

Minutes of the Annual General Meeting

Orienteering New Brunswick

January 10, 2009

Oromocto, NB

Present: David Ross (President); Phil Backman; Aralee Coombs; David Fellows; Ray Kwan; Paul Looker; Harold McQuade; Bobbie Ross; Stig Skarborn

Meeting called to order: 1) Review of last year's minutes; 2) Quorum determined to be present; 3) **Moved by David Fellows; seconded by Paul Looker:** Move to accept last year's minutes. Carried.

Distribution of reports:

- President's report
- Fundy Club report
- Fredericton Foxes report
- Falcons Club report
- ONB Notes report
- ONB webmaster's report

- High Performance Athletic Development Program (presented as a verbal report by Harold McQuade: 1) members of the committee: Harold McQuade; Terry Edgett; Peter Lane; 2) Funding has been provided by the province (\$3500.00 divided into two installments); provided for the development of athletes; applicants are assessed by the committee re potential funding. The province decides who receives the funding and how much.

Moved by Stig Skarborn; seconded by David Fellows: Moved to accept the reports that were presented.

Presentation of the financial report: 1) Produced by Stig Skarborn; 2) Three reports were presented, including comparison balance and income sheets (compared to January 8 (2008 and 2009

Highlights from the financial report:

- Junior financial support from ONB was not as much this year as the COCs were held in New Brunswick; normally the juniors receive some financial support when the event is held elsewhere in Canada.
- There was a mapping clinic held by Bill Anderson (from Ottawa).
- Paul Looker traveled to Ottawa re the national session to train the trainers for the new Community Coaching module.
- There is an apparent profit of \$10,925.00 from the COC2008 events; the final number is not yet available
- There may be additional expenses re the Fundy National Park environmental assessment (March 2009); it is expected that this will be \$500.00, but it could be more as the company that had volunteered their time has since been taken over by a different company. Probably only one more site visit will be required. The time from work and the production of the report may be expensive. If the report can be produced electronically, this will help to keep the cost at the lowest level possible.
- We have been awarded a grant from MEC for \$1000.00. The first installment of \$500.00 has been received. The balance of the grant may be forwarded to us depending upon our final total costs for the environmental assessment.

Action: Need to check when and if the grant from MEC has an expiry date and what has to be done to justify getting the second half of the grant; especially relevant as the rest of the work for the environmental study will not be completed until later in 2009. **David Ross**

- Acknowledgement that a lot of people volunteered their time and travel expenses to organize the COC event. This included our local organizing team, and in particular Harold McQuade who made many trips to the event site to plan and organize the courses.

- Acknowledgement was noted that Adrian Zizoss was particularly generous in the assistance that he gave to our organizing team for the COCs in his capacity of WRE advisor. It was acknowledged that he made three trips to New Brunswick at his expense in order to assist us plan for the event. An honorarium of \$500.00 was paid to Adrian for this, which was a token of our appreciation, but which hardly covered his costs.
- Acknowledgment was made that Valerie Meyers greatly assisted our COC2008 events by making available the SI8 units used during the event.
Action: The plan is to purchase Valerie Meyers a gift as a further recognition. The plan is to buy a gas gift card that she can use to travel to orienteering meets of her choice. **David Ross**
- Acknowledgement was made of the contribution by the Smith family (and extended family members like Holger Hott) re the planning and execution of our first-ever Fishbones event (pre-COC). It is recorded that they wished that their legacy to our club as a result of their involvement in the Fishbones was that 50% of the profits from the COC event is to be designated to the purchase of electronic timing equipment. At the time of this meeting, the exact profit figure was unavailable due to the pending expenses for the yet-to-be-completed environmental study.

Action: Once the final figures are available, the purchase of electronic timing equipment needs to be organized, which is expected to be for the sum equaling 50% of the profits from the COC event (August 2008). **ONB management Committee**
- It was acknowledged that the fact that the COC event was held in a national park added an extra burden in terms of expense and organization because of the requirement that an environmental impact assessment had to be done.

Questions that arose from the financial report:

1. Should we give Adrian Zisoss another honorarium in addition to the \$500.00 that we have given him already. Outcome: Given the relatively tight circumstances of our financial situation and given what we thought were Adrian's wishes, we declined to offer an additional honorarium, but we remain appreciative of the effort that he made in order to make the COC event a success in his capacity of WRE advisor. (This was formally discussed in the New Business section of the meeting.)

2. There has been a request from the Ottawa Orienteering Club about the release of financial information related to the COC event. The reason for the request relates to their wish to use that information in planning a COC event in two years. **Outcome**: It was agreed that we would provide some summary sheet information, but also agreed that we wished to protect the financial information that related to those who had been generous to our provincial club, so that we did not promulgate the expectation that such individuals would be expected to be equally generous to subsequent organizers of COC events. (This matter was formally discussed in the New Business section of the meeting.) **Action by Stig**

3. It was noted that Aralee Coombs did not cash a cheque written for \$100.00 in September 2008 (cheque #210). This was a cheque for compensation for the Junior Camp for her son.; not cash a cheque for \$100.00; 210 cheque September 2008; wrong mailing address; compensation for the Junior Camp; she probably put it aside in error; if she cannot find it; **Stig** will write another one.

4. There were some monies that were not be easily identified in the financial report, such as Paul Looker's trip to Ottawa (NCCP COF Membership Committee) and some money related to Bill Anderson; Stig will further investigate where it was actually allocated - seeming related to the date of February 2008 that was used for the financial report. **Stig**

Moved by Harold McQuade; seconded by Ray Kwan: Moved that the Treasure's Report be accepted: Carried.

Questions that arose from the Treasurer's Report:

- Issue of the auditor and his remuneration: Norman McLeod was supposed to have done the audit last year (March 2008) and he still has not done it. Information was presented that if our annual funding requests and needs are less than \$10,000.00 with the exception of hosting grants and high performance athlete costs, that all we need to produce is a financial statement from our executive. Last year we received \$6000+ from the government, which is less than \$10,000.00; therefore we can potentially avoid the need for an audited statement. It was also discussed that the financial statement would be due by March 31, 2009 and that the Province can request an audit based on their assessment, or they can request random audits.

Moved by David Fellows; seconded by Bobbie Ross: Moved that we do not appoint an auditor for the fiscal year ending March 2009; and this could also be retroactive for the fiscal year ending in March 2008 as the Province does not require this for the funding that we received. Carried.

Discussion re changes to the constitution:

A 2008 draft version of the constitution was distributed.

Key points:

- Foxes will be dissolving their club as of March 31, 2009.
- The proposal that was discussed related to the closing of the clubs and administering orienteering through ONB.
- There would be central scheduling of events through ONB.
- There was a discussion on what would be involved re accounting for individual events and whether this would be too much of a burden for the ONB treasurer.
- Stig Skarborn indicated that he would be happy to be the treasurer for another year.

- There was a discussion about whether we would continue to use 'club names' for our local organizations.
- There was a discussion about the concept of executive directors and regional directors. The issue of trying to bring in junior directors as a way of having more individuals in a position to learn about the administration of our sport was discussed.

Moved by Stig Skarborn; seconded by Harold McQuade: Moved that the constitution be amended to include the provision of have two regional directors from each active region (section 11 of the constitution). Carried; one contrary vote; one abstention. [11.2] [The point of the amendment was that not all seven regions of the province conduct orienteering activities or have active members, and it is not feasible to have directors from the inactive regions.] This also effects 11.5 and 11.6; see below.

Moved by Stig Skarborn; seconded by David Fellows: Moved that the Executive shall have the power to appoint regional directors to represent any region. Carried. [The point behind this motion is the concept change from one director to the possibility of two directors.] [11.3]

Moved by David Fellows; seconded by Stig Skarborn: Moved that for 11.5 and 11.6 of the constitution, that the word 'two' be inserted where relevant to indicate that possibility of having two regional directors instead of one. Carried.

Moved by David Fellows; seconded by Ray Quan: In the event that there is no one willing to fill an available regional director position, that the position may remain vacant. Carried. [This was to be inserted after 11.7 in the constitution. 11.8 will then become 11.9.]

Moved by Stig Skarborn; seconded by Paul Looker: Moved that a regional director may also be a member of the Executive.
Withdrawn by the mover.

Moved by Stig Skarborn; seconded by David Fellows: Moved that the amended constitution (amended as per the Annual General Meeting of January 10, 2009; version 1.1) be adopted. Carried [unanimously].

Further discussion arising from the amendments to the constitution:

There was a discussion related to the bank accounts of the three different clubs that have existed (two official clubs and one unofficial clubs due to the lack of a constitution).

Business arising from the minutes or miscellaneous business:

- Our map policy has been forwarded to Kirk Meldrum (lawyer).

Action: Stig Skarborn will contact Kirk Meldrum to review the map policy. **Stig**

- ONB Notes: There was a discussion about the fact that there was one fewer issue of the ONB notes than is normally expected; this related to overwhelming demands on time for the editor. There was a discussion on whether a notice should go out to explain the smaller number of issues. The question was raised as to who would be responsible for the upcoming issues of ONB Notes. There was further discussion on whether we should continue to print the ONB Notes, or whether there should only be an electronic publication.
- Paul Looker presented information re the COF (AGM and financial report). There will be a survey done to collect information for insurance purposes. This will be done online. Given the recent changes in our constitution, we will present our date as a single provincial club. This survey will happen in the new year (2009).
- Paul Looker will become the new editor of the COF publication (Legends).
- The JWOC selection process was discussed.
- Brent Langbak is the athletic representative for the COF.
- Magnus Johanssen is the new national coach.
- Manitoba is doing the COCs for 2009.
- Orienteering week is May 2-10, 2009.

New business:

- Tentative schedule for New Brunswick events: Harold McQuade handed out a document.

May 24: Fredericton (Odell Park): Paul Looker. Possibly a score-o. Need to contact the part re permission to hold the meet. Need to be aware of a possible conflict with 'Bark in the Park' event.

June 7: Saint John (Rockwood Park): Phil Backman (with help from Paul Looker). B meet with four courses.

Shaun Bethune could possibly help with a rogaine in the fall.

Question as to which meet to call the Sass Peepre meet.

The question of which meets to designate as B or ranking meets in terms of providing funding for ONB juniors.

Cadet meet: The issue of whether to hold it in Fredericton or not. The proposal is to hold it on the Sunday after Thanksgiving (October 18) at Mactaquac. Some cadet officials have B level certification (? David Tree). Laura Kendall was a good meet director. The contact person for Mactaquac is Ian Smith. The phone number is in the telephone book. Need to be aware that a possible date conflict with the Star Trek event (Scout's event). This is usually at the end of October; organized by Garth Holder.

St. Mark's Challenge: Ray Quan has done this in the past for the Scouts. The group has essentially disbanded. An offer has gone out to the Scout district. If they can come up with a host, ONB will work with them. We would want the meet director to come from scouting as we are short of bodies.

- Ray Quan announced that he is interested in trying to promote a permanent course in Saint John. He has

an interest in trying to promote activities through the use a permanent course that might appeal to the cruise ship business that comes to Saint John.

- Officials clinics: We need to continually strive to train more B officials. Harold McQuade and David Ross would have an interest in putting on such a clinic in Saint John or Moncton; one-day clinic. Ideally, this would be before the season starts.
- It is possible that there will be an instruction session held to introduce ONB members to the new Community Coaching module. Paul Looker gave the nod to consider Jim Blanchard in N.S.
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- Sportident equipment: There is the possibility of spending about \$5000.00 on this equipment. The incoming executive and directors will need to come to an agreement on this.

Action: An e-mail need to be written to Wil Smith to get more information that would assist us in making the purchase. **David R**

We will want to have an event using this equipment once it is acquired in order to learn how to use it.

- **Action:** A letter needs to be written to Adrian Zissos explaining the we did make some profit for the COC, but that the profit was not much in terms of being able to put on future COC events. [The purpose of the letter was to explain why he was being paid the honorarium that he had requested, rather than an amount that more accurately represented his costs.] **Stig**
- **Action:** A letter is to be written to the Ottawa club related to the financial date re the COCs (2008), but with the proviso that the mapping costs, Sportident costs and environmental impact study cost were not included in the information provided. **Stig**
- Online management of our membership: There was a discussion on whether we could use the services of a

business called Wild Apricot to manage our membership online. The expected cost would be about \$400.00. The decision re the will be left up to the executive and board, but in general, finding an online solution for membership issues is seen as a positive step for the organization.

Elections: All posts were elected by acclimation.

Executives:

President: Harold McQuade
Vice President: Rob Hughes
Past President: David Ross
Treasurer: Stig Skarborn
Secretary: Paul Looker
ONB Notes Editor: David Ross

Directors:

Aralee Coombs - Moncton
Paul Looker - Fredericton
Phil Backman - Saint John
Ray Quan - Saint John

- Meeting was turned over to Harold McQuade.
- The annual general meeting (AGM) is usually held in November, which is what we will aim for next year.

Moved by David Fellows; seconded by David Ross: Move that the meeting be adjourned. Carried.