



New Brunswick Building Officials Association  
44th Annual General Meeting  
June 26th, 2020  
Via Zoom

**1) Roll Call**

Amy Poffenroth, Julien Bouchard, Tracy Battilana, Jules Leger, Gaetan Gallant, Jason Bernatchez, Kyle Arsenault, Steve Bossé, Kris Butcher, Trevor Murray, Tomy Pitre, Guy Pitre, Marven Ouellette, Jacques Desjardin, Marcel Doiron, Sylvain Drapeau, Sue Killam, Surette Clément, Vern Faulkner, Keith Manderville, Sam Walsh, Renee Boudreau, Stephane Doucet, Joel Cormier, John Jackson, Lonnie Forbes, Julie McCutcheon, Rob Pero, Jeremy Doucet and Candace Steeves.

Amy Poffenroth called the meeting to order at 10:01 am

**2) President's Remarks**

Amy welcomed members to the 44<sup>th</sup> Annual General Meeting. She announced introduced all the Executive committee members present and that our Treasurer Robert Mazerolle has retired from work and from the NBBOA Executive committee.

Amy discussed the necessary cancellations of the Education courses and exams due to covid-19 and closure of facilities. She explained that NBBOA is hoping to continue in the fall with both courses and exams but will follow Public Health advisors. She explained that the Education Committee has been working on sending out a list of professional development options for members to be able continue with collecting maintenance points. Tracy confirmed that the list of options should be sent out in approximately a week.

**3) Approval of the Minutes from the Previous Meeting.**

**MOTION:** to approve the minutes from the previous 2019 AGM made by Julien Bouchard and seconded by Sam Walsh. Motion carried.

4) Communications- Amy explained that a letter concerning the Code adoption has been sent out to all members. The hopes are that a new Code adoption will take place January 2021, however due to covid-19 there could be a delay with this process. She acknowledged that NBBOA does not know at this time what Code Public Safety is looking at adopting.

## 5) Reports:

- a) **2020 Budget Report:** Amy explained that without. The 2019 Notice to Reader, and NBBOA budget was provided to all members. It was explained that NBBOA had a small profit in 2019 of just over \$300. Amy went over the required changes to the 2020 Budget that was prepared by the treasurer and the Executive Assistant.

Due to Covid-19, changes to NBBOA revenue are expected, this includes: Zero revenue in 2020 from NBBOA Conference, no bursaries available, reduction in course and exam revenue, as fall education opportunities is uncertain (classrooms unavailable at UNB, NBCC, or Hugh John), and receiving wage subsidy from the Government. Amy explained that potentially 75% of the Executive Assistant's wage is covered for 6 months. This is something that NBBOA must apply for monthly. If we have a lose of 30% revenue from that month compared to that same month in 2019, then NBBOA will be granted that subsidy. She announced that NBBOA has been successful the past 2 months in receiving this subsidy and believe NBBOA will continue to receive the wage subsidy in the next few months.

Amy went over changes to NBBOA expenses due to covid-19. She explained that their will be a reduction in all committee meeting expenses, (meetings are being held via conference or virtually), reduction in staff mileage, and eliminated ACBOA Rep. travel expenses.

Amy reviewed new expenses for 2020 that included, the Strategic Plan (5-year plan) to be paid over 5 years and an increase to the Liability Insurance policy.

**Motion** made by Julien Bouchard to accept the 2020 NBBOA Budget, seconded by Jason Bernatchez. Motion carried.

- b) **Certification Committee:** Jason Bernatchez presented the certification report and recognized NBBOA members who successfully completed certification in 2019 by providing a list to members. He reported that forty-six successful applications were received from NBBOA members over the 2019-2020 period. This is a record number of members receiving certifications in one year. The following table provides a summary of the applications received in 2019-2020.

<b>Level</b>	<b>Number of successful applicants</b>
BCQO Level 1	10
NBCBO Level 1	9
BCQO Level 2	12
NBCBO Level 2	6
BCQO Level 3	5
NBCBO Level 3	4

**Jason reviewed changes to recording of plan reviews per project in the Logbook.** He acknowledged the Certification Committee has been discussing the number of plan reviews per project that should be considered for recording in the Intern Logbook. As all members are aware, the keeping of a logbook to record 60 plan reviews and/or inspections is a requirement when a member is working on their NBCBO Level 3 status.

After research and discussion, the Executive Committee decided to align with ACBOA in that 2-3 plan reviews may be required for a Part 3 building and therefore, can be recorded in the logbook.

c) **Membership Committee:** Kris Butcher provided the 2019 Membership report. He revealed that the Association has received twenty (20) applications for Regular Membership, one (1) application in the Associate Membership category and three (3) application for Corporate Membership since the last AGM.

6) Election of Officers put on hold this year, however Amy announced NBBOA is looking for a Secretary and Treasurer to sit on the Executive Committee.

7) Adjournment 10:40 am