



New Brunswick Building Officials Association
43rd Annual General Meeting
April 4th, 2019
The Four Point Sheraton
Edmundston, NB

1) Roll Call;

Amy Poffenroth, Julien Bouchard, Brent Desroches, Tracy Battilana, Jules Leger, Jason Bernatchez, Robert Mazerolle, Kyle Arsenault, Steve Bosse, Marc Doiron, Kris Butcher, Denessa Pollock, Trevor Murray, Tomy Pitre, Robert Godin, Guy Pitre, Luc Levesque, Pierre Michaud, Julie Levesque, Andre Dufour, Vincent Daigle, Brian Shannon, Wayne Mercer, Marven Ouellette, Randy Richard, David Thibodeau, Jacques Desjardin, Noel-Guy Brideau, Marcel Doiron, Yvon Frenette, Denis Frenette, Rozanne Neilson, and Candace Steeves.

Amy Poffenroth called the meeting to order at 2:35 pm

2) President's Remarks

Amy introduced the new Executive Assistant, Tracy Battilana and welcomed the membership to the AGM.

3) Approval of the Minutes from the Previous Meeting;

MOTION: to approve the minutes from the previous 2018 AGM made by Julien Bouchard and seconded by Sam Walsh. Motion carried.

4) Business Arising from the Minutes;

5) Communications;

6) Reports

a) Treasurer's Report

Robert Mazerolle advised the membership that NBBOA has met their goals for 2018. He went over the 2019 forecasted budget that was provided to the members. The membership revenue had a small increase, but we also lost a couple individuals due to retirement.

He explained that we did not have an amount put in place yet for the exam budget, because we were still waiting on confirmation of the new exam platform and cost through ACBOA. Robert explained NBBOA has not had an increase in membership fees since 2011. The Executive proposed a slight increase of \$10 per year over the next five years to the membership fees.

MOTION: made by Robert Mazerolle to increase Membership fees by \$10 per year over the next five years to the membership fees and seconded by Steve Bosse. Motion carried.

b) Education Committee

Denessa Pollock introduced the names of each member on the Education Committee, reviewed the 2018-2019 courses offered and goals. In 2018 goals that were met included updating policies & procedures, remote exams centers and a new Legal Course introduced. She communicated that core courses are on a 2-year rotation, to allow everyone to get what is required. Denessa explained that there has been a change in her report. She clarified to the membership that the Online Exams through ICC stated in her report will be changed. Exams will be hardcopy through ACBOA once received. Denessa reassured the members that exams were her top priority and she works with everyone involved to get the best possible exam platform. Denessa will notify the membership when exams can take place, once she has all the exams and details. Denessa discussed the 2019 goals for The Education committee, currently they are working on getting the Plan examination course through ACBOA, looking into NBC 2015 Code Seminar course through NRC (the cost originally was to be \$25000 for a full day course, however, with new funding provided to the NRC, this cost may be reduced considerably), and a survey list of potential maintenance courses were handed out to the membership to select their top choices.

b) Certification Committee

Jason Bernatchez presented the certification report for Pam Bentley. Jason reiterated that the committee's primary function is to make recommendations to the executive for certification applications. They had 6 meetings since the last AGM. The certification Committee received 20 applications by 13 different members. Recommendations for 18 applications had been made and approved by the Executive Committee, (we had 5 Qualified Level 1's, 5 Certified Level 1's, 1 Qualified Level 2, 4 Certified Level 2's, 2 Qualified Level 3's, and 1 Certified Level 3). Certificates will be issued at Banquet. Last year the option without mentor and to use 5 years experience instead had been introduced. Jason reported this change has benefitted some members.

c) Membership Committee

George Paulin has retired, and Kris Butcher provided the 2018 Membership report. He mentioned that the NBBOA has about 114 members. There were 4 new members, 1 new associate member and 3 corporate members (provided sponsorship to 2019 Conference). Kris requested a volunteer to join him on the Membership committee. Angela Belzil, volunteered. The Membership Committee now consist of Kris Butcher & Angela Belzil.

d) Bylaw Committee

Trevor Murray presented By-law amendments and changes to Professional Development program. He explained that one of the initiatives of the Executive this year was to modernize the professional development program. Trevor reviewed handouts given to the membership and the few changes made to the by-laws. He explained that the prime concern of the Executive was that this program be as simple and user friendly as possible. Trevor explained why the bylaw changes were made, who was on the team to develop this system, the objectives decided on and a comparison of the old & new system.

The reason for changes communicated is due to changes in Codes, materials, practices and to demonstrate the continued competency of our members through certification. The team included building inspectors, fire marshal, social development and representation of both the Education and Certification Committees.

The main objectives of the program discussed were options for low or no cost development, make submitting records to the association as easy as possible and recognize that professional development does not need to come just from structured courses.

Trevor provided a breakdown of the professional development program and changes. Things that are staying the same: the number of points needed per year to maintain your certificate and courses/activities will continue to count towards certificate maintenance. Trevor noted the changes included; the cycle is changed from 5 years to 3 years (total 18 points in 3 years), a requirement for only 1 day of structure training related directly to the building code, (this does not have to be with the NBBOA), members only need to submit point totals in each category, not break down each course/activity (a tentative version of the form was provided), while on leave of absence, members will have the option to request professional development requirements be placed on hold, members will be audited at random for compliance, and the ease of submitting (the submission form is much simpler than the one members were required to submit in the past).

Trevor gave examples of where to obtain points and explained how points will be tracked. He reviewed how points will be enforced and discussed strategies. Trevor answered questions and concerns from the membership.

Motion made to accept by-law amendments changes moved by Jason Bernatchez and seconded by Sam Walsh. Motion Carried.

j) Executive Committee

Amy Poffenroth presented the report for the executive committee. She discussed the resignation of Megan Stewart and the hiring process taking up to 4 months, before hiring Tracy Battilana Oct. 30th, 2018. Amy recognized and thanked those volunteers who step in, during that transition period (answering emails, phone calls, etc.). Amy discussed progress of the exam's platform, maintenance points program, and the pursuit of the 2015 Code Adoption. Amy mentioned that herself and Julien Bouchard are involved in a Provincial working group exploring opportunities for minimum standards for Planning, Development and Building services since the Fall of 2018. Amy explained that NBBOA continues to make

efforts in enhancing communications through our website, Facebook page, surveys, emails, and most recently the zone reps are in the process of reaching out to members to enhance the line of communication. Amy reported that we have one new course facilitator for a total of 3 new Facilitators in the last 18 months.

MOTION: to accept the reports with the exception of the bylaws made by Jules Leger and seconded by Julien Bouchard. Motion carried.

7) Unfinished Business;

8) New Business;

9) Election of Officers;

A) 2nd Vice President- Brent DesRoches nominated Kris Butcher for 2nd vice president for a 2-year term. The nomination was accepted.

B) Secretary- No nominations or volunteers

C) Zone 1 Representative- Marc Doiron nominated Gaeton Gallant for zone 1 for a 2-year term. The nomination was accepted.

D) Zone 3 Representative- Julien Bouchard nominated Brent DesRoches for zone 3 for a 2-year term. The nomination was accepted.

10) Adjournment.

Meeting adjourned at 3:46 pm.