

**NBFSC BOARD OF DIRECTOR'S MEETING
ADAIR'S WILDERNESS LODGE
SHEPODY, NB
SATURDAY-SUNDAY JUNE 15, 16, 2012**

1. Call to Order - President Sandy called the meeting to order Saturday at 8:20 am.

Those in attendance: Sandy, Jody, Roland, Paul, Art, Dave P., Alpee, Dave G. and Ross. Janice took minutes. Absent were Brad and Tim.

- Sandy welcomed the newly appointed Zone 8 Director, Dave Garland to the Board.

SWOT Analysis procedure took place over the course of the morning, with directors identifying the Strengths – Weaknesses – Opportunities – Threats of the NBFSC. The following list of three Long Term and Short Term priorities is the outcome of this exercise.

The Board of Directors agreed that these will be the priorities for the 2012-2013 season.

Long Term Priorities

1. Sustainable Partnerships with Government
2. Access to Winter Tourism
3. Enhance Enforcement

Short Term Priorities

1. Social Media
2. Trail, Signage and Grooming Consistency
3. Volunteer Education and Recruitment

Break for Lunch

Resumed after lunch.

- **Review NBFSC Operating Policy DIR-003**

Sandy spoke briefly on this topic, reminding the board of their responsibilities.

- **Proposed Confidentiality Policy.**

Sandy explained the importance of such as policy. Our board meeting minutes are available for public viewing but any discussions should be kept within the meeting. The CCSO adopted a similar policy.

No Motion.

- **Proposed new Motion Pad.**

Sandy brought forward a "Motion Pad" document to be used as a tool for assuring board meeting motions are in the minutes as intended. These sheets would then become part of the backup for creating minutes.

*Moved by Jody and seconded by Roland that the NBFSC board of Director's adopt the usage of a Motion Pad.
Motion Carried.*

2. Additions to and Approval of Agenda

- 11.18 By laws modifications – past president’s term as nonvoting member. Added by Jody.
- 11.19 Go Snowmobiling Award Prize – what to do with those funds. Added by Jody.
- 11.20 Zone 7 Boundaries. Added by Tim.
- 11.21 Club 11 – Oromocto, appealing insurance deductible. Added by Tim.
- 11.22 Northern Odyssey Shows. Added by Ross.
- 11.23 Replacement Permits. Added by Paul.

Moved by Dave P. and seconded by Jody that the agenda be accepted as amended. Motion Carried.

3. Approval of Board’s Minutes (May 05, 2012 , May 06, 2012 and May 12, 2012).

Sandy briefed the new directors on the process of approving board minutes and the importance that all directors respond to the e-mails requesting their approvals. A DRAFT copy of the minutes is e-mailed to all director’s and given a timeline for approval. Once approved, they are posted on the website. This makes for a much quicker process than waiting to approve at the next scheduled board meeting.

4. President’s & G.M.’s Report -

Sandy as new president has only attended one government meeting. Gave an update on DNR meetings. Our TMTF funds have been approved for 2012-2013. The Le Goulet Pilot Project meeting came away without a conclusion.

He spoke of the International Snowmobile Congress that he and Ross and Carl Lavigne the Department of Culture, Tourism and Healthy Living attended in June . Our provincial Dealer of the Year, City Argo was awarded the National Dealer of the Year Award. Mark and Kim MacDonald were there to accept the award. He spoke of the US Forest Service’s new position in their guidelines; “Ride the trails...not the signs”.

5. Treasurer’s Report –

Paul presented the various enclosures within the Treasurer’s Report. We are approaching year end, which is June 30th, therefore not all expenditures are captured in the financial reports.

Jody recommended that we develop a process to deal with items that go over their intended budgets even though other budgeted item savings cover these. Paul work on this.

Trail permit sale comparisons accounted for an overall increase in budgeted numbers. Classic permits being the only type that is slightly lower than budget.

Moved by Paul and seconded by Art that the Treasurer’s Report be accepted as presented. Motion carried.

Paul asked for discussion regarding an Income Fund for the future. He explained to the board that especially with government, if we are offered funding, it comes with a “matching fund” stipulation which requires the NBFSC to have dollars available.

Moved by Paul and seconded by Dave G. that we proceed by researching the creation of an income fund account and present at the next scheduled board of directors meeting. Motion carried.

5.5.1 May 2012 Cheque Disbursement

Sandy explained that Brad asked for this item to be tabled until he joined the meeting Sunday morning. Discussion ensued regarding the process of cheque signing during the transition period of newly elected signing officers. It was decided that these could be viewed at any time.

5.5.2 Cellular Phone Expense of General Manager

Available within the cheque packages.

6. Director's Zone Reports

Written Zone reports were presented for Zones 1, 2, 3, 6, 7 & 8. President reminded the Directors that the expectation is that written reports be prepared and forwarded to the office in advance of the Board Meetings. It was recommended that the Zone Reports be made available in the Club Area of the website.

Moved by Jody and seconded by Dave G. that the Zone Reports be accepted as presented. Motion carried.

7. Trail Manager's Report

In the absence of Kyle, Ross presented Kyle's written report. Highlighted were :

- Signage. We are now entering our 2nd of a 3 year term with McCarthy Signs.
- Mapping: Graphics for the paper maps will now be handled by Massive graphics of Fredericton. -Printing will be done with Transcontinental from Moncton.
- GPS, still need to capture other points, ie food, shelters, etc...
- Grooming hours later in the agenda.
- Planning Committee Workgroup
- Club Surveys later in agenda
- Trail Committee later in agenda

There was discussion regarding the need to have Kyle at the board of directors meetings. Dave G was under the assumption that the Board would be approving trail changes.

There was discussion regarding creating Coroplast signs for club sign structures and PSS stands. Discussion regarding showing and identifying future "park & ride" locations on the trail maps.

No motion.

Break at 2:45 pm for presentation of a "New Club Application", New Business Item; 11.1

A group presented their proposal to form the Green River Snowmobile Club in the Moose Valley region.

Presenters were:

- Charles Coté
- Carol, director
- Danny Sirois, Director
- Gilles Nadeau
- Lee Blanchette
- Sylène Dube, Secretary Treasurer

Charles Cote made the presentation to the board of directors. The Green River Snowmobile Club would be situated in the northern portion of the province, taking in the Green River-Moose Valley region.

President Sandy thanked them and advised them the board would not be making a decision immediately but we would be in contact in the near future. Discussion amongst the board was tabled until Sunday when Zone 2 Director Brad Mann was to join the meeting.

The agenda was resumed at 4:30 pm.

8. Permanent Committee Reports

Prior to presenting the Committee Reports, newly elected committee chairs are as follows:

By-Laws & Policy Committee – Art Carr accepted nomination as chair.

Moved by Dave G. and seconded by Dave P. to accept Art as the By-Laws & Policy Committee chair. Motion carried.

8.2 - Fund Raising Committee – Tabled until Sunday when Brad joins the meeting.

8.3 - Trail Committee – Paul Robichaud accepted nomination as chair.

Moved by Art and seconded by Roland to accept Paul as the Trail Committee chair. Motion carried.

8.4 - Nominating Committee – President Sandy asked Jody if he would chair this committee, as historically it has been the past president to take this committee. Jody declined. President Sandy then asked Alpee, who accepted the nomination as chair.

Moved by Dave G. and seconded by Paul to accept Alpee as the Nominating Committee chair. Motion carried.

8.5 - Human Resources Committee – President Sandy expressed his wish to chair this committee. Jody expressed his concern that this committee should be an avenue for the staff if they have concerns within their leadership, of which the President is directly involved.

Moved by Jody and seconded by Paul to accept Roland as the Human Resources Committee chair. Motion carried.

9. Other Committees

9.1 Awards, Internal & External

Moved by Jody and seconded by Art to accept Dave P. as the Awards Committee chair. Motion carried.

There was discussion at this point in time that the secretary position is still vacant. Dave Garland accepted nomination as Secretary.

Moved by Paul and seconded by Roland to accept Dave Garland as NBFSC Secretary. Motion carried.

8.1 - By-Laws & Policy Committee Report

A new report will be brought forward at the next scheduled Board of directors meeting.

8.2 - Fund Raising Committee Report

Ross spoke on Brad's behalf. We printed New Corporate Kits. The partnership program would begin next week with Ross selling the packages. A copy of the 2013 Corporate Partnership kit was distributed to the Directors.

8.3 - Trail Committee Report

Paul went through his Trail Committee as was presented in the package.

- The Trail Committee has created a proposed list of Trail Groomers that would be, if approved, the only Trail Groomers that the NBFSC would provide replacement and / or refurbishment funding for. The committee recommends that the BOD approve a specific list.

*Moved by Alpee and seconded by Dave that Policy TRL-001, Article V. be amended as follows:
Where and when any piece of non industrial grooming equipment (i.e., snowmobiles, modified trucks, etc.) is utilized as a Trail Groomer, that the Member Club's annual Club Payouts will be calculated at 50% of the normal Club Payout for their grooming hours.
Motion carried.*

*Moved by Paul and seconded by Art that the following list of approved groomers be made into Policy:
Lamtrac, Prinoth, Tucker, LMC, Pisten Bully, Bombardier, Industrial Tractor Conversions (Gilbert, Soucy, Sur-Trac)And...Any club purchasing a Trail Groomer or Tractor Conversion, other than the approved groomer list, after June 16, 2012 must obtain prior board approval in order to determine their future Club Payouts.
Motion carried.*

- The new criteria list to prioritize groomers was tabled until the October BOD meeting as Kyle needs to finalize it.
- There was discussion regarding method of deciding amounts of groomer grants offered to clubs. It was decided that Kyle's formula would need to be accepted before we could make these decisions.
- Discussion on digital map centered around Trail Closed Status. It was decided that the Trail Closed status would only appear Red on the Interactive Map after 10 days of not being groomed.
- Kyle is pursuing Digital Mapping Downloads.
- PSS examples for clubs. It had been decided at a previous BOD meeting, that Kyle would create sample of all PSS structure for all clubs. This has proven to be an extremely time consuming exercise. The Trail Committee recommend that Kyle produce 1 sample for each club.

Moved by Paul and seconded by Roland that Kyle only produce 1 (one) PSS sign sample per club to comply with the December 31st deadline. Motion carried.

- The Trail Committee also recommends increase signage for advertising daily permits. There was discussion on better ways to market this product.
- The Trail Committee would like to recommend a Pilot Project of printing a quantity of paper maps that would have the entire province on one map. This would help for trip planning. The Committee will bring back at a cost analysis at the next scheduled BOD meeting.
- The Trail Committee recommends the elimination of the 12 X 12 inch Logging sign. After debate, the recommendation was withdrawn.

Moved by Paul and seconded by Roland to accept the Trail Committee report as presented. Motion Carried.

8.4 - Nominating Committee Report- No Report

8.5 - Human Resources Committee Report – No Report

10. Old (Current) Business

10.1 Sustainability Funding

10.2 Threat to Winter Tourism

10.3 Public Bridges on Public Lands

10.4 Improve Trail Signage

10.5 Establish Volunteer Task Force

10.6 Implement GPS Tracking System

Items 10.1 to 10.6 were dealt with during the SWOT session earlier in the day.

10.7 Review Current Lawsuits

Ross reviewed the current lawsuits. There are currently 7 active files, one of which is in small claims court.

10.8 Spring Survey Data Report

The data collected from the Club Surveys has been compiled and a report was included in the directors packages. Ross encouraged the directors to use the Club Surveys as a tool to gather information.

10.9 Un-restricted Cash Funds (410K)

Ross expressed concern that the staff be given clear direction on what is an allowable expense, and the correct process for disbursement. There was discussion and Dave G recommended that the Zone directors move forward to complete the process with their clubs.

Expenses after approved by the Zone Directors must be submitted by the Member Clubs to the office with a paid invoice and copy of the club's cheque that paid for the approved-allowable expense(s).

10.10 Trail #34 – CN Railway Crossing

Sandy gave an update on this issue. There is no resolution so far, but active correspondence. This needs to be approved by fall.

10.11 Club # 41 Kedgwick, Illegal Trail on Crown Land

Tabled until Sunday morning when Brad joins the meeting.

10.12 Trail # 19- Fuel access in Bathurst

Ross gave an update on meeting with City of Bathurst and that there was verbal consent that Irving would meet with them. Dave G expressed concern that this should not be our issue, the cities should be dealing with those issues.

10.13 Club #74 – Approval of 1-year Probation Status

Tim spoke with Ross and sent his recommendation that with probationary period ended, they be given NBFSC member club status.

Moved by Jody and seconded by Art that Club # 74, Charlotte County Snow Cruisers be given NBFSC member club status as per Article 6 of the General By Laws. Motion Carried.

10.14 Clubs whose GPS Unit Failed in 2012.

During the 2011-2012 season, some clubs had problems with the newly installed GPS Tracking Units. The following clubs hours are to be reviewed as they will not match the GPS reports derived from the system.

Club 13. Restigouche Timber Trails

Tabled until Sunday morning when Brad joins the meeting.

Club 15 St Antoine-Moncton

Moved by Alpee and seconded by Roland to accept a reading of 254 hours for the St Antoine – Moncton Snowmobile Club for the 2011-2012 season. Motion Carried.

Club 30 Fundy Trail Riders

Moved by Dave G. and seconded by Jody to accept a reading of 261 hours for the Fundy Trail Riders Snowmobile Club for the 2011-2012 season. Motion Carried.

Club 66 Millstream Snowmobile Club

Moved by Dave G. and seconded by Jody to accept a reading of 86 hours for the Millstream Snowmobile Club for the 2011-2012 season. Motion Carried.

Club 72 CFM

Tabled. Art will report back to the board.

Club 73 Southwest Snowmobile Club

Moved by Jody and seconded by Alpee to accept a reading of 146.6 hours for the Southwest Snowmobilers Snowmobile Club for the 2011-2012 season. Motion Carried.

11.1 Proposed New Member Club at “Moose Valley Region”

Tabled until Sunday morning when Brad joins the meeting.

11.2 2013 NBFSC CGL Insurance Renewal

Sandy and Ross spoke of the proposals we received. We stayed with the same insurance companies and Insurance Broker for the 2012-2013 season.

11.3 2013 (Irving Oil) Presidents Ride, proposed for Zone 7

Ross spoke on behalf of Tim that the Zone will plan to host the ride pending Irving partnership.

11.4 Annual Club Agreement Results.

Sandy went over the results with the board. He also expressed concern that some clubs may have been confused with the implementation of the new club agreement.

Moved by Paul and seconded by Art that all penalties from 2012 be forgiven. Motion defeated.

11.5 Annual Payout # 4 – June 2012 payout (proposed)

Moved by Jody and seconded by Dave G that the June 2012 Club Payout be accepted as presented. Motion carried.

11.6 New Annual Club Agreement, 2013 Process for Withholding Payouts

Ross explained the need for a process to deal with the non compliance aspect of this policy. It was agreed that the staff would track the items within the club agreement and notify the directors prior to a club payout of any of their clubs whose payouts are to be withheld because of non-compliance.

Moved by Dave G and seconded by Jody that the responsibility lie with the directors to notify their clubs of non compliance and encourage them to resolve the outstanding issues. Motion carried.

11.7 Proposal from Zone 1 – “No Trail Permit Weekend” in 2013.

Roland brought forward a proposal from Zone 1 to implement a “free Weekend” to entice membership from Quebec and Maine.

There was discussion regarding this being a province-wide event. Process to be determined, but consensus was to use daily permits and have application forms filled out as it allows us to capture that audience. It was also recommended that it could be held in conjunction with the “Go Snowmobiling” weekend.

Moved by Roland and seconded by Dave G to proceed with a province-wide “Free Pass Weekend” on February 8, 9, 10, 2013. Motion Carried.

Adjourn for the day at 7:20 pm.

Resume meeting Sunday June 17, 2012 at 7:35 am

Sandy explained to the board that there were several agenda items tabled from Saturday’s Agenda awaiting Brad to join the meeting. These would be dealt with before the Board resumes from where they finished on Saturday evening.

8.2 Fund Raising Committee

Brad accepted the nomination as Fund Raising Committee Chair.

Moved by Dave G and seconded by Alpee to accept Brad as Fund Raising Committee Chair. Motion Carried.

10.11 Club # 41- Kedgwick Illegal Trail on Crown Land (Update).

Discussion regarding repayment from the club to the expense of repairing the environmental damage. It was recommended that the club's groomer priority be stayed until that balance is paid.

Moved by Brad and seconded by Paul that a letter be sent to the Kedgwick Snowmobile Club # 41 stating that their status on the groomer replacement priority list would be on hold until they paid the entire balance owed from this bill.

10.14 Club # 13 Restigouche Timber Trails GPS Hours

Brad explained to the board that the club had borrowed a Lamtrac while theirs was being repaired and had to track those hours in a Log Book. The club wants to add these hours to their total hours groomed for the season.

Moved by Brad and seconded by Dave G to accept an extra 72.7 hours to Restigouche Timber Trails hour reading. Motion Carried.

Resume agenda at 11.8

11.8 Annual Operating Policies Review

Ross explained that Kyle wanted to bring forward the cost of travelling while hauling the NBFSC trailers. There was discussion regarding different size trailers.

Moved by Brad and seconded by Alphee that the NBFSC staff receive an extra \$0.25 per km when hauling an NBFSC trailer for federation business. Motion Carried.

Moved by Brad and seconded by Dave G that the use of NBFSC trailers by employees or directors, requested by clubs or municipalities, be coordinated through the office. Motion Carried.

11.9 Annual Checkpoints Review

The board discussed the effectiveness of the existing checkpoint program. Other options were discussed.

Moved by Jody and seconded by Brad to accept the Annual Checkpoint review for 2012 and complete this year's obligations to Club ASNO and the Restigouche Snowmobile Club.

Moved by Brad and seconded by Dave G that the checkpoint remain status quo for 2012-2013 season, allowing Club ASNO funding for 2 checkpoints and Restigouche Snowmobile allowed funding for 1 checkpoint. Vote 2 against. Motion Carried.

11.10 Kedgwick Snowmobile Club Motion at 2012 AGM

The Kedgwick Snowmobile Club sent a recommended by law change to the board which is to be addressed at the 2013 AGM. The recommended by law change is in reference to the amount of delegates allowed per club at an AGM. The recommendation is forwarded to the By Law and Policies Committee.

11.11 Future Club Mailouts – “Electronic Only”

Ross asked the board if there was any “appetite” to have all club Mailouts be sent electronic only. The office receives requests to have the Mailouts sent to the club in several ways and perhaps the time is right to eliminate the costs of paper and postage.

Several different points of view were brought forward by the board concluding with remaining status quo.

11.12 Solicitor’s advice from May 12th Special Meeting of the Board

As a result of the May 12, 2012 board meeting, attention was brought forward that the NBFSC By Laws need to be updated. A law firm would be needed.

Moved by Brad and seconded by Roland that the NBFSC undertake the necessary steps to have the NBFSC General By Laws brought up to date. Motion carried.

11.13 Trail Manager’s future Contract vs Employee Status

There was discussion on existing contract and history behind its implementation.

Moved by Alpee and seconded by Dave P that Kyle Good’s employment contract end and that he gain employee status as of July 01, 2012. Vote 1 against. Motion Carried.

11.4 Staff Renumeration.

Ross and Janice were asked to leave the room.

As per President Sandy:

After the two staff members present were asked to leave the room, A discussion was held and a review of present wages and past history of increases was presented.

It was the opinion of the board members the no adjustments would be made at this time.

The issue of In Lieu time off for weekend or holiday work by staff.

It was agreed by the board that this is acceptable .In Lieu days are on a one day for one day, on a Straight Time basis.

11.1 Proposed new Member Club at Moose Valley Region (cont’d).

When the meeting resumed it was decided that they would now discuss the Green River Snowmobile Club proposal. There was discussion regarding the lack of documentation presented & provided. There was discussion regarding policy wording and compliance.

Moved by Dave G and seconded by Paul that the Green River Snowmobile Club application be accepted as per policy. Vote 3 Yes, 5 No. Motion defeated.

Ross will contact the club and explain the decision and future options.

11.15 Media Proposals

Ross went over the three Magazine proposals included in the package. On the Snow Magazine, Snow Goer Magazine and Sledworthy Magazine.

Moved by Dave G and seconded by Brad that both OSM and Snow Goer be offered a Level 1 partnership for 2012-2013, with our budgeted cost of \$9,000.00 to be split equally between the two magazines. Motion Carried.

11.16 Proposed Policy Amendment, CLB-001 Attendance

Brad brought forward the concerns of his Zone regarding this policy. It was their wish that the mandatory attendance of 2 people be change to 1 person.

Moved by Brad and seconded by Dave P that Policy CLB-001 , article V., sub item 1. be changed to reflect "All member clubs must send a minimum of one attendee." Vote 3 Yes, 5 No. Motion defeated.

11.17 Club# 22, Financial request regarding Trail 58.

Club # 22 Miramichi Snow Goers have made a request for the remaining restricted funds for Trail 58. Their request is to cover large costs associated with infrastructure work needed this year for Trail 58. Ross explained to the board the accountability of the restricted fund balance for Trail 58.

Moved by Dave G and seconded by Jody that the proposal from Miramichi Snow Goers be accepted and funds disbursed with proper documentation. Motion Carried.

Additions:

11.18 By laws modifications – past president’s term as non voting member.

Jody brought forward recommendation that position of past president become a non-voting position.

Moved by Jody and seconded by Roland that the position of the past president become a non-voting position. This is to be sent to the By Laws and Policy Committee who will then bring it forward for ratification at the 2013 AGM. Motion Carried.

11.19 Go Snowmobiling Award Prize – what to do with those funds.

The NBFSC is the recipient of a \$5,000.00 Go Snowmobiling Prize. There was discussion on what to do with these funds. It was proposed that it be used in conjunction with our Go Snowmobiling Rides.

Moved by Brad and seconded by Art that the \$5,000.00 prize money be internally restricted for Go Snowmobiling Rides. Motion Carried.

11.20 Zone 7 Boundaries.

Tim spoke with Ross regarding the issue of Trail 15 being disconnected. There is a section that is currently being maintained by the Nashwaak-Fredericton North Snowmobile Club that he would like transferred to the Fredericton Snowmobile Club. Tim will need to bring this back to the agenda at the next scheduled board meeting.

11.21 Club 11 – Oromocto, appealing insurance deductible.

The Oromocto Snowmobile Club is appealing the insurance deductible they were billed as a result of a legal claim settled from an accident on their trails.

Moved by Dave G and seconded by Alpee that The Oromocto River Valley Snowmobile Club's appeal be denied. Motion Carried.

11.22 Northern Odyssey Shows.

Ross asked the board for clarification on which snowmobile shows we would be attending this year, and who would be attending. Dates were discussed but no decisions were made at this time.

11.23 Replacement Permits.

Paul brought forward the process of trail permit replacements. There is a need to tighten this process.

Moved by Jody and seconded by Roland that a line item be added to the Permit Application form requesting the Serial # of the registered snowmobile. Motion Carried.

At this time Dave Garland asks to speak on a trail issue he had within his Zone. As Zone director he wanted to create a link on Trail 15 that would loop Millstream, Goshen and Salisbury through an area referred to as the Highlands .

Moved by Dave G and seconded by Jody to give Dave G their authorization in moving forward with this plan for a new route for Provincial Trail 15. Motion Carried.

5.5.1 May 2012 Cheque Disbursement

All other agenda items concluded, Jody wanted a review of cheques disbursed during the transition period brought forward. There was discussion on the signing process and approval process.

No Motion.

12. Dates for Future BOD Meetings

- ◆ On October 12th, 13th, 2012 at Lakeview Inn, Miramichi
- ◆ On November 23rd, 24th, 2012 at Auberge Atlantic Host, Bathurst
- ◆ *Proposed for January 2013 at TBA. (After the President's Ride)*
- ◆ *Proposed for March 15th, 16th, 2013 at TBA.*
- ◆ On May 3rd, 4th, 2013 at Miramichi-NBFSC AGM.
- ◆ *Proposed for June 21st, 22nd, 23rd, 2013 at TBA. (2-Full Days)*

13 Adjournment

Adjourned at 11:40 am

Respectfully submitted by

Janice Bragdon, NBFSC