



New Brunswick Building Officials Association

39th Annual General Meeting

February 26th, 2015

Delta Brunswick, Saint John, NB

1. Roll Call of Officers:

President Madore called the meeting to order at 3:22pm.

Past President – Sherry Sparks

1st Vice-President – Amy Poffenroth

2nd Vice President – Michael Pospolita

Secretary – Rob Pero

Treasurer – Lori Denton

Zone 1 Representative – Andrew Newell (ABSENT)

Zone 2 Representative – Patrick McCarthy

Zone 3 Representative – Brent DesRoches

Zone 4 Representative – Noel-Guy Brideau

Zone 5 Representative – George Paulin (ABSENT)

Zone 6 Representative – Guy Plourde

2. Presidents' Remarks

President, Jason Madore, thanked the 47 members in attendance at the 39th Annual General Meeting for their support of the conference and trade show.

3. Approval of Minutes of Previous Meeting

Moved by Tamara Duke and seconded by Peter Blakeney that the Minutes of the February 26th, 2014 Annual General Meeting be adopted as presented. MOTION CARRIED.

4. Approval of the Agenda

Moved by Pat McCarthy and seconded by Trevor Murray that the Agenda be adopted as presented. MOTION CARRIED.

5. Business Arising from the Minutes

No business arising.

6. Communications

No items.

7. Reports

a) Treasurer's Report:

Presented by Lori Denton, Treasurer.

Lorri Denton reported that at the closing of 2014, the New Brunswick Building Officials Association (NBBOA) has seen a change in operations management and processes, from having a full-time Executive Officer to transitioning to a part-time association management consultant. The change is reflective of financial resources and actual time required to meet the Association's objectives.

Over the course of 2014, NBBOA offered six courses, all well attended and bringing in projected revenue for the 2014 budget. In addition, the 2014 AGM, Conference and Trade Show was successful at bringing revenue to the maintain current level of operations.

In the fall, NBBOA partnered with CMHC Aboriginals Group to offer Level 1 BCQO Training Courses. Total revenue will be shown in the 2015 receivables in the amount of \$38,000, significantly increasing education revenue with very little expense, outside of paying for the facilitation and printing.

Moving forward for 2015, the NBBOA Executive Committee together with the Executive Officer, will look at ways to reduce operating expenses. To date, committees have transitioned from holding face-to-face meetings to using Clarity Conferencing, a teleconference service, which will cut down on committee expenses and time out of the office for volunteers. In addition, effective 2015, the NBBOA Executive Committee will be reducing the number of in-person meetings from once a month to six times a year, alternating with teleconference meetings when necessary. The reduction in meetings is in line with association boards across Canada and will significantly reduce association expenses.

More focus will be placed on building partnerships with potential corporate members as well as looking at other opportunities to bring in additional revenue, which will ultimately go towards increasing valuable programming for members.

Summary

- Net revenue for AGM, Conference and Trade Show is expected to be close to \$10k. The majority of the revenue and expenses will be accounted for in the March financial statements.
- Net revenue for CMHC courses offered in November and December 2014 will be deferred revenue for 2015 in the amount of \$32,800.

Balance Sheet

- Total assets of \$169,582.40
- \$78,549.98 actual in the bank

Amy Poffenroth moved for the adoption on the financial statements and Notice to Reader for 2014. Seconded by Trevor Murray. MOTION CARRIED.

b) Education Committee Report;

Presented by Denessa Pollock, Committee Chair.

Denessa Pollock introduced the Education Committee Members:

Denessa Pollock, Chair
Joel Cormier
Mike Sullivan

Denessa reported on behalf of the Education Committee that the Association offered 4 courses to the aboriginal group. The Education Committee were not able to offer as many courses due to the licensing agreement but new courses should be coming out in 2015. The 2015 Course Calendar was circulated to membership.

Denessa is looking for new committee members. Last year, a couple of the committee members joined the Executive and now this year there are a few that cannot continue to commit their time to the committee. If there is any interest and/or any questions about what would be involved in joining the Education Committee, contact Denessa Pollock.

In regards to feedback on the Life Safety Systems Course offered in 2014 and the fail rate, the Executive Committee will review the members concerns and look at possibly providing an opportunity to re-write the exam at a discounted rate and potentially a reduced rate when the next course is offered.

c) Certification Committee Report;

Presented by Pam Bentley, Committee Chair

Pam Bentley reported that the bulk of meetings have taken place in the new year. In regards to provincial certification, the committee has had six applications that they will be putting forward to the Executive. There are three people entering the internship program. Regarding the internship program enrollment into the internship program is necessary for the Level 3 Certification. The Committee will be looking into who is currently eligible for Level 3 Internship.

d) ACBOA Report;

Presented by Jason Madore, ACBOA Representative

Jason Madore reported that the NBBOA has attended the two ACBOA meetings over the last year. Jason and Joel Cormier attended the ACBOA Conference in Niagara Falls. Joel stepped down from ACBOA in June, subsequently, Jason was appointed as the new rep. Jason is the co-chair for the ACBOA education committee, dealing with the province of Ontario for developing the new training material.

e) Website Committee Report;

Provided by Trevor Murray, Committee Chair

Trevor Murray reported that 2013 was the first full year that NBBOA charged for posting career opportunities on the NBBOA website, which since has garnered \$600 in revenue. The hosting fees in 2013 and 2014 are approximately \$50; however this rate is expected to expire in 2015 bringing the annual hosting cost up to \$100. Trevor expects there to be more job postings in 2015.

Website traffic is lower than the previous year, most traffic is for job postings and or course information.

f) Publicity Committee Report;

No report.

g) Membership Committee

Presented by Rob Pero, Secretary

Rob Pero reported that the Membership Committee is comprised of George Paulin, Registrar and Zone 5 Representative, Rob Pero, Secretary, with Nadine Boudreau, Executive Officer, providing administrative support to the Committee functions.

Over the course of the past 11 months since the 2014 AGM, the Association has received two (2) applications for regular membership. Four (4) application renewals and one (1) new application in the Corporate Membership category were also processed.

The Committee would encourage the membership to actively welcome our new regular members Kyle Arsenault and Marven Ouellette.

In the Corporate Member category, CUFCA, Hilti, The Cement Association of Canada, Simpson Strong-Tie, and Crowne Plaza Fredericton have renewed their memberships. ICYNENE was a welcome new addition in 2014.

In closing, the Committee looks forward to the opportunity to continue to serve the interests of the NBBOA membership and collaborating with the Executive Committee and Executive Officer in growing the membership through continual promotion of the Association.

If anyone has questions or comments, please do not hesitate to contact the George Paulin or Rob Pero.

h) Budget Committee Report;

Presented by Lorri Denton, Treasurer

The NBBOA 2015 Budget was prepared in consultation with the Executive Committee, with feedback from the Education Committee and the Certification Committee.

The Budget Committee proposes a budget that will enable the Association to continue to deliver valuable programming to members, while maintaining operations and meeting responsible revenue projections.

In terms of expenses, the Budget Committee has taken measures, with the support of the Executive Officer to cut down on operation expenses, including:

1. Incorporating teleconferencing for majority of committee meetings, to cut down on committee expenses.
2. Decreasing the number of Executive Committee meetings to five in-person meetings versus meeting once a month and incorporating teleconference calls for the other months.
3. Executive Officer has changed from a full-time position to a consulting relationship with Nadine Boudreau Consulting Inc. for a lesser rate.

In terms of revenue, the Budget Committee is projecting a conservative budget from NBBOA Education Courses, due to the limited course material at this time, as well as changes in demand. At the same time, the Budget Committee will work towards the following opportunities for further revenue generation:

1. Increase new regular and corporate member applications
2. Offer more "Hot Topic" sessions of interest to members
3. Increased trade-show participation and sponsorship opportunities
4. Continued fiscal restraint with regard to expenses

Attached is the proposed NBBOA 2015 Budget for the membership's consideration.

Brent DesRoches moved for the adoption on the 2015 Projected Budget. Seconded by Sherry Sparks. MOTION CARRIED.

i) Executive Committee Report;

Presented by Jason Madore, President

The past year has been very busy and full of change for the New Brunswick Building Officials Association. We have hired a new Executive Officer, Nadine Boudreau, advocated various levels of government for the adoption of the 2010 Building Code and of the NB Building Code Act, and worked closely with the Ontario Building

Officials Association (OBOA) and the Alliance of Canadian Building Officials Associations (ACBOA) to develop new training material that are anticipated to be ready for delivery in 2015-2016.

The Executive Committee of the NBBOA has been working tirelessly to ensure the continued fiscal stability, professionalism and sustainability of the Association. The coming months will be a very important time for the Association as we continue to develop and grow. The involvement of motivated and dynamic individuals in the Executive Committee will be critical to the continued success of the Association. Please consider putting your name forward to become involved in the Executive Committee or other committees of the Association so that we can shape its future and grow stronger together.

In addition to the above, some of the highlights of the Executive Committee's activities over the past year include the following.

- Nadine Boudreau was hired as our new Executive Officer following an extensive search
- An agreement was reached with CMHC to provide training to officials responsible for delivery and monitoring of CMHC programs in First Nations Communities
- Membership continued to increase following the expansion of membership criteria to allow a wider array of building officials to join the association, including engineers, architects, students, and those in the private sector
- Zone representatives worked to increase local activities and participation within their region
- Corporate Memberships continued to increase, which help educate the membership and increase awareness of the member companies and their products

Over the coming year, the Executive Committee will focus efforts to continue to comply with our CAN-P-9 standards and is working hard to streamline processes regarding course delivery and challenge exams. This promises to be challenging, but the rewards far outweigh the efforts. Additionally, over the coming year, the Executive Committee will aim to:

- Review and update our Strategic Plan to set new goals
- Review board succession planning and term length for executive committee members
- Sign a new MOU with OBOA and ACBOA to receive updated training material for the 2010 National Building Code
- Recruit more volunteers for the Education Committee
- Continue to increase number of 1-day Hot Topic seminars (e.g., Radon gas, Hilti)
- Provide a quarterly bilingual newsletter to NBBOA members

Jason thanked all of the Executive Committee members for their hard work and dedication.

Mark Slader moved for the acceptance of the report. Seconded by Pat McCarthy. MOTION CARRIED.

8. Unfinished Business:

No New Business

9. New Business:

No New Business

10. Election of Officers:

Jason Madore presented the Election of Officers Nomination form for 2015. He noted that this year was again one of transition, and with that in consideration, the form was distributed to the membership in advance of the AGM to encourage members to consider volunteering for the Executive Committee. With the receipt of the forms, the process

included that the members nominations went to the floor for consideration. The nomination to the Executive Committee positions were considered by all those in attendance.

Nominated by Pat McCarthy – Amy Poffenroth for 1st Vice-President - Open to the floor. Amy Poffenroth accepted the nomination and was appointed by acclamation.

Nominated by George Paulin – Rob Pero for Secretary - Open to the floor: Rob Pero accepted the nomination and was appointed by acclamation.

Nominated by Sherry Sparks – Justin Graveline for Zone 1 Representative
Nominated by Jason Madore – Andrew Newell for Zone 1 Representative
Open to the floor for the vote. Justin Graveline won the majority of by a confidential closed ballot vote by the members at the AGM. Justin Graveline accepted the nomination and was appointed as Zone Representative 1.

Nominated by Gerret Hoekman – Brent Desroches for Zone 3 Representative - Open to the floor: Brent Desroches accepted the nomination and was appointed by acclamation.

Nominated by Wayne Mercer – George Paulin for Zone 5 Representative- Open to the floor: George Paulin accepted the nomination and was appointed by acclamation.

¹ All Executive Committee positions under consideration were elected to the respective position for a 2 year term. Remaining Executive Committee positions will be open for nominations at the 2016 Annual General Meeting.

11. Bursaries:

Jason Madore stated he will be announcing the Bursary Recipients at the Banquet on February 26th.

12. Adjournment:

Motion to adjourn by Brent Desroches at 5:05pm.

Recorded and prepared by Nadine Boudreau, Executive Director for the NBBOA.

I, Jason Madore, President of NBBOA, hereby certify that, to the best of my knowledge, these recordings are a true representation of the discussions that took place at the Annual General Meeting held on February 26, 2015. These Minutes have been distributed to all Association Members and were approved by a majority vote of the Association Membership present on February 26, 2015 with a motion made by: _____ and seconded by: _____ and these Minutes will be recognized as the record of the meeting held February 26, 2015.

Signature of President: _____

Date of Signature: _____