



New Brunswick Building Officials Association
42nd Annual General Meeting
April 26, 2018
The Rodd Miramichi River
Miramichi, NB

1) Roll Call of Officers;

Amy Poffenroth
George Paulin
Julien Bouchard
Joel Cormier
Brent Desroches
Justin Graveline
Absent
Jason Madore
Andrew Newell
Lorri Denton

Amy Poffenroth called the meeting to order at 2:40 pm

2) President's Remarks

Amy stated she will save most of her remarks for the executive report and welcomed the membership to the AGM.

3) Approval of the Minutes from the Previous Meeting;

MOTION: to approve the minutes from the previous AGM made by Justin Graveline and seconded by Steve Bosse. Motion carried.

4) Business Arising from the Minutes;

5) Communications;

6) Reports

a) Treasurer's Report

Joel Cormier advised the membership that there was a loss of \$12,000 for 2017, but there were many factors leading to that. A balance sheet cleanup from 2016 occurred, there was no maintenance course before the last AGM due to snow and the website was revamped. For the 2018 budget, the executive is allocating money to creating new courses and the translation of documents. More specifically, the bylaws and policy documents on the website. Joel emphasized that the work done to clean up the accounting from previous years was

significant and our bookkeeper now comes in monthly to oversee financials. The membership revenue is dropping and retirements are taking its toll. Robert Mazerolle stated budget cuts have been significant within departments and this does not allow for everyone who wants a membership to have one paid for. Amy Poffenroth stated this will be looked at as an issue in the coming year.

b) Education Committee

Denessa Pollock advised the membership that we have new members on the committee. The committee is working on updating courses as well as identifying courses that need updating. The NBBOA had Randy Richard and Trevor Murray trained as bilingual facilitators. The goals for the upcoming year are to update the education policies and have them reflect the new ISO standards for certification. The NBBOA introduced remote exam centres and will keep doing that for members pending some changes to pricing. There was a question on how often courses are offered and Denessa reiterated that courses are offered on a 2-year cycle to curb the cancellation of courses due to low attendance.

c) Certification Committee

Jason Bernatchez presented the certification report for Pam Bentley. Jason reiterated that the committee's primary function is to make recommendations to executive for certification applications. They had 8 meetings since the last AGM and had a record number of applications to process. Jason highlighted the changes to the certification program for levels 2 and 3; where experience now starts when a student passes their first course or exam. For the mentorship component in level 3, a member still needs to submit a log of 60 inspections or plan reviews. The big difference with the mentorship is that the NBBOA introduced an option without mentor and to use 5 years of experience instead. The committee is still working on maintenance points in collaboration with executive.

d) ACBOA Report

The new training material that was made available to the NBBOA comes from OBOA and is then translated to the national building code through ACBOA. There are courses on 9.36 coming as well as maintenance courses in the near future. The exam system is going to be changed to an ACBOA platform in the near future and they are currently being translated to the national building code for use by the NBBOA. ICC will be then eliminated and these new exams will take over.

g) Membership Committee

George Paulin advised that the NBBOA has about 115 members and considering this we had a good year. There were 13 new members and one corporate member for the first time in years.

h) Bylaw Committee

Brent Desroches presented and said zones were reduced to 5 from 6 to even out the membership based on location and the zone map was redrawn. A quorum was reduced to 6 based on attendance from previous executive meetings. A Representative at Large was introduced to keep in line with the NBBOA Act stating the executive needs to consist of 12 members. The officers' duties, more specifically the treasurer and secretary positions, were changed to reflect the existence of an executive assistant.

j) Executive Committee

Amy Poffenroth presented the report from the executive committee. With Megan Stewart's help, the executive worked on implementing the strategic plan. Several items that were identified as priorities were looked at through the use of subcommittees. A new website is up and running with relevant and regularly updated information. Communication with the membership was enhanced through member surveys, more frequent emails, and a quarterly newsletter was introduced. The member appreciation dinner cruise was introduced last September after the maintenance courses. Amy met with Minister Serge Rouselle to encourage timely adoption of 2015 building code. The executive was committed to addressing issues with ICC exams and had a meeting with Doug Hatch and Michelle Morley to discuss concerns. Other meetings with the planning directors and CSA took place. Due to our membership numbers being too low, CSA was unable to offer us an option to access their standards with an NBBOA membership, but this can be accessed by purchasing a membership with the OBOA. For 2018, priorities include a continuation of streamlining operations and increasing support to the membership. In addition to continuing to action the items on the strategic plan, a few remaining action items will be worked on in the coming year, including an update to the NBBOA act, finding a new maintenance points system, and recruiting more volunteers. The translation of governance documents, updating committee policies, new member packages, and awareness for building safety month in May remain priorities for 2018. Amy recognized the work done by volunteers in 2017 and thanked them for their efforts.

ACTION: Megan to add the strategic plan to the members only section of the website

MOTION: to accept the reports with the exception of the bylaws made by Sam Walsh and seconded by Kris Butcher. Motion carried.

MOTION: to accept the bylaw report with the proposed bylaw changes made by Sam Walsh and seconded by John Jackson. Motion carried.

7) Unfinished Business;

8) New Business;

9) Election of Officers;

A) President- Joel Cormier nominated Amy Poffenroth for president for a 2 year term. The nomination was accepted.

B) 1st Vice President- George Paulin nominated Julien Bouchard for 1st vice president for a 2 year term. The nomination was accepted.

C) 2nd Vice President- Julien Bouchard nominated George Paulin for 2nd vice president for a 2 year term. The nomination was accepted.

D) Treasurer- Sam Walsh nominated Robert Mazerolle for treasurer for a 2 year term. The nomination was accepted.

E) Zone 2 Representative- Denessa Pollock nominated Trevor Murray for zone 2 representative for a 2 year term. The nomination was accepted.

F) Zone 4 Representative – Julien Bouchard has nominated Steve Bosse for zone 4 representative for a 2 year term. The nomination was accepted.

G) Zone 5 Representative- Julien Bouchard has nominated Jules Leger for zone 5

representative for a 2 year term. The nomination was accepted.

H) Representative at Large- Joel Cormier has nominated Marc Doiron for representative at large for a 2 year term. The nomination was accepted.

10) Adjournment.

Meeting adjourned at 4:03 pm.