

NBSFC Board of Director's Meeting Minutes
June 12th,13th, 2021
Grey Rock Quality Inn Hotel, Edmundston NB

Saturday, June 12th

Board Members in Attendance: Dave Garland, Ronald Lanteigne, Greg Grant, Steve George, Mario Levasseur, Paul Robichaud, Marc Hannan, Jim Connors, Brad Mann, and Kyle Good (Saturday).

1) Call to order Dave

- Use of Motion Pads
- Board Code of Conduct/ Confidentiality

2) Additions to and Approval of Meeting Agenda

- Add 7.17 request from Club Motoneige Inc .09 (Director Ask)
 - Move Treasurers Report 3.1- 3.5 and Permanent Committee Reports 4.1-4.7 to Sunday.
- Ronald moved to accept the Board Meeting Agenda as presented Seconded by Paul. Motion Carried.

3) Approval of last meetings minutes (Feb 27th and 28th) (Enclosure) Sandy

Marc moved to approve last minutes as enclosed Seconded by Ronald. Motion Carried.

4) Presidents Report

- GM Retirement....All going very well with current files being worked to be completed by end of June. Nondisclosure has been finalized and is in place. Overall, work has been going well during the process in reaching the timeline of completing his role.

-Corporate Sponsors Good Success in working with our sponsors including resuming past partnerships and renewing support with our great supporters of the Federation.

-Logo....Our new logo has been selected after review and selections being suggested by clubs, staff, and directors.

Work ongoing to be adopted related to marketing and materials required going forward.

-Relations....good news to report with Government, Quad NB, and Irving. We currently have maintained positive relations and we look forward to that continuing in a positive and productive manner.

5) Trail MANAGERS FILES

-5.1 Trail Managers Report (Enclosure)

Kyle submitted report that included Trail Signage, Club Surveys, Trail mapping, Grooming, and Trail Counters.

Further scheduling updates related to Sign Training/Autumn Zone Meetings 2021, and DNRED/Snowmobile Consultation.

Motion by Ronald to use portion of surplus funds for this year to buy eight extra trail counters. Seconded by Brad. Motion Carried.

-5.2 Sign Installation Training/ Autumn Zone Meetings (Enclosure)

Upon being presented, it was determined to move Zone 7 and 8 to October.

Additional review to be discussed with Zone's directors on other potential changes.

Motion by Marc to accept the schedule with changes. Seconded by Ronald. Motion Carried.

Discussion related to number of PSS Sign structures resulted in determining additional was required.

Motion by Marc to have 20 new PSS Structures to be built and have at the trail manager's disposal to distribute in the 2021 fiscal build year. Seconded by Jim. Motion Carried.

-5.3 Crown Land Consultations proposed Schedules (Enclosure)

Motion by Ronald to accept the schedule as distributed. Seconded by Greg. Motion Carried.

-5.4 Groomer operator training- To be postponed and revised at another time. It was acknowledged by Kyle that if a club had a specific need, he could coordinate during 2021 trail checks.

-5.5 Grooming Hours (Enclosure)

A discussion related to the Idling of Groomers and Grooming hour payouts resulted in a % of grooming hours to allow for Idling Time.

Motion by Brad to pay 15% of moving groomer hours to allow for idle time. Seconded by Jim. Motion Carried. Opposed by Ronald.

In response to the motion of 15% compensating idle Time, it was determined to adopt a new policy.

Motion by Brad to pay 15% of groomer hours to compensate for idling time. Second by Mario. Motion Carried

Motion by Paul that policy statement GRM-002, specifically the 6th bullet point under VI. Criteria, be deleted, this would eliminate the requirement for a club to have at least 75 Km of trail in order to qualify for Groomer/Drag funding. Seconded by Ronald. Motion Carried.

Paul moved that the projected funding available from the TIF fund(amount to be confirmed) be distributed through the groomer funding list which the Zone Directors will confirm with the affected Club 10,78,14,26 &19. Clubs qualifying for a new groomer will be offered \$100,000. Club qualifying for factory refurbished, be offered \$40,000. Clubs wishing to

purchase a drag be offered \$14,000. Any remaining balance will be used towards the new groomer purchase. This is a 50/50 match with the Clubs, up to a total of \$180,000. Seconded by Brad. Carried unanimously.

-5.6 Youth online snowmobile training

Kyle presented a proposal to have Fresh Air Educators customize an online course to properly portray the education requirements set forth by New Brunswick.

Motion by Ronald to accept 5.6 Youth online snowmobile training and provide the funds of \$1186.50 as quoted. Seconded by Marc. Motion Carried.

-5.7 DNRED Inspections and Repairs (Enclosure)

This inspection involves Former Railway Line Spring Inspection, St Quentin to Tide Head. The board has reviewed and accepted as an FYI.

-5.8 Christmas Mountains-Update

Kyle presented an update that included the following.

- Grooming operations to be same going forward
- Continued experience by groomer operators will provide enhanced quality of trails.
- Trail maintenance going forward to include signing
- Snowmobile Parking to remain in designated area which involves not being near front of the lodge. Snowmobilers are to walk down short road to the Lodge.
- Lodge reviewing option of offering additional food services. This will provide additional convenience for snowmobilers during their visit.

Motion by Ronald to accept this update. Seconded by Marc. Motion Carried.

5.9) Gap Analysis (Enclosure)

- Kyle presented a map that highlighted the snow belts in the province which supports snow volumes and snowmobile high traffic areas. Further, thirty bridge opportunities were listed to establish priorities going forward. They were also detailed in identifying following criteria:
- Twelve that would be classed as a priority
- Six of which would be included as dual with Quad NB
- Two in total that would include crossover with Quad NB.
- balance of thirty bridges were listed in priority two and three
- Other details of the map indicated Provincial, Local, Xmas Mountains, Trans Canada Trail, DTI, NB Water and Crown Lands.

Motion by Brad to accept 5.9 Enclosure as presented and to have trail manager attain pricing on the top six priorities for the federation and to include two bridges that are dual with Quad NB. Seconded by Paul. Motion Carried.

5.10) Trial Advisory Committee (Enclosure)

- Dave highlighted the importance of being part of the Provincial Trail Committee

-It is a benefit to be involved in agenda items such as signature Trail updates, and Trail Management Issues.

**Motion by Mario to accept as enclosed presented by Kyle and Dave. Seconded by Paul.
Motion Carried**

5.11) Changes to Paper Snowmobile Map

-Kyle highlighted some changes as an FYI.

Included was removing mini maps, grooming three locations including Zone 8, Miramichi, and Woodstock

Adding messaging Ride Right, Slow Down and No Trespassing.

Overall trail map will be presented very well for upcoming season.

6)OLD (CURRENT)BUSINESS

6.1) Club Agreement Review TRL-001 (Enclosure)

Motion by Ronald to accept. Seconded by Marc. Motion Carried

6.2) Club Rewards Program (Enclosure)

**Motion by Paul to remove Club Attendance requirement due to COVID-19.
Seconded by Brad. Motion Carried.**

6.3) Winter Tourism Growth Strategies (Groomer Funding)

An FYI going forward, changes may be coming related to qualifications for funding.

Groomers may be a lesser priority verses support for Bridge replacements, builds or improvements.

Will continue to work with our partners related to support that is offered.

Motion by Ronald to accept. Seconded by Marc. Motion Carried

6.4) GM Retirement update

Current files being created related to information that will be reviewed by board going forward is on track to meet the timeline of June month end.

This includes Xmas Mountains, attributes of a General Manager, Priorities going forward at board and staff level, and other ideas and suggestions going forward in supporting transition.

It was agreed to have this be the main focus and the more traditional duties be sidelined during this time.

6.5) Moved to Trail Mangers report (Deleted)

6.6) Fundy Parkway -9 (Update)

Focus continues to further improve the snowmobilers experience in the Park.

Fundy Trail riders have acquired a second groomer and in turn will provide additional grooming to the park trails.

Sign checks this past season have highlighted some additional signing to improve access to the park. Addition of PSS sign will also benefit in this area. We will continue to focus on creating the best experience at this very scenic snowmobile destination. Interest continues to grow amongst snowmobilers throughout the province and beyond in experiencing snowmobiling in Fundy National Park trail way.

6.7) Grooming Extension to April 30th (Enclosure)

Request to inquire on having grooming extended on trails related to clubs #76, 29, and 44.

Motion by Mario to have Kyle continue with request to parties involved that are positioned to approve the grooming extension. Seconded by Brad. Motion Carried.

7) NEW BUSINESS

7.1) 2022 Tourism Weekend

Motion by Ronald to have Tourism Weekend Feb 6th, 7th, and 8th, 2022. Seconded by Paul. Motion carried.

7.2) 2022 Presidents Ride date/approval

Motion by Ronald to have President's Ride on Feb 24th-Feb26th. Seconded by Mario Motion Carried.

7.3) GM Replacement

Moved to Sunday.

7.4) New Office

Greg offered update to moving to new office location.

Highlights include

- renovations by landlord continuing and will be completed on time.
- larger space will be greatly improved eliminating the need for outside storage
- New office will be much more of an upgrade in terms of new update verses old
- Parking for visitors larger and more convenient
- Location in town much better for staff (i.e. close to Bank)
- Plans ongoing to acquire Board Table to compliment existing furniture and new boardroom.
- Overall, much more effective offering great value and improved facility

Motion by Ronald to approve the update as presented by Greg. Seconded by Marc. Motion Carried.

7.5) Motion for logo

Dave presented new Logo choice by all parties involved in selection.

Motion by Marc to accept the new logo. Seconded by Ronald. Motion Carried.

7.6) Online Permits-Classic

Purchase of Classic Permits is not available as of yet. Work is ongoing with Service NB and Public Safety and goal is to have a solution in the near future.

7.7) Social Media Facebook

Discussion resulted in staying with Status Quo. It will be managed by both Lisa and Kyle. Plan is to commence July 1st.

Motion by Ronald to accept the use of Facebook. Seconded by Mario, opposed by Brad. Motion Carried

7.8) Legal Advisement Update

GM retirement completed and remains on schedule for July 1st.

Lawsuit ongoing related to a couple hitting a sinkhole in Zone 6. **MacGillivray** Insurance and Law will be representing the federation. Dave will be acting on behalf and in turn has the file.

7.9) 40th Anniversary

Plan is to mention and thus promote 40th anniversary as opportunities arise. This includes social media Facebook web site. Launch of new Logo etc.

7.10) Club#19 Safari -Permission to Sell Groomer (Enclosure)

Motion by Paul that Club 19 – Safari 2000 may sell their 2002 Pisten Bully and 2006 NTN Drag. Condition includes current groomer cannot be sold or released until replacement groomer is acquired. Seconded by Greg, opposed by Brad. Motion Carried

7.11) Club 39- Victoria County, Financial Aid for Bridges (Enclosure)

This request has been tabled for further investigation. Trail Manager will be involved to assist and explore options.

7.12) Miramichi Snow Goers Request for GPS (Enclosure)

Motion by Marc to allow Club 22 to have a third GPS installed in the 2001 New Holland for hours only. This will also include not to be on the groomers funding list. Seconded by Jim. Motion Carried.

7.13) Millstream Invoice (Enclosure)

Review has determined there is no issue with this invoice being paid. It is within policy given that it was approved by the Zone Director.

7.14) NBFSC Name Change (Enclosure)

In relation to name change and its use, the following is noted as an FYI.

Going forward we should always, on any form or document, use the explanation or use the terminology "The New Brunswick Federation of Snowmobile Clubs, Inc. operating as Snowmobile-Motoneige NB.

7.15) Club #22 Miramichi Snow Goers Request for Trail Extension. (Enclosure)

Motion by Marc that we allow Club 22 to extend trail 588 to this community. This will be pending having a signed Landowners Agreement. Seconded by Ronald. Motion Carried.

7.16) Policy GRM-002 Groomers per KM of trail. (Enclosure)

This has been reviewed and addressed under 5.5 Groomer Hours.

7.17) Club #9 Request to Purchase Small Groomer

Objective is to purchase small groomer to groom trail 332 from the water in Bertrand all the way to the end.

The groomer will be on the non-funding list and the club is responsible to pay for the insurance.

Motion by Ronald for club #9 to be permitted to buy a small groomer for the sole purpose of grooming Trail 332 from the ice crossing in Bertrand to the end of the trail in Anse Bleu and the NBFSC assigns a GPS unit to that groomer.

This will be on condition of registration being current, proof of valid insurance, and Applicable Land Agreement be signed and in place. Further this groomer will not be on the groomer funding list. Seconded by Jim. Motion Carried.

7.3) GM Replacement

Process is continuing to attract candidates for the position. Plan is to continue marketing including adding new sources to broaden new candidate potential. Reaching out to perspective people in the field is another possibility.

It was agreed we would step up the search overall once the current position is vacant in July.

3)TREASURER'S REPORT (Enclosures)

3.1) Account Receivables, Current

3.2) Restricted Cash Summaries, Current

3.3) Permit Sales, of 2021 (not Reconciled)

3.4) 2020-2021 Year End Projection (Before Audited Statements)

3.5) Motions for Internally Restricted Funds before June 30th.

Greg reviewed summaries of the enclosures related to Treasurer's report.

Motion by Greg to internally restrict \$24,500 Club Reward Program to be paid out at the Fall 2021 Zone Meetings. Seconded by Ronald. Motion Carried.

Motion by Greg that we internally restrict funds for the October 2021 Payout, based on 2020-2021 Trail permit sales revenue once calculations are complete. It is to be paid out to the clubs in October 2021. Seconded by Ronald. Motion Carried.

Motion by Greg to adopt changes regarding 5th Payout to TRL-001 as presented. 5th Payout; Sourced from the company's year-end audited financial surplus. The BOD may create a fifth pay out, deemed payable in the same fiscal period as the above mentioned pay outs, in the event of a financial surplus at its year end, calculated on the current years grooming hours. Seconded by Brad. Motion Carried.

Motion by Greg that we retain \$100,000.00 from the current year's (2020-2021) financial surplus. The remaining surplus to be paid out based on the 5th Payout in TRL-001 once the Financial Statements are complete. Seconded by Marc. Motion Carried.

Motion by Greg to accept the Treasurer's Report as presented. Seconded by Ronald. Motion carried.

4) PERMANENT COMMITTEE REPORTS

4.1) By Laws & Policy Committee Ronald All good at this time

4.2) Fundraising Committee (Enclosure) Mario

Mario provided lists of various sponsors and status related to being confirmed and follow up that is ongoing to secure balance. Also, list included new sponsors, which is welcomed - good news. Overall Fundraising is in great shape going forward.

4.3) Trail Committee Greg

Trail committee work ongoing. Some details were covered in Trail Managers presentation.

4.4) Nominating Committee Mark All good at this time.

4.5) Human Resources Committee

Staff have been doing well and the current support of Board of Directors during the transition of GM retirement has proved beneficial.

Update on GM concluding his term or departure in July covered previously.

4.6) Awards Committee

Discussion resulted in a takeaway to have Jim review with Janice various criteria related to qualifying for awards. This will be reviewed at a later date.

4.7) Awards Wall of Fame BOD

Selection of candidates ongoing and a final list will be tabled. It was discussed to have the Wall of Fame winners be presented awards at a time to provide an opportunity to go on a snowmobile ride.

Dates of Future Board of Director Meetings

- Sept 11-12, 2021 Woodstock

- November 19-20 2021, at Atlantic Host, Bathurst

-Feb 26, 2022 Grey Rock Quality Inn, Edmundston

Adjournment - Mark moved to adjourn the meeting at 12pm.

Submitted by

Steve George

NBFSC Secretary