

Minutes of the NBFSC Board of Directors Meeting

July 8, 2017

NBFSC Board of Directors Meeting held July 8th, 2017, at Moncton Hampton Inn, NB

Board Members in attendance:

- NBFSC President, Brad Mann
- Zone 1 Director, Guy Landry
- Zone 2 Director, Lynn Mann
- Zone 3 Director, Ronald Lanteigne
- Zone 4 Director & NBFSC Vice-President, Scott Ralston
- Zone 5 Director Marc Hannan
- Zone 6 Director, Marcel Richard
- Zone 7 Director, James Connors
- Zone 8 Director & NBFSC Treasurer, Dave Garland
- NBFSC General Manager, Ross Antworth
- NBFSC Secretary, Paul Robichaud

1. Call to Order

Brad called the meeting to order at 0800

Welcome newly elected Directors; Zones 1 & 3

Brad welcomed 2 new Directors, Guy Landry (Zone 1), and Ronald Lanteigne (Zone 3).

Use of Motion Pads at Meetings

Brad and Paul explained the use and rationale for recording Motions on the provided "Motion Pads".

Director's (written) Board and AGM Reports in Future

Brad reminded Directors, written reports will be due, for the November meeting.

2. Additions to and Approval of Agenda

*Nil additions, to the Board's meeting agenda. **Dave moved the Meeting Agenda be approved, as presented, Seconded by Marc. Motion Carried.***

3. Approval of Board's Last Minutes

(April 29th, 2017) (enclosures)

Marcel moved that the Minutes of the Board's April 29th, 2017 meeting, be accepted as presented, Seconded by Scott. Motion Carried.

(June 26th, 2017 (enclosures))

Marcel Scott moved that the Minutes of the Board's June 26th, 2017 meeting, be accepted as presented, Seconded by Scott. Motion Carried.

4. President's & G.M.'s Report (enclosure)

Premiers Dinner, May 31st, 2017

Brad spoke about he, Marcel and Ross going the above noted Dinner, and were welcomed, by the Government representatives. Ross noted there should be future funding set aside, in order to attend this annual event.

International Snowmobile Congress Update; CCSO, IASA, I.S. Council

Brad noted the ISC was held in Winnipeg saying how the other organizations take note of what we are doing. Ross received an award for his contribution to Snowmobiling. NBFSC donated \$500 towards a study, on aftermarket exhaust systems. The CCSO has undertaken a study with support from the different federations including ours, on a health study for snowmobiling. Next years conference will be held in Halifax.

M.P.'s scheduled Presentations, Summer of 2017

Ross spoke about the various meetings scheduled with the Federal MPs, some of which have occurred, with others to be held in the near future.

DTI - Site visit planned for PQ (Oct) & Clubs consultation planned for Fundy Region (July)

Ross spoke about a site visit just north of Edmundston in the province of Quebec to show DTI on how that province integrates snowmobile trails, with their highway system.

THC- 1; Trail Development Plan – July 13th & 2; Tourism Growth Strategy (Autumn)

Ross noted the enclosure for our Directors, regarding a trail development plan, where THC has a working committee. There is also a tourism growth strategy, where there will be a 17% budget increase, which will include snowmobiling.

Scott moved to accept the President's & GM's report, as presented, Seconded by Marc. Motion Carried.

5. Treasurer's Report (enclosures)

Dave presented his Treasurer's Report by explaining to the new Directors about our fiscal year end, being June 30th. Dave then reviewed our Accounts Receivable. A discussion ensued about members (4) writing NSF cheques for trail permits, and how to possibly deal

*with this at the club level. Dave explained in detail the requirements of internal versus external restricted funds within our Budget. Dave noted 2017 was a banner year, for permit sales. He stated, the critical factor is early snow, which historically promotes early permit sales activity. A major contributor to our permit growth is the Classic permit, which is working well, for our Federation. Brad said we Budgeted conservatively this coming year for permit sales, due to the past growth. Dave said the year-end review will not change much from what was projected. We are still waiting for John Clarks audited financial statements. **Ronald moved to accept the Treasurer’s report, as presented, Seconded by Scott. Motion Carried.***

6. Trail Manager’s Report

Provincial Trail Planning Committee Applications (separate enclosure)

*Ross reviewed the important items from the TM’s report, which were the Sign Training schedule, where Director Participation is expected. The PSS project will continue with 74 anticipated installations. Ross spoke about the much anticipated Groomer Operator Training, and how this will be developed with the aid of Ian Auger, who is an employee of Soucy Track. The focus will be on the principles of grooming. PEI and NS have expressed their interest to participate in this training. Edmundston, Bathurst, Fredericton, and Moncton will be the locations for these evening training sessions for the fall of 2017. Ross noted, Kyle also sits on the PTPC, for which Ross and Brad gave a summation of those activities. **Marcel moved to accept the Trail Manager’s Report, as presented, Seconded by Scott. Motion Carried.***

Permanent Committee Reports Note: historically after the NBFSC’s AGM, and at the first regularly scheduled BOD meeting following the AGM the President appoints and the Directors approve the NBFSC’s new Permanent Committee Chairs for the upcoming season, 2017-2018. (See By Law Article 43.3)

Brad appointed the Permanent Committee Chairpersons, as follows....

7. Permanent Committee Reports	2016-17	2017-18
7.1 By-Laws & Policy Committee	Marcel	Marcel
7.2 Fund Raising Committee	Lynn	Lynn
7.3 Trail Committee	Paul	Paul
7.4 Nominating Committee	Lynn	Scott
7.5 Human Resources Committee	Brad	Brad

Other Committees (to be considered for Board formation & approval)

7.6 Awards; Internal & External Leon Marc

8. Old (Current) Business

8.1 Future Capital Projects – Plan for Clubs / Future with \$\$ (enclosure)

*Brad spoke to the Directors regarding the need to use this (Internal Restricted) funding towards a Bridge list, which needs to be developed. Currently, \$323,000 in funding is available before the audited financials, which means a potential amount of under \$500,000 available towards future capital projects, will be available post-audit. Ross gave the background on how the original Groomer priority list from 2007, which also, at the time included a list of Bridge projects, which were, and in most cases, are still needed for our trail system. These would be for Bridges which both currently exist, and do not exist. Dave noted the need to research how we will approach the method of how these bridges are to be constructed, and what type of bridges we are looking at. Ross noted some of the issues, where the bridges are to be built, such a private land, versus public land. This has a bearing on whether a bridge is required to be engineered or not. Scott then explained his vision, from back when he had introduced the FCP concept. Ross expressed the need to come up with a plan prior to the fall zone meetings. Brad suggested the board members need to think about this, and to be ready to formulate a plan at our next meeting. Ross, then talked about Clubs requesting the NBFSC to loan the Clubs funding towards needed projects or groomer upkeep, similar to what we did for the Rogersville SC, a few years back. **Dave moved to release \$300,000.00 from the “Future Capital Projects” fund. Requirement of 50 cent dollars to a maximum of the allotted matrix based on Kilometer of Trail. Monies to be used for Trail infrastructure; i.e. Bush Cutting, Decking, Culverts, Brush Bar, and Grading. Zone Directors to monitor and approve the release of funds, via NBFSC staff. To be spent by June 30, 2018. Seconded by Scott. Motion Carried Unanimously.***

8.2 Groomer Grant Priorities List; as of June 2017 (enclosure)

2017-18 PNB Groomer Funding, Updates

Ross spoke about anticipated groomer funding from our government funding partners. A working copy of the Groomer Priority List was made available to the Directors, in anticipation of forthcoming funding. In October, there will be an updated list based on refusals, etc. This updated list will be presented for approval at the October meeting. Ross explained to the members how clubs are offered funding from the priority list.

- 8.3 Groomer M.O.U. proposed Updates
*Scott spoke about the need to update the Groomer MOU, whereby he and Ross are working on an updated format. Scott feels the current MOU is outdated. **Ross suggested that this item be tabled until the October meeting.***
- 8.4 ACOA proposal for Groomer Grants-3 way Partnership (enclosure)
Brad and Ross spoke about a snowmobile ride with Federal MP Dominic LeBlanc, where a groomer funding partnership between the Federal, Provincial governments, and the NBFSC was discussed. Ross prepared a document on the inner workings of this proposed plan, to be submitted with these funding partners. Ross noted this would be one of the biggest projects we've ever undertaken.
- 8.5 TRL-004; Clubs Grooming Guidelines- Policy
Ross said we only had 2 Clubs who were not compliant with this policy.
- 8.6 TRL-009; Clubs Trail Checks – Signage Guidelines - Policy
Ross noted a number of Clubs had infractions from their trail checks, and all clubs eventually complied, with the required corrective action.
- 8.7 TRL-001; Annual Club Agreement Review
Ross reviewed the process around the signing of the Club agreement. Over the past years, there were increased occurrences of Clubs not meeting their agreement commitments.
- 8.8 Annual - Clubs whose AtlasTrax Units (GPS) failed in 2017 (enclosures)
Ross noted the current GPS units have worked flawlessly, which is a great improvement over the previous tracking units.
- 8.9 Annual NBFSC Checkpoints Review (enclosures)
*Brad requested a motion to release the remaining funding of \$1,000
Lynn moved to release the remaining funding of \$1,000. Seconded by Dave, Motion Carried.*
- 8.10 Annual; Club Rewards Program – Conclusion of 2017 Season (enclosure)
*Ross spoke about the Annual Club Rewards Program, and explained the process, for the benefit of the new Directors. **Marcel moved the disbursement of funds, as budgeted for the 2017 annual Club Rewards Program, seconded by Dave. Motion Carried.***

- 8.11 Annual 2017 Club Survey Results (enclosure)
Ross spoke about the Club Survey program, where our TM is having difficulty in receiving the completed documentation from the Clubs.
- 8.12 Club #22, Miramichi Sno-Goers SC, Probationary Status Update
*Ross noted an improved leadership for this Club, however, as Brad noted they fail to attend important meetings. Jim said their trail grooming has improved significantly. Ross then updated the 2 new Directors on the reason for this Club being placed on Probation. **Marc moved that Club 22 be taken off Probation, Seconded by Jim. Motion Carried Unanimously.***
- 8.13 Club #77, Cap Pele SC, Probationary Status Update – New Club, 2015
*Ross said this new Club has been on probation since their inception. **Marcel moved to take the Cap-Pele SC out of Probation status, Seconded by Dave. Motion Carried Unanimously.***
- 8.14 Club #14, Rogersville SC – Status of NBFSC Loan
Ross provided background on the Rogersville SC loan.
- 8.15 Club #70, G. Lake SC, Appeal of “Grooming” policy Infraction (enclosure)
*Jim explained the situation with Club 70’s appeal for a policy infraction penalty. Ross gave further background to the situation. **Jim moved we waive the Fine of \$200 to Club 70 for violating Policy TRL-004, due to Groomer being broke down. Seconded by Marc, Motion Carried 6/2.***
- 8.16 Club #31, NBFSC Trail #12 (Streets Brook) Washout
Ross gave background on this particular washout, and the need to reroute the trail, which will require a HUP.
- 8.17 Mt. Carleton – Christmas Mountains Grooming Hub - Update
*Brad noted Ross attended court regarding the MCCM project, which resulted in a new court date. Ross said this will take us into the 2nd year of this delayed project. The Judge noted there will be no further delays beyond the next court date. **Marc moved to go in camera, Seconded by Jim at 0958. Marc moved to come out of camera, Seconded by Jim at 1002.***
- 8.18 Office Rent increase for 2018 – Update

Ross noted the NBFSC Office space has been costing the Federation \$700 per month rent, for the past 7 or 8 years, and the rent will increase to \$900 per month, which will include the installation of a heat pump. This has not been budgeted in the current budget. It was mentioned by one of the Directors, that the per month cost increase, may be somewhat offset by the savings in future heating costs.

- 8.19 Club #39, Victoria SC, Missing Seasonal Trail Permits (enclosure)
*Ross explained that this club based in Plaster Rock, said that they mailed their permits, but the envelope received did not contain all permits, thus some were missing. **Guy moved that Club #39, be reimbursed for the five (5) "lost" 2017 Seasonal Trail Permits, and the one (1) Replacement Permit, value of \$1,227.00 plus HST. (Cheque, to the Member Club), Seconded by Marcel. Motion Carried Unanimously.***
- 8.20 "Taking Permits and \$\$ from Member Clubs vs. Use of Courier?
Brad explained the need to exclude staff from receiving (in person) payments by Cash or Cheque directly from Member Clubs, due to the increased responsibility this would place on them. Instead, it is strongly recommended to send in Permits, and associated funds via Courier.
- 8.21 ERD – Cost Sharing on Crown Lands (enclosure)
Brad said the Federation has sent out a letter 8 months ago to ERD, with still no reply on Cost sharing on Crown Lands.
- 8.22 Hymie Surkis Lawsuit vs. NBFSC (enclosure)
Scott moved to go in camera, Seconded by Jim at 1016.
- 8.23 Riverside Resort – Cancellation of 2017 President's Ride (enclosure)
Marc moved to come out of camera, Seconded by Jim at 1023.
Scott moved that the NBFSC honour our contract obligations regarding the cancellation fee at the Riverside Resort and pay the sum of \$5,237.04, Seconded by Ronald. Motion Carried Unanimously.
9. **New Business**
- 9.1 Annual Draft Club Payout #4: for June 30th, 2017 (enclosures)
Ross noted this particular payout is from the TMTF, where \$15 comes from each snowmobile registration.

- 9.2 2018 Trail Permits; Update
Ross noted the trail permit look will remain the same, and they have been ordered. They will go on sale immediately after Thanksgiving.
- 9.3 2018 Trail Maps; Update
Ross noted trail maps are on track, and will be ready after Labour Day.
- 9.4 2018 CGL Insurance Renewal; Update (enclosures)
Ross said our CGL coverage will increase, and place us over budget. Our current cost is \$96,000 per year, and expected to increase to approximately \$130,000.
- 9.5 2018 Corporate Partnerships; Update (enclosures)
Summary of 2018 Partnerships
Brad noted \$161,000 has been generated in cash and in-kind through Ross' efforts with Corporate Partnerships.
- Restigouche Timber Trails SC request
*Ross noted Restigouche Timber Trails SC wants to obtain a Level 5 partnership, in order to promote their clubhouse. **Lynn moved that Member Clubs are permitted to become Corporate Partners, of the NBFSC, Seconded by Marcel. Motion Carried Unanimously.***
- Motoneiges.ca and NBFSC Prize Proposal
*Ross spoke about Sled Magazine.com and Dennis Lavoie, which/who is one of our corporate partners. They have proposed to have a free-guided trip through NB promotion. This will require (The NBFSC) setting up accommodations, and meals. The goal would be to bring tourism to New Brunswick. **Marcel moved that the NBFSC enter into a partnership-prize promotion with Motoneiges.ca to create a "Win a Free Guided Snowmobile Trip to New Brunswick", beginning in 2018, Seconded by Ronald. Motion Carried Unanimously.***
- 9.6 2018 Provincial Lottery; Update
Ross said the lottery tickets are normally ordered in August, This year's draw will have a few changes, due to the loss of a couple of Corporate Partners.
- 9.7 Current Operating Policy Updates (enclosures)
ADM – 010; Snowmobile Usage Reports
Brad explained the background regarding the NBFSC sleds of which there is only one actually owned by the Federation, with the remainder being Corporate Partner supplied

*Sleds. The Insurance policies and reports cover all sleds including the corporate supplied sleds. **Guy moved to accept the Snowmobile Usage Report, as presented, Seconded by Marcel. Motion Carried Unanimously.***

GRM – 002; Groomers by kilometers of Trail

*Ross explained our policy GRM-002, which designed is to control the growing number of groomers in our system. The requirement is to provide an update, once a year. Clubs which each have a minimum of 150 km of trail will qualify for one groomer per 150 km. The concern is with Clubs adding additional trail, and which are unable to groom with the current allotment of equipment. Dave cautioned members about proceeding before fully understanding the results of allowing clubs to purchase new groomers. Ross reminded the board that a new Groomer MOU will be forthcoming. **Scott moved to adopt the appendix of GRM-002, Seconded by Marcel. Motion Carried Unanimously.***

9.8 Annual Operating Policies Review (enclosures)

Revision proposed to Policy, TRL-007

*Ross spoke about a revision regarding exclusion to trail permits being provided at no cost. **Marcel moved that Policy TRL-007 be amended as presented, Seconded by Scott. Motion Carried Unanimously.***

GRM-005, still tabled by BOD from Committee of Clubs

Ross noted there has been no decision on GRM-005.

9.9 Annual General By-Laws Review

None offered or submitted as of June, 2017

By-Law regarding elected Directors as Delegates to be reviewed (October 2017).

Ross spoke about the possibility of amending the By-Law on the delegate requirement, for election to the Board.

By-Law regarding term of Past President to be reviewed (October 2017)

*Dave noted the by-law term for the past president was previously 3 years, versus the current concept of 1 year. **The By-Law committee will review this.***

9.10 2018 Tourism Weekend / Proposed date Selection

Family Day Weekend is February 19th, 2018

'International Snowmobiler's Festival in 2018 will be March 15th to 18th, 2018

FCMQ (Jan 20th, 21st, 2018 and MSA (Jan 27th, 28th, 2018.

Ross gave his rationale for the February 19th date, as it coincides with family day, which will mean Sat, Sun, Mon. **Ronald moved that Family Day Weekend be Friday, Saturday, and Sunday, in February (2018) (16, 17, and 18), Seconded by Jim. Motion Carried Unanimously.**

- 9.11 2018 President's Ride; Ride proposed in Zone 7 (enclosure)
Choice of Host Zone & Corporate Partner Hotel
Choice of Weekend; Jan 26th, 27th, 28th, 2018.
*Brad noted the ride should take place in Zone 7, with Ramada as the host hotel. **Marcel moved that (the) 2018 President's Ride be held in Zone 7, Seconded by Jim. Motion Carried Unanimously.***
- 9.12 Future NBFSC AGMs; Rodd Miramichi going forward / other Locations
*Ross asked permission to renegotiate the AGM/Hotel contract. **Jim moved that we renew the contract with the Rodd Miramichi, for another 5 years, for the AGM, Seconded by Marcel. Motion Carried Unanimously.***
- 9.13 Annual Sign Installation Training; Proposed Schedule (enclosure)
*Ross reviewed the proposed schedule with each Director **Marc moved that the Sign Installation Training (Schedule) be accepted, as presented, Seconded by Jim. Motion Carried Unanimously.***
- 9.14 JPS – Meeting Agenda proposed with D.M., Mike Comeau (enclosure)
Ross spoke about attending a proposed meeting with JPS in Fredericton.
- 9.15 ERD – Meeting Agenda proposed with Minister Doucet (enclosure)
Ross said a meeting is proposed, in the near future to discuss cost sharing on crown lands. It is also planned to brief the Minister on the MCCM project. Another topic will be to voice our displeasure, with the delay in the registration rebate. Last, a planned discussion on having the licensees leave a treed buffer along Trails, to be considered in wood cutting operations.
- 9.16 Club #22, \$\$ request for Trail Infrastructure Upgrades (enclosure)
Marc noted this club has issues on the rail bed. Ross said that over the years trail 42 has been neglected maintenance wise, and are becoming a concern. Marc then noted they are requesting funding for trail upgrades. Ross gave further background regarding how trail 42 is a major corridor for traffic from Fredericton to Miramichi. Scott suggested

*tabling until October. A discussion took place on addressing the problem, with our current FCP funding; keeping in mind, other requests may follow. **See motion under 8.1***

- 9.17 Club #41, \$\$ request for Trail Infrastructure Upgrades (enclosure)
See above
- 9.18 Trail #52 - Miramichi, support for refurb of Morrissey Bridge (enclosure)
Ross noted this is a request for moral support, and he provided the background for the Morrissey Bridge, for use as a trail Bridge. This will eventually require a 5-way partnership, in order to make this project a reality. The consensus among the Board was to continue the dialogue.
- 9.19 Trail #44 - Woodstock, support for refurbishment of Train Bridge
Ross noted a movement in Woodstock seeking support for refurbishment of the Train Bridge in this Community. Again, the Board consensus is to continue the dialogue, on this issue.
- 9.20 General Manager & Trail Manager's business Expenses - Review
Scott moved to go in camera, Seconded by Jim at 1313.
Jim moved to come out of camera, Seconded by Ronald at 1332.
Ronald moved \$1.00 (per) Km to haul NBFSC Trailer (Tandem), Seconded by Guy.
Motion Carried 6/2.
- 9.21 Zone Director's expense claims for attending NBFSC Events - Review
Ronald moved to go in camera, Seconded by Jim at 1334.
Ronald moved to come out of camera, Seconded by Jim at 1336.
- 9.99 Annual Survey Questions as a result of Agenda / Discussions / Debate
Ross spoke to the Directors about the content of our Annual Survey Questions, in particular if there was anything out of today's meeting to be included.
- 10 Dates of future Board of Director's Meetings
Proposed for October 14th, 2017 at Danny's Inn, Bathurst
Brad and Ross noted there may be problems with this date at this location. Ross proposed holding the meeting at Danny's, and will follow-up with the venue for availability.
On December 2nd, 2017 at Quality Inn, Campbellton
Proposed for January 28th 2018 Location TBA (after Annual President's Ride - Sunday)

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Proposed on March 17th, 2018 at Best Western, Edmundston
On May 5th, 2018 at Rodd Resort Miramichi - NBFSC AGM.

11 Adjournment

Dave moved the meeting adjourned at 1345 hrs.

Submitted by,

Paul J. Robichaud
NBFSC Secretary