



New Brunswick Building Officials Association
41st Annual General Meeting
February 16, 2017
Delta Beausejour Hotel
Moncton, NB

1) Roll Call of Officers;

Jason Madore Called the meeting to order at 3:09 PM. Members in attendance included:

President: Jason Madore

Past President: Sherry Sparks

1st Vice President: Amy Poffenroth

Secretary: Rob Pero

Zone 1 Representative: Justin Graveline

Zone 2 Representative: Lorri Denton

Zone 3 Representative: Brent Desroches

Zone 6 Representative: Peter Michaud

-Absent:

Treasurer: Joel Cormier

Zone 5 Representative: George Paulin

2nd Vice President: Mike Pospolita.

2) President's Remarks

a) Introduction of Executive Assistant Megan Stewart

3) Approval of the Minutes from the Previous Meeting

Peter Blakeney moved to approve the minutes and Sherry Sparks seconded.

Motion Carried.

4) Business Arising from the Minutes

Jason Madore asked the education committee if they were still considering holding the Life Safety course in the upcoming year. With the difficulty of material, complications arose where a large number of members were unsuccessful. The NBBOA could give those individuals who were unsuccessful various options that include retaking the course at a discounted rate with upgraded course materials, or they could simply retake the exam.

5) Communications;

Nothing to report

6) Reports

a) Treasurer's Report

Financially speaking, 2016 was a successful year for the association. The balance of the bank account at the year end was \$94,713. For 2017, a budget of \$4000 was allocated for the purpose of finding a webmaster to improve the website. It was decided that there would be one motion at the end of all of the reports to approve them.

b) Education Committee

The education committee chair Denessa Pollock said it was a big year for the committee, with the new ACBOA courses gaining positive feedback. The NBBOA owns several courses that need improvement. For example, the Legal Perspectives course is outdated and the information is no longer relevant. The education committee should focus on improving the core courses which are required for certification. In the new year, one-day maintenance courses should be pursued as they generally are well attended. Sherry Sparks suggested rescheduling some of speakers from the cancelled maintenance training as a potential maintenance course.

c) Certification Committee

Certification committee chair Pamela Bentley said the committee is made up of 4 members who held 5 meetings since the last AGM to process applications. In 2016, nine members were successful in being recommended for their designations. Pam reminded the members in attendance that enrollment into the internship program is important after getting the part 3 courses (Large Buildings, Complex Buildings, Plans Examination). When ready to be a Level 3 qualified building official, the internship will start the mentorship program. A reminder on maintenance points was delivered where all members who have received certification need 30 learning points over a 60-month period. Due to the reality that the online ACES system no longer functions, members are encouraged to keep track of their own points. The year 2018 was designated as the reset point for the next 60-month point period unless the member changes certification levels. In this case, the points reset when the member gains a new designation (BCQO 1 to BCQO 2, etc).

d) ACBOA Report

The NBBOA now has 4 ACBOA courses based on the 2010 building code. These include the two "House" courses and the part 3 courses. Jason Madore, the ACBOA representative plans to make a decision to implement more ACBOA courses in the future. ACBOA representatives were at a meeting where Dean Findley wanted to reach an understanding with CSA for all members of ACBOA to gain access to CSA standards. Dean subsequently asked to be provided with provincial membership sizes and asked if the NBBOA was interested. Gaetane Picard, a CSA representative put an offer out to NBBOA to set up a meeting with the executive in Fredericton. The goal of this meeting is to negotiate a package with CSA and depending on cost, a decision to move forward will be made.

e) Website Committee

The website committee is inactive at the moment. The NBBOA is looking to invest into the website to update it and make it more user-friendly. Megan will look at pursuing corporate members for the website to bring in advertising revenue.

f) Publicity Committee

Not active

g) Membership Committee

Rob Pero reported that the membership grows yearly and we have had a number of new members in 2016. Rob welcomed the new members present at the AGM and encouraged them to attend as many NBBOA events as possible. Amy Poffenroth mentioned the membership may increase if the NBBOA gains access to some CSA courses and standards. The Aborigines through CMHC were happy with the training they received, but unfortunately CMHC no longer has the funding to continue their program with the NBBOA.

h) Budget Committee

In the coming year, a renewed focus should be made to bring in corporate members and sponsors. The 2016 budget was discussed and there was a surplus of \$9,500. In 2017, the executive is forecasting a \$5,000 deficit due to website upgrades. The priority for next year is to ensure all members receive financials 2 weeks prior to the AGM so members can review them. Peter Blakeley asked how much money we can keep in the bank account to remain a non-profit and Rob Pero suggested making secure investments in the future.

i) Executive Committee

To formulate a Strategic Plan, the NBBOA hired a consultant out of Moncton to give the executive clarity on a way forward. The executive members are to complete the challenges in the year 2017. Jason Madore mentioned if we receive more courses through ACBOA, a contract will be in place stating the NBBOA is a 49% owner of the course material. The NBBOA is always looking to recruit volunteers for committees to incur fresh perspectives. Retiring member Peter Blakeley gave a farewell speech and he was wished well on his future endeavors.

Sherry Sparks moved to approve reports and Peter Michaud seconded. Motion carried.

7) Unfinished Business;

8) New Business;

None

9) Election of Officers;

- A) President- Amy Poffenroth is now president for a 1-year term.
- B) Vice President- George Paulin is now the 1st Vice President for a 1-year term.
- C) 2nd Vice President- Mark McKay is now 2nd Vice President for a 1-year term.
- C) Secretary- Andrew Newell is now the secretary for a 2-year term.
- D) Zone 1 Representative-Justin Graveline is now the zone 1 representative for a 2-year term.
- E) Zone 3 Representative- Brent Desroches is now the zone 3 representative for a 2-year term.
- F) Zone 4 Representative – This position will remain vacant for 1 year.
- G) Zone 5 Representative- This position will remain vacant for 1 year

10) Bursaries;

The announcement for the bursary recipients will be made at the banquet at 7pm.

11) Adjournment.