



NB FOREST TECHNICIANS ASSOCIATION EXECUTIVE COMMITTEE MEETING MINUTES

**Teleconference
October 24th, 2017**

1) OPEN MEETING

NBFTA President Riley Côté-DeMerchant called the teleconference meeting to order at 7:35 PM and welcomed the following Executive Committee Members in attendance:

- ✓ Riley Côté-DeMerchant President
- ✓ Allie DeGrace First Vice President & Certification Committee
- ✓ Blair DeGrace Secretary
- ✓ Chris Fynamore Treasurer
- ✓ Paul Gilmore Region 3 Representative

Executive members not in attendance:

- × Dustin Corey Second Vice President & Discipline Committee
- × Jonathan DeGrace Region 1 Representative
 - Jonathan had sent notification that he resigned his position and had recruited Tim Wortman as his replacement.
- × John Green Region 2 Representative
- × Andy Soucy Region 4 Representative (resigned position)
- × France Roussel Past President

There was consensus to accept the following the agenda distributed in advance by Riley (see attached).

2) REVIEW PREVIOUS MEETING MINUTES

Participants reviewed the previously distributed June 5th, 2017 NBFTA AGM minutes. There were no errors or omissions noted.

3) BUSINESS ARISING FROM THE PREVIOUS MEETING

Business arising from the June 5th 2017 meeting were reviewed as follows::

- See section # 5 b) for discussions regarding changes to the NBFTA Banking Institution to allow activation of online dues payment.
- Paul Gilmore committed to complete work necessary to update the "NBFTA Tree" at MCFT by Mid-November.
- Executive Committee members had met on June 15th, 2017 with the newly appointed MCFT Director Tim Marshall (See item 6 b).
- Riley reported that he will follow-up to make necessary changes to the scholarship program and communicate it to second year MCFT students.

4) CORRESPONDENCE

Recent communications include:

- Riley reported being contacted by Andre Arseneau of the MCFT Alumni requesting financial assistance. Following discussion regarding the current level of support provided to NBFTA Students, and previous

donations given to the Alumni Association, there was consensus to decline the request for funding. Riley offered to ask Andre to provide information to the membership at the 2018 NBFTA AGM.

- See attached correspondence record from the NBFTA Secretary.

5) FINANCIAL

- a) Treasurer Chris Finnamore reported 2017 YTD bank balance of \$15,106.
- b) The current financial institution, BMO, requires a \$25.00 monthly e-transfer fee. A motion was passed (Chris/Blair) to transfer NBFTA business to the Progressive Credit Union which allows e-transfers in and out at no fee with the added options to conduct online banking and banking machine deposits resulting in a savings of \$72.00 per year.

6) MEMBERSHIP

- a) Chris Finnamore reported: CFT's: 32 paid & 12 not paid (10 DERD, 2 MCFT); Regular Members: 23 paid & 26 not paid
- b) Action Items from Summer of 2017:
 1. Meeting with New MCFT Director: Riley reported a very positive meeting with Tim Marshall to establish a positive working relationship and identify opportunities of mutual interest. Riley reviewed a NBFTA PowerPoint informational presentation and committed to continued NBFTA support to the College.
 2. MCFT Instructors: Riley reported having encouraged MCFT staff to renew their NBFTA Membership. He reported that there was some interest in the CFT Program.

7) SCHOLARSHIP

Riley reported that he will amend and communicate the application form to accept applications in late 2017 and present the scholarship in January.

8) CFE/CERTIFICATION

Allie reported that there was no recent activity to report.

9) AZIMUTH NEWSLETTER

Blair offered to request that Azimuth Editor Dusty Corey consider publishing a fall/winter edition.

10) WEBSITE

Riley reported that the website service had been suspended temporarily as a result of an error in payment, but that the issue had been corrected and service restored.

11) ROUNDTABLE ISSUES / CONCERNS

Blair offered to update and distribute the executive committee "TO DO" listing.

12) ADJOURNMENT

President Riley DeMerchant adjourned the meeting at 8:45 PM.



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 2017	Executive Members
5.	Consider nominating "NBFTA Technician of the Year" on an annual basis	Executive Members
6.	Schedule introductory meeting with new MCFT Director Tim Marshall	Executive Members
7.	Consider means to grow membership base, including retaining new grads.	Membership Committee
8.	Identify and communicate Category 1 CFE opportunities.	CFE Committee
9.	Support the Treasurer to keep the membership database accurate and updated.	Region Rep's
10.	Communicate a membership committee meeting time and location prior to the 2017 AGM.	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.	Invite MCFT Alumni Association representative Andre Arseneau to the 2018 NBFTA AGM	Côté-DeMerchant
15.	Amend MCFT Scholarship (one \$500 per year both campuses combined; awarded in November)	Côté-DeMerchant
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.	Prepare NBFTA 2018 calendar year budget	Finnamore
24.	Activate online dues payment	Finnamore
25.	Lead revision to Region Rep Terms of Reference.	Gilmore
26.	Attend MCFT at Fredericton and Bathurst annually (Oct/Nov) to promote the NBFTA Scholarship.	Gilmore / Wortman
27.	Attend MCFT F'ton & Bathurst annually (Feb/Mar) to promote general info, free membership, and scholarship.	Gilmore / Wotrman
28.	Explore developing a web based CFE record keeping tool.	MacPherson
29.	Incorporate NBFTA domain into Gmail to provide additional email addresses & document storage	MacPherson
30.	Conduct financial audit prior to 2017 NBFTA AGM.	Roussel

NBFTA CORRESPONDENCE RECORD 2017 - 2018

#	Date	From/Organization	To/Organization	Details
1	2017-2018	MCFT Director	Blair DeGrace, NBFTA	Numerous emails (Meetings, Updates; Orientation Day; Alumni; Reunion; Forestry articles...)
2	2017-2018	NBFTA Executive	NBFTA Executive	Numerous emails (Meetings; Reports; Azimuth; CFT; CFE; Scholarship; General business)
3	2017-04-10	L. Phillips, MCFT	Blair DeGrace, NBFTA BOG	Invitation to Gerry Redmond's retirement gathering 2017-04-28
4	2017-04-20	P. Robichaud, CWF	NBFTA	2017 teachers tour inquiry
5	2017-06-02	Peter Adams	MCFT BOG	Notification of new director Tim Marshall commencing June 1, 2017
6	2017-09-14	Blair DeGrace	Peter Adams, MCFT Board Chair	Letter re. staffing issue from MCFT Alumni
7	2017-09	Tim Marshall, MCFT	Blair DeGrace, NBFTA	Invitation & agenda for Nov 30, 2017 MCFT BOG Meeting
8	2017-10-25	Riley Cote-DeMerchant	Andre Arseneault, MCFT Alumni	Response to request for funding
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NBFTA October 24th, 2017 Executive Meeting

1. Open Meeting
2. Review of previous minutes – June 5th, 2017 – Blair & Circulated
3. Business arising from previous meeting
4. Correspondence
 - a. Meeting with Andre Arsenault – Alumni Association -Riley
5. Financial
 - a. Update on funds - Chris
 - b. Banking Options - Chris
6. Membership
 - a. Numbers - Chris
 - b. Action Items for Summer 2017
 1. Meeting with new Director at MCFT
 2. Instructors at MCFT
7. Scholarship 2017/18 - Riley
8. CFE/Certification
9. Azimuth
 - a. Fall/Winter 2017/18 – Riley/Dusty
10. Website
11. Round table issues/concerns
12. Close meeting