES

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There was consensus to accept the previously distributed minutes of the 28 November, 2015 NBFTA Executive Committee meeting.

### 3) BUSINESS ARISING FROM THE PREVIOUS MEETING

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Participants reviewed the 'Summary of Action Items' attached to the meeting minutes as Appendix I. Items in bold text were added to the listing as a result of discussions from the March 6, 2016 meeting.

#### **4) CORRESPONDENCE**

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Secretary Blair DeGrace updated the group regarding ongoing correspondence (see attached summary attached as Appendix II).

#### **5) FINANCIAL**

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NBFTA Treasurer Chris Finnamore reported a bank balance of \$20,300.

#### **6) MEMBERSHIP**

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Treasurer Chris Finnamore reported that:

- He has split the membership listing into two categories of inactive (not having paid 2015 dues) and active (includes current paid up members in good standing).
- All 2016 membership invoicing had been completed.
- Six new members have signed.
- NB Power has paid the membership for their forest technicians on staff.
- NBDNR only paying dues of certified members, not regular members.

#### **7) CERTIFICATION/CFE**

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Riley Côté-DeMerchant reported that:

- Three members attained certification (2 marketing board employees, 1 DNR employee).
- The French language certification examination needs to be reviewed to ensure it is consistent with the English exam.
- The French and English exams have been formatted from Adobe PDF to MS Word format.

Chris Finnamore reported that:

- 15 CFT's renewed their Continuing Forest Education requirement.
- Category 1 continues to be an issue and will be discussed at the 2016 AGM.

#### **8) AZIMUTH**

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Riley commented positively on the very good work accomplished by Azimuth Editor Dusty Corey in terms of the quality of the publication and the frequency of new editions.

#### **9) WEBSITE**

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Riley commented that the newly formatted website is functioning well and is used for job postings and other communications. He noted that he will be looking into setting up a Facebook link.

#### **10) MCFT SCHOLARSHIPS**

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Paul Gilmore reported that he has presented the 2016 NBFTA Scholarship to second year MCFT Fredericton student Abbey Greer.

Jonathan DeGrace reported that he will be presenting the Scholarship for the Bathurst MCFT Campus at their graduation ceremony in April.

There was discussion on the need to improve the criteria for selection of successful applicants.  
**TO DO:** Jonathan DeGrace agreed to create and distribute draft selection criteria for review by executive members.

## **11)NBFTA BOOTH AT CWF SPRING MEETING**

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Blair reported that he had been contacted by CWF with the offer to register a booth at their spring meeting on April 6 and 7. He noted that Dusty Corey agreed to staff the booth during the periods when he was not attending sessions.

**TO DO:** Riley offered to transport the NBFTA banner to the meeting and assist Dusty when possible.

**TO DO:** Chris offered to have a new supply of pamphlets printed and look into purchasing NBFTA pens.

**TO DO:** Blair to register the NBFTA Booth at the CWF Spring Meeting.

## **12)AGM**

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Discussions on the upcoming meeting scheduled for April 7<sup>th</sup> at the Delta Beausejour in Moncton resulted in the following action items:

- **TO DO:** Blair to confirm meeting room.
- **TO DO:** Chris to send out notice/invitation to all NBFTA Members.
- **TO DO:** Riley to send email to NBFTA Executive Committee members with details of informal AGM planning meeting the evening before the event.

## **13) RPF/NBFTA MEETING**

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Riley reported that ARPFNB Representatives indicated during discussions that they were interested to work closely together. Blair commented on speaking with ARPFNB President Jody Jenkins who also expressed interest in maintaining a strong relationship between both associations. There was consensus with Pamela's suggestion for the Executives of both Associations to meet together to discuss areas of mutual interest and benefit.

## **14)TEACHERS TOUR FINANCIAL REQUEST**

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Participants passed a motion (Blair DeGrace/Allie DeGrace) to support a financial request in the amount of \$700.00 from Todd MacPherson on behalf of the CWF to sponsor a teacher during their "Teachers Tour" event during the summer of 2016.

**TO DO:** Chris to contact Todd MacPherson to arrange payment of the \$700.00 amount to the CWF.

## **15)ROUND TABLE ISSUES/CONCERNS**

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There were no additional items proposed for discussion.

## **16)ADJOURNMENT**

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Blair DeGrace motioned adjournment at 10:15 AM.

## APPENDIX I:

#	SUMMARY OF NBFTA ACTION ITEMS	RESPONSIBILITY
<b>PENDING</b>		
1.	Forward "Technician of the Year" nominations to the NBFTA Secretary.	Executive Members
2.	Send listing of promotional materials in possession to Secretary.	Executive Members
3.	Email electronic version of action plan to Secretary who will consolidate actions & post on NBFTA Website.	Executive Members
4.	Conduct regional information meetings in Q1-2016.	Executive Members
5.	Support the Treasurer to keep the membership database accurate and updated.	Region Rep's
6.	Verify if Engage Agro intends to continue support for the "Tech of the Year" prize.	A DeGrace
7.	Establish NBFTA CFE Committee to assess eligibility, maintain records & award certification.	A DeGrace/Finnamore
8.	Update plaques on the "NBFTA Tree" at MCFT; Establish NBFTA Tree Terms of Reference.	A DeGrace/Gilmore
9.	<b>Book meeting room at Delta Moncton for AGM.</b>	<b>B. DeGrace</b>
10.	<b>Register the NBFTA Booth at the CWF Spring Meeting.</b>	<b>B. DeGrace</b>
11.	Distribute "Azimuth" newsletters to MCFT Bathurst & Fredericton locations to be placed in student lounges.	Corey
12.	<b>Schedule informal planning meeting for NBFTA Executive the evening before the AGM.</b>	<b>Cote-DeMerchant</b>
13.	<b>Transport the NBFTA banner to the 2016 AGM and assist with staffing booth when possible.</b>	<b>Cote-DeMerchant</b>
14.	Post Terms of Reference for Certification Board on NBFTA Website.	Cote-DeMerchant
15.	Explore use of Facebook and Twitter to promote the Association membership, post jobs, etc.	Cote-DeMerchant
16.	<b>Arrange for payment of the \$700.00 donation to the CWF for the 2016 Teachers Tour Event.</b>	<b>Finnamore</b>
17.	<b>Distribute AGM Invitation/Announcement to all NBFTA Members.</b>	<b>Finnamore</b>
18.	<b>Order new supply of NBFTA Info pamphlets and look into purchasing NBFTA pens.</b>	<b>Finnamore</b>
19.	Modify dues invoice to include wording for "Lifetime Membership" criteria.	Finnamore
20.	Include NBFTA Pamphlet with 2016 Membership invoice.	Finnamore
21.	Memo with complimentary membership to MCFT Graduates identifying benefits of NBFTA membership.	Finnamore
22.	Contact previous treasurer to have a audit of the NBFTA books prior to the 2016 AGM.	Finnamore
23.	Lead revision to Region Rep Terms of Reference.	Gilmore
24.	<b>Distribute draft scholarship recipient selection criteria for review by executive members.</b>	<b>J. DeGrace</b>
25.	Attend MCFT at Fredericton and Bathurst annually (Oct/Nov) to promote the NBFTA Scholarship.	J DeGrace/ Gilmore
26.	Attend MCFT F'ton & Bathurst annually (Feb/Mar) to promote general info, free membership, and scholarship.	J DeGrace/ Gilmore
<b>COMPLETED</b>		
27.	Recruit additional members necessary to effectively conduct necessary business	Committee Chairs
28.	Review "Terms of Reference" & forward changes to Secretary for review at Fall 2014 Executive Meeting	Executive Members
29.	NBFTA Reps address MCFT Grad class annually (Jan/Feb): NBFTA Info, Scholarship & Free Membership	Executive Members
30.	Contact MCFT Director Gerry Redmond to offer NBFTA support to the anniversary celebration	B DeGrace
31.	2015 Letters Patent application	B DeGrace
32.	Update NBFTA Contact listing & post on NBFTA Website; Add CFE Committee (Chris & Allie)	B DeGrace
33.	Distribute NBFTA Presentation to Executive Members for review and comment	B DeGrace
34.	Distribute NBFTA Presentation to Executive Members for review and comment	B DeGrace
35.	Contact Peter Robichaud to confirm NBFTA participation at the 2016 CWF Spring Meeting	B DeGrace

36.	Verify with Peter Robichaud of CWF if a meeting room has been booked for the NBFTA AGM	B DeGrace
37.	Post NBFTA Expense requisition form to NBFTA Website	B DeGrace/Finnamore
38.	Send CFT and CFE certificates to Chris who will arrange for reprinting spares	B DeGrace/DeMerchant
39.	Explore membership dues payment through PayPal	Finnamore
40.	Payment of 2014 CWF dues	Finnamore
41.	Register Chris/France as current NBFTA signing officers am Bank of Montreal	Finnamore/Roussel
42.	Arrange a review of the French language version of the NBFTA promotional brochure	Roussel
43.	Activate the Nominations Committee to seek 2016 AGM nominations	Roussel/Davis
44.	Conduct NBFTA Financial audit for 2013 Calendar Year & post on NBFTA Website	Roussel
45.	CFE Program structure to be added to agenda of next NBFTA Executive Meeting for discussion	Roussel
46.	Verify cost and turnaround time of Azimuth Translation	Roussel/DeMerchant
47.	Explore opportunity of NBFTA presence at World Acadian Congress	Hurley-Poitras
48.	Explore requirement for RPF/CFT sign off on woodlot management plans	Cote-DeMerchant
49.	Post notice on NBFTA Website that 2014 invoicing is pending. Members to advise of contact info change	Cote-DeMerchant
50.	Contact Todd MacPherson to set-up NBFTA email (info@nbfta.org) to be forwarded to NBFTA Secretary	Cote-DeMerchant
51.	Arrange reprinting of brochure for distribution at Sylvicon, invoice mailing, and posting on NBFTA Website	Cote-DeMerchant
52.	Set up the NBFTA banner and distribute brochures at 2015 Sylvicon	Cote-DeMerchant
53.	Follow-up with CIF to complete arrangement of group enrolment of NBFTA members	DeMerchant/Finnamore
54.	Finalize Spring 2014 Azimuth content & distribution	DeMerchant /Corey
55.	Generate an Azimuth Newsletter prior to 2015 AGM to notify membership about particulars of the meeting	DeMerchant /Corey

## APPENDIX II: CORRESPONDENCE SUMMARY

NBFTA CORRESPONDENCE RECORD				
#	Date	From/Organization	To/Organization	Details
1	2015-2016	Gerry Redmond, MCFT BOG	Blair DeGrace, NBFTA	Numerous emails (Meetings, Updates; Orientation Day; Alumni; Reunion; Forestry articles...)
2	2015-2016	NBFTA Executive	NBFTA Executive	Numerous emails (Meetings; Reports; Azimuth; CFT; CFE; Scholarship; General business)
3	2015/04/09	Blair DeGrace, NBFTA	Province of NB	2015 Annual return of "Form 35.1" for NBFTA under the "NB Companies Act"
4	2015/04/22	Peter McCue, DNR	NBFTA Executive	NB Scalers examination
5	2015/06/01	Peter Robichaud, CWF	NBFTA Executive	Colaboration for the 2015 CWF Fall Meeting
6	2015/11/03	France Roussel, NBFTA	INFOR	Email to INFOR to recommend CFT wording change to Sugarbush Funding Program criteria
7	2015/11/10	Jim Bowen, MCFT	Blair DeGrace, NBFTA	Forest Operations Advanced Diploma
8	2015/12/02	Thomas Bowmaster, MCFT	NBFTA Executive	MCFT Woodsman's Team Sponsorship
9	2016/01/06	Blair DeGrace, NBFTA	NBFTA Executive	Nominations
10	2016/02/11	Todd MacPherson, NBFTA	NBFTA Executive	CWF Teachers Tour funding request
11	2016/02/25	CWF	NBFTA Executive	Invitation to exhibit at CWF Spring Meeting