



NB FOREST TECHNICIANS ASSOCIATION EXECUTIVE COMMITTEE MEETING MINUTES Plaster Rock, NB May 28th, 2016

1) OPEN MEETING

NBFTA President Riley Côté-DeMerchant called the meeting to order at 10:00 AM and welcomed the following Executive Committee Members in attendance:

- ✓ Riley Côté-DeMerchant President
- ✓ Allie DeGrace First Vice President & Certification Committee
- ✓ Dustin Corey Second Vice President & Discipline Committee
- ✓ France Roussel Past President (arrived at ~11:00am)
- ✓ Chris Finnamore Treasurer (Telephone Call-In)
- ✓ Blair DeGrace Secretary
- ✓ John Green Region 2 Representative
- ✓ Paul Gilmore Region 3 Representative

Executive members not in attendance:

- × Jonathan DeGrace Region 1 Representative
- × Pamela Hurley Poitras Region 4 Representative

There was consensus to accept the following agenda items:

- Open Meeting
- Review Previous Meeting Minutes (AGM April, 2016)
- Business Arising from Previous Meeting
 - Unfinished Business
 - Action Items Review
- Correspondence
 - MFRS/MCFT Reunion
 - Post NBFTA AGM Meeting (ARPFNB President Jody Jenkins and Blair DeGrace)
- Financial
- Membership
- Certification/CFE
- Azimuth
- Website
- Atlantic Forestry Review Contribution & Advertising
- New Business
 - Regional Rep Boundaries
 - Highway Clean-up
- Round Table Issues/Concerns
- Close Meeting

2) REVIEW PREVIOUS MEETING MINUTES

Participants reviewed the previously distributed minutes of the April 7th, 2016 NBFTA Annual Meeting.

A correction is required of item 9 on Page 4 in the article relating to CFE's not in good standing. Revise "...increase regular membership dues..." to read "...increase CFT Examination fees...".

There was consensus to accept the minutes with the correction noted above.

3) BUSINESS ARISING FROM THE PREVIOUS MEETING

- a) Unfinished Business:
- **TO DO:** Blair is to send an updated action items listing to Riley for posting at NBFTA.org.
 - **TO DO:** Riley to contact Claude Chiasson to offer the opportunity to participate in the membership committee. Other NBFTA members identified as potential volunteers to assist in revitalizing the membership committee include Patrick Doucet, Jonathan DeGrace, Allie DeGrace, and Justin Luke.
 - **TO DO:** Blair extended a 2016 challenge to all executive committee members to recruit at least one new member / or encourage a previous member to renew.
 - **TO DO:** Blair to forward to Riley and Chris an email address for former Acadian Timber employee Mathieu Caron.
 - **TO DO:** Riley to contact Todd MacPherson to explore possible electronic file storage potential at NBFTA.org.
- b) Participants reviewed the 'Summary of Action Items' which has been updated and attached to the meeting minutes as Appendix I.

4) CORRESPONDENCE

- a) MCFT/MFRS Reunion: In his role as NBFTA Secretary, Blair assisted the reunion organizing committee in promoting and communicating the event to interested parties. **TO DO:** Membership Committee to arrange for booth and handouts (pamphlets, pens, cozies) at the reunion.
- b) Blair updated the Executive on a discussion with ARPFNB President Jody Jenkins. A copy of an email summarising the meeting is attached. There was consensus to renew closer ties with the NSFTA.
TO DO: Riley to extend invitation to the NSFTA President to attend the 2017 NBFTA AGM.

5) FINANCIAL

Treasurer Chris Finnamore reported a current bank balance of \$18, 284.00. 2016 year to date income is at \$4,000.00 with expenses of \$7,300.00.

6) MEMBERSHIP

Chris Finnamore reported that 21 regular members and 17 CFT members have paid their 2016 membership dues. It was noted that only 3 of 10 MCFT Technician Instructors are NBFTA Members in good standing.
TO DO: Blair to explore means to recruit all MCFT Technician Instructors to the NBFTA as members in good standing.

Riley noted that new members joining with the intent to become certified are billed \$30.00 for a membership fee and \$35.00 for the CFT examination fee.

7) CERTIFICATION/CFE

Riley Côté-DeMerchant reported he administered CFT examinations for 4 members, 3 of which were successful.

TO DO: Riley and Allie to explore merging the English and French examinations and to identify a secure location to store the document.

TO DO: As a result of discussions regarding limitations of maintaining NBFTA Records with existing computer equipment (membership database CFE and CFT listings), a motion was passed (Blair/Dusty) approving Chris Finnamore to purchase a new computer, printer and to source online storage/back-up of data.

TO DO: Allie offered to contact the 17 CFT's with lapsed CFE certificates with the objective to encourage them to get current.

TO DO: Chris will provide Allie (and the Executive) a list of CFT's not in good standing.

TO DO: Riley is to provide Allie with contact information for the two CFT applicants to be certified, one who did not pass the exam and the other who is not eligible.

8) AZIMUTH

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. Dusty commented that a Fall/Winter edition is planned for December 2016.

9) NBFTA WEBSITE

Riley commented that he continues to post information at NBFTA.Org on an ongoing basis. He also noted that he will be exploring means to pay membership dues and store CFE records online.

10) ATLANTIC FORESTRY REVIEW CONTRIBUTION AND ADVERTISING

TO DO: Dusty Corey offered to submit an article to the June edition of the AFR "Contact" section which highlights views from forestry groups and associations in the Atlantic Region.

There was consensus that submitting regular articles to the AFR would provide sufficient exposure to the NBFTA without the need to purchase advertising in the publication.

11) NEW BUSINESS

- a) Paul Gilmore reported that he continues to explore the opportunity to amend regional boundaries so that representatives clearly understand the limits of their area. Paul stated that he planned to consult with other Regional Reps to determine if changes are necessary, and if so to submit a NBFTA Constitution amendment at the 2017 NBFTA AGM.
- b) Because the provincial adopt-a-highway program no longer exists, there was consensus that this initiative no longer remains as a NBFTA priority. Individual members may still conduct local events if interest exists.

12) ROUND TABLE ISSUES / CONCERNS

- There was a brief discussion regarding reimbursement to members for expenses incurred when travelling to executive meetings. Current NBFTA policy allows reimbursement for gasoline at cost for an executive member who submits a receipt.
- There was discussion regarding updates required to the NBFTA Tree located at MCFT. **TO DO:** Allie and Paul agreed to follow-up to make the necessary changes and additions and also to develop at terms of reference.

13) ADJOURNMENT

There was consensus on convening another meeting as a teleconference during the September/October timeframe.

Allie DeGrace motioned adjournment at 1:10 PM.

APPENDIX I:

#	SUMMARY OF NBFTA ACTION ITEMS – Updated 2016-06-12	RESPONSIBILITY
PENDING		
1.	Email electronic version of action plan to Secretary who will consolidate actions & post on NBFTA Website.	Executive Members
2.	Conduct regional information meetings in 2016.	Executive Members
3.	Recruit additional membership committee participants in 2016/2017 to support Treasurer.	Executive Members
4.	Challenge to executive members to recruit at least one new member in 2016	Executive Members
5.	Consider means to grow membership base, including retaining new grads.	Membership Committee
6.	Identify and communicate category 1 CFE opportunities.	CFE Committee
7.	Support the Treasurer to keep the membership database accurate and updated.	Region Rep's
8.	Contact 17 CFT's with lapsed CFE certificates to encourage them to get current.	A DeGrace
9.	Arrange for booth and handouts (pamphlets, pens, cozies) at the MCFT/MFRS reunion	A DeGrace
10.	Contact the two CFT applicants to be certified, one who did not pass the test and the other who is not eligible.	A DeGrace
11.	Establish NBFTA CFE Committee to assess eligibility, maintain records & award certification.	A. DeGrace/Finnamore
12.	Merge English and French CFT exam & identify a secure location to store the document	A. DeGrace/DeMerchant
13.	Update plaques on the "NBFTA Tree" at MCFT; Establish NBFTA Tree Terms of Reference.	A. DeGrace/Gilmore
14.	Submit an article to the June edition of the AFR	Corey
15.	Extend invitation to the NSFTA President to attend the 2017 NBFTA AGM	Côté-DeMerchant
16.	Explore possible electronic file storage potential at NBFTA.org	Côté-DeMerchant
17.	Approach Claude Chiasson to offer the opportunity to participate in the membership committee	Côté-DeMerchant
18.	Provide Allie with contact information for the two CFT applicants to be certified...	Côté-DeMerchant
19.	Institute fee for posting job advertisements at NBFTA.org.	Côté-DeMerchant
20.	Post Terms of Reference for Certification Board on NBFTA Website.	Côté-DeMerchant
21.	Explore use of Facebook and Twitter to promote the Association membership, post jobs, etc.	Côté-DeMerchant
22.	Recruit all MCFT Technician Instructors to the NBFTA as members in good standing	B. DeGrace
23.	Send an updated action items listing to Riley for posting at NBFTA.org	B. DeGrace
24.	Purchase a new computer, printer and to source online storage/back-up of data	Finnamore
25.	Arrange for payment of the \$700.00 donation to the CWF for the 2016 Teachers Tour Event.	Finnamore
26.	Provide list of CFT's not in good standing	Finnamore
27.	Modify dues invoice to include wording for "Lifetime Membership" criteria.	Finnamore
28.	Include NBFTA Pamphlet with 2016 Membership invoice.	Finnamore
29.	Memo with complimentary membership to MCFT Graduates identifying benefits of NBFTA membership.	Finnamore
30.	Lead revision to Region Rep Terms of Reference.	Gilmore
31.	Distribute draft scholarship recipient selection criteria for review by executive members.	J. DeGrace
32.	Attend MCFT at Fredericton and Bathurst annually (Oct/Nov) to promote the NBFTA Scholarship.	J DeGrace/ Gilmore
33.	Attend MCFT F'ton & Bathurst annually (Feb/Mar) to promote general info, free membership, and scholarship.	J DeGrace/ Gilmore
34.	Explore developing a web based CFE record keeping tool.	MacPherson
35.	Verify if NBFTA secretary & treasurer receive emails from inquiries originating from NBFTA.org.	MacPherson
36.	Conduct financial audit prior to 2017 NBFTA AGM.	Roussel