

# 2019

## Annual General Meeting

Sunday November 3<sup>rd</sup>, 2019 / Dimanche le 3 novembre 2019  
Oromocto, NB



# Agenda

**1. Call to Order/Welcome / Apologies for Absence**

**2. Adoption of the Agenda**

**3. Minutes of the 2018 SAGM & Matters Arising**

**4. Reports:**

- 4.1 President's Report - Marc Lalonde
- 4.2 Financial Report:
  - 4.2.1 2019 Financial update & Breakdown by categories
  - 4.2.2 Review of Auditors
- 4.3 Athletics Canada – Initiating its Strategic Plan Review 2020-28 - Bill MacMackin (verbal)
- 4.4 Director of RJTW – Julia Loparco – Youth Development – Assessment
- 4.5 High Performance Coach – Chris Belof – NB Coaching Development – Assessment
- 4.6 High Performance Coordinator – Steve Leblanc – NB Athlete Development – Assessment
- 4.7 Athlete Representative – Jarod Manuel – Athlete Survey feedback
- 4.8 Executive Director – Stephanie Doiron – Assessment of Organization

**11:45-12:15pm – LUNCH**

- 4.9 Group Discussion – Intro by Grant Sinclair (PNB) and group discussion on ANB Objectives (one hour)
- 4.10 Masters Representative – Andy Justason
- 4.11 Run NB – Mary Brosnan
- 4.12 Officials Committee – Carl Cummings
- 4.13 Governance Committee – Yvan Pelletier
- 4.14 Sponsorship Committee
- 4.15 Award Committee – Scott Davis
- 4.16 Legion Program – John Ladouceur
- 4.17 Club Reports (verbal)

**5. New Business – New Committees in 2019-20 – Finance & Technical**

- 5.1 Motions up for discussion and vote
  - 5.1.1 \$10 increase in dues effective for this upcoming 2020 calendar year
  - 5.1.2 Change in membership year to Sept. 1-Aug. 30 instead of Jan 1-Dec 31
  - 5.1.3 Other

**6. Election of Officers & Directors – David Thomas**

**7. Appendixes**

- 7.1 Appendix A: 2019 SAGM Minutes (April 28<sup>th</sup>, 2019)

**8. Next General Meeting (SAGM) April 26<sup>th</sup>, 2020 Moncton**

*Note to members: Please find below all ANB policies that were reviewed and updated over the past year.*

POLICY STATEMENT 2.0: PROVINCIAL TEAMS Amended, BoD, 2019/06/05  
POLICY STATEMENT 2.1: PROVINCIAL TEAM STAFFING Amended, BoD, 2019/06/05  
POLICY STATEMENT 9.0: PROVINCIAL TEAM ELIGIBILITY Amended, BoD, 2019/06/05  
POLICY STATEMENT 1.0: MANDATE OF ASSOCIATION Deleted, BoD, 2019/09/18  
POLICY STATEMENT 6.1: ATHLETE TRANSFER FORM Deleted, BoD, 2019/09/18  
POLICY STATEMENT 13.0: CLUB ROLES, RIGHTS, RESPONSIBILITIES Revised & Adopted, BOD, 2019/09/18  
POLICY STATEMENT 21.0: STRUCTURE OF BOARD OF DIRECTORS Deleted, BoD, 2019/09/18  
POLICY STATEMENT 21.1: QUALITIES OF MEMBERS OF THE BOARD OF DIRECTORS Deleted, BoD, 2019/09/18

*Please note that Policy 6.0 is under review with a suggestion that the membership year be changed from Jan 1-Dec. 31 to Sept. 1 – Aug. 30.*





### **3. Minutes of 2019 SAGM and matters arising** (Appendix A)

### **4. Reports**





# 4.1. President's Report

## Marc Lalonde

I wish to welcome all readers of these reports and equally welcome those who will be/are in attendance at this year's 2019 AGM. 2019 was another year of fabulous athletic performances at all levels and perhaps in particular at the Canadian National U20 and senior T&F championship where our NB athletes achieved a record six podium performances. This is in stark contrast to some 15 or 20 years ago when podium performances were largely limited to levels not higher than Legions after which many of these athletes would be unable to find the support to continue their development. We appear to have turned the corner with many of our top juniors now finding their way to the senior level and excelling.

**Staff –** In early 2019 and after 10 years of dedicated service, Gabriel LeBlanc transitioned out of his ED role to a teaching profession with Stephanie Doiron stepping-in to these responsibilities at early March. To our stakeholders, the transition proved nearly seamless with ANB carrying through on its activities and commitments. All the while we also saw notable improvements in our operational system, utilization of our summer students, and financial controls. Steve, Chris and Julia were most helpful during this transition and I would be remiss not mention the extra ED support provided by Julia Loparco during this period and again this October. Thank you, Julia.

With the cancellation of les Jeux de la Francophonie and much of the planning we had committed toward this event and a change in our ED, we opted to make 2019 as a transition year when we could step back, tighten finances and provide more time for engagement and discussions with our membership before renewing on our Strategic Plan. This delay also allowed us to be more in sync with the Athletics Canada team who is also starting their strategic plan review process. This year's AGM is structured to further engage our membership in a group discussion through a less traditional format (see my notes below).

**Strong Partnership Support –** ANB as a \$450,000 dollar a year operation and a staff of four, would not be able to operate if it was not for the strong support from its partners, starting with the Province of New Brunswick's Sport and Recreation Branch of the ministry of Tourism, Heritage and Culture. We partner with the PNB in many ways and under many programs. Our main partnership relationships today also include Athletics Canada, the Université de Moncton, University of New Brunswick, the City of Moncton, the Canadian Sport Centre Atlantic, the Royal Canadian Legion and our volunteers-partner Subway. Adam Stacey, aka Trackie.ca, is also always there to lend us a helping hand. Naturally we enjoy at ANB a somewhat unique opportunity and advantage of operating alongside RunNB and the sharing of ideas, initiatives and resources including the position of Executive Director.

We look forward to our other growing partnerships starting with the many local Saint John sponsors who are supporting our Vice-Chair, Carol Landry, organize the November 22<sup>nd</sup> first Hall of Fame induction to be held at the new Irving Oil Field House. We will also soon be welcoming Medavie Blue Cross as the major sponsor behind an exciting national event we hope to soon announce publicly. We are indebted to these new partners and to the many more across our Province that provide support at events and at Club level.





**Board Capabilities** – Our ANB board and committees further improved in depth and capabilities in 2019 and this speaks very well to the organized and diligent work carried out by all of the board and committee members. Today ANB’s committees include Governance, Sponsorship, Award, Officials, Team Selection and your Executive. We also welcomed three highly qualified individuals to serve as commissioners and oversee all appeals. Most of these committees saw new volunteers join in the work being carried out during the year with many more hopefully joining in 2020.

In the coming year (2019-20), we will be adding a Finance Committee as well as a Technical (competition) Committee. Certainly, we are most grateful to all those who serve on these committees and our Board and thank them for the work they accomplish. They are allowing our association to remain on top of our mandate and plan as well as meet both changes and new demands that are required to be a leading sport association.

I certainly wish to thank our staff for their hard work, dedication and the impact they have on our athletes. They are certainly the backbone and drivers of everything that gets done. I wish to acknowledge departing board member, Sandy MacLean, for his many years as the Chair of the Sponsorship Committee and board involvement. And finally, thank you to all board members that are either new or reoffering. I look forward to reconvening with the new board in early December and get working with staff on our 2020 plan.

Forward some of us hobble a bit while the majority run, jump, throw and wheel! Just as it should be. Cheers!

#### **AGM Agenda and Strategic Plan discussion:**

As communicated, we have scheduled a solid one hour of time in the middle of our AGM to allow for a group discussion that will focus on ANB’s objectives. All present at the AGM will have had the benefit of reviewing staff and general ANB reports before we get to this conversation. You will note that this year’s reports are presented in a manner that should allow readers to be aware of ANB’s current operations including each staff member’s assessment of their responsibilities and of ANB in general. This information should help us have an engaged discussion on our objectives. Michele LeBlanc will act as moderator and I will assist in ensuring that we achieve a cohesive and rich conversation.

As our membership knows this is not the first Strategic Planning session we have held. Three earlier membership sessions included a brainstorming exercise of ideas on what else we could do or do better, the second was around a general analysis of ANB itself, and the third session was to discuss an analysis report of our Youth program and the impact, or lack of, it had in attracting athletes to our clubs and sport.

We hope that the outcome of this discussion on ANB’s objectives will help support if not better define the current Vision and Mission statements that were developed at the board/staff level (see below). It will also make it easier to determine what should be our priorities in our 2020 plan and more clearly set out the 2020-24 Strategic Plan and priorities. The plan is to put forward a draft at the April 2020 SAGM.

***Vision:*** *Through its Club members, provincial programs and other initiatives, ANB will ensure that athletic skills development, opportunities and positive experiences are provided to all who partake in the sport of athletics in New Brunswick, while also ensuring the proper environment for athletes to attain national and international levels of competitiveness.*

***Mission:*** *To develop and promote the sport of athletics from grassroots to high performance across all ages and abilities, with emphasis on participation, delivery of quality training programs, and competitive environment opportunities.*



## 4.2. Financial Report

### 4.2.1. 2019 Financial Update

- Keeping tight reign on costs in 2019
- Events are now providing a net benefit of over \$20,000 including staff travel expenses
- Salaries are unchanged for year ago, largely due to savings from reduced ED cost in early Jan./Feb. & Oct.
- Expectation is for 2019 to result in profit that will partially offset \$34,000 loss in 2018 and bring back bank balance to near \$100,000 at year end. This is required to meet varying cash flow needs during the year.
- Balance sheet shows bank balance of \$79,000 at October 30, 2019 with no 2020 deferred revenues.





## ANB Balance Sheet

	As of Oct. 30, 2019	As of Dec 31, 2018	As of Dec 31, 2017 (PY)
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash and Cash Equivalent</b>			
1054 Scotiabank Savings	1772	1772	25743
1055 Scotiabank Chequing	77843	72294	82327
Undeposited Funds	0	0	
<b>Total Cash and Cash Equivalent</b>	<b>79614</b>	<b>74066</b>	<b>108070</b>
<b>Accounts Receivable (A/R)</b>			
1201 Accounts Receivable (A/R) & Accruals	1000	0	0
1202 INACTIVE - Accounts Receivable (A/R) -HST Receivable	0	2812	10162
<b>Total Accounts Receivable (A/R)</b>	<b>1000</b>	<b>2812</b>	<b>10162</b>
1090 HST Paid on Purchases (ITC eligible)	2441	0	0
1091 HST Paid on Purchases (PSB Rebate Eligible)	2876		
1204 Misc receivables	419	16706	
1320 Prepaid expenses	2290	4416	3632
Inventory Asset	22870	16687	0
Uncategorized Asset	0	0	
<b>Total Current Assets</b>	<b>111510</b>	<b>114686</b>	<b>121864</b>
<b>Total Non Current Assets</b>	<b>9267</b>	<b>5079</b>	<b>8905</b>
<b>Total Assets</b>	<b>\$ 120,778</b>	<b>\$ 119,764</b>	<b>\$ 130,768</b>
<b>Liabilities and Equity</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable (A/P)</b>			
2100 Accounts Payable (A/P)	0	871	6628
<b>Total Accounts Payable (A/P)</b>	<b>0</b>	<b>871</b>	<b>6628</b>
2099 HST Collected on Sales	4943		
2110 Accrued Liabilities	10054	2000	3000
2130 Deferred Revenue	-2015	64985	34390
2180 EI Payable	0	0	0
2185 CPP Payable	0	0	0
2190 Payroll Taxes Payable	-101	-101	0
INACTIVE - GST/HST Payable	0	0	0
<b>Total Current Liabilities</b>	<b>12881</b>	<b>67755</b>	<b>44018</b>
<b>Total Liabilities</b>	<b>12881</b>	<b>67755</b>	<b>44018</b>
<b>Equity</b>			
Opening Balance Equity	70913	70913	70913
Retained Earnings	-18904	15837	8040
Profit for the year	55887	-34741	7797
<b>Total Equity</b>	<b>107897</b>	<b>52009</b>	<b>86750</b>
<b>Total Liabilities and Equity</b>	<b>\$ 120,778</b>	<b>\$ 119,764</b>	<b>\$ 130,768</b>



# Athletics New Brunswick Profit and Loss Statements



	Jan 1 to Oct . 30			Comments:
	YTD 2019	YTD 2018	Athletics Calendar 2018	
<b>INCOME</b>				
4201 Race/Meet/Event Revenues	58,166	59,939	\$ 57,109	
4461 Reverse accts receivable for HST in 2016 (deleted)		-3,776	-\$ 3,776	
4501 Program Revenues	15,847	49,878	\$ 63,657	2018 included RunNB contribution to ED salary and RunNB sanction fee, Sport Center for payment HP camp and \$9,375 para grant (should have been put in account 4200)
<b>Government &amp; Agency Funding</b>				
4010 Discounts/Refunds Given	472			
4020 PNB Staffing Assistance Program (Executive Director)	30,000	21,135	\$ 36,135	
4025 PNB PCEP Funding Assistance (HPP Coach)	30,000	30,000	\$ 30,000	
4030 PNB Funding Model	56,800	62,100	\$ 62,100	
4040 PNB HP Athlete & Volunteer Dev. Funding	37,500	6,500	\$ 9,000	
4060 2010 Moncton Legacy Fund	5,000		\$ 22,700	2019 Application is for \$18,000 - still to come
4100 HRDC Summer Staff Grants	46,191	49,726	\$ 46,756	
4102 PNB-Professional Coach Development Funding (deleted)		15,000	\$ 15,000	
4200 Para / AWAD Government Grants	35,125	10,000	\$ 15,000	
<b>Total Government &amp; Agency Funding</b>	<b>241,088</b>	<b>194,460</b>	<b>\$ 236,690</b>	
<b>Membership Fees &amp; Other Revenue</b>				
4271 Membership Fees	21,307	28,009	\$ 24,689	Drop in Recreational and U16 memberships in 2019
4272 Club Contribution to Coach Position (SJTC)	5,000	12,000	\$ 12,000	
4273 Partner Contributions to Coach Position (Moncton)	43,250	53,500	\$ 53,500	
4275 A/C Contribution to RJTW position	10,000		\$ 10,000	
4276 Partner Contribution to Coach Position RJTW	5,000	15,000	\$ 15,000	
4277 RunNB Contribution to ED Position	4,550			
4278 RunNB Sanction Fees	1,103			RunNB sanction fee paid to ANB (25% of RunNB collected sanction fees)
4279 RunNB Expense Reimbursements	2,383			
4440 Interest Income		43	\$ 43	
4450 Club Funding of Summer Students	910			
4460 Miscellaneous Revenue	300	2,063	\$ 2,063	
4665 Donations	350			
<b>Total Membership Fees &amp; Other Revenue</b>	<b>98,468</b>	<b>110,615</b>	<b>\$ 117,295</b>	
<b>Total Income</b>	<b>413,568</b>	<b>411,116</b>	<b>\$ 470,976</b>	
<b>GROSS PROFIT</b>	<b>413,568</b>	<b>411,116</b>	<b>\$ 470,976</b>	
<b>EXPENSES</b>				
5201 Race/Meet/Event Expenses	29,661	39,446	\$ 39,304	
<b>Total 5201 Race/Meet/Event Expenses</b>	<b>31,031</b>	<b>43,508</b>	<b>\$ 43,448</b>	
5501 Program Expenses	35,315	71,312	\$ 106,032	
<b>Total 5501 Program Expenses</b>	<b>33,946</b>	<b>80,984</b>	<b>\$ 115,745</b>	
<b>General &amp; Administrative</b>				
5610 Accounting & Legal	3,970	8,748	\$ 8,016	
5615 Advertising & Promotion	1,472	4,100	\$ 5,203	
5626 Membership Fees Athletics Canada etc	12,443	11,113	\$ 11,113	
5685 Insurance	8,621	10,773	\$ 8,773	
5690 Interest & Bank Charges	-673	1,745	\$ 2,051	Repayment from bank overcharge
5700 Office Supplies	3,965	5,710	\$ 6,364	
5760 Rent - Office & Facilities	13,440	8,259	\$ 9,820	Includes payment to MBC Stadium \$10,440 in 2019 vs only \$5,375 in 2018.
5765 Equipment and Repairs & Maintenance	1,479	2,901	\$ 2,901	
5780 Telephone	5,097	5,710	\$ 7,421	
5781 Training & Prof Development	1,280	1,181	\$ 1,454	
5783 Travel & Meals - Executive Director	309	647	\$ 917	
5784 Travel & Meals - HP Coordinator (SL) (deleted)			\$ 592	These expenses are now attributed to the appropriate meets and programs.
5785 Travel & Meals - Director of RJTW & Intro Programs (JL) (deleted)		1,091	\$ 1,643	
5786 Travel & Meals - High Performance Coach (CB) (deleted)		62	\$ 1,780	
5787 ANB Board Meetings, AGM & SAGM	438	1,752	\$ 2,586	
5788 Athletics Canada AGM/SAGM	3,704	1,302	\$ 1,302	
5789 Courier, Postage & Freight	525	2,092	\$ 2,385	
5790 RunNB Expenses	2,010			
<b>Total General &amp; Administrative</b>	<b>58,080</b>	<b>67,186</b>	<b>\$ 74,321</b>	
<b>Staff &amp; Payroll Expenses</b>				
5600 ANB Salaries & Wages	215,701	213,640	\$ 249,340	
5601 CPP Expense	10,005	9,385	\$ 11,112	
5602 EI Expense	4,892	4,065	\$ 5,646	
5603 Employee Benefits	1,394		700	
5605 WHSCC Expense	2,632	1,579	\$ 1,579	
<b>Total Staff &amp; Payroll Expenses</b>	<b>234,625</b>	<b>229,865</b>	<b>\$ 268,378</b>	
5660 Depreciation			\$ 3,826	
<b>Total Expenses</b>	<b>357,681</b>	<b>421,544</b>	<b>\$ 505,717</b>	
<b>PROFIT</b>	<b>55,887</b>	<b>-10,428</b>	<b>-\$ 34,741</b>	

Profit & Loss by Program and Event

		Revenues	Expenses	Profit
PROGRAMS	03-12 Challenges	4,230.00	1,492.86	2,737.14
	04-RJTW (clinics and general program)	1,100.00	961.94	138.06
	05-ADSP	40.00	77.60	-37.60
	06-High Performance	626.53	6,232.55	-5,606.02
	07-Para		8,545.81	-8,545.81
	08-Coach Development	842.49	2,510.34	-1,667.85
	09-Officials Development	100.00	908.71	-808.71
	34-Legions	7,200.00	7,308.99	-108.99
	39-Women's Running Summit		282.50	-282.50
	41-Maritime Track League	1,707.72	5,624.45	-3,916.73
	<b>SUBTOTAL PROGRAMS</b>	<b>15,846.74</b>	<b>33,945.75</b>	<b>-18,099.01</b>
EVENTS	10-Gagetown Invitational		9.73	-9.73
	11-NB Indoor	2,683.75	781.38	1,902.37
	12-Atlantic Indoor	3,133.75	1,399.93	1,733.82
	13-AC Indoor	10,100.00	9,466.68	633.32
	14-Twilight Meets	74.00	318.50	-244.50
	19-NB Outdoor	6,170.35	2,253.20	3,917.15
	20-Atlantic Outdoor	9,753.84	3,980.83	5,773.01
	21-AC Outdoor		604.57	-604.57
	24-Middle School Regionals	745.00		745.00
	25-Middle School Champs	3,686.69	1,229.88	2,456.81
	26-NBIAA Regionals	3,421.15	1,270.00	2,151.15
	27-NBIAA Prov	3,092.42	490.18	2,602.24
	31-RJTW Regional Series	655.00	193.91	461.09
	33-RJTW Atlantics	4,325.00	989.00	3,336.00
	35-Jeux de l'Acadie	5,000.00	4,782.05	217.95
	36-Indian Games	3,750.00	656.98	3,093.02
	37-Cross Country		123.16	-123.16
42-Award Ceremonies	1,575.00	2,480.71	-905.71	
	<b>SUBTOTAL EVENTS</b>	<b>58,165.95</b>	<b>31,030.69</b>	<b>27,135.26</b>
	<b>TOTAL</b>	<b>89,859.43</b>	<b>98,922.19</b>	<b>-9,062.76</b>



## 4.2.2. Review of Auditors





## 4.3. Athletics Canada – Initiating Strategic Plan Review 2020-28

Bill MacMackin (verbal)



## 4.4. Director of RJTW Report

### Julia Loparco

#### Primary Roles and Activities

##### 1. ANB (60%)

- Administration/Communications
  - Press releases for competitions and events
  - Coordinating with clubs and general inquiries regarding RJTW and Youth programs across province
  - Sport NB nominations, various grant applications
  - Coordinating events (Women's Running Summit, HOF fundraiser)
  - Day-to-day communications (primarily emails and meetings, occasionally phone calls/conference calls)
- Programs
  - 12 Challenges, try-it events, clinics at events, school drop-in clinics, etc
  - RJTW Series (Indoor/Outdoor); YXCS (Cross Country)
- Summer Students
  - Writing grant applications for all regions, conduct interviews, hiring, all paperwork pre-hiring for GC & PNB.
  - Managing SJ, Fredericton, Bathurst students from May-August (S.D. managed Moncton students).
  - Post-employment reporting for various levels of government
- Competitions
  - Meet director/meet manager for many ANB and NBIAA competitions (all 3 seasons)
  - Officiating at regional/school youth meets, ANB meets
  - Registration set-up for many meets

##### 2. Saint John Track & Field Club (30%)

- Youth & RJTW Programs Lead and coach through all three athletics seasons
- Meet Manager for any SJ-based competitions (XC, Indoor, Outdoor)
- Community events and outreach opportunities
- Grant applications & consultations
- Awards, etc.

##### 3. Other (10%)

- Official Languages Program
- AUS Cross Country/Track & Field competition coordination

## Outcomes

### 1. ANB

- Positive outcomes
  - I've learned many different aspects of the organization (administratively and organizationally)
  - Most meets are well-organized if planned early enough and all aspects of meet are covered (volunteers/officials)
  - Lots of positive feedback from participants
  - Leader in the region for meet and event hosting standards (venue & organization)
- Challenges
  - Some inconsistencies with event offerings between regional/provincial competitions caused frustrations with parents, coaches and athletes
  - Some miscommunication can lead to the frustration of "not knowing" certain things. However, was a good way to get creative in solving problems

### 2. Saint John Track & Field Club

- Positive outcomes
  - Piloted "Tiny Tots Track" which was a huge success in the Spring. Expanding youth programs within SJTC
  - Increased number of youths in programs
  - Working with Bill & Chris on projects and rest of board and coaches in various other roles has been a very positive experience and very much appreciated.
- Challenges
  - Was challenging recruiting youth during indoor season with UNBSJ facility, but not anticipated this year with new IOFH.

### 3. Other

- Positive outcomes
  - Positive interactions with other professionals in the sport & recreation industry in French on a weekly-basis
  - French language is improving
  - AUS: Experience hosting a higher-caliber XC meet with lots of positive feedback-great experience overall
- Challenges
  - French class is on a Thursday, mid-day in Fredericton, so often hard to get quality work done between 11-3pm travel-wise

## Assessments

Athletics is once again well represented in the mix of finalists and award winners for the Konica Minolta Sport New Brunswick Awards. Jacob LeBlanc (Male President's Award); Erin Vringer (Female President's Award); Geneviève Lalonde (Female Athlete of the Year), Steve LeBlanc (Male Coach of the Year), Rick Stocker (Official of the Year) were all named finalists for the above-mentioned categories, an impressive feat for all, and well-warranted. Bill MacMackin was named the recipient of the Volunteer Sport Administrator of the Year award- a VERY well- deserved recognition. These nominations and finalists speak volumes for the success that our sport has had over the last year.



From a program's perspective, I would like to continue the RJTW Indoor & Outdoor series but have it more club and/or school oriented. We can certainly aid when/where needed if we have the resources available (i.e summer students), but these youth events can be easily coordinated within the club with local schools etc. A "How-To Organize/Implement a RJTW Series Meet" with limited resources manual can be provided to make the event run seamless. Although I'd love to attend and assist many events, it's not feasible or reasonable to expect my attendance at all of these regional meets to organize and run it as it is a waste of ANB resources and can be easily implemented by a club and older athletes and a handful of volunteers. A youth tetrathlon that may be include in fixtures can also be included as a RJTW Series event.

### Suggestions

Going forward, the allocation of summer student hours and roles can be clarified with specific roles designated to certain students in different regions. As much as having students assist in the implementation of a competition is essential, having them do reach-out programs to outside community organizations is also essential in building stronger community involvement and having youth involved in our sport. I'd like to see this happen more often this summer. If we allocate hours early on to secure help for major competitions, this is doable.

I think for far too long people (ANB club members and non-club members included) have been expecting things because we've always catered to their requests in the past. This is no longer possible given the limited staff we have and the roles and responsibilities we all carry-out on a day-to-day basis. Although it is important to keep our membership 'happy', I think if we continue to cater to everyone's needs, we will never move forward as an organization. We (myself especially) need to start saying "No". We don't need to do every possible thing coming our way. Similar to ANS- they don't want to host Atlantics because they realize they're already hosting too much. We need to adopt the concept of doing LESS. We have clubs around the province, many of which would be happy to contribute.

As a whole, I believe ANB is heading in the right direction, however I think we need to think about re-structuring going forward. From my own perspective, for a four-person operation, we do far too much for what we can reasonably handle. There are many moving parts to any PSO where programs, competitions, administration, communications, and sister organizations all fall under the larger umbrella- what we call ANB/RunNB with a small staff of four. I have worn hats to all of these components and more over the last year through the many different roles I have played within the organization(s) and find it incredibly difficult to find time to get everything done in a 35-hour working week. I think I speak for more than myself that we work MUCH more than this, because our organization doesn't stop moving just because we're done our 35 hours a week. It's not a job where after we've hit 35hrs we just stop. Sport doesn't work that way, and I think we often forget that. We all have different roles and responsibilities within ANB and beyond and I believe as an organization we're trying to do too much; therefore, we don't do the things we should be doing very well (high performance, development, funding, etc.). If the staff are stretched too thin too often, there's something systematically wrong in the organization, and a high turnover rate or staff burnout rates should be expected.



# 4.5. High Performance Coach Report

**Chris Belof**

Primary Role & Activities:

**1. ANB (25%)**

- ANB lead for coach education – NCCP programming/organisation, Sport/Club/Performance Coach
- ANB Lead evaluation and LF
- AC Coaching Committee Member
- AC Competition Committee Member
- Liaison with regional partners regarding coach education
- Competition support in all regions
- NBIAA support coaching and events

**2. University of New Brunswick (37.5%)**

- Lead Coach - ALL events – Saint John, Lead Coach – MD & Distance- UNBF, Lead Coach - Cross Country UNBSJ & UNBF - individualize and program and deliver programming for 40 athletes weekly
- Coordinate assistant coach and different event groups
- Coordinate team practice, competition schedule and all administrative duties
- Attend all AUS and USport required competitions and meetings
- Work with all UNBSJ & UNBF athletic department staff to coordinate team logistics
- Recruitment of student athletes
- AUS Cross Country representative
- Hosting of competitions through cross country and indoor season
- Coordinate program IST and delivery
- Representative with KIN & Rec faculty for UNB

**3. Saint John Track Club (37.5%)**

- Coaching developmental & HP athletes with SJTC
- Coach support for all groups as required
- Coaching, competition and programming delivery for SJTC athletes through all season
- Club admiration and competition delivery year round
- Liaison with club BOD
- Club events support – awards, AGM, BOD meetings

**4. Other**

- Regional coaching support for SW New Brunswick



## Assessments:

### **1. ANB**

Coach education delivery is consistent with the needs of the region. I feel confident that the 3 coaching education offerings (AAS, Sport Coach and Club Coach) are leading the Atlantic region and supporting coaches in the region as they need. Given the changes in Performance Coach and our hosting in mid-November, we are strongly positioned to lead the region in this area.

There is always a need to have more trained and certified coaches, with an increased connection to school programs, a partnership with NBIAA requiring Sport or Club coach training would be a strong step in the increased expertise throughout the province.

### **2. UNB**

The strength of High/Developmental performance pathway domestically is through strong post secondary programs within NB. Facility development, fixture hosting, athlete recruitment, and HP coaching development also tend to be highly intertwined with the success and support of these programs. The value and returns that the USport programs play within the province are numerous. Continued and increased support for these programs are needed for them to continue to grow our domestic schedules, increase NB athlete development, along with coach and facility development throughout the province. There is huge potential for this program to grow in a few different areas over the next 5-10 years.

### **3. SJTC**

Club delivery has been outstanding over the last year. There has been an increase in events hosted, programs run, and High/Developmental performance results. With the increase in facility development in the SW region, there will again be an increase in demand and time of Club employees, volunteers and BOD.

## Suggestions:

### **1. ANB:**

The capacity to continue to support fixture events throughout the province all year long is challenging. With the limited staff capacity, the idea of a club-based delivery model would benefit staff greatly. This will impact revenue and expenses alike, but most importantly allow staff to not exceed expected work hours without compensation. A better relationship with NBIAA is critical for increased athlete and coach participation in our sport along with strong event development.

### **2. UNB:**

The regional model is the most effective design for the program given the two campuses but challenging at times for staff coordination/delivery. Knowing the value of this program in the High/Developmental performance pathways some creative ideas around funding and delivery should be considered.

### **3. SJTC:**

Club delivery has its limits. Over the next 2 years this organization will host or be the strong lead for 20 plus events. This capacity is demanding on all parties involved. Incredible opportunity for the organization, but the need to be cognizant that these demands will affect other areas of staff work capacity and quality. Event hosting comes with challenges along with the obvious benefits.

### **4. Other:**

Not to be understated that the challenges area always offset by positives. Having limited resources, and multiple different directors to answer to sometimes makes for an extremely challenging work environment. Having 4 different directors all with similar yet different priorities can at times create some challenges. All underlined by good intentions, but still with different understandings of my specific role. In a sport where there is no down season and coaching multiple event groups doesn't allow any downtime creates a nonstop work environment.



# 4.6. High Performance Coordinator Report

**Steve LeBlanc**

## Primary Roles and Activities

1. **ANB (40%)**
  - Competitions
    - assisting in the creation of competition technical packages and online registrations
    - creating & managing and/or operating competition electronic meet management files
    - officiating at various competitions through all three main competition seasons
    - acting as a meet director or meet manager at various ANB events
    - assisting in the NBIAA cross-country and track & field competitions
  - Communications
    - day-to-day office communications (phone and email)
    - writing or assisting with press releases or other ANB communications
  - Administration
    - managing the ANB Athlete Development and Support Program
    - ANB lead in the Quality Sport Initiative
    - liaison with Athletics Canada's High Performance Program
  - Coaching
    - athlete and coach support at national championships and other competitions
    - presenter and clinician at ANB educational events, such as Atlantic Summits
  - Coaching Development
    - delivery of NCCP coaching education modules
    - on-going mentoring of coaches
2. **Université de Moncton (40%)**
  - Coaching
    - head coach for women's and men's track & field teams; primary coach for sprints, hurdles and combined events; and consulting coach for jumping events
    - head coach for women's and men's cross-country teams
  - Administration
    - training and competition scheduling
    - coordinating university coaching and support staff
    - AUS and USports committees
    - athlete recruitment and program development
    - involvement in various university events and activities
  - Competitions
    - meet director for indoor competitions, including the AUS T&F Championships, and assisting in university cross country competitions
  - USports T&F Coaches Committee, vice-president
3. **Other (20%)**
  - National team coaching (2019 FISU Games)
  - Liaison with Canadian Sport Centre Atlantic for various programs
  - Personal coaching with numerous year-round athletes

4. **Aetos Athletica** (volunteer)
  - Aetos Advisory Committee
    - working to setup a club board of directors at upcoming club AGM
    - member of club governance sub-committee drafting a club constitution

#### Outcomes, Assessments and Suggestions

##### 1. **ANB**

- Positive outcomes
  - NB athletes are performing well on the national and international stage
  - ANB competitions generally run quite well
  - ANB as an organization continues to evolve and improve its operations
- Challenges
  - an increase in the number of athletes competing at a high level means there is an increased need for financial and other resources to assist them
  - ANB membership numbers in some categories have not grown as in previous years
  - on-going need to recruit and train new officials to increase our officiating capacity
  - on-going need to recruit and train new coaches to increase our coaching capacity
  - presently face questions around meet management software licensing and electronic photo-timing equipment maintenance and repair/replacement

I believe that, overall, ANB has continued to improve its structure and programming, but there is always room for continued growth and development. One area that I feel has not lived up to its full capacity is the ADSP. The present format does not provide as much tangible support as some of our previous athlete support programs did. The development and implementation of the ADSP was complicated by the fact that Athletics Canada was in the midst of changing and developing the national high-performance program, with which the ADSP was meant to align. Given that the national CAPP has stabilized, it would be beneficial to look at re-tooling and adjusting our ADSP to better align with the CAPP and better serve its role in assisting provincial athletes to develop to a national and international level.

I have previously made suggestions for changes to the ADSP (presented at previous AGM and SAGM) and would reiterate the need to make some significant changes to the ADSP, both in terms of athlete identification / selection standards and its program offerings. One key area I have identified is the need to support the coaches of high-performance athletes to assist them in carrying out their coaching duties outside of the daily training environment, such as at out-of-province training and competition opportunities. It will require some re-tooling of our system and potentially trying to find new partners or sources of financial support to augment our ability to support our athletes and coaches.

##### 2. **Université de Moncton**

- Positive outcomes
  - excellent individual and team results over the past few years
  - size and depth of the programs continue to improve
- Challenges
  - increased number of athletes means an increased need for coaching and other resources
  - as a small French university, athlete recruitment presents significant challenges



As the university cross-country and track & field programs continue to develop, the University has continued to try to find ways to better support these teams. The Université de Moncton has made a committed effort to continue to grow the sport of athletics. This obviously has an important positive impact on our ability as a province to offer quality training and competition opportunities for our New Brunswick athletes here at home, particularly but not exclusively for the Francophone community. The partnership between ANB and UdeM has provided both coaching resources and infrastructure improvements to both organizations. I hope we will see this partnership continue and even expand in the future to the benefit of all involved.

### 3. Other

- Positive outcomes
  - Excellent experience and knowledge gained from involvement in FISU Games team
  - Improved interactions with CSCA and its programs
  - Some significant successes by athletes I coach
  - Building strong organizational foundations for Aetos Athletica
- Challenges
  - Finding ways to continue to improve the daily training environment for athletes I coach, and providing better training and competition opportunities for them
  - Finding ways to improve the daily training environment for athletes and coaches with whom I consult, and helping them to continue to develop their plans and find new resources

I have been extremely fortunate to have been involved with several national teams over the past few years. While being part of these teams does present some personal and professional challenges, I have found the knowledge and experiences I have gained from them to be incredibly valuable in developing my coaching skills and providing an improved daily training environment for my athletes. In interacting with high-level coaches and athletes from around the world, I have gained insights into what their processes are, not just for reaching this level of performance but competing and succeeding at the highest levels in our sport. One goal I have is to find more ways to share the knowledge and skills I have gained from these experiences with more of our NB coaches and athletes.

I also believe we need, as an organization, to continue to reach out to other sports organizations to find new partnerships and opportunities for growth. I believe our sport has much to offer other sports, and we in turn can benefit from more interactions and partnerships with other PSOs as well as organizations like the CSCA, university athletic departments, and other related groups.





# 4.7. Athlete Representative Report

**Jarod Manuel**

Dear ANB members and friends,

To begin, I would like to congratulate all the athletes who competed during the 2019 outdoor track season and the 2019 XC season. There were some fantastic results: 6 medals at the Canadian Track and Field Championships (with 18 top-8 finishes); 5 medals at the Legion Canadian Youth Championships (with 15 top-8 finishes); a silver medal at the Canadian Combined Events Championship; 4 gold medals at the NCCWMA championships; a 5<sup>th</sup> place finish at the FISU championships; a gold medal at the Pan-Am games (with a new Pan-Am record); and finally a 14<sup>th</sup> place finish at the World Championships. What an impressive list! Congratulations to you all.

Since I was appointed as athlete representative in April, I have tried to gather feedback from as many athletes and other ANB members as possible through the various meets and events throughout the year. I have had some great discussions with many athletes and members regarding a wide variety of topics. I look forward to continuing these discussions throughout the upcoming indoor season! I'm always open to chat, so if anyone sees me at a meet this winter make sure to stop and say hi.

Recently, in preparation for this AGM, I created and sent out a survey to ANB members for their feedback on our organization. I sent the survey to approximately 435 members and received 71 responses (for a response rate of 16.32%). I will present the analysis of the survey in a separate power point presentation; however, in general, the responses were distributed evenly among the various age categories, creating a nice sample of the population that is ANB members. Thank you to those of you who responded!

I look forward to continuing to represent our athletes on the board of directors and working with the board on several matters including the review of our strategic plan. As always, feel free to reach out to me at any time with any comments or concerns.

I look forward to seeing you all this winter across the various indoor meets! Best of luck to all our athletes!



# 4.8. Executive Director Report

## Stephanie Doiron

### Primary roles and activities

1. **ANB** (60% in summer, 80% in winter -- due to RunNB peak season in summer)
  - Administration
    - Financial management including budget planning, invoices, expenses, payroll, etc.
    - Functional management of staff (including summer staff) and volunteers including weekly meetings, reviews, support, etc.
    - Research and apply for funding sources
    - Manage an effective relationship with key partners at Government of NB Sport and Rec branch, CSCA, AC, UdeM, City of Moncton, Jeux de l'Acadie, NBIAA, Legions, ANB clubs, etc.
    - Prepare documents and organize General Meetings
  - Sport development
    - Support actions aiming to increase membership of athletes, officials, coaches and volunteers.
    - Oversee programs and at times participate directly in clinics, competitions and other development for coaches, athletes, officials and volunteers throughout NB.
    - Work with various programs (schools, groups) to insure the development of athletics.
  - Technical service
    - Act as a contact person for coaches, athletes, officials and volunteers.
    - Support Provincial Teams in planning and management (Legions, Cdn Indoors, JDLF, Canada Games, etc.)
    - Help in the development and nurturing in new and existing clubs or athletic initiatives.
    - Participate in the development of a competition schedule and support provincially sanctioned competitions.
  - Public relations and communication
    - Establish marketing and media relations to insure coverage of athletics.
    - Insure that all communication is available in both official languages.
    - Establish good working relationships and collaboration with community groups, schools, municipalities, funders, politicians and other organizations to insure the growth of the association.
    - Communicate with stakeholders to keep them informed on the work of the Association.
    - Insure the updating of the Association's website and social media communication.
    - Develop and manage sponsor relationships in cooperation with the Sponsorship Committee.

2. **RunNB** (40% in summer, 20% in winter -- due to RunNB peak season in summer)
  - Administration
    - Bill and collect race fees from race organizers.
    - Ship out and recuperate unused medals for the Small Strides Healthy Lives program.
    - Collect race result and communicate them with the RunNB Statistician.
    - Assist the RunNB Committee in implementing any new future strategies for growth.
    - Send medals to race organizers for Championships races.
    - Assist the RunNB Committee in the preparation of the Awards and Hall of Fame Banquet.
    - Attend all RunNB Board meetings.
  - Public relations and communication
    - Maintain RunNB Website and social media sites.
    - Update provincial records and send certificates.
    - Organize Race Organizers regional meetings.
    - Establish good relationships with community groups, schools, municipalities, funders, politicians and other organizations to insure the growth of the association.
    - Develop and manage sponsor relationships in cooperation with the RunNB Committee.
  - Technical service
    - Assist race organizers with their event (supply Race Directors with materials needed for their event including bibs, clock, gantry, etc.)

## Assessments and suggestions

### 1. **ANB**

- Strengths
  - NB athletes continue to improve on the national scene with ANB surpassing our medals and top-8 finish objective at Canadian outdoor Championships this past summer. This speaks to our clubs and programs' success.
  - ANB continues to be a provincial leader among PSO's in terms of organization, programs and funding from the government.
  - ANB's Board of Directors are supported by committees made up of wonderful volunteers that keep thinking of ways to improve. There is also a good representation of both men and women in these committees, which allows for balanced views and opinions.
  - ANB organized competitions are well perceived (generally on-time and organized), which helps to secure our relationships with NBIAA, Jeux de l'Acadie and Indian Summer Games.
  - ANB has been very fortunate to receive several summer students year after year. These students are critical in the success of our summer programming.

- Challenges/opportunities
  - ANB has limited resources and a heavy schedule of events/programs/competitions and may require additional assistance from clubs moving forward, or re-prioritizing certain events/programs. A more structured strategic plan and operational plan can help tremendously.
  - The Croix Bleue Medavie Stadium inventory which was a legacy from the 2010 World Junior Championships requires some attention (photo-finish equipment, replacing broken implements, etc.). There remains a question of who is responsible for this inventory. The creation of a separate entity may be the solution.
  - The relationship between ANB and NBIAA and middle-schools could be improved to develop stronger school athletics programs to feed into our club systems. This would require additional coaching resources, program changes and potentially policy changes (membership).
  - ANB's officials, while amazing and knowledgeable, are relied upon heavily for NB competitions. Additional officials are needed, especially for succession planning. Clubs could play an important role in volunteer recruitment with the help of parents and athletes. Mentoring programs for newer officials could help them develop quicker and more effectively.
  - The relationship between ANB, RunNB and CSNBTR (Course en sentier NB Trail Running) is open, especially with the sharing of ANB and RunNB's ED, however additional ties and closer alignment of these groups could bring increased benefits to NB athletes versus having these groups working separately (especially with strategic planning).
  - The nature of the organization results in staff members putting in multiple hours of over-time. I have personally been trying to set boundaries and keep track of hours worked, however this is a challenge given the week-end events, odd work hours and amount of work. I encourage all staff to speak up when they need help prioritizing and to take their earned time off when they can.

I have limited my assessments to a general overview instead of diving into individual programs, leaving that level of assessment to Julia (youth development), Chris (coaching development) and Steve (high performance athlete development).

ANB has a strong group of key volunteers, coaches, officials, partners, athletes and staff. While each of these groups can always be grown and developed further, our organization's success on the national scene speaks to the quality of our province's clubs, programs and events. As for the growth of the sport, I believe one of our biggest areas of opportunity is with the middle- and high-school athletes. Multiple middle-school teachers are already very interested in athletics and the NB Middle School Provincials speaks to that with over 600 registrations in 2019. If we can successfully find ways to strengthen our ties with the school systems, we could potentially get more young athletes interested in athletics. In order to support an increase in athlete participation, we need to develop our foundation of coaches, officials and volunteers. These goals all go hand-in-hand.

As long as we keep the athletes and staff well-being at the forefront of our decisions, we will continue to see improvements within our organization and our province.



## 4.9. Group Discussion – Review of Activities and ANB Objectives



# 4.10. Masters Representative Report

## Andy Justason

The Masters program has continued to be healthy in 2019. Our total number of registrants in NB has continued to increase, as indicated by the following table as of October 23, 2019.

	<u>Oct 2017</u>	<u>Oct 2018</u>	<u>Oct 2019</u>
British Columbia	492	539	490
Alberta	126	146	171
Saskatchewan	77	76	83
Manitoba	23	31	44
Ontario	964	901	846
Quebec	173	188	220
<b>New Brunswick</b>	<b>49</b>	<b>56</b>	<b>67</b>
Nova Scotia	63	69	60
Prince Edward Island	2	1	2
Newfoundland and Labrador	2	2	2
NWT	0	0	2
Yukon	1	105	1
<b>Total</b>	<b>1972</b>	<b>2114</b>	<b>1988</b>

The biggest news for Masters is that the Canadian Masters Athletics Indoor Championships will be held at the Irving Oil Fieldhouse in Saint John on March 14-15 in conjunction with the Atlantic Indoor Championships. Details can be found on our ANB website at <https://www.anb.ca/Calendar/view-event.php?id=1637>.

One of ANB’s outstanding Masters throwers suggested we all wear ANB singlets to the CMA Indoor Championships. Stephanie and I agree this will be important for us to look sharp as “hosts” of the meet. Andy will organize a singlet order by November 30.

As you are aware, the 2020 World Masters Athletics Championships will be held in Toronto from July 20 to August 1, 2020. This is an excellent opportunity for ANB Masters to compete with the best in the world in our home country. Please consider making this track meet part of your summer vacation plans.



# 4.11. Run NB Report

## Mary Brosnan

RunNB is happy to announce that this year we have our full 9 board members. New members this year are, Greg Sawyer who has taken on the role of Super Series Coordinator, Marta Kelly and Michel Robichaud. We also welcomed Stephanie Doiron as our new Executive Director.

### Highlights from 2019

1. Although the number of events on our Calendar increased, the number of participants decreased. One reason for this was that our biggest race, 'Legs for Literacy' took a year out.
2. The New Brunswick Medical Society continued its \$10,000 sponsorship of our 'Small Strides – Healthy Lives' program.
3. Trackie continues to be the title sponsor of our Super Series races.
4. We jointly hosted, with ANB, the Women's Running Summit.
5. We continue to provide prize money at our Provincial Championship races of \$200, \$125 and \$50 for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place women and men.
6. Our 2018 Hall of Fame and Awards Banquet, which was held in Moncton, was a great success, with over 100 participants. Lots of fun was had by everyone to celebrate the end of another running year.
7. Jacqueline Mallet and Michelle Cormier were inducted into our Hall of Fame which now has 22 members.
8. Lee Wesselius set a new 5-mile road record at Hampton in September finishing in a time of 23:39.
9. Four sub committees were established to look at ways to progress in 2020 and beyond.

2019 has seen a challenging, rewarding and fun year of road running. We look forward to moving forward with some of the ideas from our sub committees in 2020 as we strive to improve our support of all road runners.





# 4.12. Officials Committee Report

Carl Cummings



# 4.13. Governance Committee Report

**Yvan Pelletier**

Members: Yvan Pelletier, Chair; Robert Jackson, Brandon Leblanc, Marc Lalonde (ex officio),  
Stephanie Doiron (ANB staff).

**Summary of policy review this year**

**POLICY STATEMENT 14.0: ASSOCIATION COMPLAINT PROCEDURE & DISCIPLINARY MEASURES** Revised & Adopted, BOD, 2019/03/06

Few editorial changes.

**POLICY STATEMENT 14.1: APPEAL PROCEDURE** Revised & Adopted, BOD, 2019/03/06

Creation of a Commissionaire position for appeal resolution.

**POLICY STATEMENT 2.0: PROVINCIAL TEAMS** Amended, BoD, 2019/06/05

Updated the name of the high performance programs.

**POLICY STATEMENT 2.1: PROVINCIAL TEAM STAFFING** Amended, BoD, 2019/06/05

Reference to the new ANB Guidelines for Staff Selection.

Confirm the role of the Provincial Teams Committee to review procedure of the ANB Provincial Team Staff Manual, and collect reports and coach evaluations.

**POLICY STATEMENT 9.0: PROVINCIAL TEAM ELIGIBILITY** Amended, BoD, 2019/06/05

Removed the specific requirements and put more importance to the specific requirement of the different provincial teams.

**POLICY STATEMENT 1.0: MANDATE OF ASSOCIATION** Deleted, BoD, 2019/09/18

The mandate is described in the By-Laws.

**POLICY STATEMENT 6.1: ATHLETE TRANSFER FORM** Deleted, BoD, 2019/09/18

A paper form. Such a form can have different format now (electronic, web-base etc).

**POLICY STATEMENT 13.0: CLUB ROLES, RIGHTS, & RESPONSIBILITIES** Revised & Adopted, BOD, 2019/09/18

Few editorial changes.

**POLICY STATEMENT 21.0: STRUCTURE OF BOARD OF DIRECTORS** Deleted, BoD, 2019/09/18

The description of the structure of the Board is in the By-Laws.

**POLICY STATEMENT 21.1: QUALITIES OF MEMBERS OF THE BOARD OF DIRECTORS** Deleted, BoD, 2019/09/18

Was more a statement of qualification than a policy.



**POLICY 6.0: REGISTRATION OF MEMBERS** Under review

Changes to be conform with the By-laws membership categories.

Eligibility criteria revised.

Creation of the "Uxx" nomenclature for the different Athlete age groups.

Creation of the Recreational Athlete member sub-category.

Change in the membership starting date to Sept 1st and removal of the article stating that registration after the end of Sept would continue till end of Dec of the next year.

The policies are reviewed in "bundle" that fall into a similar topic. It makes it easier to implement cross references and to have a global view of the topic while working on a specific policy.

Unless there is a special request from the Board or AGM, we are planning to look at the policies according to the following order:

Competitions	PS 3.0, PS 3.1, PS 7.0, PS 7.1, PS 7.3, PS 10.0
Records and rewards	PS 4.0, PS 12.0, PS 12.1
Conduct	PS 8.0, PS 8.1, PS 15.0, PS 17.0, PS 22.0, PS 23.0, PS 24.0, PS 25.0
Finance	PS 11.0, PS 18.0, PS 19.0, PS 19.1
Funding	PS 5.0, PS 26.0



# 4.14. Sponsorship Committee Report

The sponsorship committee is comprised of the following individuals:

Chair: TBD

Members: Carol Lynn Landry  
Andy Justason  
Marc Lalonde/Stephanie Doiron

Heading into 2020, our sponsorship focus is as follows:

1. Continue to execute and leverage the SUBWAY sponsorship to maximize value for them.

Our partnership with SUBWAY is in its second year with ANB. We received positive feedback following the first year and continue to look for opportunities to broaden the relationship.

2. Canadian Tire NB

Various attempts to bring Canadian Tire onside proved challenging including a pilot project around the Atlantics when one of the local store owners was away. With ANB also looking at outsourcing some of its events, we will re-examine how best to partner with Canadian Tire in another fashion.

3. Online Donation Established

ANB launched an online donation program via the ANB website. This program is designed to allow followers/donors to support our High-Performance group and our Youth Participation programs. The intent is to more actively engage donors around various ANB events over the coming year.

4. National 5K Road Race - Moncton

We have also secured the hosting of this national championship at Moncton in September 12-13<sup>th</sup> of 2020 and once again in September 2021. It will be held alongside the Resurgo half and full marathon that was initiated this year by the Greater Moncton Running Club. We also were successful this early August to bring on board Medavie Blue Cross as the main sponsor of these championship events. We further believe our relationship with Medavie has many other possibilities to be explored over the years to come. With their corporate sponsorship of \$25,000 for 2020 and again in 2021 ANB will be adding Medavie as one of its partners on all its web postings joining Subway and the Province of New Brunswick.

ANB will work in close collaboration with the Greater Moncton Running Club and with RunNB in the preparation and the promotion of this event in Moncton.



## 5. Other Sponsorship Arrangements

We will continue to explore other sponsorship opportunities. The challenge is to find sponsors/partners that do not compete with those we have now. Examples of sponsors we could target could include organizations like MILK Maritimes, Car Dealerships, or other local businesses. If members have ideas or relationships that would work well within our sport, we invite you to reach out to our committee members.



# 4.15. Award Committee Report

## Scott Davis

The 2019 ANB Awards Committee consists of the following members:

Chair: Scott Davis, Director at Large  
Carol Lepage  
Sandy Leland, Director at Large  
Andy Justason, Masters Representative  
Michele LeBlanc, Secretary  
Jarod Manuel, Athlete Representative  
Stephanie Doiron, Executive Director

- Since the 2018 AGM the Committee has undertaken the following:
- Updated policies 12.0 and 12.1 and Received Board approval in January 2019. Creation of policy 12.2 to outline criteria for the new Hall of Fame, and received Board approval;
- Worked to help select the first two induction classes for the ANB Hall of Fame. Roddie MacKenzie assisted in the process. The first class is schedule to be inducted at November 2019, and the second class to be inducted in January 2022;
- Call for nominations for the 2019 Annual Awards as per policy 12.0 (mid-August). Review of nominations in early September and selection of award recipients as per criteria outlined in policy 21.1 on September 15;
- Submission of nominations for NB Sport annual awards in mid-September.
- ANB Annual Awards Banquet scheduled for January 2020 in Moncton.
- Committee voted to have Scott Davis remain as Chair for 2020. Scott moved to Saskatchewan in September 2019 but will continue to the work from a distance (all work is done via email and teleconference);
- Updated Policy 12.1 to rename age categories to reflect change approved by the Board earlier this year (Example: replace midget with U16). See updated policy under separate cover;
- The Committee, upon consultation with Julia Loparco, removed the Annual Award category Bantam/U14 to better reflect the LTAD model;
- Jarod Manuel joined the Awards Committee in Spring 2019;
- Carol Lepage joined the Awards Committee in August 2019;

New committee members are welcome. Please contact Scott Davis for information



## **4.16. Legion Program Report**

**John Ladouceur (verbal)**

## **4.17. Club Reports (verbal)**





## **5. New Business – New Committees in 2019-20 (Finance & Executive)**

### **5.1. Motions up for discussion and vote**

**5.1.1. \$10 increase in dues for this  
upcoming 2020 calendar year**

**5.1.2. Change in membership year to Sept 1-  
Aug 30 instead of Jan 1-Dec 31**



## 5.1.3. 2020 Outdoor Schedule

### Dates & location to be determined:

NB Middle School T&F Championships **Either May 20 (Wednesday) or May 24 (Sunday)** (TBD)

NB Legion Provincial Championships **Either June 13-14 or July 11-12** (TBD)

\*Looking for feedback on dates and locations for the above competitions.

### Legend:

**Nova-Scotia** organized competition

**Moncton** organized competition

**Saint John** organized competition

Location to be determined

**Conflicting dates**

**Conflicting dates**

### Confirmed 2020 dates:

**May 9** - 14<sup>th</sup> Annual ASEA Open Meet (Moncton, NB)

**May 9** - ANS Warmup Meet (TBD, NS)

May 18 - SJTC/SJHS Spring Meet (Saint John, NB)

May 23 - Essaies Équipe NB pour les Jeux de la francophonie canadienne (Moncton, NB)

May 30 - NBIAA North-West Regionals (TBD)

May 30 - NBIAA South-East Regionals (TBD)

June 6 - NBIAA Championships (TBD)

**June 19-21** - NS Open Meet (TBD, NS)

**June 19-21** - East Coast Games (Saint John, NB)

**June 19-21** - NB Provincial T&F Championships (Saint John, NB)

**June 20** - RJTW Provincial T&F Championships (Saint John, NB)

**June 25-28** - Jeux de l'Acadie (Saint-Jean, NB)

**June 25-28** - Canadian Track & Field Championships and Olympic Trials (Montreal, QC)

**July 4-5** - 11th Annual Hub City Classic (Moncton, NB)

**July 4-5** - NS Provincial Championships & Legion Trials (TBD, NS)

July 13-15 - NAIG track & field Championships (Dartmouth, NS)

July 17 - NAIG cross-country (Dartmouth, NS)

July 14-18 - Jeux de la francophonie canadienne (Victoria, BC)

July 20-August 1 - World Masters Championships (Toronto, ON)

July 24-August 9 - Olympic Games (Tokyo, JPN)

July 25-26 - Atlantic T&F Championships **\*hosted by PEI or NB?**

July 25-26 - RJTW Atlantic T&F Championships **\*hosted by PEI or NB?**

August 7-9 - Legion Nationals (Sydney, NS)

August 25-September 6 - Paralympic Games (Tokyo, JPN)

## 5.1.4. Other

# 6. Election of Officers & Directors

Dave Thomas

# 7. Appendixes

## 7.1. Appendix A: 2019 SAGM Minutes (April 28th, 2019)

### Attendees:

Yes	Marc Lalonde	<i>ANB – President</i>
Yes	Michele LeBlanc	<i>ANB Secretary/FFT</i>
Yes	Carl Cummings	<i>ANB – Official Chair</i>
Yes	Lise LeBouthillier	<i>ANB Treasurer</i>
Yes	Scott Anderson	<i>ANB- Director at Large</i>
Yes	Grant Finlayson	<i>ASEA</i>
Yes	Andrew Justason	<i>ANB Director at Large/FLTC</i>
Yes	Yvan Pelletier	<i>ANB Director at Large</i>
Yes	Sandy MacLean	<i>ANB-Director at Large</i>
Yes	David Harrison	<i>FLTC</i>
Yes	Carol Landry	<i>ANB Vice President/SJTC</i>

Yes	Bill MacMackin	<i>SJTC</i>
Yes	Earl Church	<i>AETOS</i>
Yes	Ron LeBlanc	<i>AETOS</i>
Yes	Alex Stuart	<i>ASEA</i>
Yes	Shawna Harrison	<i>FLTC</i>
Yes	Peter Stuart	<i>ASEA</i>
Yes	Julia Loparco	<i>ANB Staff – Director of RJTW</i>
Yes	Stephanie Doiron	<i>ANB Staff – Executive Director</i>
Yes	Steve LeBlanc	<i>ANB Staff/ASEA</i>
Yes	Chris Belof	<i>ANB Staff – High Performance Coach</i>
Yes	Colin McQuade	<i>GMRC</i>
Yes	Aaron Sellers	<i>GMRC</i>

### 1.0 Call to Order / Welcome / Apologies for Absence

The ANB 2019 SAGM was called to Order by Marc L at 12:48. There was a morning discussion, lead by Yvan P, on Youth Membership Review Program.

Marc L thanked everyone for attending the SAGM and thanked Stephanie for her work on the SAGM document handed out.



## 2.0 Adoption of Agenda

As presented with two modifications that have the inclusion of 4a) a report from Bill M. as President of Athletics Canada and 5a) Provincial Team Selection Committee report by Scott A. Previous 4.0 and 5.0 items be moved to 4b) and 5b) respectively.

**Motion:** Bill M

*That the Agenda be approved with modifications*

**Seconded:** Sandy M

MOTION CARRIED

## 3.0 Approval of 2018 AGM

**Motion:** Bill M

*That the 2018 AGM Minutes be approved as presented with the addition of Shawna Harrison to the attendance.*

**Seconded:** Carl C

MOTION CARRIED

## 4.0 Reports

**4.1 a Bill MacMackin – President Athletics Canada** - Bill M gave a brief summary on Athletics Canada and the new CEO David Bedford. There should not any turnover of the AC Board this year in order to provide continuity in a year of major changes at the senior staff level with the Finance Officer also departing. Bill has given the Board his notice that he will stay for another 2 years post the May AGM. Current Vice Chair, Helen Manning, has shown interest in assuming the position.

He discussed the issue that have arisen regarding coaches and administrators at the Ottawa Lions and the importance of safe sport. We need to be able to draw on people that have the expertise within our Province to deal with any issues that may come up.

There will be recommendations that will come out of Athletics Canada after the Ottawa Lions coach investigation, likely over the summer months.

**4.1 b President – Marc L** – please refer to submitted report

Marc L and Stephanie D will be attending the Athletics Canada AGM in the next month. Saint John Field House will be opening in 18 weeks; very exciting. The AC Board will be attending in the Fall and all are welcome to attend the launch of the AC Wall of Fame on the Friday evening of November 22<sup>nd</sup> at the Fieldhouse in Saint John. Rob MacKenzie has kept all the records of ANB and he will be publishing a series of articles leading to this event.





Marc welcomed and congratulated Stephanie as the Executive Director of ANB.

Marc thanked all Board members for their efforts and was pleased to announce all members are also part of at least one Committee. Also noted, we now have an active Executive Committee that has set regular meetings over the course of the year. 75% of our Executive are women.

#### **4.2 Executive Director – Stephanie D** – please refer to submitted report

Stephanie is very excited to be working with Athletics New Brunswick. She has been working for 2 months and is trying to get a good pulse on how things are going in all areas.

Stephanie is excited about the getting at the Strategic Plan later this summer and, in preparation for this exercise, will focus on incorporating ideas within the higher levels categories of the Plan.

#### **4.3 Treasurer – Lise L-** refer to submitted report

Lise summarized the report and highlighted certain areas. Please refer to Appendix A and B for discussion.

The Profit and Loss statement has a net loss of \$33,000. Main reasons are that we corrected an HST error in the past, had an extra payroll period for Staff compared to the year before and incurred program costs overrun.

We are still in a surplus position year over since the inception of ANB.

The Executive has added a few extra precautions on a monthly basis, to remain on top of the program expenses and support Stephanie in developing individualized program budgets.

Marc L summarized that we maintain a solid cash balance that was built over the years, and therefore remain in a solid position.

#### **4.4 Director of High Performance – Steve L** – refer to submitted report

Steve summarized his report and talked about the changes under consideration to the ADSP which he is suggesting will better align it better to AC's CAP Program. This will involve the standards as well as probably removing the Indoor results and only focusing on Outdoor results as is the focus with Athletics Canada. Steve is also looking at how to include Coaching support within this program as well. We would like to try to offer assistance to coaches that are in the Province and that support athletes that reside within the Province. Since implemented 3 years ago, the ADSP budget has been \$20,000. All the CAP programs for Athletics Canada are based on Outdoor results.





#### **4.5 High Performance Coach – Chris B – refer to submitted report**

Chris thanked ASEA for supplying 9 of the 11 Coaches in the recent Coach program. As a result, our Trackie number of Coaches has increased within the Province. He is encouraging all to continue to stay focused on increasing the number of coaches within our Province. As long as Provincial teams require certification, we should continue to ramp up our coaching program. We will have a Performance Coach certification in the Fall of 2019.

Chris remains very busy coaching within both Fredericton and Saint John.

#### **4.6 RJTW & First Contact Coordinator – Julia L – refer to submitted report**

Julia mentioned some of our challenges in the RJT series. Many of the parents of the participants do not like the individual meets and certainly will not travel to what they perceive the equivalent of a swimming lesson. Therefore, such meets need to be locally focused only.

She has been focusing on the hiring of summer staff. Our Seed grants were all approved, though we did not do as well on the Federal grants. There is a total of 12 grants overall and filling these positions with the right talent will require a lot of attention.

The summer focus for the students will be to get them more involved in both specific responsibilities and at the Club level.

#### **4.7 RunNB – Mary B – verbal report**

Grant Finlayson was on hand to represent RunNB. He talked about the new Road Racing Series. Should have about 150 races sanctioned by Run NB by the end of the season.

On behalf of RunNB he also wished to welcome Stephanie as ED.

## **5.0 Reports from Committees/Teams/Programs/Clubs**

### **5.1 Governance Committee – Yvan P – refer to submitted report**

Yvan reviewed briefly the list of policies that will be reviewed by the committee. He also wished to welcome Brandon LeBlanc to the Governance Committee.





## **5.2 Sponsorship & Fundraising Committee – Sandy M – refer to submitted report**

There are 5 activities we will review which are highlighted in the submitted report.

We are in year 2 of our Subway Sponsorship. We receive complimentary food from them for the officials and volunteers that supply at ANB meets.

Canadian Tire is another business that is likely to be engaged in a Pilot project this summer.

Our donations program has been set up for Online Giving. We have partnered with Sport NB as it then also offers the registered charity status for receipts. At this point we have raised a little over \$1,100 and it would be great if all members of the Board would make a donation, large or small.

Bill mentioned the best opportunities for larger donations will be from people that have an emotional attachment to the sport, being asked by the right person, at the right time and for the right reason.

## **5.3 Awards Committee – Scott D – refer to handout at SAGM**

Scott was not able to attend but please refer to the report. The Committee meets largely on a seasonal basis.

Marc L talked about the introduction of the ANB Wall of Fame.

Carol L and others also talked about the Athlete of the Month and how we could also include in another category impressive PB's from all ranges of athletes including younger athletes. This idea was favourably received by the assembly. Staff will involve the Summer students in bringing this about.

## **5.4 Masters Committee – Andy J – refer to Andy's report**

Special reminder that NB is hosting Canadian Masters in 2020 at Saint John Field House.

## **5.5 Officials Committee – Carl C**

Carl is attending a training program next week in Winnipeg that is sponsored by Athletics Canada.

Our official numbers are low, and it is a real struggle to get Officials out to our Meets. We will have to have more volunteers at our meets to help focus on our low Official numbers this summer. Marc L. emphasized to Club presents that ANB will need to enforce Clubs to bring volunteer officials if we are to meet the requirements.





## 5.6

### **5.6 A) Provincial Team Selection Committee – Submitted his report post SAGM**

Scott Anderson talked about the Committee that we formed in the Fall and thanked Chris B for all his work in the area. We recommended positions for the Canada Games and the Jeux de la Francophonie.

Scott A, Michele L and Sandy L are now permanent members on this committee with Chris B being the Staff resource.

Bill M. in his new capacity as 2021 Canada Games Head Coach, said they will be opening up Coach opportunities within Canada Games starting Monday.

### **5.6 B) Legion Program/ Legion Coaches – Marc L/ Stephanie D - Verbal Report**

Stephanie talked about the Legion Trials coming up.

John Ladouceur will be taking over from Clayton S regarding our Legion representatives. He and his wife Helen are not entirely new to the Legions having volunteered as chaperones for many years.

Peter Stuart stated that standards are being prepared now and will be posted soon. They are very similar to previous standards.

### **5.7 Athletes – Jarod M – verbal report**

Jarod is excited to be a part of the Board. Our athletes have had a great year and he is looking forward to supporting the voice of the athlete as well as to assume a full role as an ANB board member.



## 5.8 Clubs – verbal report

**ASEA** – Peter S talked about the Run Jump Throw instructors Program and that they had a great group attend.

NACAC are in Toronto in July.

Looking forward to an active summer.

Sandy M talked about their AGM coming up. They are looking at opportunities to take their athletes outside the Province to various meets. They are putting together 2 scholarship programs for ASEA athletes attending university.

**FLTC** – Shawna Harrison talked about their recent AGM. They have some athletes helping out at the local High Schools. They've had a good winter season at Base Gagetown. Looking at finalizing the training schedule for the Fall.

**FFT** – Michele L talked about Greg A coaching the High School kids and Andrea McMullin working with Middle School kids. They are opening the outdoor season in Saint John and looking forward to it.

**Greater Moncton Running Club** – Colin M and Aaron S are excited to be here. They have put on a few races themselves and have had great results. Their club membership is all online. They are focusing on the social aspects and will be talking to Chris B regarding Coaching certification.

**SJTC** – Bill M – looking at some Board changes. They have about 110 registered athletes. They will be looking to separately focus on the recreational component and the competitive component.

**AETOS** – Steve L and Earl C are very excited about the Club. They are in the process of looking at a structure for their Board.

## **6.0 Other Business**

### **6.1 Motion of Changes**

#### **Motion presented by Yvan P. and moved by Bill M**

*That ANB requires all candidate coaches to demonstrate that they possess Police Record Check for Volunteer working with Vulnerable Persons, not older than 3 years, and are at least “trained” in one context under the NCCP program. NB should proceed with informing all the coaches that these requirements will take place for the 2020 registration/renewal (effective Jan. 1, 2020). ANB should also modify the appropriate policies and processes relative to the new requirements and verification of the credentials.*

**Seconded:** Carl C

All in favour.

## **7.0 Next General Meeting – AGM Sunday November 3rd, 2019 Oromocto 10am-2pm**

**Motion:** Carl L

*To adjourn the meeting*



## **Appendix – Provincial Team Selection Committee Report – Scott Anderson**

In Nov of last year (2018), the Provincial Team Selection Committee consisting of Sandy Leland, Michele LeBlanc and myself, Scott Anderson, with the direction of Chris Belof representing the ANB Staff was assembled to help in the selection of our Provincial Coaching Staff and management positions.

Chris has done a wonderful job proposing the criteria for coaching application and outline the qualifications for applying to a provincial coaching and management positions. These were reviewed by the committee and approved. The committee's mandate remains as in the past to short list and recommend the best possible applicant(s) to the ANB board for its approval.

Part of the criterion advertised was a strong understanding of ANB policy statements 2.0 and 2.1

So far into our mandate, the committee has helped in the selection of two coaching and one management positions for les Jeux du Canada Games 2021 and les Jeux da la Francophonie, and we will be reviewing applications to make our recommendations for The Royal Canadian Legions NB Team competing at Legion Nationals this August in Cape Breton.

Each applicant was asked to submit:

- Cover Letter of interest – specific to position of interest
- Resume – Coaching and Athletics experience
- NCCP Coaching transcript
- 3 References - relevant to sport setting and coaching/managing experiences

With Chris receiving all the above information and distributing it to the committee members, we then follow and 8 step process to determine the best candidates. As indicated in the President's report, this committee aims to receive all NB team applications at the same time, starting next year. This will make it easier for both the applicants to plan where their interest/availability lies and for the committee to identify the most suitable candidates for which event.

