



NB FOREST TECHNICIANS ASSOCIATION EXECUTIVE COMMITTEE MEETING MINUTES

Teleconference January 18th, 2017

1) OPEN MEETING

NBFTA President Riley Côté-DeMerchant called the meeting to order at 6:35 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
- ✓ Paul Gilmore Region 3 Representative

Executive members not in attendance:

- × Blair DeGrace Secretary
- × John Green Region 2 Representative
- × Pamela Hurley Poitras Region 4 Representative (resigned position)
- × France Roussel Past President

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. CFE/Certification
8. Membership Committee
9. NW NB Representative Replacement (Region 4)
10. Azimuth
11. Website
12. Meeting with MCFT Executive Director Gerry Redmond
13. CWF Booth & Correspondence
14. AGM
15. ARPFNB / NBFTA Issues
16. Round Table Issues/Concerns
17. Close Meeting

2) REVIEW PREVIOUS MEETING MINUTES

Participants reviewed and accepted (Corey / A. DeGrace) the previously distributed November 16, 2016 NBFTA Executive Committee Meeting minutes.

3) BUSINESS ARISING FROM THE PREVIOUS MEETING

Riley requested that executive members review the "Summary of Action Items" (attached) and update Secretary Blair DeGrace on the status of items in their area of accountability.

4) CORRESPONDENCE

There was no correspondence submitted for review.

5) FINANCIAL

Please see the attached financial report submitted by Treasurer Chris Finnamore.

6) MEMBERSHIP

Chris Finnamore reported an enrollment of 28 regular members and 36 certified members in good standing.

7) CFE/CERTIFICATION

Chris Finnamore reported that recertification applications were being received from certified members and that there were no significant issues pending.

8) MEMBERSHIP COMMITTEE

Allie DeGrace questioned the relevance of a membership committee at this point in time when basically all executive committee members were performing membership committee functions. There was consensus to have a membership committee meeting in Moncton the evening prior to the 2017 NBFTA AGM to brainstorm objectives and specific actions to sustain and grow membership.

- **TO DO:** Allie to communicate a meeting time and location prior to the AGM.

9) NW NB REGIONAL REPRESENTATIVE REPLACEMENT (REGION 4)

Riley DeMerchant reported that Region 4 Representative Pamela Hurley Poitras had resigned her position. Jonathan DeGrace informed participants that Andy Soucy had agreed to accept the role. A motion was carried (Finnamore / J. DeGrace) welcoming Andy Soucy as Region 4 Representative.

10) AZIMUTH NEWSLETTER

Editor Dusty Corey thanked everyone who assisted with the Winter Azimuth edition and noted that another publication is planned for release in the spring of 2017. Due to the cost of translation, a summer edition may be released in English only.

11) WEBSITE

Riley reported that a great deal of website maintenance issues had been resolved by Todd MacPherson. He encouraged anyone to send him information they wished to share for posting on the website.

12) MEETING WITH MCFT DIRECTOR GERRY REDMOND

Riley DeMerchant reported that he and Blair DeGrace met with MCFT Director Gerry Redmond on November 24th, 2016. Gerry offered to give NBFTA a meeting time with staff and students on February 7th, 2017 to promote the Association. There was consensus on the importance to have MCFT staff "on board" with the NBFTA to get membership moving in the right direction with students and new grads. At the November meeting, Gerry offered to financially support membership dues of any staff member who joined the NBFTA. Riley encouraged members to advise him of any issues they wished to have presented to the MCFT Director, and invited any executive member to participate in the meeting.

13) CWF BOOTH & CORRESPONDENCE

Dusty reported that he had communicated with CWF Executive Director Peter Robichaud who confirmed that space would again be available for a NBFTA booth at the 2017 CWF spring meeting in Moncton. There was consensus to staff a booth again at the 2017 event.

- **TO DO:** Dusty to confirm the booking with CWF and Treasurer Chris Finnermore to prepare a cheque to CWF in the amount of \$250.00.

14) AGM 2017

Riley reported that everything was in order for the event scheduled for the afternoon of April 13th, 2017 at the Delta Beausejour in Moncton in conjunction with the CWF Spring Meeting.

15) ARPFNB / NBFTA ISSUES

Riley reported that he had responded favourably to ARPFNB Executive Director Ed Czerwinski's offer to collaborate in continuing education offerings and other events of mutual interest.

16) ROUNDTABLE ISSUES / CONCERNS

There was additional discussion surrounding membership resulting in a general consensus that retaining existing members and attracting new members will be the main focus of the NBFTA in 2017.

17) ADJOURNMENT

President Riley DeMerchant adjourned the meeting at 8:15 PM.

7:02 PM
18/01/17
Accrual Basis

New Brunswick Forest Technician Association
Profit & Loss Standard
January through December 2016

	<u>Jan - Dec 16</u>
Ordinary Income/Expense	
Income	
CFT Exam Fee	180.00
Membership Dues	4,970.00
Total Income	<u>5,150.00</u>
Expense	
Advertising	1,860.98
Atlantic Forestry	650.00
Awards	1,354.25
bank charges	78.00
Convention or Meeting Expense	474.82
Memberships	452.00
Other Miscellaneous Expenses	700.00
Postage and Delivery	99.77
Printing and Reproduction	515.51
Professional Services fees	1,025.00
Supplies and Materials	98.50
Website	702.00
Total Expense	<u>8,010.83</u>
Net Ordinary Income	<u>-2,860.83</u>
Net Income	<u><u>-2,860.83</u></u>



NB FOREST TECHNICIANS ASSOCIATION ACTION ITEMS LISTING

#	SUMMARY OF NBFTA ACTION ITEMS	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.	Communicate a membership committee meeting time and location prior to the 2017 AGM.	A. DeGrace
9.	Contact 17 CFT's with lapsed CFE certificates to encourage them to get current.	A. DeGrace
10.	Arrange for booth and handouts (pamphlets, pens, cozies) at the MCFT/MFRS reunion	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.	Confirm booking of booth with CWF for 2017 NBFTA AGM	Corey
15.	Submit an article to the June edition of the AFR	Corey
16.	Extend invitation to the NSFTA President to attend the 2017 NBFTA AGM	Côté-DeMerchant
17.	Explore possible electronic file storage potential at NBFTA.org	Côté-DeMerchant
18.	Approach Claude Chiasson to offer the opportunity to participate in the membership committee	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	DeMerchant & B. DeGrace
23.	Revise NBFTA Scholarship documents and distribute for review	J. DeGrace
24.	Prepare \$250 cheque payable to CWF for booth at 2017 NBFTA AGM	Finnamore
25.	Purchase a new computer, printer and to source online storage/back-up of data	Finnamore
26.	Memo with complimentary membership to MCFT Graduates identifying benefits of NBFTA membership.	Finnamore
27.	Lead revision to Region Rep Terms of Reference.	Gilmore
28.	Distribute draft scholarship recipient selection criteria for review by executive members.	J. DeGrace
29.	Attend MCFT at Fredericton and Bathurst annually (Oct/Nov) to promote the NBFTA Scholarship.	J DeGrace/ Gilmore
30.	Attend MCFT F'ton & Bathurst annually (Feb/Mar) to promote general info, free membership, and scholarship.	J DeGrace/ Gilmore
31.	Explore developing a web based CFE record keeping tool.	MacPherson
32.	Verify if NBFTA secretary & treasurer receive emails from inquiries originating from NBFTA.org.	MacPherson
33.	Conduct financial audit prior to 2017 NBFTA AGM.	Roussel

NBFTA January 18, 2018 Executive Meeting

1. Open Meeting
2. Review of previous minutes – November 16th, 2016
3. Business arising from previous meeting
4. Correspondence
5. Financial
6. Membership
 - a. Numbers from Chris
 - b. Update from Allie on Membership Committee (Allie, Jonathan, Claude)
7. CFE/Certification
8. Membership Committee (Allie, Jonathan, Claude) – discussion around objectives and opportunities (another meeting may be required time pending).
9. Regional Rep for North West NB
10. Azimuth
11. Website
12. Blair and Riley's meeting with Gerry and Follow-up Presentation on February 7th, 2017
13. CWF-Booth and Correspondence
14. AGM
15. RPF/NBFTA Stuff
 - a. Response to correspondence from Ed
16. Round table issues/concerns
17. Close meeting