



NB FOREST TECHNICIANS ASSOCIATION EXECUTIVE COMMITTEE MEETING MINUTES

Teleconference
February 20, 2018

1) OPEN MEETING

NBFTA President Riley Côté-DeMerchant called the teleconference meeting to order at 6:40 PM 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
- ✓ Blair DeGrace Secretary
- ✓ Chris Fynamore Treasurer
- ✓ Jody Pollock Region 1 Representative
- ✓ Paul Gilmore Region 3 Representative

Executive members not in attendance:

- x John Green Region 2 Representative
- x Andy Soucy Region 4 Representative
- x France Roussel Past President

There was consensus to accept the attached agenda that Riley had distributed in advance.

2) REVIEW PREVIOUS MEETING MINUTES

Participants reviewed the previously distributed October 24th, 2017 NBFTA AGM minutes. There were no errors or omissions noted.

3) BUSINESS ARISING FROM THE PREVIOUS MEETING

Business arising from the October 24th, 2017 meeting were reviewed as follows:

- **TO DO:** Paul Gilmore reported having created plaques for "Past Presidents" and "Life Members" and will be installing them on the "Tree of Life" at MCFT.
- **TO DO:** Riley offered to make contact with MCFT Director Tim Marshall to follow-up on measures to encourage MCFT technical staff to enroll in the NBFTA.

4) CORRESPONDENCE

Recent communications include:

- Riley reported being contacted by Gerry Redmond representing the MCFT Alumni Association. There was consensus accept Gerry's request to attend the 2018 NBFTA AGM, as well as Andre Arseneau who had previously been invited.
- **TO DO:** Riley reported that he planned to make contact with Jeremy Schriver to arrange for his NBFTA membership and subsequent certification.

5) FINANCIAL

- a) Treasurer Chris Fynamore reported 2017 YTD bank balance of \$15,876.

- b) Chris presented the attached 2018 budget. There was consensus to accept the budget as presented. Discussion from review of budget items are as follows: Maintain free Atlantic Forestry Review subscription for Certified Members; Only 3 technicians renewed their membership following receiving it free as a MCFT graduate the previous year; Only 17 graduates applied for free membership in 2017 following graduation at Bathurst and Fredericton; Discussion on relationship between NBFTA and MCFT - Currently Todd MacPherson and Paul Gilmore are the only MCFT Staff enrolled in NBFTA; General discussion on relationship between NBFTA and MCFT Alumni.
- c) **TO DO:** Chris offered to forward financial information to France Roussel for the purpose of the annual financial audit to be reviewed at the AGM.

6) MEMBERSHIP

- a) Chris Fimmamore reported on 2017 membership levels:
 - o 41 CFT's
 - o 24 Regular Members
- b) **TO DO:** Chris agreed to distribute by email the updated membership workbook to executive members.

7) SCHOLARSHIP

TO DO: Riley reported that he will visit MCFT Fredericton within a couple of weeks to present the 2018 NBFTA Scholarship Award to recipient David Flynn.

8) CFE/CERTIFICATION

Allie reported that there was no recent activity to report. He informed that there was one perspective member in the Hampton Area.

9) AZIMUTH NEWSLETTER

TO DO: Dusty Corey reported that he is planning to prepare a spring/summer edition and encouraged everyone to submit articles.

10) WEBSITE

Riley invited the executive to forward information to him for posting that may be of interest to members.

11) ROUNDTABLE ISSUES / CONCERNS

- a) AGM Preparation
 - Riley stated that the AGM is scheduled for April 5 at 1:00 PM at the Crowne Plaza in Moncton. Notification is required to be sent to the general membership 30 days before the meeting.
 - TO DO:** Riley post notice of the AGM on the NBFTA Website and Facebook;
 - TO DO:** Chris to email notice and also include notice with 2018 dues invoicing.
 - TO DO:** France Roussel to lead the nominating committee.
 - Blair informed the group that the Acadian Room on the 9th floor had been booked for attendance of 35.
 - Blair challenged committee members to consider nominating a member as 2018 Technician of the Year to be awarded at the AGM.
 - Riley welcomed new Region 1 Representative Jody Pollock to the Executive as replacement for Jonathan DeGrace.
- b) MCFT Program Review
 - Riley informed that MCFT is undertaking a program review with former MCFT graduate and consultant Kim Reeder.
 - TO DO:** Riley to request MCFT Director Tim Marshall to give an update at the AGM.
- c) Miscellaneous
 - Allie informed that he will be distributing NBFTA promotional materials at the "Moose Rock" curling bonspiel in Bathurst.

12)ADJOURNMENT

President Riley DeMerchant adjourned the meeting at 8:30 PM.

2018 NBFTA Budget Summary

Proposed Revenue \$ 4,005.00

Expenses

Advertising	\$ 800.00
Atlantic Forestry	\$ 520.00
Awards	\$ 865.00
Bank Charges	\$ 30.00
Meeting Expenses	\$ 700.00
Office Supplies	\$ 100.00
Postage	\$ 150.00
Printing	\$ 100.00
Website	\$ 725.00
Total Expenses	\$ 3,990.00
Surplus / (Defecit)	\$ 15.00

2018 NBFTA Budget Expenses				
Item of Expense	Actual 2015	Actual 2016	Actual 2017	Budget 2018
Advertising				
CWF BOOTH	\$ -	\$ 169.50	\$ 287.50	\$ -
SPONSORSHIP	\$ 1,500.00	\$ 280.00	\$ 250.00	\$ 250.00
SWAG	\$ -	\$ 1,411.50	\$ 494.50	\$ -
TEACHERS TOUR	\$ -	\$ 700.00	\$ 350.00	\$ 350.00
WREATHS	\$ 50.00	\$ -	\$ -	\$ 200.00
Total	\$ 1,550.00	\$ 2,561.00	\$ 1,382.00	\$ 800.00
Atlantic Forestry				
	\$ -	\$ 650.00	\$ -	\$ 520.00
Awards				
MCFT GRAD PRIZES	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
PLAQUES	\$ 161.59	\$ 154.28	\$ 127.08	\$ 165.00
SCHOLARSHIPS	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 500.00
Total	\$ 361.59	\$ 1,354.28	\$ 1,327.08	\$ 865.00
Bank Charges				
	\$ 72.00	\$ 72.00	\$ 72.00	\$ 30.00
Meeting Expenses				
ANNUAL MEETING	\$ 856.36	\$ 474.82	\$ 630.35	\$ 600.00
EXEC. MEETINGS	\$ 169.50	\$ -	\$ -	\$ 100.00
Total	\$ 1,025.86	\$ 474.82	\$ 630.35	\$ 700.00
Office Supplies				
	\$ -	\$ 98.50	\$ 98.31	\$ 100.00
Postage				
	\$ 121.19	\$ 99.77	\$ 156.40	\$ 150.00
Printing				
	\$ 394.00	\$ 515.50	\$ 46.00	\$ 100.00
Professional Fees				
	\$ 750.00	\$ 1,025.00	\$ -	\$ -
Website				
DOMAIN	\$ -	\$ 478.40	\$ -	\$ 500.00
SERVER SPACE	\$ -	\$ 223.60	\$ -	\$ 225.00
Total	\$ -	\$ 702.00	\$ -	\$ 725.00
			TOTAL	\$ 3,990.00

2018 NBFTA Budget Revenue				
	Actual 2015	Actual 2016	Actual 2017	Proposed 2018
Certified Dues	\$ 2,870.00	\$ 2,870.00	\$ 2,870.00	\$ 2,870.00
Regular Dues	\$ 735.00	\$ 1,120.00	\$ 840.00	\$ 1,050.00
Exam Fees	\$ -	\$ 180.00	\$ -	\$ 35.00
Web Job Posting	\$ -	\$ -	\$ 50.00	\$ 50.00
Total	\$ 3,605.00	\$ 4,170.00	\$ 3,760.00	\$ 4,005.00



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	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.	Consider means to grow membership base, including retaining new grads.	Membership Committee
7.	Identify and communicate Category 1 CFE opportunities.	CFE Committee
8.	Support the Treasurer to keep the membership database accurate and updated.	Region Rep's
9.	Communicate a membership committee meeting time and location prior to the 2017 AGM.	A. DeGrace
10.	Establish NBFTA CFE Committee to assess eligibility, maintain records & award certification.	A. DeGrace/Finnamore
11.	Prepare spring/summer Azimuth edition	Corey
12.	Approach Claude Chiasson to offer the opportunity to participate in the membership committee	Côté-DeMerchant
13.	Merge English and French CFT exam & identify a secure location to store the document	A. DeGrace/DeMerchant
14.	Update plaques on the "NBFTA Tree" at MCFT; Establish NBFTA Tree Terms of Reference.	Gilmore
15.	Make presentation of \$500 2018 NBFTA Scholarship to MCFT Fredericton recipient David Flynn	Côté-DeMerchant
16.	Invite MCFT Director to 2018 AGM (request update on program review)	Côté-DeMerchant
17.	Invite MCFT Alumni Association representative to the 2018 NBFTA AGM	Côté-DeMerchant
18.	Extend invitation to the NSFTA President to attend the 2018 NBFTA AGM	Côté-DeMerchant
19.	Riley post notice of the AGM on the NBFTA Website and Facebook	Côté-DeMerchant
20.	Jeremy Schriver to arrange for his NBFTA membership and subsequent certification	Côté-DeMerchant
21.	Explore possible electronic file storage potential at NBFTA.org	Côté-DeMerchant
22.	Post Terms of Reference for Certification Board on NBFTA Website.	Côté-DeMerchant
23.	Explore use of Facebook and Twitter to promote the Association membership, post jobs, etc.	Côté-DeMerchant
24.	Recruit all MCFT Technician Instructors to the NBFTA as members in good standing	DeMerchant & B. DeGrace
25.	Forward financial info to France Roussel for the annual financial audit to be reviewed at the AGM	Finnamore
26.	Distribute by email the updated membership workbook to executive members	Finnamore
27.	Activate online dues payment	Finnamore
28.	Lead revision to Region Rep Terms of Reference.	Gilmore
29.	Attend MCFT F'ton & Bathurst annually to promote general info, free membership, and scholarship.	Gilmore / Pollock
30.	Attend MCFT at Fredericton or Bathurst annually to present the NBFTA Scholarship.	Gilmore / Pollock
31.	Explore developing a web based CFE record keeping tool.	MacPherson
32.	Incorporate NBFTA domain into Gmail to provide additional email addresses & document storage	MacPherson
33.	France Roussel to lead the nominating committee for 2018 AGM	Roussel
34.	Conduct financial audit prior to 2018 NBFTA AGM.	Roussel

NBFTA February 20, 2018 Executive Meeting

1. Open Meeting
2. Review of previous minutes – October 24th, 2017
3. Business arising from previous meeting
 - a. Tree at MCFT
 - b.
4. Correspondence
 - a. Email from Gerry Redmond
 - b. Email from Jeremy Schriver on CFT Exam
5. Financial
 - a. Update on funds - Chris
6. Membership
 - a. Numbers - Chris
7. Scholarship – to be awarded
8. CFE/Certification
9. Azimuth
 - a. Early summer 2018
10. Website
11. Round table issues/concerns
 - a. AGM Prep
 - b. Program Review at MCFT
12. Close meeting