



# **NB FOREST TECHNICIANS ASSOCIATION EXECUTIVE COMMITTEE MEETING MINUTES**

## **Teleconference November 16<sup>th</sup>, 2016**

### **1) OPEN MEETING**

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NBFTA President Riley Côté-DeMerchant called the meeting to order at 6:30 PM and welcomed the following Executive Committee Members in attendance:

- ✓ Riley Côté-DeMerchant President
- ✓ Allie DeGrace First Vice President & Certification Committee
- ✓ Jonathan DeGrace Region 1 Representative
- ✓ Dustin Corey Second Vice President & Discipline Committee
- ✓ Chris Finnamore Treasurer
- ✓ Blair DeGrace Secretary

Executive members not in attendance:

- × John Green Region 2 Representative
- × Paul Gilmore Region 3 Representative
- × France Roussel Past President
- × Pamela Hurley Poitras Region 4 Representative

There was consensus to accept the following agenda items:

1. Open Meeting
2. Review Previous Meeting Minutes
3. Business Arising from Previous Meeting
4. Correspondence
5. Financial
6. Membership
7. Certification/CFE
8. Azimuth
9. Website
10. MCFT Scholarships
11. CWF Booth & Correspondence
12. AGM
13. ARPFNB / NBFTA Relationship
14. Round Table Issues/Concerns
15. Close Meeting

### **2) REVIEW PREVIOUS MEETING MINUTES**

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Participants reviewed and accepted the previously distributed minutes:

- April 7<sup>th</sup>, 2016 NBFTA Annual Meeting (A. DeGrace & Corey)
- May 28, 2016 NBFTA Executive Committee Meeting (A. DeGrace & DeMerchant)

### **3) BUSINESS ARISING FROM THE PREVIOUS MEETING**

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Participants reviewed the 'Summary of Action Items' which has been updated and attached to the meeting minutes as Appendix I.

### **4) CORRESPONDENCE**

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Riley DeMerchant and Blair DeGrace reviewed correspondence attached as Appendix II.

### **5) FINANCIAL**

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See financial/membership report by Treasurer Chris Finnermore attached as Appendix III.

### **6) MEMBERSHIP**

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See financial/membership report by Treasurer Chris Finnermore attached as Appendix III.

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

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A Netherlands citizen who graduated from MCFT in 2016 reached out to Chris Finnermore with a request to become certified.

Dusty Corey received inquiries from two individuals and recruited one new regular member.

Allie DeGrace is to follow-up with two members who were unsuccessful with the CFT examination.

### **8) AZIMUTH**

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Dusty Corey shared his plans to publish another Azimuth newsletter in December. He encouraged Executive Committee Members to submit articles.

### **9) NBFTA WEBSITE**

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Riley DeMerchant noted that Todd MacPherson will be exploring means to pay membership dues and store CFE records online. Riley also commented that he will look into repairing links that currently not functioning properly. There was general discussion on possibly contracting a professional service to maintain NBFTA.ORG if Todd is unable to do so in the future.

### **10) MCFT SCHOLARSHIPS**

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There was consensus to extend the deadline for scholarship applications to March 1<sup>st</sup> annually. **TO DO:** Jonathan DeGrace to revise the application documents and circulate for review.

### **11) CWF BOOTH**

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Dusty Corey agreed to contact Peter Robichaud concerning a NBFTA booth at the CWF spring meeting. There was consensus that there was insignificant value to warrant having a staffed booth, but having the NBFTA banner present would be an alternative.

### **12) AGM**

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Riley DeMerchant commented that there was ample time to prepare for the meeting, but that it was a good time to start planning. **TO DO:** Blair DeGrace to send an AGM checklist and agenda template to Riley.

### **13) ARPFNB / NBFTA RELATIONSHIP**

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**TO DO:** Riley DeMerchant agreed to respond to an ARPFNB email received from the Ed Czerwinski offering continued cooperation and collaboration between the two professional associations

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

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- **TO DO:** Chris Finnermore to correspond with Peter Ritchie to discuss interest in the NBFTA by J.D. Irving Technicians.
- **TO DO:** Riley DeMerchant and Blair DeGrace to meet with MCFT Director Gerry Redmond regarding NBFTA membership of staff instructors.

#### **15)ADJOURNMENT**

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There was consensus on convening another teleconference meeting on January 18, 2017 at 6:30 PM.

Dusty Corey motioned adjournment at 8:10 PM.



# NB FOREST TECHNICIANS ASSOCIATION ACTION ITEMS LISTING

## Appendix I

#	SUMMARY OF NBFTA ACTION ITEMS	RESPONSIBILITY
<b>PENDING</b>		
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.	Establish NBFTA CFE Committee to assess eligibility, maintain records & award certification.	A. DeGrace/Finnamore
11.	Merge English and French CFT exam & identify a secure location to store the document	A. DeGrace/DeMerchant
12.	Update plaques on the "NBFTA Tree" at MCFT; Establish NBFTA Tree Terms of Reference.	A. DeGrace/Gilmore
13.	Submit an article to the June edition of the AFR	Corey
14.	Extend invitation to the NSFTA President to attend the 2017 NBFTA AGM	Côté-DeMerchant
15.	Explore possible electronic file storage potential at NBFTA.org	Côté-DeMerchant
16.	Approach Claude Chiasson to offer the opportunity to participate in the membership committee	Côté-DeMerchant
17.	Institute fee for posting job advertisements at NBFTA.org.	Côté-DeMerchant
18.	Post Terms of Reference for Certification Board on NBFTA Website.	Côté-DeMerchant
19.	Explore use of Facebook and Twitter to promote the Association membership, post jobs, etc.	Côté-DeMerchant
20.	Recruit all MCFT Technician Instructors to the NBFTA as members in good standing	DeMerchant & B. DeGrace
21.	Send an updated action items listing to Riley for posting at NBFTA.org	B. DeGrace
22.	Share AGM checklist & agenda template with NBFTA President	B.DeGrace
23.	Revise NBFTA Scholarship documents and distribute for review	J. 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.	Modify dues invoice to include wording for "Lifetime Membership" criteria.	Finnamore
27.	Include NBFTA Pamphlet with 2016 Membership invoice.	Finnamore
28.	Memo with complimentary membership to MCFT Graduates identifying benefits of NBFTA membership.	Finnamore
29.	Correspond with J.D. Irving technician	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

	COMPLETED	
37.	Recruit additional members necessary to effectively conduct necessary business	Committee Chairs
38.	Forward "Technician of the Year" nominations to the NBFTA Secretary.	Executive Members
39.	Review "Terms of Reference" & forward changes to Secretary for review at Fall 2014 Executive Meeting	Executive Members
40.	NBFTA Reps address MCFT Grad class annually (Jan/Feb): NBFTA Info, Scholarship & Free Membership	Executive Members
41.	Send listing of promotional materials in possession to Secretary.	Executive Members
42.	Verify if Engage Agro intends to continue support for the "Tech of the Year" prize.	A DeGrace
43.	Confirm arrangements for NBFTA participation at 2017 CWF Spring Meeting	B. DeGrace
44.	Submit annual NBFTA letters patent renewal.	B. DeGrace
45.	Communicate with ARPFNB President to clarify the merger issue between NBFTA & ARPFNB	B. DeGrace
46.	Book meeting room at Delta Moncton for AGM.	B. DeGrace
47.	Register the NBFTA Booth at the CWF Spring Meeting.	B. DeGrace
48.	Contact MCFT Director Gerry Redmond to offer NBFTA support to the anniversary celebration	B DeGrace
49.	2015 Letters Patent application	B DeGrace
50.	Update NBFTA Contact listing & post on NBFTA Website; Add CFE Committee (Chris & Allie)	B DeGrace
51.	Distribute NBFTA Presentation to Executive Members for review and comment	B DeGrace
52.	Distribute NBFTA Presentation to Executive Members for review and comment	B DeGrace
53.	Contact Peter Robichaud to confirm NBFTA participation at the 2016 CWF Spring Meeting	B DeGrace
54.	Verify with Peter Robichaud of CWF if a meeting room has been booked for the NBFTA AGM	B DeGrace
55.	Post NBFTA Expense requisition form to NBFTA Website	B DeGrace/Finnamore
56.	Send CFT and CFE certificates to Chris who will arrange for reprinting spares	B DeGrace/DeMerchant
57.	Distribute AGM Invitation/Announcement to all NBFTA Members.	Finnamore
58.	Order new supply of NBFTA Info pamphlets and look into purchasing NBFTA pens.	Finnamore
59.	Contact previous treasurer to have a audit of the NBFTA books prior to the 2016 AGM.	Finnamore
60.	Explore membership dues payment through PayPal	Finnamore
61.	Payment of 2014 CWF dues	Finnamore
62.	Register Chris/France as current NBFTA signing officers am Bank of Montreal	Finnamore/Roussel
63.	Arrange a review of the French language version of the NBFTA promotional brochure	Roussel
64.	Activate the Nominations Committee to seek 2016 AGM nominations	Roussel/Davis
65.	Conduct NBFTA Financial audit for 2013 Calendar Year & post on NBFTA Website	Roussel
66.	CFE Program structure to be added to agenda of next NBFTA Executive Meeting for discussion	Roussel
67.	Verify cost and turnaround time of Azimuth Translation	Roussel/DeMerchant
68.	Explore opportunity of NBFTA presence at World Acadian Congress	Hurley-Poitras
69.	Distribute "Azimuth" newsletters to MCFT Bathurst & Fredericton locations to be placed in student lounges.	Corey
70.	Schedule informal planning meeting for NBFTA Executive the evening before the AGM.	Cote-DeMerchant

71.	Transport the NBFTA banner to the 2016 AGM and assist with staffing booth when possible.	Cote-DeMerchant
72.	Explore requirement for RPF/CFT sign off on woodlot management plans	Cote-DeMerchant
73.	Post notice on NBFTA Website that 2014 invoicing is pending. Members to advise of contact info change	Cote-DeMerchant
74.	Contact Todd MacPherson to set-up NBFTA email (info@nbfta.org) to be forwarded to NBFTA Secretary	Cote-DeMerchant
75.	Arrange reprinting of brochure for distribution at Sylvicon, invoice mailing, and posting on NBFTA Website	Cote-DeMerchant
76.	Set up the NBFTA banner and distribute brochures at 2015 Sylvicon	Cote-DeMerchant
77.	Follow-up with CIF to complete arrangement of group enrolment of NBFTA members	DeMerchant/Finnamore
78.	Finalize Spring 2014 Azimuth content & distribution	DeMerchant /Corey
79.	Generate an Azimuth Newsletter prior to 2015 AGM to notify membership about particulars of the meeting	DeMerchant /Corey

## APPENDIX II

		<b>NBFTA CORRESPONDENCE RECORD</b>
<b>From/Organization</b>	<b>To/Organization</b>	<b>Details</b>
Gerry Redmond, MCFT BOG	Blair DeGrace, NBFTA	Numerous emails (Meetings, Updates; Orientation Day; Alumni; Reunion; Forestry articles...)
NBFTA Executive	NBFTA Executive	Numerous emails (Meetings; Reports; Azimuth; CFT; CFE; Scholarship; General business)
Karl Branch, MCFT	Blair DeGrace, NBFTA	NBFTA Membership Enrolment Forms from MCFT Bathurst Grads
Blair DeGrace, NBFTA	Province of NB	2016 Annual return of "Form 35.1" for NBFTA under the "NB Companies Act"
Peter Robichaud, CWF	NBFTA Executive	Collaboration for the 2016 CWF Fall Meeting
Blair DeGrace, NBFTA	NBFTA Executive	Nominations
Todd MacPherson, NBFTA	NBFTA Executive	2017 CWF Teachers Tour funding request
CWF	NBFTA Executive	Invitation to exhibit and collaborate at CWF Spring Meeting
Erin Gallagher/NBDNR	NBFTA Secretary	Annual confirmation of NBFTA Contact Information
C. Finnamore/NBFTA	NBFTA Membership	Email notification of AGM date & location

## APPENDIX III

**From:** CHRIS FINNAMORE [ckfinnamore@rogers.com]  
**Sent:** November-16-16 3:30 PM  
**To:** Riley Côté-DeMerchant; Roussel. France (Plaster-Rock); Corey, Dustin (Plaster-Rock); allie.degrace@ws-ts.nb.ca; DeGrace, Blair (Plaster-Rock); jmgreen@xplornet.ca; Jonathan Degrace; Paul Gilmore; Hurley-Poitras, Pamela  
**Subject:** Finance Report & Membership

Please disregard the reports attached in the previous email. The numbers for Income are not accurate nor are the numbers for paid members.

The expenses shown in the P&L Report are however accurate.

The actual Income Year to Date is \$4200.00. But this includes Invoices that were paid in January for dues from 2015.

The income figure in the P&L Report indicates the amount that has been invoiced but not paid.  
There is \$945.00 outstanding for Invoice that have not yet been paid.

Income \$4200.00  
Expenses \$7686.83

Net -\$3486.83

Bank Account \$17367.82

The total of paid members is 62 and is broken down as follows:

28 Paid Regular Members  
34 Paid Certified Members

Unpaid Members

17 Regular Members → 3 MCFT; 5 2015 MCFT GRADS; 7 DNR. STAFF.  
5 Certified Members  
→ 6 CFT'S PAID DUES BUT NOT CFE CURRENT.

Sorry for the confusion

Chris F.

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**From:** CHRIS FINNAMORE <ckfinnamore@rogers.com>  
**To:** Riley Côté-DeMerchant <riley.demerchant@gmail.com>; Roussel. France (Plaster-Rock) <froussel@acadiantimber.com>; "Corey, Dustin (Plaster-Rock)" <dcorey@acadiantimber.com>; "allie.degrace@ws-ts.nb.ca" <allie.degrace@ws-ts.nb.ca>; Blair Degrace <bdegrace@acadiantimber.com>; "jmgreen@xplornet.ca" <jmgreen@xplornet.ca>; Jonathan Degrace <Jonathan.Degrace@gnb.ca>; Paul Gilmore <pgilmore@mcft.ca>; "Hurley-Poitras, Pamela" <pamelashurley@xplornet.ca>  
**Sent:** Wednesday, November 16, 2016 10:25 AM  
**Subject:** Finance Report

In the attached file are two reports for your consideration.

Page one is the Profit & Loss Report that lists the Income and Expenses year to date.  
Page two is the break down of the income. 46 Paid CFT's, 49 Regular members (which is actually 50 now with the new addition of Andre Durepos) and 6 CFT exam fees.

The current bank balance is \$17 367.82.

Respectfully Submitted,  
Chris Finnamore, CFT  
Treasurer NBFTA