



**New Brunswick Building Officials Association**  
*38<sup>th</sup> Annual General Meeting*  
February 26th, 2014  
Ramada Inn Crystal Palace, Dieppe, NB

**1. Roll Call of Officers:**

President Sparks called the meeting to order at 3:38pm.

Past President – John Jackson  
1st Vice-President - Jason Madore  
2<sup>nd</sup> Vice President – Cheryl Drost  
Secretary – Rob Pero  
Treasurer – Tamara Duke (**ABSENT**)

Zone 1 Representative – Andrew Newell  
Zone 2 Representative – Patrick McCarthy  
Zone 3 Representative – Brent DesRoches  
Zone 4 Representative – Noel-Guy Brideau  
Zone 5 Representative – George Paulin  
Zone 6 Representative – Guy Plourde

President Sparks thanked the 47 members in attendance for their support of the Annual General Meeting.

**2. Presidents' Remarks;**

Sherry Sparks introduced the Executive Committee and asked those present to stand. Ms. Sparks also talked about her 2 terms (4 years) on the Executive Committee. She commented that the connections made and the networking with all NBBOA members was truly a great experience. Some of the activities to note had been the connections forged with the Directors of the Service Commissions and Directors of Planning, and the open dialogue they had. Ms. Sparks also mentioned that the Moncton office is very active with the NBBOA with members holding various positions, including Joël Cormier as the National ACBOA representative, Andy Stockton as past president and registrar, and many other staff that held positions on sub-committees. The support of the City of Moncton helps to make all of this possible.

**3. Approval of Minutes of Previous Meeting;**

Moved by Peter Blakeney and seconded by Brent DesRoches that the Minutes of the February 27th, 2013 Annual General Meeting be adopted as presented. MOTION CARRIED.

**4. Approval of the Agenda;**

Moved by Pat McCarthy and seconded by Andrew Newell 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 Lucas Roze, Executive Director*

Lucas Roze presented the financial statements, in the absence of Tamara Duke, for the year ending December 31, 2013 and highlighted a few items in the report:

- The Association's is still working hard to utilize the Simply Accounting software as a repository for addresses and using it as electronic mailing for invoicing to save on the cost of postage.
- The golf tournament was a success and brought in money to the Association. Moreover, the event generated \$5200 to the Chrysalis House. We are in talks now to continue this tournament again in 2014.
- We had 2 extra maintenance courses being the Hot Topic sessions that were hosted at a very low cost to the Association. Making affordable courses at \$100 (taxes in) that generate revenue was ideal for members.
- It was noted that credit card transactions are very popular, but are growing in cost. This will need to be looked at in the upcoming year because of rising transaction costs to use this system;
- Thornton Van Tassel produced our unaudited Notice to Reader for the 2013 year. The net result was a positive gain of \$199, which is much better than the projected operating deficit of \$13,000 that was projected in the 2013 forecasted budget.
- This year we are looking to increase membership and looking at other streams of revenue.

Amy Poffenroth asked why the lines in the Notice to Reader had different numbers within the Expense column. Lucas Roze mentioned often times balance sheet categories are blended by the accountant to adhere to their reporting systems. In one case they would have incorporated all costs with the ICC exams in the Education category, inflating the number.

Steve Nason mentioned that a budget comparison breakdown would be helpful to see the budget structure.

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

**b) Education Committee Report;**

*Presented by Amy Poffenroth, Committee Co-Chair.*

Amy Poffenroth introduced the Education Committee Members:

Denessa Plume Chair (Absent)  
Amy Poffenroth, Co-Chair  
Joel Cormier  
Mike Sullivan  
Carolyn Walker (absent)  
John Jackson (*observer*)

Amy Poffenroth acknowledged that she was filling in for Denessa Plume, Chair and recognized the amount of work that the Committee did this year to facilitate the delivery of the courses for the calendar year.

- Meetings over the course of the year had been fewer, however, more focused;
- The Committee planned to deliver 11 courses, but only delivered 5 due to low enrollment numbers which did not allow us to reach our break even threshold;
- Changes were made to the policy for challenge exams and a Discounted Group rate was introduced;
- The courses offered were highlighted and attendance numbers were referred to;
- The challenge to find facilitators is still an issue;
- Adoption of the 2010 NBC will result in course updates to be prepared by the Education Committee;

Peter Blakeney asked about the Maintenance Points and the paper forms that we need to send in. Jason Madore mentioned to the membership that we should now be using ACES online database uniquely. All members should visit the ACES database to see what has been added regarding core and maintenance course data in their personal records. The accuracy of the software is based on the members making sure everything is correct. Jason Madore also mentioned that Lucas Roze should be your point of contact regarding any comments or concerns with ACES.

Sherry Sparks thanked the Committee for all the hard work they have accomplished over the year.

**c) Certification Committee Report;**  
*No Report, no activities during the year*

Sherry Sparks pointed out that Troy Jones has tendered his resignation as Chair of the Certification Committee earlier in the year. There is currently no Chairperson, but one will be recommended and appointed to the Executive Committee shortly. Sherry Sparks thanked Troy Jones for all his hard work over the years and thanked him for staying on the Committee as a participant going forward.

**d) ACBOA Report;**  
*Presented by Joël Cormier*

Joël Cormier reported the high level points from the report, being :

- Two meetings were held, one in Winnipeg, MB and the other in Hamilton, ON.;
- Ongoing work included the transition of the Ministry and ACBOA contract's expiration and the transitional effects that this entails;
- The NBBOA is in communication with George Brown College to see who has the rights to the training course materials;
- We are also looking towards OBOA to see what they have regarding NBC 2010 courses. Their 2010 code based courses line-up started being delivered in December 2013.

Sherry Sparks thanked Joël Cormier for his continued work with the ACBOA group and the Education Committee as well.

**e) Website Committee Report;**  
*Provided by Lucas Roze*

Lucas Roze reported that:

- The website saw 8 career posting on the site, which 2 came from outside the province;
- The site is very economical to operate with the new hosting company;

Lucas Roze recognized the efforts of Trevor Murray for all the modifications and changes to the website.

Steve Nason asked if non-members can post on the website. Lucas Roze mentioned that we are trying to promote the Corporate Membership as a option for non-members to access the membership. Education is important, but with a Corporate Membership model already established, we need to be mindful. Sherry Sparks will discuss this at the next Executive Meeting.

**f) Publicity Committee Report;**  
*Presented by Cheryl Drost, Chair*

Cheryl Drost reported that:

- The Committee continued to be active in supporting the President with the Newsletters;
- We are in talks with the Truss Association, Energy Efficiency Association;
- Mentioned she will be retiring from the Committee, but there is still room for more volunteers to join the Committee;

Sherry Sparks thanked Cheryl Drost for all her efforts over the years chairing this committee.

**g) Membership Committee**

*Presented by George Paulin, Chair*

George Paulin introduced the Membership Committee Members which are George Paulin, Rob Pero and Lucas Roze.

George Paulin highlighted some of the activities over the last year:

- The association has received thirteen (13) applications for regular membership and four (4) applications in the Corporate Membership category;
- The Committee has been very active and we are looking forward to another active year in enlisting new members.

**h) Budget Committee Report;**

*Presented by Rob Pero, Chair*

This year the Budget Committee consisted of Pat McCarthy, Rob Pero and Lucas Roze. Rob Pero reported that :

- The Association has exercised fiscal responsibility and has tried to find alternate sources of revenue to improve the bottom-line;
- The increase of awareness through Corporate Memberships is motivation for the Association. This is coupled by the Hot Topic education sessions that draws participants beyond our membership;
- The Budget preparation was a collaborative effort by the Executive and the other Committees and he thanked everyone for their help;
- The projected budget was reviewed at a high level. One big point to mention is that this is another transitional year and the bottom-line is that we are projecting a loss of \$6,675. Though every effort will be made to replicate a net positive bottom-line for 2014.

Amy Poffenroth commented on the Facilitator Training budget of \$0 for this season. Rob Pero mentioned that it was a line item for a number of years in the budget that did not happen, so it was decided Fund Allocation in 2014 would be struck from the budget. Jason Madore mentioned that since we are moving away from the Ministry courses, we should have the ability to hire an outside facilitators of our choice and not be governed or approved by the Ministry which caused some issues in the past.

Brent DesRoches moved for the adoption on the 2014 Projected Budget. Seconded by Andrew Newell. MOTION CARRIED.

**i) Executive Committee Report;**

*Presented by Sherry Sparks, President*

President Sparks reported on the following directives achieved by the Executive Committee:

- Continued communicating with Regional Service Commissions, with Planning Directors and Executive Directors promoting the Association and presenting the importance of being an active member;

Things to come for the Executive Committee:

- Lobby government for adoption of 2010 NBC code in the Metric Conversion Act and the Community Planning Act.
- Secure chair for Certification Committee.
- Increase number of 1 day Hot Topic seminars (e.g. Radon gas, Hilti)
- Bilingual newsletter to NBBOA members.
- Increase corporate awareness and public awareness in general.

*Special Volunteer Recognition Award:*

Sherry Sparks talked about the past winners of this award since its inception, being John Jackson in 2012 and Andrew Stockton in 2013. After reading his biography, Robert Wilson was presented this award for his continued work with the Association and his past work as President and Chair of many committees.

**8. Unfinished Business:**

No New Business

**9. New Business:**

No New Business

**10. Election of Officers:**

John Jackson presented the Election of Officers Nomination form for 2014. 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 Andrew Newell - Guy Plourde for Zone 6 Representative - Open to the floor: Guy Plourde accepted the nomination and was appointed by acclamation.

Nominated by Andrew Newell - Noël-Guy Brideau for Zone 4 Representative - Open to the floor: Noël-Guy Brideau accepted the nomination and was appointed by acclamation.

Nominated by Andrew Newell - Pat McCarthy for Zone 2 Representative - Open to the floor: Pat McCarthy accepted the nomination and was appointed by acclamation.

Nominated by Jason Madore - Mike Pospolita for 2nd Vice-President - Open to the floor: Mike Pospolita accepted the nomination and was appointed by acclamation.

Nominated by Troy Jones - Jason Madore for President - Open to the floor: Jason Madore accepted the nomination and was appointed by acclamation.

Nominated by Jason Madore from the floor - Amy Poffenroth for 1st Vice-President - Open to the floor: Amy Poffenroth accepted the nomination and was appointed by acclamation.

Nominated by Pat McCarthy from the floor - Lorri Denton for Treasurer - Open to the floor: Lorri Denton accepted the nomination and was appointed by acclamation.

<sup>1</sup> All Executive Committee positions under consideration were elected by acclamation to the respective position for a 2 year term. The position of 1st Vice-President is only a one year term. Remaining Executive Committee positions will be open for nominations at the 2015 Annual General Meeting.

**11. Bursaries:**

Sherry Sparks stated she will be announcing the Bursary Recipients at the Banquet on February 27th.

**12. Adjournment:**

Motion to adjourn by Marcel Doiron at 5:01pm.

*Recorded and prepared by Lucas Roze, 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, 2014. These Minutes have been distributed to all Association Members and were approved by a majority vote of the Association Membership present on February 26, 2014 with a motion made by: \_\_\_\_\_ and seconded by: \_\_\_\_\_ and these Minutes will be recognized as the record of the meeting held February 26, 2014.

Signature of President: \_\_\_\_\_

Date of Signature: \_\_\_\_\_