



Athletics New Brunswick Board Meeting (Teleconference)

Date: June 7, 2016

Attendees:

Yes	Alex Holder	<i>Staff - RJTW</i>	Yes	Marc Lalonde	<i>President</i>
Yes	Bill MacMackin	<i>Past President</i>	Yes	Miriam Godin	<i>Treasurer</i>
UA	Carl Cummings	<i>Officials Rep</i>	UA	Rob Jackson	<i>Run NB Chair</i>
Yes	Carol Lepage	<i>Dir at large</i>	UA	Ross Britton	<i>Masters Rep.</i>
UA	Clayton Saunders	<i>Legion Rep</i>	Yes	Sandy Leland	<i>Dir at large</i>
Yes	Gabriel LeBlanc	<i>Staff - Tech. Dir.</i>	Yes	Sarah Myatt	<i>Athlete Rep</i>
UA	Germain Landry	<i>Vice President</i>	Yes	Scott Anderson	<i>Dir at large</i>
Yes	Jason Reindl	<i>Staff - Coach Dev.</i>	UA	Scott Davis	<i>Dir at large</i>
Yes	Jennifer Butler	<i>Dir at large</i>	Yes	Steve Leblanc	<i>Staff - HP</i>
Yes	Kathleen Kiely	<i>Dir at large</i>	Yes	Violet Brown	<i>Secretary</i>

1.0 Call to Order

The meeting was Called to Order by Marc at 8:39 pm

2.0 Approval of Agenda

Motion: Violet

That the agenda be approved as written.

Seconded: Jennifer

MOTION CARRIED

3.0 Report of March 16, 2016 Conference Call (non-official meeting)

Motion: Miriam

That the non-official meeting minutes be approved as a written report due to not having a full quorum during that call and the 2015 financials of the January 26, 2016 meeting

Seconded: Kathleen

MOTION CARRIED



Motion: Jennifer

That the previous meeting minutes of January 26, 2016 be approved as reviewed.

Seconded: Sandy

MOTION CARRIED

Motion: Kathleen

That the previous meeting minutes of January 26, 2016 be approved.

Seconded: Sarah

MOTION CARRIED

4.0 Business Items

4.1 Financial Report – 2015-2016

As part of the financial review, Marc introduced Miriam Godin as our new Treasurer. She agreed to join us in early April but really didn't get going until late April.

The transition as per Miriam went well but she has not been able to dig into each account to date. Much of the revenue entrees have been reviewed but not all the expenses. She is learning Quick Books and has not had many problems. Darlene is still available for support. Miriam will be well into the books by the end of May. HST remittance; 2015 received; process now twice per year so another report will be done in June and December. Payroll remittance done for May shortly. Payroll for summer students all done for the entire summer as is the payroll for the four staff; all by cheque for now.

Marc asked how our financials look in comparison to the budget, including the extra funds donated and/or received. Miriam noted several adjustments.

Balance sheet – cash \$89k – reserves to see us thru the year. HST receivable received in May will be removed from that line next month.

Sandy asked about cheques issued for staff – any direct deposit available? Bill noted that we were ready to do this but with the change in Treasurer delayed this for now. It is worth doing with little cost and added bonus of statutory holidays and other benefits inclusive.

Program budgets were reviewed noting the meetings of staff over the next few months; this budget accountability will be the responsibility of all staff and the Treasurer and President, not just the president. The budget will also be offering more transparency.

Motion: Sandy

That the financial reports are approved as written.

Seconded: Carol

MOTION CARRIED



4.2 Staff Reports

4.2.1 Steve's Report

Steve reviewed his written report. Notable points: next few months – competition driven with meets, attending senior nationals, etc. Work on new ADSP program, documentation work with regards to timelines of events for standards, funding, life cycles over the year, etc. Program available on the web – who is on the team, etc. Indoor season work continues.

Marc noted a meeting of staff today; asked Steve to broaden the scope on elite athletes with regards to funding and progress, etc.

See full report attached.

4.2.2 Jason's Report

Jason reviewed his written report. Notable points: Coaching education & press release; athletes Canada and Nationals. Noting athlete results and upcoming events.

Nationals numbers asked – uncertain at this time. Biggest event of the year, volunteers required with four coaches away

See full report attached.

4.2.3. Alex's RJTW Report

Alex reviewed his written report. Notable points: 6385 in RJT. Lots of meets, youth runs, demos of RJT for the kids (800 kids in Fredericton). Getting summer students in motion. Grand Manan clinic and other coaching works; shadowing Jason, etc. 12 challenges schedule reviewed. Numbers of instructor trained for the RJT reviewed; middle school in SJ today, making the count between 6385 to 7000. Gabe has events to add to these numbers. Sandy asked if these numbers were new this year or overall and Bill noted that SJTC is trying to determine the new attendees due to Alex's work versus what was existing.

See full report attached.

4.2.4. Gabe's Report

Gabe reviewed his recent activities noting that he has been busy with NBIAA (lots of glowing reviews), summer season and staff (record number of staff – 9) and their initiatives, Regional meet, and total of 10 meets regionally. Next few months looking just as busy. RunNB work continues with road running events, 400+ attendees, learning curves, etc. Summer staff helps with these meets.

Gabe noted that each student's job description is a little different and reviewed the similarities with regards to support to clubs and events and on-line reports of activities.



Job duties listed as they go will assist with next year's job descriptions. Experience and strengths will change these as per individual.

4.2.5. President's Report

The President's report was reviewed by Marc. Notable points: RunNB events, fundraising events with Marc noting some of the fundraising efforts of the staff as well as other fundraising thoughts reviewed by staff. Miriam was noted as newest member of the Board and our new Treasurer.

Stadium Committee review, AC signed over to us for review and negotiations.

Staff reviews done with most, happy with all staff, efficient and hard working.

UDM review of athletes' expertise and upcoming events including the Edmonton Nationals.

Marc noted that around September, the mid-year budget changes and he would like to bring all the staff together to understand the overall budget and strategy, savings, etc. As there is not much flexibility in funds, everyone needs to be involved in recognizing revenue and expenses.

Motion: Kathleen

That all staff Reports are approved as reviewed.

Seconded: Violet

MOTION CARRIED

5.0 Other Business

Club Membership numbers were reviewed and noted as encouraging but numbers have leveled out. Recent members of those not renewed and approached by another club was commented on with a note that the ethics of clubs would be to not approach other club's members. It was asked how many athletes are not members and Gabe noted 53 out of almost 600 (but that many of those numbers are officials, not athletes).

AGM noted by Marc for October 16th in Oromocto and asked the Board if there were any conflicts? Hearing none, date confirmed to October 16th. Calendar to be updated.

6.0 Next Meeting

Marc noted the next meeting was a teleconference call on Wednesday September 21, 2016 at 20:30.

Motion: Violet

That the meeting be adjourned. The meeting was adjourned at 9:40pm

**Athletics New Brunswick
Balance Sheet
As of April 30, 2016**

	Total
Assets	
Current Assets	
1320 Prepaid expenses	9,698.36
Cash and cash equivalents	
1054 Scotiabank Savings	21,729.51
1055 Scotiabank Chequing	66,955.99
Total Cash and cash equivalents	\$ 88,685.50
Accounts receivable (A/R)	
1201 Accounts Receivable (A/R) & Accruals	1,680.00
1202 Accounts Receivable (A/R) -HST Receivable	4,605.81
Total Accounts receivable (A/R)	\$ 6,285.81
Total Current Assets	\$ 104,669.67
Non-current Assets	
Property, plant and equipment:	
1820 Office equipment	588.98
1825 Depreciation	-557.00
Total 1820 Office equipment	\$ 31.98
1835 Track Equipment	38,258.07
1836 Depreciation	-19,663.07
Total 1835 Track Equipment	\$ 18,595.00
1860 Computer Equipment	2,734.82
1865 Depreciation	-1,562.92
Total 1860 Computer Equipment	\$ 1,171.90
1910 Computer Software	1,938.36
1915 Depreciation	-1,938.36
Total 1910 Computer Software	\$ 0.00
Total Property, plant and equipment:	\$ 19,798.88
Total Non-current Assets	\$ 19,798.88
Total Assets	\$ 124,468.55
Liabilities and Equity	
Current Liabilities	
2110 Accrued Liabilities	1,866.00
2130 Deferred Revenue	0.00
2180 EI Payable	658.56
2185 CPP Payable	1,338.44
2190 Payroll Taxes Payable	2,759.83
2375 HST Paid on Purchases	-1,201.80
GST/HST Payable	0.00
Accounts Payable	
2100 Accounts Payable (A/P)	0.00
Total Accounts Payable	\$ 0.00
Total Current Liabilities	\$ 5,421.03
Equity	
Opening Balance Equity	84,899.31
Retained Earnings	14,677.89
Profit for the year	19,470.32
Total Equity	\$ 119,047.52
Total Liabilities and Equity	\$ 124,468.55

Athletics New Brunswick

Budget vs. Actuals: Budget 2016 - FY16 P&L

January - April, 2016

	Total - April 30, 2016 <u>Actual</u>	Budget 2016 (Revised - June)
Income		
Billable Expense Income		
Government & Agency Funding		
4020 PNB Staffing Assistance Program (Tech Director)	15,000	30,000
4025 PNB PCEP Funding Assistance (HPP Coach)	15,000	30,000
4030 PNB Funding Model		67,650
4040 PNB High Performance Athlete Funding	14,500	12,000
4050 2010 Moncton Legacy Fund		22,000
4100 HRDC Summer Staff Grants		16,986
4101 Wage Subsidy Program - RJTW (AH)	6,880	16,000
4102 PNB-Professional Coach Development Funding	5,000	5,000
4110 Jeux de la Francophonie Funding	33,000	10,000
4230 HST Rebate	675	0
Total Government & Agency Funding	90,055	209,636
Membership Fees & Other Revenue		
4270 Club Membership Fees	300	1,500
4271 Athlete, Coach, Officials Membership Fees	14,150	28,500
4272 Club Contribution to Coach Position (SJTC)		17,500
4273 Partner Contributions to Coach Position (M)	22,500	45,500
4275 A/C Contribution to RJTW position (AH)		10,000
4276 Partner Contribution to Coach Position RJTW (AH)		10,000
4450 Club Funding of Summer Students		2,000
4460 Miscellaneous Revenue	25	5,000
Total Membership Fees & Other Revenue	36,975	120,000
Programs		
4240 Run Jump Throw Funding		10,000
4267 Run NB Revenue	4,450	22,900
4304 High Performance Program		2,000
4610 Canada Games Funding		
4620 12 Challenges Clinics		3,600
4625 Para / AWAD Programs		0
4630 Podium Program Funding		0
4640 Coaching Development		5,000
4650 Legion Program		16,000
4680 Hershey Program		0
Total Programs	4,450	59,500
Race/Meet/Event Revenues		
4301 NBIAA Provincial Champs		2,300
4302 NBIAA Regional Championships		1,200
4303 Legion Provincial Championships		4,000
4305 ANB Outdoor Championships		3,000
4306 Atlantic Outdoor Championships		5,000
4307 NB Middle School Track Championships		2,300
4308 ANB Indoor Championships	3,517	4,400
4309 Atlantic Indoor Championships	4,640	4,600
4310 Fall Cross Country Meets		4,000
4311 NB Middle School XC Championships		500
4312 Canada Summer Games Trials		0
4313 Eastern Canadians		5,000
4314 Maritime Track League	1,600	4,100

Athletics New Brunswick

Budget vs. Actuals: Budget 2016 - FY16 P&L

January - April, 2016

	Total - April 30, 2016	Budget 2016 (Revised - June)
	Actual	
4380 Athletics Canada indoor	15,962	20,000
4384 ANB Award Night Revenue	50	1,000
4385 Team Trips/Clinics/Camps Revenues	2,138	8,000
4390 Gagetown Invitational Indoor	2,200	2,200
Total Race/Meet/Event Revenues	27,906	62,500
Total Income	159,387	451,636.0
Gross Profit	159,387	451,636.0
Expenses		
General & Administrative		
5610 Accounting & Legal	924	5,000
5615 Advertising & Promotion	1,754	5,000
5626 Membership Fees Athletics Canada etc	3,310	15,000
5685 Insurance		3,000
5690 Interest & Bank Charges	37	200
5700 Office Supplies	1,633	4,500
5760 Rent	1,400	4,200
5765 Equipment and Repairs & Maintenance	1,218	2,000
5780 Telephone	2,215	9,000
5781 Training & Prof Development	7,022	6,000
5783 Travel & Meals - Technical Director (GL)	183	2,000
5784 Travel & Meals - HPP Coach (SL)	688	1,500
5785 Travel & Meals-RJTW Coach (AH)	447	1,000
5786 Travel & Meals - Provincial Coach (JR)	300	1,500
5787 ANB Board Meetings, AGM & SAGM	619	2,500
5788 Athletics Canada AGM/SAGM		3,000
5789 Courier, Postage & Freight	720	2,000
Total General & Administrative	22,468	67,400
Program Expenses		
5616 ANB Awards		5,000
5805 PNB High Performance Athletes Expense	16,500	14,000
5810 High Performance Program Expense	744	15,000
5812 Legion National Program Expense		18,000
5825 Run Jump Throw Expense	480	12,000
5826 Canada Summer Games Team	1,500	2,500
5827 Coaching Development	1,272	2,500
5828 HPP - Florida Training Camp		1,000
5829 Officials Development	560	5,000
5830 Podium Program Expenses		0
Total Program Expenses	21,056	75,000
Races/Events/Meets Expenses		
5791 12 Challenges Clinics Expenses		3,200
5792 Fall XC Meet Expenses		2,800
5793 NB Middle School XC Champs Expense		800
5796 ANB Indoor Champs Expense	3,101	2,900
5797 Atlantic Indoor Champs Expense	150	3,100
5799 NB Middle School Track Champs Expense		800
5802 NBIAA Regional Champs Expense		500
5803 NBIAA Provincial Champs Expense		1,200
5804 Legion Provincial Champs Expense		4,000
5806 Legs for Literacy Expense		200

Athletics New Brunswick
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - April, 2016

	Total - April 30, 2016	Budget 2016 (Revised - June)
	<u>Actual</u>	
5807 ANB Outdoor Champs Expense	234	1,000
5808 Atlantic Outdoor Champs Expense		3,500
5809 SJTC Spring Open Meet		0
5811 Indian Games Expense		1,400
5814 Gagetown Invitational Indoor Expense	780	1,200
5816 A/C Indoor	16,836	20,000
5817 Maritime Track League		4,600
5820 Para Clinic/Expenses	134	2,200
	2,198	5,000
5904 Hershey meet and expenses		0
5905 Jeux de l'acadie		750
5906 Team Trips/Clinic/Camps Expense	718	8,000
Total Races/Events/Meets Expenses	24,152	67,150
Staff & Payroll Expenses		
5600 ANB Salaries & Wages	65,077	211,537
5601 CPP Expense	2,981	9,538
5602 EI Expense	1,713	5,568
5603 Employee Benefits	1,644	5,100
5605 WHSCC Expense	825	825
Total Staff & Payroll Expenses	72,240	232,568
Total Expenses	139,916	442,118
Net Operating Income	19,470	9,518
Other Expenses		
5660 Depreciation		8,500
5740 Miscellaneous	0	1,000
Total Other Expenses	0	9,500
Net Other Income	0	-9,500
Net Income	19,470	18

Coaching Education and Meet Hosting

- Since the SAGM I have been involved in hosting several track meets (SJTC Spring Meet, NBIAA Regional's, NB Middle School Champs), several coaching events and NCCP locker submissions and am currently in Halifax for the 2016 edition of our annual coach mentorship camp with 5 coaches (Jennifer Butler, Kathleen Kiely, Sarah Myatt, Justin Young, and Brandon LeBlanc).
- Published a media release on May 20th announcing that ANB has been involved in the training of 127 individuals since November 2015 – 70 RJTW, 29 Sport, 11 Club, 6 Performance. Additionally, 4 individuals have gone through all aspects required for certification (1 level 4, 1 Performance, and 2 RJTW).
- Have made live our coach status tracker in the membership database on our website. As the Coaches Association of Canada, NCCP, the locker look to finalize the transition from old levels (1-3) to new context titles (Sport, Club, Performance) by the end of 2016 I will look to develop plans and timelines for additional enhancements.

Performance

- Recently attended the NBIAA Championships and athletes from my group set 18 personal bests won 6 gold medals, 5 silver medals, and 3 bronze medals.
- Headed to Sherbrooke on June 17-19 for the Ian Hume track meet. Have 5 SJTC athletes (Victoria LeBlanc, Daniel Brown, Julia MacPherson, Marie-Pier Cloutier, and Artabaz Nazari) and 2 UNA NB athletes from the Florenceville-Bristol areas (Timothy Brennan and Adrian Kinney).
- Have been organizing trip to Nationals July 5-11 in Edmonton, Alberta and assisting with logistics for several athletes including – Victoria LeBlanc (SJTC), Adrian Kinney (UNA NB), Braden Harrison (FLTC), Brady Graves (SJTC), Nick MacMackin (SJTC).
- Selected as a CSCA Training Group (goal is to narrow the gaps to national medals and national teams).

Participation & Positive Experiences

- During the recently concluded high school season I worked with hurdlers and jumpers from the Saint John area integrated high school program with SJTC.
- Did a clinic in Grand Manan (May 10th) with Alex Holder and Clayton Holteen.
- Did a clinic in Miramichi (May 11th)
- Working with UNBSJ on a 300+ McDonalds Olympic sport day on July 22nd.

Additions

- UNB working on schedules and details for 2016-2017 XC & TF seasons.
- Attended GNB Sport and Rec Policy meeting for education sector on May 31
- Attended GNB PCEP review meeting on May 19th with Bill in Fredericton.
- Attended CAC LF Training (Manage a Sport Program, Performance Planning, Advanced Practice Planning) in PEI on April 29-May 1.

RJTW & First Contact Report – Alex Holder

Events & Outreach

- RJTW Workshops hosted in Saint John, Fredericton & Bathurst
- Grande-Digue Youth Race with RJTW Stations on April 24
- Kids Help Phone Walk in Fredericton on May 1
- Intro to Track program at Touchstone Academy
- Fredericton Youth Run RJTW Demonstration; EDP Mother's Day Run on May 8
- Wellness fairs and expos at schools and various communities
- NBTA Physical Education Conference – two one hour RJTW Sessions
- Forest Hills; Chris Saunders Elementary; Rothesay Elementary & K-Park clinics
- Grand Manan Community School clinic for middle & high school students on May 10
- Nashwaaksis Move-A-Thon in Fredericton – Jon Gionet gave speech & RJTW sessions
- Grand Falls Wellness Day track & field clinics – Clayton & Julia
- Several meets including NBIAA SW Regionals, Middle School Provincials, NBIAA Championships

Coaching & Training

- Coaching RJTW with the club with Clayton & Victoria
- Coaching high school with Jason & Clayton – learning progressions
- NCCP Making Ethical Decisions Workshop (Webinar)
- ANB Photo Timing/Results Management Workshop in Moncton on April 17
- Sprints & Hurdles Workshop in SJ on April 30 and May 1
- Working firsthand with FinishLynx Software at track meet

General

- Pathway document for RJTW Instructors – explaining certification, MED, etc.
- Applied & Approved for Provincial SEED & Federal Program jobs across the province
- Tasks & events for summer staff (i.e. lesson plans, local clubs, municipalities, rec facilities, etc.)
- RJTW Series Regional Meets & 12 Challenges across the province
- Conference call with Summer Staff to explain guidelines and expectations
- List of Funding Opportunities for athletes and programs across the province
- Reporting numbers to Athletics Canada for first contact programs
- Fillable document for summer staff & others to submit numbers & details from RJTW programs
- Setting up registration and adding news stories online for 12 Challenges Programs

Upcoming

- Multicultural Sport Camp from August 8-12 at UNBSJ
- RJTW Instructor Training at Francophone PE Teachers PD Day on August 30
- FitKids After School Staff RJTW Training
- Olympic Sports Day at UNBSJ with several other sports
- SJEC & HEC meets; 12 Challenges Rothesay all taking place this week

Numbers

- RJTW Instructors since November 2015 – 67
- Youth involved in RJTW & First Contact Programs (approximately) - 6385