

## **NBFSC Board of Directors Meeting**

Pres du Lac, Grand Falls, NB

September 17<sup>th</sup>, 2011

Those in attendance: President Jody Tower, Past President Leon Bourque, General Manager Ross Antworth, Secretary Don Wheaton, Vice President Jim Coates, Directors – Dave Pickard, Brad Mann, Paul Robichaud, Alphee Leblanc, Art Carr and special invited Guest, Jennifer Sizer.

**1. Call to Order:** meeting called to order by President Jody at 0800 hours.

1.1 President welcomed Don Wheaton to the NBFSC Board and thanked him for taking on this role.

1.2 Zone 1 and Zone 7 Director positions are still vacant. There are two people indicating some interest in the Zone 7 position but there does not seem to be any interest in the Zone 1 position at this time. It is the responsibility of the Clubs in each of those Zones to elect a Zone Director to represent them.

1.3 Jody indicated that a group of snowmobilers in the Bonny River area are interested in becoming a member of the Federation and have been invited to make a presentation of the Board later today.

**2. Additions to and Approval of Agenda:** No additions to agenda presented.

*Moved by Leon, seconded by Alphee to accept agenda as presented. Motion carried.*

**3. Approval of Board's Minutes – meeting of June 17<sup>th</sup>-19<sup>th</sup>, 2011** – discussion regarding email draft minutes for approval – constructive feedback. Defer to next meeting for decision. Minutes should be signed by Secretary and 1 other Board member.

*Moved by Leon, seconded by Jim to approve minutes of June 17<sup>th</sup>-19<sup>th</sup> meeting. Motion carried.*

*Brad moved, Dave seconded, approval of minutes of July 4<sup>th</sup> meeting. Motion carried.*

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- 4. President's and G.M.'s Report:** Jody reviewed RDC meetings regarding groomer replacement dollars – monies to flow through NBFSC. Government waiting to make announcement. G.M. emphasized that we must get our “list” in order based on ranking of needs.

Premier's COS – Nancy McKay – public bridges – Ministers talking. Jody sat in on Minister Northrup's meeting. An inventory of all bridges needs to be made for the 3 categories of roads. So far, no bridges coming out. DNR has to do a study and consult with NBFSC.

Minister Holder – TAP – NBFSC has been keeping TAP well informed. Second meeting with TAP scheduled for Sept. 27<sup>th</sup> since Minister elected.

Question regarding DOT – no meeting yet with Minister however, Ross has met with new Deputy Minister.

### **5. Treasurer's Report**

Review of D. Harrigan's letter of resignation.

*Motion to accept with regret. Moved by Brad, seconded by Paul to accept resignation.  
Motion carried.*

Jody introduced Jennifer Sizer, a potential candidate for now vacant position of Treasurer. Jennifer described her background, current job in Finance with DND, previous experience with accounting in the private sector. Jennifer is a member of the Federation by holding a valid snowmobile permit.

Jody then opened the floor to nominations from current Board members – no nominations forthcoming after 3<sup>rd</sup> call. Leon moved that nominations be closed. Jody then called for nominations from the floor. Jennifer nominated by Brad. Nominations

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closed as no other nominations forthcoming. Jennifer acclaimed as Treasurer. 100 per cent approval from Board – 7 Votes.

**5.1(a) Accounts Receivables, Collections Update:** Ross gave an overview of the 3 NBFSC NSF cheques that will be sent to Atlantic Collections Agencies Ltd. These three are what is leftover from the 2010/2011 season that have been unable to be collected despite phone calls, sent invoices and sent copies to the member clubs associated with the membership.

**5.1 (b) Accounts Receivable – Aging –** Ross presented chart depicting situation as of September 13, 2011.

**5.1 (c) Profit & Loss –** Ross presented P&L Budget Comparison July through August 2011.

**5.1 (d) Balance Sheet –** Ross presented Balance Sheet as of August 31, 2011.

**5.1 (e)** Ross presented the Accounts Receivables Aging Summary as of August 31, 2011 and a Summary of Restricted Cash as of August 2011. He explained, based on advice from our Auditor, the difference between External Restrictions and Internal Restrictions.

**5.2 Audited Financial Statements as of June 30<sup>th</sup>, 2011 –** Ross gave an overview of the Draft Audited Financial statements as of June 30<sup>th</sup>, 2011. Based on advice of our Auditor, \$150,000. should be restricted to cover any unforeseen financial obligations.

*Motion: Brad moved and Art seconded to accept Audited Financial Statements as presented. Motion carried.*

*On the matter of restricting the \$150,000., Jim moved and Brad seconded internally restricting that amount for future deficits from unrestricted cash. Motion carried.*

Past President Leon voted against the motion as he thought the amount restricted should be higher.

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**6. Director's Zone Reports** – President reminded Directors of their responsibility to produce written Zone Reports.

6.1 Zone 1 – no report as Director's position vacant.

6.2 Zone 2 – Brad gave an oral report indicating that St. Quentin is presently negotiating for a new groomer. A lawsuit has named us as Third Party over an accident that occurred in Club 12 trails last winter. He also indicated that there was a possibility that St. Arthur will not have a Clubhouse this coming season.

6.3 Zone 3 – Paul presented written report.

6.4 Zone 4 – Art presented a written report - Met with Kyle re GPS Units for each Club; Met with DNR - no co-operation there; Moved Shelter #17 on Trail 705; Did get approval for Trail 407.

6.5 Zone 5 – Dave gave an oral report indicating that 3 bridges had been put in on the 9 Mile trail and that there was a good chance that the Company will repair the huge washout on Trail 52 between Miramichi and Bathurst.

6.6 Zone 6 – Alpee gave an oral report indicating that Sackville had purchased a new groomer. Moncton has lost a piece of trail on 646. The Bouctouche Club is being frustrated because of lack of volunteers to help the Club with the various tasks they are facing.

6.7 Zone 7 – no report as Director's position vacant.

6.8 Zone 8 - Jim presented written report and briefly spoke about the process for obtaining approvals for CN Rail crossings.

**7. Trail Managers Report** - Ross presented extensive written report covering 19 sub-points. Report 7.9 Groomer Funding (RDC) - a discussion occurred over the draft "Responsibilities – Requirements for Approval of Groomer Grant Funding from NBFSC and Regional Development Corporation" letter which would be sent to the Club when funding approval is forthcoming for their groomer. In that draft was contained a sentence "Keep club's position if Groomer not available".

*Motion – moved by Brad, seconded by Paul to accept the letter as outlined in 7.9 minus the reference to keeping the Club's position. Motion carried.*

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### **8. Permanent Committee Reports**

- 8.1 Bylaws & Policy Committee - Appeals of Club's Penalties - carry forward to Item 11.1 under New Business.
- 8.2 Fund Raising Committee – Ross reported that \$118,500 was raised against a proposed amount of \$70,000.
- 8.3 Trail Committee presented written report with Motions to bring forward under New Business.
- 8.4 Nominating Committee - Leon gave oral report.
- 8.5 Human Resources Committee - Leon presented written report.

### **9. Other Committees**

- 9.1 Volunteer's Recruitment – Work is still on-going on this item but to date, “take a friend snowmobiling and have him (her) invite a friend” is probably the best method of addressing this issue.
- 9.2 Awards – work hasn't really started on this item yet.
- 9.3 Leon presented a written report outlining activities planned for the 30<sup>th</sup> Anniversary activities. Highlighted was the 30<sup>th</sup> Anniversary Trans Canadian Ride – dates March 6-8, 2012 with the first stop being in Miramichi, 2<sup>nd</sup> in Campbellton. Ross stated that Mr. Ed Klim, ISMA President has confirmed that he will attend the 30<sup>th</sup> Anniversary – Wall of Fame Weekend in Bathurst, which is the same weekend as the Irving Oil President's Ride.

### **10. Old (Current) Business**

- 10.1 **Sustainability Funding File** – Ross recommends that as that wording was derived from the previous Government terminology, we rename this file “Groomer Replacement/Refurbishment Program.

*Motion - Brad moved to rename the files as per Ross' suggestion, seconded by Leon seconded. Motion Carried.*

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- 10.2 **Threat to Winter Tourism** - joint use trail in Inkerman/Le Goulet not yet considered successful based on on-site evaluations by NBFSC, DNR and ORVE staff.
- 10.3 **Public Bridges on Public Lands** – nothing new to report at this time.
- 10.4 **Complete Trail Signage Improvements** – Trail Committee working hard on this issue at this time. This very important issue is being emphasized during the Trail Signage Training sessions being held for each Zone currently underway.
- 10.5 **Volunteer Strategic task force** – nothing to report at this time.
- 10.6 **Install GIS Tracking Systems** – Kyle and Trail Committee have this issue well in hand.
- 10.7 **Trail #34** - this item covered in Zone 8 Director's report.
- 10.8 **Trail #12** – no progress on this file.

**Meeting breaks for Lunch at 11:50 hours.**

**Meeting reconvenes at 12:40 hours**

- 10.9 **Responsibilities Review**

*Motion – Moved by Jim, seconded by Art to review and recommend changes to the Annual Club Agreement before the next AGM. Motion Carried.*

- 10.10 **Review of Current Lawsuits** – Ross gave an overview of the current situation involving 8 lawsuits and 1 civil suit (Brad referred to this latter one in his oral Director's Report earlier).
- 10.11 **Trail #19** – Mr. Daniel Cyr's complaint – Ross updated the Board on the current status of this issue and briefly reviewed the history of this matter. To date, despite two written letters to the Club, no action is apparent.

*Motion – moved by Jim, seconded by Leon, to give Ross authorization to seek legal advice in an attempt to resolve this issue. Motion carried.*

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**Meeting adjourned to permit the Charlotte County Snowcruisers Inc. to make presentation to Board in support of their application to become a member of the NBFSC.** - Jody introduced the group as:

Rodney Cooke, President; Robbie Steen, Vice-President; Laurie Negus, Treasurer/Secretary and Steven Monaghan, Trail Maintenance Manager made a power point presentation to the Board. They have been Incorporated, have a HST Registration Number and have indicated willingness to adopt NBFSC policies. They presented their current Financial Report indicating approximately \$7000.00 in their account.

Jody thanked the group for their presentation and lauded them for their enthusiasm and energy obviously put forth so far to become a member of the NBFSC.

The Board reconvened and held a discussion about the mechanism to permit Club to sell permits, obtain payouts under the current rules when they will not have a 5 year history upon which to calculate their rolling averages etc.

*Motion – Leon moved, seconded by Jim, to accept the Charlotte County Snowcruisers Inc. request for official Club status as part of Zone 7, assign the Club #74 and that the NBFSC office would send a copy of NBFSC policies. Motion carried. (Zone 6 Director abstained).*

**10.14 Research injury/disability coverage for Volunteers** - Ross recommended that we table until the November Board Meeting. Agreed.

**10.15 Research NBFSC vehicle for TM and GM** - Paul gave overview of study being done on this issue. Will bring back to November Board Meeting with more details.

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**10.16 Acquire separate Chairman for NBFSC AGM** – Jody spoke to this issue. By-Laws would have to be revised to permit. Jody will get costs of using independent chair. Item tabled for now.

## **11. New Business**

### **11.1 Club's Appeals –**

#### **11.1.1 Club #73, Southwest Snowmobilers Inc.**

Board reviewed submission from Club.

*Motion by Jim, seconded by Paul that we accept appeal and reverse penalty. Vote 4 against, 3 in favour, Motion defeated.*

#### **11.1.2 Club #20, SENBSA**

Board reviewed the written submissions from the Club.

*Motion – Moved by Alpee, seconded by Paul that Board accept appeal but award lesser penalty of \$1000.00. Vote 2 in favour and 3 against with 2 abstentions (Art and Jim). Motion defeated.*

#### **11.1.3 Club #44, Club Du'Nord**

Board reviewed submission from Club.

*Motion – Moved by Jim and seconded by Brad that Club #44 appeal be rejected. Vote 6 in favour with 1 abstention (Alpee). Motion carried.*

#### **11.1.4 Club #10, Nackawic S.C**

Board reviewed Club submission.

*Motion – moved by Alpee, seconded by Brad to reject Club's appeal as per NBFSC policy. Vote 5 in favour, 2 against - Motion carried.*

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**11.2 Club's (NBFSC) Trail Checkpoints for 2012 Season** – Ross explained reasoning behind having the three checkpoints where trails from Maine and Quebec enter the Province.

*Motion by Leon to approve these three checkpoints again this year. Seconded by Brad. Vote 6 in favour, 1 against. Motion carried.*

**11.3 Proposed Autumn Zone Meeting Agenda -**

*Motion by Leon that we accept Autumn Zone Meeting Agenda as proposed. Seconded by Jim. Motion carried.*

**11.4 Distribution of GPS Tracking Devices -** Tracking units purchased by the NBFSC according to the following criteria:

- 1)** All member clubs will receive, at no charge, one (1) GPS unit per Trail groomer up to a maximum of two units per member Club.
- 2)** A member club that currently owns three (3) or more Trail Groomers will be determined as follows:
  - a) If the third (or more) Trail Groomer grooms a 5-year average of less than 150 hours, it will not warrant a GPS unit at no charge.
  - b) If the third (or more) Trail Groomer grooms a 5-year average of more than 150 hours, it will warrant a GPS unit at no charge.
- 3)** Any non-industrial (snowmobiles) used as a trail groomer will not be allocated a GPS unit at no charge.
- 4)** Member Clubs with non-industrial Trail Groomers and/or Trail Groomers that maintain less than a 5-year average of 150 hours may purchase a GPS unit at the cost of the member club.

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**5)** Member Clubs who purchase GPS units from the NBFSC will also be responsible for all variable costs the GPS unit incurs each season (Clubs will be invoiced for this cost)

**6)** Member Clubs who groom NBFSC Trails with Trail Groomers not equipped with the NBFSC's approved GPS units will not have their "hours" recognized, therefore future individual Club Payouts will be reduced or eliminated.

*Motion – Moved by Paul, seconded by Art that the criteria for distribution be as above. Motion carried.*

#### **11.6 Incomplete Permanent Sign Structures -**

*Motion by Paul if PSS not completed within NBFSC Signage Guidelines by January 15, 2012, Clubs may be subject to a fine of \$500.00. Seconded by Alpee. Motion carried with 1 abstention.*

#### **11.7 Outstanding NBFSC Loan to Club #4, Chaleur SC -**

*Motion by Paul that Chaleur Club be informed that their \$8000.00 loan be repaid in full by Dec. 15<sup>th</sup>, 2011 OR will be taken in 4 equal payments from next 4 payouts. Seconded by Alpee. Motion carried.*

**11.8 Proposed Groomer Needs Analysis/Formula** – this item tabled. To come back with more information.

**11.9 Annual Snowmobile Shows** – Jody informed the group that the Province is not going to the shows this year, just Northern Odyssey. The Toronto show, being the major show for Canada is perceived differently therefore Jody suggested we send Ross and Kyle to Toronto Show. Jody recommended that NBFSC not attend the ME and Quebec shows until the Province invites us back in. Motion – Dave moved, seconded by Leon, that Ross and Kyle be sent to the Toronto show Oct. 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> 2011. Motion carried.

*Motion – Dave moved, seconded by Leon, that Ross and Kyle be sent to the Toronto show Oct. 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> 2011. Motion carried.*

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**11.10 Go Snowmobiling Rides for 2012** – Jody informed the Board that the major manufacturers (3 of the 4) have again provided machines to the Federation for use this winter. BRP, Polaris and Arctic Cat (2) have each come forward with machines. BRP has stipulated their machine be used only for “Go Snowmobiling Rides” but there are no such restrictions on the other three.

*Motion – Leon moved that machines be based in Fredericton and that the Executive will decide how Corporate Partner machines are to be used. Seconded by Jim. Motion carried.*

**11.11 New Snowmobile Suits** – Jody displayed a sample of the new snowmobile suits recently received. They are all identified with the NBFSC Logo.

*Motion – Brad moved that we keep suits internally to use with “go snowmobiling” activities and that if a member of the Board wishes to purchase one of the suits for his/her own use, that the cost be \$115.00. Seconded by Alpee. Motion carried.*

**11.12 Proposed Communication Motions** – A two part written motion was presented by Jim containing the following:

*Part 1 – that in this information age, with so many forms of communication available, to avoid confusion, the primary form of communication between staff and the Board of Directors be by email;*

*Part 2 – that the email sent out to the Directors from the staff be in the form of a proposed course of action, lack of a response to the email will indicate agreement with the action proposed.*

*Seconded by Art. Motion carried.*

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**11.13 Dealer (Key Tag) Trail Permit – Sale to unauthorized Dealers** – The Board reviewed the email from Zone 8 concerning this item.

*Motion by Art that response be sent to Zone 8 referring to their email indicating that by previous Board decision, you are not eligible for dealer permits. Seconded by Dave. Vote 6 in favour. Motion carried.*

**11.14 - Request by Rogersville Club for Funding Assistance**

Discussion occurred on the request from the Rogersville Club for financial assistance to assist them in obtaining a replacement groomer. Various potential options were explored with the following result.

*Motion – Moved by Brad that a pilot project to help the Rogersville Club with groomer upgrade/replacement using the \$24,000.00 that NBFSC has externally restricted at 5 per cent per annum interest, all monies are 50 cent dollars and that Club must sign and accept NBFSC Groomer MOU. Pilot Project to be evaluated by end of fiscal year 2012. Seconded by Jim. Vote 6 in favour, 1 against. Motion carried.*

Date of next Board Meeting – 1 Day – Fredericton, Nov. 26, 2011.

*Motion by Alphee to adjourn. Meeting adjourned at 1745 hours.*

Don Wheaton

NBFSC Secretary