

# 2019

## Semi Annual General Meeting

Sunday April 28th 2019 / Dimanche le 28 avril 2019  
Moncton, NB



# Agenda

1. **Call to Order / Welcome / Apologies for Absences**
2. **Adoption of the Agenda**
3. **Minutes of 2018 AGM meeting and matters arising – (Appendix D)**
4. **Reports – Q&A**
  - 4.1. President – Marc – Report
  - 4.2. Executive Director – Stephanie – Report
  - 4.3. Treasurer – Lise LeBouthilier – Report
  - 4.4. Director of High Performance – Steve – Report
  - 4.5. High Performance Coach – Chris – Report
  - 4.6. RJTW & First Contact Coordinator – Julia – Report
  - 4.7. RunNB – Mary – Verbal
5. **Reports from Committees / Teams / Programs / Clubs**
  - 5.1. Governance Committee – Yvan – Report
  - 5.2. Sponsorship & Fundraising Committee – Sandy – Report
  - 5.3. Awards Committee – Scott – Report
  - 5.4. Masters – Andy Justason - Report
  - 5.5. Officials – Carl – Report
  - 5.6. Legion program / Legion coaches – Marc/Stephanie Verbal report
  - 5.7. Athletes – Jarod Manuel – Verbal report
  - 5.8. Clubs – Verbal reports
6. **Other business**
  - 6.1. Motion of changes
  - 6.2. Other
7. **Appendixes**
  - 7.1. Appendix A: Profit & Loss 1/1/2018 to 12/31/2018
  - 7.2. Appendix B: Balance Sheet on 12/31/2018
  - 7.3. Appendix C: Medavie Blue Cross Stadium MOU-Review
  - 7.4. Appendix D: 2018 AGM Minutes (Nov. 4, 2018)
8. **Next Annual General Meeting – Oromocto – November 3<sup>rd</sup>, 2019 10AM-2PM**



# 3. Minutes of 2018 AGM and matters arising (Appendix D)



# 4.1 President Report

Marc Lalonde

Dear ANB members and friends,

Once again, I wish to welcome all readers of these reports and those who will be attendance at the 2019 SAGM at the Université de Moncton.

My first thoughts are with all those ANB members that volunteer to help us achieve plans and goals, as well as with our athletes who dedicate themselves to the sport and make us all very proud of our Province of New Brunswick, small perhaps in numbers but big in heart. Young and older, we congratulate them all on their achievements.

**Highlights in 2019:** The opening of the Saint John Fieldhouse will certainly be the highlight of 2019. This new \$28 million state of the art multifunctional facility will offer New Brunswickers and in fact all Atlantic Canadians, its first full 200-meter indoor track and will be the host site for the 2020 Canadian Indoor championships, the 2020 AUS championships and possibly future USport national championships. One cannot write these lines without congratulating Super Coach, administrator and Builder Bill MacMackin and his team for this outstanding achievement.

In fact, the Athletics Canada board and Branch council members will convene in Saint John at November 24-26 of 2019, for the AC SAGM. ANB with the support of Bill and his local organizing committee, will take this opportunity to launch our **ANB Wall of Fame** with the induction of those athletes, coaches and builders who have already been inducted into the Athletics Canada or the Sport NB Halls of fame for the sport of Athletics. This will be a once in a generation opportunity to reconnect with our past and we hope to see many ANB members on hand at this celebration (evening of Friday November 2019 – details to follow).

Rod MacKenzie, ANB historian extraordinaire, will also share some 50 years of knowledge, past records and insights through a series of articles that will be appearing on our ANB website regularly between now and November. In fact, his homage of LeRoy Washburn that also appeared on our ANB website, while unplanned, may well be the first of this series. RIP LeRoy. We encourage all members to follow Rod's accounts and reacquaint/learn of our sport's past.

Our current athletes are in full preparation whether it be the 2019 Legion NB team, the 2021 Canada Summer Game team, or the next Jeux de la francophonie. At the national level, all eyes are on our NB youth as they prepare for Nationals in Montreal this July, with Jacob LeBlanc, Erin Wringer, Jordan Henri, Craig Thorne, and our senior athletes in Laura Dickinson, Sarah MacPherson, Chris Robertson (Dec. is in Toronto at mid-June) and Gen Lalonde to name a few. Of course, our master's athletes in Patti Blanchard, Andy Justason, Paul Gauthier, Rob Jackson, Shelley Doucet are also sure to make highlights.

**Board Matters:** It is fair to say that, in most aspects, 2019 will be a year of transition for ANB. Foremost is the transition from the leadership of Gabriel LeBlanc to Stéphanie Doiron who assumed her new responsibilities as ANB's Executive Director effective March 4th. The approach is to provide Stéphanie over her first season, the time to become well acquainted with all aspect of ANB's and RunNB's clubs, administrators, operations and direction all the while developing effective workplans with our staff and our volunteers.

This transition period is also allowing us more time to better reflect on the renewal of our strategic plan toward another



5-year commitment. This change in leadership along with the annulment of NB hosting the Jeux de la francophonie render taking a bit more time most appropriate.

We are also taking the opportunity of having a new ED with strong administrative skills to review and improve our financial systems alongside the able guidance of our treasurer Lise LeBouthillier, CA at Ernst & Young. The Treasurer report provides Lise's input in this regard. In order to ensure longer term support, we are planning to establish a permanent Finance Committee by year end.

All of our committees remained quite active since the November 2018 AGM, with the Governance Committee continuing on its multi-year review of our policies, the Sponsorship Committee establishing new fundraising channel and opportunities, while the Award Committee will be adding the task of selecting Wall of Fame candidates with more details on this to follow. The Executive Committee has also decided to hold two pre-set dated meetings each year to discuss matters that often do not make it into our monthly board peer review.

We also established in December a permanent Provincial Team Selection Committee led by Scott Anderson, Michele LeBlanc and Sandy Leland along with the support of Chris Belof. Their responsibility will be to oversee all ANB coach and team manager selections. While we were not able to include the Legion Coach selection as part of a one-time application process in early 2019, that is our plan for the year 2020 when in early December 2019 all coaching applications will be posted simultaneously. Following a rewrite of our appeal policies by the Governance Committee we have also established the role of ANB commissioners who will oversee any appeals of selection or complaints in the future. I wish to thank Darren Blois, Rob Jackson and David Thomas for offering of their services and becoming the first cohort of ANB commissioners.

2018 was an active year for ANB and one that was made somewhat more demanding in part due to the need to provide support to the 2021 JDLF organizing committee and one where we also experienced some program costs overrun. As highlighted in our treasurer's report, we have cleaned up some past mis-entries, established tighter financial controls and expect to return operations to a profit in 2019.

As your president, I am pleased to report that Stéphanie Doiron with the support of our ANB staff Julia Loparco, Steve LeBlanc and Chris Belof, is already having a most positive impact on all our operations. They will be joined by our summer students in the month of May.

### **2020-24 Strategic Plan – Resetting toward completion later in 2019**

We have opted to extend the review and development of our 5-year strategic plan. One key reason is to provide time to our new ED to integrate into the organization and be able to provide valuable input while also ensuring that we have the resources to carry out what we set out. Other reasons include a major change with NB no longer hosting the JDLF, as well as also providing the time to review some of our programs and their effectiveness.

One of these programs we will review at our SAGM (10:30 to 12:00 session) is our youth program where, Yvan Pelletier has identified, little in terms of membership increase in the U14 (13 and 14 years old) age group contrary perhaps to our earlier thinking. We will explore these studies and discuss probable causes and solutions. The other remaining challenge will be how to expand our coaching and officiating capacities now that extra JDLF funding toward this end is no longer forthcoming.

In closing I wish to thank you all, staff, ANB board members and volunteers, for your contribution in advancing the sport of athletics in NB. Like you, I look forward to a fulsome outdoor season.



# 4.2 Executive Director Report

## Stephanie Doiron

Dear ANB Members and friends,

Over the course of the last eight weeks, I have had the privilege to speak with most of you at one point or another. I must say that I feel quite fortunate to be surrounded by such a wonderful group of volunteers, athletes and staff that make up the ANB family, and I am grateful for the warm welcome that I have received as I take on this new role. I look forward to continuing to learn about our great organization here at ANB and to assist in its growth.

My first few months of integration into ANB have been quite busy, as I am sure you are all aware. Luckily, I joined just as indoor season was wrapping up, which gave me some time to transition before the start of outdoor season. I am still learning something new every day, and I expect this will continue as I go through my first year in this role. After all, track and field cycles on a yearly calendar. I appreciate everyone's assistance and patience as I get my bearings and work towards continuing to grow and improve our organization.

My biggest short-term priority is ensuring that our outdoor season runs smoothly. The ANB staff is actively interviewing candidates for our summer student positions, going through the application process to fill up our coaching staffs for Legion National Championships this coming August and for 2021 Canada Summer Games, and in discussion with the organizers of Jeux de l'Acadie, NBIAA, Middle Schools and others as we prepare for various summer competitions. ANB will also be hosting the Subway Atlantic Championships in July. Many of our elite athletes will be competing at home and out-of-province, and we will be keeping a close eye on them to cheer them on as they represent our province (and sometimes our country) on the track and on the field.

On my not-so-distant priority list is our strategic plan. ANB has had many successes over the past years, which is due to the dedication of our amazing athletes, staff, partners and volunteers (officials, coaches, instructors, administrators, board members, equipment managers, and I am sure there are more). With over 16 different programs (RJTW, Legion, CSG, ADSP, USport, Para, NBIAA, MTL, etc.) and over 50 competitions per year (including track & field and cross-country), we have got a lot on the go! While this is very exciting, it also makes up part of what I anticipate being one of my biggest challenges as ED. As we discuss the strategic plan for the next five-year term, we will have to reprioritize some of our efforts and activities in order to continue having as many or to have more successes as we have in the past. I appreciate everyone's feedback and ideas as we put together a solid strategic plan over the course of the year.

Being new, I welcome the opportunity to meet with the clubs, committees, volunteers, financial partners and staff to discuss any challenges and opportunities that you may have. I will actively be contacting each club to have a sit-down or to attend one of your board meetings if you will allow me to in order to renew the important relationship between ANB and its club members. While I can't tackle every issue or opportunity discussed all at once, I appreciate being made aware of them in order to help prioritize ANB's focus and to gradually improve everyone's experience in our sport.

Looking forward to seeing you all around the track this summer!



# 4.3 Treasurer Report

Lise LeBouthilier

## Profit and loss

For the 2018 fiscal year, total income was 471k (budget for the year of 455k) and expenses are 505k (budget for the year of 450k) for a net loss of 33k (budget for the year surplus of 5k).

There are factors that can explain a portion of this loss:

- Approximately 4k of HST income was recorded twice (once in 2016 and once in 2017). Our bookkeeper corrected this in 2018 which explains 4k of the loss.
- There was close to 27 pay periods in 2018 compared to only 26 in 2017. This resulted in close to 6k more in salaries in 2018 vs 2017. (This was corrected in 2018 so that there will always be 365 salary days in the future.)
- Timing difference in High Performance Athlete Funding (3k received and recorded as revenue in 2017, when expenditure of 3k was only recorded in 2018.)
- While the surplus for the Race/Meets/Events has significantly improved compared to 2017 (surplus of 14k vs a loss in 2017), the surplus was approximately 10k less than the budgeted profit of 24350\$.
- Various programs overruns.

## Balance sheet and cash flow

As at December 31, 2018, the cash balance was of \$74,066 (December 31, 2017 - \$108,070), which constitutes the most important asset on the balance sheet. It also represents an important cushion to ensure that ANB will be able to pay its expenditures in the future.

The organization had minimal accounts payables at year end.

As at December 31, 2018, the balance sheet included deferred revenues of 64,985\$. The following revenues were deposited in 2018 for 2019 expenditures:

- Para Jump Start Grant 27k for 2019
- PCEP Funding Assistance 30k for 2019
- Moncton Legacy Fund 5k for 2019
- 2,985\$ Memberships collected last quarter of 2018 for 2019 memberships

Even with a loss in 2018, the equity balance as at December 31, 2018 was still at 53,205\$ which represents profits from previous years that are still reinvested in the organization.

As at April 20, 2019, the cash balance was of \$65,011.



## Looking forward to 2019

We are looking forward to continuing our operations in 2019 based on ANB's goals and strategic plans and determined to finish the year with a surplus. In order to do so, additional controls and procedures were put in place by the Board to support our ED. These controls and procedures include:

- Monthly approval by the treasurer of bank reconciliations.
- Monthly meetings with the treasurer and ED to adjust month ends journal entries.
- Periodic review by the ED, treasurer and president of the detailed budget by programs to monitor progress and determine if changes are needed during the year.
- Review and approval by the board (treasurer or president) of all invoices at the time of cheques signature.

## Appendix

- Please refer to Appendix A for Profit and Loss statement for the period of January 1st, 2018 to December 31, 2018.
- Please refer to Appendix B for Balance Sheet as at December 31, 2018.



# 4.4 Director of High Performance Report

Steve LeBlanc

## Report on the ADSP

After much consideration, we are considering implementing significant changes to the Athlete Development and Support Program this year. Some of these changes are to help us align more closely with Athletics Canada's new Canadian Athletics Performance Pathway (CAPP) program. Some of the changes are to give the ADSP more trackable outcomes, particularly as they pertain to the financial support given to ADSP Elite and High-Performance tier athletes. Finally, we are also considering implementing a system of coaching support into the ADSP to recognize that athlete development goes hand in hand with coaching development.

The first major change would be the elimination of the indoor standards from the ADSP. Given that one of the major aims of the ADSP is to have more NB athletes qualifying for national teams and international competition, we would focus on the outdoor season as the benchmark for this goal. Over the past two years of the ADSP, we have not seen a strong connection between qualifying performances from the indoor to the outdoor season. Similarly, the CAPP program does not use indoor performance standards. Using outdoor performance standards alone would keep the focus of the ADSP on this important objective and tie it more closely to the CAPP program.

Another major change would be the standards used in the ADSP. Previously, we used the Olympic qualifying standards as the criterion performances on which we based many of our U23 and Senior provincial standards. With the CAPP system now in place nationally, we would be using these as the criterion standards from which the ADSP standards will be largely based for U20, U23 and Senior athletes, particularly at the Elite and High-Performance tiers of the ADSP. I am presently working out the new standards that will be used for the coming outdoor season in all categories.

We would be using a different method of distributing the financial support for those athletes in the Elite and High-Performance tiers of the program. In the past, ANB would make a single payout to each of the qualifying athletes based on the tier to which they had been named. Moving forward, we plan on adopting an approach similar to what other branches are doing in that qualifying athletes will need to submit a request for financial support based on a training and/or competition plan. Requests will be approved up to a pre-determined amount based on the ADSP budget. The details for the request are being determined, but it will be similar to the system we previously used in the ANB High Performance Program.

Another change we hope to implement this year will be with regards to coaching support. Unlike our support for coaches' education, this will be aimed at supporting coaches to do the "job" of coaching. Ideally, we will have a system to identify those coaches who are helping to develop our top athletes and offer them financial support to attend training camps and competitions with their athletes. While there are many funding sources that support coaching education, there are not many that support coaches for travel to these important events in an athlete's development.



# 4.5 High Performance Coach Report

Chris Belof

## Coaching Education:

- Club Coach – Fall 2018 – Para & Jump – in conjunction with the summit
- Sport Coach – Spring 2019 – 11 participants
- Coaching outreach and long-term planning of coach development pathway
- 54 Coaches registered in the Trackie Data base – 2019
  - Increase of 15 coaches – growth
  - target is 67 via previous strategic plan
  - 38 men, 16 women
- Performance Coach – Fall 2019 – TBC – Nov 14-17 weekend, in SJ – in conjunction with the summit
- 22 individuals have taken part in NCCP coach training workshops since the SAGM 2018.
- Certification ongoing and an important part of provincial team leadership
- Performance Practice Spring 2019 – SJ April 27th (review) and May 21st (upcoming)

## AC Competition Committee:

- AC TF Championships - July 25-28th – Montreal, QC • Legion Youth Championships – August 9-11th – Sydney, NS
- ACXC – Nov 30th – Abbotsford, BC • MCD training for Para May 5th in Vancouver • NACAC/Pan Am Cross Country – Victoria BC – 2020

## Performance:

- 25 athletes travel to Hershey Indoor championships 6 medals
- UNB program – Update/Review – verbal update
  - AUS TF Champs Men 2nd – Women 3rd
  - AUS CC Champs Men 3rd – Women 5th
- SJTC Group – verbal update



# 4.6 RJTW & First Contact Coordinator Report

Julia Loparco

## Overview of RJTW

- RJTW is a national model to promote fundamental movement skills and physical literacy in a fun, track and field environment. Anyone can host a program, and many clubs, community organizations, and school advocates have or are already providing programming to New Brunswick youth.
- RJTW Series is a series of regional qualifiers and championship events (Provincial/Atlantic) both introduced during the indoor and outdoor seasons for U14 athletes. We have also introduced a Youth Cross Country Series- a spin-off of our RJTW Series, and it seems to be a success.
- Challenges with RJTW Series:
  - We've been pushing for separate events for these youth (i.e RJTW series qualifier on a completely separate evening or weekend than another meet in the same location). Feedback from parents, coaches, teachers, and observers suggests that we do in fact host quality competitions which foster fun and positive experiences had by most participants, but that they would like to see the younger athletes (RJTW-aged) competing in the same competition as the older athletes. Many families have more than one kid, and having them all compete in 1 competition would be much easier on families and would encourage more families to participate in our meets. It also makes it much easier when families are travelling from out of town.
  - Another challenge we're seeing is the need for volunteers and officials for these meets. If it were more of a Tetrathlon/Quadrathlon during the meet, it could be included in a meet easily. That being said, for our Provincial Championships, with high volume of RJTW athletes we get, this may not be feasible to integrate with another meet. Provincial RJTW/ECG this year will test that.
  - Most people (if they don't have some sort of connection to athletics already) don't really see "track and field" as an indoor sport during the winter months. Most parents are more apt to introduce their children to hockey, basketball, swimming, etc.
- Suggestions:
  - Encourage Meet Directors to move to a Tetrathlon/Quadrathlon for athletes of these age groups, as it encourages participation in all events to develop an all- around, physically literate child, and would be easy to fit it into a competition schedule.
  - Potentially host "relay meets" (i.e shuttle relays, standing long jump relays, shot put relays, obstacle relays, etc.) for children- still developing their skills in running, jumping and throwing, but in a more fun-based environment rather than competitive.

## Participation & Positive Experiences

- RJTW Indoor Series Atlantics – Meet Director, approximately 47 athletes competed (slightly less than 2018)
- Atlantic Indoor Championships – Meet Director
- NB Indoor Championships- Meet Director



- 16 schools reached face-to-face since January across province, many more to come
- Leo Hayes High School Running Clinics with Wellness Classes
- SJTC Fun Meet coordination – lots of club members out to participate
- Coordination of Grande Digue Youth Event RJTW sessions on April 28
- New Maryland Speeding Cheetahs RJTW Clinics
- Official Languages Program offered through NB Sport and Recreation Branch- ongoing

### **Coaching/Coaching Education**

- Completed indoor season training with SJTC RJTW / JD combined group
- Indoor season training with SJTC throws
- RJTW Instructor Workshop with two RHS Leadership classes - ongoing
- NCCP Locker Training – ongoing
- NCCP Core Training for Learning Facilitator-awaiting content specific training, then will be able to facilitate NCCP workshops
- NCCP Core Training for Coach Evaluator- awaiting content specific training, then will be able to evaluate coaches

### **Other**

- GONB funding grant applications submitted for RJTW capacity building
- GONB funding grant applications submitted for T3 (SJTC) capacity building
- Developed a pilot program to kick off this spring with SJTC- Tiny Tots Track (T3) for 3-6 y/o's
- Several schools with set clinic dates with more reaching out as spring curriculum is underway. So far: Moncton, Saint John, Rothesay, Quispamsis, Fredericton, Hampton, Titusville, Lawrence Station, Grand Manan
- 12 Challenges planning and coordination for locations in Moncton, Dieppe, Shediac, Rothesay. Fredericton/Bathurst/Miramichi locations dates TBD, pending summer student placements
- RJTW Series planning
- Coordinating École Amirault RJTW event May 26th
- Coordination of Touchstone Academy Intro to Athletics Program & Athletics Day @ UNBSJ
- Fundy Home Educators Olympic Day coordination
- Coordinating Sport Plus program in Shediac
- Youth Road events planning in coordination with Stéphanie and Run NB race directors

### **Numbers**

- Yearly involvement in RJTW & Intro Programs since January 2019 (approx.) – 6,378
- 2019 Break-Down:
  - School Clinics (direct contact with students and teachers)— 3,659 (16 schools)
  - Phys.Ed Teachers delivering RJTW programs (indirect contact) — (approx.) 2,600 Challenge: Reach out to instructors and teachers for 'maintenance' and to check in on number reporting for any of their programs. Ongoing process, difficult to get information in a timely manner from programmers
  - ANB Clubs U12 membership to date — 74



### Summer Students

- Summer student job descriptions & mandatory event attendance documents
- Setting up events and programs for summer students in various locations
- ANB applications to SEED program, approved for 4 grants across the province
- Applications to Federal Grants were submitted in early January for locations in Moncton, Fredericton, Miramichi, Bathurst, Saint John. Federal government is very late on releasing which grants we were approved for- this is a major frustration, as we can't hire anyone without knowledge of which grants and for which locations we have been approved
- Call for Summer Student applications went out on April 1st, with no deadline to apply
- Interviews underway for all potential candidates- in person and phone interviews
- Challenges:
  - Many potential candidates are not available for important programming and/or meets
  - Many potential candidates also compete at meets they are expected to officiate at, which makes it difficult to have consistency through events (mainly field events) as we rely on our summer students along with officials and volunteers to run a successful competition. This is something the students will have to logistically coordinate (who will cover them when they are competing?)



# 5.1 Governance Committee Report

Yvan Pelletier

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

I would like to officially Brandon Leblanc as a new member of the Governance Committee (GC).

The policies are reviewed in "bundles" that fall into similar topics. This makes it easier to implement cross references and to have a global view of the topic while working on a specific policy. The first bundle review related to the complaint and appeal by members. Policy 2.0, Association Complaint Procedure & Disciplinary Measures Policy, and Policy 2.1, Association Appeal Procedure, were reviewed by the GC and approved by the Board in March.

We are currently working on the second bundle that relates to provincial teams and includes PS2.0, PS2.1 and PS9.0. Unless there is a special request from the Board or AGM, we are planning to look at the policies according to the following order:

Governance	PS 1.0, PS 6.0, PS 6.1, PS 21.0, PS 21.1, PS 13.0
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



# 5.2 Sponsorship & Fundraising Committee Report - Sandy MacLean

**Committee Members:** Sandy MacLean (Chair), Carol Lynn Landry, Andy Justason, Marc Lalonde

Our sponsorship focus for 2019 is as follows:

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

Our partnership with SUBWAY is entering its second year with ANB. We had a debrief with them at the end of the season last year and received very positive feedback from them. We offered them the opportunity to increase their exposure at their feature events in 2019. This opportunity need to be followed up with them.

2. Canadian Tire Dealers group pilot program

Our committee has been seeking a partnership with the New Brunswick CT Dealers association for the past year. We presented several opportunities with our RJT and Track programs. However the challenge is finding a program that reaches all of their dealer sites. ANB events with the addition of the The RUN NB Super Series race program would be a great fit for them. We have negotiated a limited pilot program for 2019 around the 4 CT dealerships of Greater Moncton/Shediac to demonstrate the exposure we can provide their brand and sites. We are awaiting their response which we expect to be positive. Specific details are yet to be finalized but it will likely include on site exposure banners, website promotion and possibly some discount couponing for participants to benefit from.

3. Online Donations

ANB launched an online donation program via the ANB website. This program is designed to allow followers to support our High Performance, the Youth Participation Fund programs toward which they can make a simple donation. The program has been active for about two months. The intent is to engage donors around various ANB events during the year.

4. Annual Fundraiser

Work will focus on developing some ideas for an annual fundraiser for ANB. Initial ideas in this area considered setting up an annual fun run in the May June time period to raise funds for a specific need. While this has not been explored more fully, we would like to entertain other ideas as well. The committee will reach out to the membership to gather some ideas and present a proposal to the ANB BOD for consideration. Realistically, we are looking at a 2020 roll-out of this program.

5. Sponsorship

While we have SUBWAY and potentially Canadian Tire supporting ANB, we will explore other opportunities. The challenge is to find sponsors/partners that are not natural competitors to our two 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 with our sport, please reach out to the committee.



# 5.3 Awards Committee Report

Scott Davis

**Committee Members:** Scott Davis, Andy Justason, Michele LeBlanc, Sandy LeLand

## **ANB Annual Awards:**

- The Committee is satisfied with current policy and procedure. The online nomination submission form has been catching on with membership and we have been receiving increased nominations, and more complete nominations, each year since its inception. The annual application process and review is also always an opportunity for the committee to reexamine our description/criteria and determine their accuracy and in some instances, relevancy. No changes are contemplated for 2019.
- Rod Mackenzie stepped down from the committee in order to concentrate on taking the lead on ANB Wall of Fame work;
- Once named, we would like to invite the new ANB Board Athlete Representative to join our committee;
- The committee is essentially idle on the annual awards file until the nominations are open for 2019 in mid-August. The review of the nominations, and award selection is scheduled for mid to late September as usual. We are hoping our awards winners can be nominated for SportNB awards. The Chair expects to contact new ED Stephanie Doiron in the coming months to discuss the support for the committee will require during July-September.

## **ANB Wall of Fame (Led by Rob MacKenzie)**

- Potential launch this upcoming November 22nd in Saint John (new Fieldhouse ??), while the AC Board and Branch council members will all be in Saint John for its SAGM meetings;
- Focus for the inaugural ANB Wall of Fame will be on current NB Sports and Athletics Canada Hall of Fame inductees;
- The review work of potential inaugural inductees has begun.



# 5.4 Masters Report

**Andy Justason**

The next couple of years will present relatively convenient opportunities for ANB Masters athletes to compete nationally and internationally, so sharpen your spikes. The 46th Annual Canadian Masters Athletics Championships / Championnats Canadiens des Vétérans will be held from July 5-7, 2019, at the Stade d'athlétisme Richard-Garneau, Ste-Thérèse, Québec. Only two weeks later, from July 18-21, Canada will be hosting the North American, Central American, and Caribbean (NACAC) Masters Championships in Toronto.

When the indoor 2020 season arrives, our own SJTC will play host to the Canadian Masters Indoor Athletics Championships at the new Saint John Fieldhouse. The year 2020 is also our chance to compete in the World Masters Athletics Championships from July 20 to Aug. 1 in Toronto. The previous WMA Championships were held in Malaga, Spain, where ANB's Patty Blanchard became a double-world-champion. Patty was voted the outstanding Canadian Masters athlete of the month of July before travelling to Malaga and winning both the W60 800m and the 5000m (and winning silver in the 1500m). And finally, Edmonton will host the indoor version of the WMA Championships from April 6-12, 2021. The only qualifying standard is the courage to sign up.

The number of Masters athletes registered with ANB has risen from 47 last year to 48 this year. If we all speak to our athletic friends about how rewarding it is to be an ANB member, we may be 50-strong by the year 2020.

I hope you "stay injury free and get a PB" in 2019.



# 7.1 Appendix A

## Athletics New Brunswick Profit and Loss January - December 2018

	<b>Total</b>
<b>INCOME</b>	
4201 Race/Meet/Event Revenues	57,109.02
4461 Reverse accts receivable for HST in 2016	-3,775.78
4501 Programs	63,657.42
<b>Government &amp; Agency Funding</b>	
4020 PNB Staffing Assistance Program (Executive Director)	36,134.80
4025 PNB PCEP Funding Assistance (HPP Coach)	30,000.00
4030 PNB Funding Model	62,100.00
4040 PNB High Performance Athlete Funding	9,000.00
4050 2010 Moncton Legacy Fund	22,700.00
4100 HRDC Summer Staff Grants	46,755.60
4102 PNB-Professional Coach Development Funding	15,000.00
4200 Para / AWAD Government Grants	15,000.00
<b>Total Government &amp; Agency Funding</b>	<b>\$ 236,690.40</b>
<b>Membership Fees &amp; Other Revenue</b>	
4270 Club Membership Fees	200.00
4271 Athlete, Coach, Officials Membership Fees	24,488.74
4272 Club Contribution to Coach Position (SJTC)	12,000.00
4273 Partner Contributions to Coach Position (Moncton)	53,500.00
4275 A/C Contribution to RJTW position	10,000.00
4276 Partner Contribution to Coach Position RJTW	15,000.00
4440 Interest Income	43.45
4460 Miscellaneous Revenue	2,063.05
<b>Total Membership Fees &amp; Other Revenue</b>	<b>\$ 117,295.24</b>
<b>Total Income</b>	<b>\$ 470,976.30</b>
<b>GROSS PROFIT</b>	<b>\$ 470,976.30</b>
<b>EXPENSES</b>	
5201 Races/Events/Meets Expenses	39,303.76
5791 12 Challenges Clinics Expenses	2,867.65
5792 Fall XC Meet Expenses	69.01
5796 ANB Indoor Champs Expense	341.27
5811 Indian Games Expense	-160.00



5820 Para Clinic/Expenses	758.86
5906 Events/Team Trips/Clinics/Camps Expense	267.53
<b>Total 5201 Races/Events/Meets Expenses</b>	<b>\$ 43,448.08</b>
<b>5501 Program Expenses</b>	<b>106,032.04</b>
5616 ANB Awards	365.50
5801 ADSP	-250.00
5805 PNB High Performance Athletes Expense	9,500.00
5825 Run Jump Throw Expense	-40.00
5826 Canada Summer Games Team	-951.93
5827 Coaching Development	395.18
5828 HPP - Florida Training Camp	1,859.99
5832 CSCA training group	-1,165.96
<b>Total 5501 Program Expenses</b>	<b>\$ 115,744.82</b>
<b>General &amp; Administrative</b>	
5610 Accounting & Legal	8,015.61
5615 Advertising & Promotion	5,202.96
5626 Membership Fees Athletics Canada etc	11,113.10
5685 Insurance	8,773.26
5690 Interest & Bank Charges	2,050.66
5700 Office Supplies	6,364.25
5760 Rent - Office & Facilities	9,819.90
5765 Equipment and Repairs & Maintenance	2,901.01
5780 Telephone	7,420.84
5781 Training & Prof Development	1,453.75
5783 Travel & Meals - Technical Director (GL)	917.31
5784 Travel & Meals - HPP Coach (SL)	592.41
5785 Travel & Meals-RJTW Coach (AH)	1,643.08
5786 Travel & Meals - Provincial Coach (JR)	1,780.29
5787 ANB Board Meetings, AGM & SAGM	2,585.52
5788 Athletics Canada AGM/SAGM	1,302.12
5789 Courier, Postage & Freight	2,384.75
<b>Total General &amp; Administrative</b>	<b>\$ 74,320.82</b>
<b>Staff &amp; Payroll Expenses</b>	
5600 ANB Salaries & Wages	249,340.27
5601 CPP Expense	11,112.42
5602 EI Expense	5,645.59
5603 Employee Benefits	700.30
5605 WHSCC Expense	1,579.34
<b>Total Staff &amp; Payroll Expenses</b>	<b>\$ 268,377.92</b>
5660 Depreciation	2,630.52
<b>Total Expenses</b>	<b>\$ 504,522.16</b>
<b>PROFIT</b>	<b>-\$ 33,545.86</b>



# 7.2 Appendix B

## Athletics New Brunswick Balance Sheet As of December 31, 2018

	<b>Total</b>
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalent</b>	
1054 Scotiabank Savings	1,771.70
1055 Scotiabank Chequing	72,293.97
Undeposited Funds	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$ 74,065.67</b>
<b>Accounts Receivable (A/R)</b>	
1201 Accounts Receivable (A/R) & Accruals	0.00
1202 Accounts Receivable (A/R) -HST Receivable	2,811.80
<b>Total Accounts Receivable (A/R)</b>	<b>\$ 2,811.80</b>
1204 Misc receivables	16,705.56
1320 Prepaid expenses	4,416.24
Inventory Asset	16,686.50
Uncategorized Asset	0.00
<b>Total Current Assets</b>	<b>\$ 114,685.77</b>
<b>Non-current Assets</b>	
<b>Property, plant and equipment</b>	
1820 Office equipment	0.00
1825 Depreciation	0.00
<b>Total 1820 Office equipment</b>	<b>\$ 0.00</b>
1835 Track Equipment	41,044.10
1836 Depreciation	-35,181.92
<b>Total 1835 Track Equipment</b>	<b>\$ 5,862.18</b>
1860 Computer Equipment	3,379.58
1865 Depreciation	-2,967.77
<b>Total 1860 Computer Equipment</b>	<b>\$ 411.81</b>
1910 Computer Software	1,938.36
1915 Depreciation	-1,938.36
<b>Total 1910 Computer Software</b>	<b>\$ 0.00</b>
<b>Total Property, plant and equipment</b>	<b>\$ 6,273.99</b>



<b>Total Non Current Assets</b>	<b>\$ 6,273.99</b>
<b>Total Assets</b>	<b>\$ 120,959.76</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable (A/P)</b>	
2100 Accounts Payable (A/P)	870.74
<b>Total Accounts Payable (A/P)</b>	<b>\$ 870.74</b>
2110 Accrued Liabilities	2,000.00
2130 Deferred Revenue	64,985.00
2180 EI Payable	0.00
2185 CPP Payable	0.00
2190 Payroll Taxes Payable	-100.57
2375 HST Paid on Purchases	0.00
GST/HST Payable	0.00
<b>Total Current Liabilities</b>	<b>\$ 67,755.17</b>
<b>Total Liabilities</b>	<b>\$ 67,755.17</b>
<b>Equity</b>	
Opening Balance Equity	70,913.10
Retained Earnings	15,837.35
Profit for the year	-33,545.86
<b>Total Equity</b>	<b>\$ 53,204.59</b>
<b>Total Liabilities and Equity</b>	<b>\$ 120,959.76</b>



# 7.3 Appendix C

## MoU – Moncton Stadium Use - Marc Lalonde

Members have been enquiring of ANB's role regarding its Memorandum of Understanding with the Stadium Management Committee that is responsible for the renting and upkeep of the 2010 Moncton stadium, recently renamed the Medavie Blue Cross Stadium.

The background to this, is that shortly after Moncton's hosting of the 2010 World Juniors and the opening of the Stadium, the City of Moncton, the University of Moncton and Athletics Canada signed a five year Memorandum of Understanding that would allow complimentary use of the Stadium facility for its spring summer season use by local club ASEA and by ANB in hosting competitions at the Stadium. Please also note that as part of its hosting efforts the LOC lead by Larry Nelson was able to raise a \$450,000 legacy fund that has for purpose to support through interest earned, the sport of Athletics in and around the Stadium. Annual applications for funding have been remitted by ANB (Equipment upgrade and replacement, hosting of seminars on campus, specific support to Dir of HP position etc..). These applications are reviewed and approved by the trustees in Larry Nelson, Dr. Earl Church, and one other (was Rob Guy of AC).

For your information, a similar MoU was also developed between ANB and UdeM regarding the ongoing use of the CEPS indoor facility by the local Track and Field community.

Starting in 2016, the SMC requested that users start paying fees in order to cover maintenance costs as well as build reserves for future repairs. A fee schedule that scales up to about \$16,500 in 2021 was established. As part of these annual fees, the trustees of the Stadium Legacy Fund also agreed to remit a payment of \$5,000 in 2019 and increasing by 2% each year henceforth so long as the Fund would be able to afford it, basic needs requested by ANB having priority. As part of this arrangement ASEA agreed that its Stadium athletes would pay approximately \$30 each for use in 2019, a fee which will now equally apply to AETOS users. All other independent users need to arrange with either of these clubs for access. This fee is to escalate to \$40 in 2020 and \$50 in 2021. It is contemplated that a spectator stadium fee will be charged at major ANB competitions in order to offset some of this fee differential.

In general terms and considering the services offered by the Stadium including equipment storage and use, the requested fees remain well in keeping with similar services elsewhere.



# 7.4 Appendix D

## 2018 SAGM Minutes

### Athletics New Brunswick 2018 Annual General Meeting

**Date:** November 4, 2018

**Time:** 10am-3pm

**Location** – Days Inn, Oromocto

**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	Sandy Leland	<i>ANB Director at Large/ASEA</i>
Yes	Scott Anderson	<i>ANB- Director at Large</i>
Yes	Jean Luc Benoit	<i>Jeux de la Francophonie 2021</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>Director at Large/SJTC</i>

Yes	Bill MacMackin	<i>SJTC</i>
Yes	Brandon LeBlanc	<i>Crandall University</i>
Yes	Alex Stuart	<i>ASEA</i>
Yes	Germain Landry	<i>FLTC</i>
Yes	Peter Stuart	<i>ASEA</i>
Yes	Julia Loparco	<i>ANB Staff – Director of RJTW</i>
Yes	Gabriel LeBlanc	<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	Monica LeBlanc	<i>Internship</i>
Yes	Will Davidson	<i>FLTC</i>



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

The ANB 2018 AGM was called to Order by Marc L at 10:25am due to late arrivals because of power outages in the Province. Marc L welcomed everyone and stated we have a quorum with 4 Clubs present. Dave Thomas and Lise L sent apologies for not attending.

Marc explained we will vote on a motion to amend our bylaws in agenda item 3.0 and if approved then voting for this assembly will continue as adopted.

## 2.0 Adoption of Agenda

**Motion:** Sandy M

*That the Agenda be approved as presented.*

**Seconded:** Carl C

MOTION CARRIED

## 3.0 Adoption of Revised Bylaws & Amendments

Yvan summarized the new Bylaws to the group and the new structure of the vote.

**Motion:** Yvan P

*Draft of the Bylaws*

**Seconded:** Bill M

MOTION CARRIED

**Amendment:**

**Motion:** Yvan P

*That the Article 13 of the draft of the Bylaws of ANB circulated earlier, be changed to upon reasonable grounds, ANB may refuse to accept the membership of any person or Club and shall provide reasons for the refusal in writing to the person or the Club forthwith following the refusal.*

**Seconded:** Bill M

MOTION CARRIED

Marc L put forth a second amendment.

**Motion:** Bill M

*That the Board term for Directors at Large be for a 2 year term wherever possible in order to ensure half of the Directors at Large are up for renewal each year.*

**Seconded:** Yvan P

MOTION CARRIED

Brandon LeBlanc discussed Section 15 in the Bylaws (Termination of Membership).



He feels it is already handled by Policy 14.0 and that Section 15 should be removed. Bill M suggested termination of a membership should be the right of membership at ANB.

Brandon discussed Section 9B subsection 2 of the Bylaws. His concern is regarding being an unattached member.

Yvan discussed the current process and said we should remove “unattached” from Section 9A, 9B and 9C.

**Motion:** Yvan P

*That the word “unattached” should be removed from Section 9A, 9B and 9C.*

**Seconded:** Andy J

MOTION CARRIED

Brandon L also discussed Section 11 subsection 1. Discussion was held around this. Yvan discussed how the current Bylaws are worded and feels that this is satisfactory.

Brandon’s next point was that he doesn’t feel the voting per Clubs makes sense. The Governance Committee disagreed with him.

Marc L stated that the Legion Representative will no longer be a member of the Board.

Alex Stuart stated he does not have enough time to discuss the changes in the Bylaws. Bill MacMackin reminded the assembly that By-Laws can be reviewed at every general assembly and thereby if there are any matters to be addressed, it can be done six month hence.

Marc L asked if everyone was ready to vote and the Assembly said yes.

**Motion:** Yvan P

*That the Revised Bylaws be put forward for approval.*

**Seconded:** Bill M

MOTION CARRIED

Marc thanked the Governance Committee for their work.

#### **4.0 Approval of 2018 SAGM Minutes**

**Motion:** Carl C

*That the 2018 SAGM Minutes be approved.*

**Seconded:** Scott A



MOTION CARRIED

## 5.0 Reports

### 5.1 President – Marc L – please refer to submitted report

Marc L discussed the success of our Athletes and the Strategic Plan moving forward. There are 2 major events. 1) Opening of the Field House and 2) Hosting Jeux de la Francophonie.

He stated it is a very exciting time for ANB.

### 5.2 – Treasurer’s Report – Lise L

Lise L sent her apologies for not being at the meeting.

**Motion:** Bill M

*That we renew Teed, Saunders & Doyle for our auditors.*

**Seconded:** Andy J

MOTION CARRIED

**5.2.1** – We should show a small profit on the year as highlighted in the Financials.

We are in good shape.

### 5.2.2 – 2017 Financial Statement

### 5.2.3 – Approval of Auditors

### 5.3 – Executive Director Report – Gabe LeBlanc

Gabe stated it has been a great year and ANB is recognized as a leader by other sports. He thanks the Board and the Staff for all their work and support.

### 5.4 – High Performance Program Coach – Steve L– please refer to submitted report

There is a change to the ADSP Indoor Standards. Steve would like to take the Indoor Standards out of the program.

He talked about the Quality Sport Initiative and Sport NB which seems to be in parallel with our Strategic Plan.

### 5.5 – High Performance Coach – Chris B– please refer to report

Chris talked about Coaching Certification timeframes and stated that if there is a specific group to be certified, they can accommodate when asked. The Competition



piece to the Club Coach has been removed.

Chris coaches a performance group in Saint John of between 15-20 athletes. He is working in Fredericton often with UNB athletes as well.

### **5.6 – Run, Jump, Throw – RJT Director – Julia L**

Please refer to submitted report.

Julia reviewed each section in her report. She noted there are challenges in the Schools and it is very difficult to add to their curriculum. Sandy L gave suggestions on how to implement within the curriculum.

Jump Start approved \$60,000 grant to ANB.

### **5.7 – Athletics Canada – Bill M**

Please refer to submitted report.

Summary included:

- Busy 18 months doing Cross Country trip
- New CEO in the Spring
- Coaching Development
- National Officials Committee – PEI represented
- High Performance – World Indoors
- Governance – moving forward toward equality and access – Board 50/50 men women and Committees as a total.
- Financial Results – Surplus

### **5.8 – Run NB – Mary B**

Mary was unable to attend. Please refer to submitted report.

### **5.9 – Officials Committee – Carl C**

Refer to submitted report.

Minor Officials in Level 1&2 are in need. We have 14 but 12 are also Coaches. We need to increase this number.

### **5.10 – Governance Committee – Yvan P**

Yvan stated that the Committee always



welcomes any comments regarding Policies or Bylaws. We should all be aware of Policies and Bylaws moving forward.

### **5.11 – Sponsorship Committee – Sandy M**

The current focus is on the Canadian Tire relationship. The Canadian Tire Dealers Association is meeting in February and Sandy would like to get information in front of them at this meeting.

The Subway Partnership is very strong. There was between \$6K and \$7K of food that was supplied for the year.

### **5.12 – Awards Committee – Scott D**

Scott sends his regrets. Please refer to submitted report. It was noted that Andy J is the Chair for the Athlete of the Month for Athletics Canada.

### **5.13- Legion Program**

Please refer to the Legion report that was handed out at the AGM. Julia summarized the report to the group. There were 6 medals in total this year. Erin Z with 3, Craig T with 2 and Francois R with 1.

### **5.14 – Club Reports**

#### **Masters – Andy J**

Masters 55+ was a great event and thanked Dave Thomas for his efforts. There were 67 Records broken most between the 35-39 age group. There were 2 Canadian records broken of which Patty Blanchard was one. Toronto will be host of the World 2020 Masters Outdoors.

**ASEA** – Sandy M and Peter S talked about board meetings and athletes. They are trying to keep up with new instructors and athletes. They are also building links between High Schools and the Club

**FFT** – Michele gave a summary regarding Fast Tracks. She talked about the current setup/divisions with Greg, Kathleen and Andrea coaching.

**FLTC** – Work very closely with the UNB Reds team. They have a steady group of 10-15 younger kids every week. They are very pleased with Jennifer Butler being a part of the Team. Much improved relationship with Base Gagetown.



**SJTC** – Bill M said the membership is stable and that they need to do some work in the schools to promote. Excited to have Julia on board with them. They had a successful renegotiation with UNB and their relationship.

## **6.0 New Business –**

There was no new business to discuss.

## **7.0 Election of Officer's & Director's – Bill M to facilitate on behalf of David Thomas**

Please refer to the Chart submitted for Election of Officers and Directors

**Motion:** Bill M

*That the election of the proposed Officers and Directors be approved.*

**Seconded:** Sandy L

## **8.0 Other Business**

There was no other Business to discuss.

## **9.0 Next General Meeting – SAGM - Sunday April 28, 2019 Moncton**

**Motion:** Bill M

*The meeting was adjourned.*

### **Discussions after the AGM**

#### **Jean Luc Benoit – Jeux de la Francophonie**

Jean Luc gave an overview presentation and stated the Games are for French and English. They will be held in Moncton/Dieppe 2021 and are in need of 5000 volunteers. There will be 3500 participants from more than 50 Countries.



## **Saint John Field House – Bill M**

- They are 50% complete construction.
- \$26M – in the works for 6 years. It took 3 years to build the Business Plan.
- 2 soccer pitches with see thru curtains

## **Strategic Plan – Steve L**

QSI came from Sport NB.

2 main areas:

- 1) Participation
- 2) Performance

Participation

- Would like to see quality measurements included
- Better Clubs, better mechanics etc
- School coaches
- Retention in numbers, girls/women
- NBIAA challenges – different than years ago when teachers were volunteers – challenge for all sport.

Performance

- ADSP – may need to be tweaked
- Provincial teams
- Annual Athletics Summit to offer training and education
- School Coach Mentorship program
- New Officials Mentorship program

