



Royal New Brunswick Rifle
Association Inc.

**Minutes of RNBRA Board Meeting
Head Hall, UNB, Fredericton, NB
March 13, 2016**

Attendees: Conrad Leroux, President
Mike Lutes, Past President
Gordon Holloway, 1st Vice President
Debbie Craig, Recording Secretary
Don Coleman, Membership Secretary
Lorraine Chapman, Director at Large
Steven Stewart, Director at Large

Regrets: Shelley Gregan, Treasurer
Bert DeVink, Director at Large
Dollard LeBlanc, Trophy Trustee
Matt Wolf, 2nd Vice President

1. Call to Order. The meeting was called to order at 1:24PM.
2. Rule of Order (Article 10-02 of RNBRA Bylaws). The 1st Vice President referred to the By-Law and welcomed those in attendance; Debbie Craig and Conrad Leroux participated via telephone.
3. Approval of the Agenda. Steven Stewart moved, seconded by Lorraine Chapman, that the Board accept the Agenda as circulated and amended.
4. Treasurer's Report. Lorraine Chapman gave a brief Financial Report, for the Treasurer, **with regards to** current investments, cheques prepared for issue and the current Bank Balance: \$59,450.09. She also stated that the final payment had been made for the storage unit and that the insurance payment to the National Fire Arms Association is due at end-April and the Treasurer will forward a cheque. Mike Lutes moved, seconded by Steven Stewart, that the report be accepted as presented, subject to audit. MOTION CARRIED (Note: Individual insurance is included in National Fire Arms Association coverage and Don Coleman will send a list of current RNBRA membership to the Treasurer prior to April 10, 2016.)
5. Minutes of Executive Meeting, January 2, 2016. Don Coleman moved, seconded by Mike Lutes, that the Minutes of the January 2, 2016 Executive Meeting be accepted as read. MOTION CARRIED
6. Business Arising from the Minutes of the January 2, 2016 Executive Meeting.
 - a. 150th Committee. Mike Lutes to advise the Board of ideas for the RNBRA 150th Anniversary and prepare a budget. Conrad Leroux moved, seconded by Mike Lutes, that up to \$3,000 be set aside for the RNBRA 150th Anniversary. MOTION CARRIED. Lorraine Chapman, as the Association Historian, mentioned she has found a book issued for the 100th Anniversary that contains a brief RNBRA history; Mike Lutes may scan and place it on the Association website.

- b. Representation to the Sports Federation of Canada. Conrad Leroux will contact Don Brown to confirm his appointment as the RNBRA representative and Don's attendance at the SFC AGM.

7. New Business.

- a. Shooting Federation of Canada Request for Information. Mike Lutes has responded to this request **for the number participating in each of the shooting disciplines in New Brunswick.**
- b. Sport NB Request for Information. Lorraine Chapman has clarified the insurance requirement and will complete/submit the RNBRA Annual Registration Form for funding.
- c. RNBRA 150th Commemorative Pin. Mike Lutes, as Chair of the 150th Anniversary Committee, will work with Bert DeVink and advise the Board on the design of the pin, how many pins to be acquired and how they will be sold/presented to shooters and Association members. Mike will solicit input from the membership, via email. Steven Stewart requested that he be advised of decisions **with regards to** presentations to shooters, so that he can provide the numbers required.
- d. Medals for NB/PEI Cadet Air Gun Championship. Don Coleman requested that RNBRA fund ten (10) **versus** five (5) medals for the NB/PEI Cadet Air Gun Championship. This request was made so that the New Brunswick shooters could receive medals, should the PEI shooters take first place. Lorraine Chapman moved, seconded by Mike Lutes that the number of medals funded by RNBRA be increased to ten (10). MOTION CARRIED (Note: Mike Lutes will contact Rideau Hall **with regards to** the 2016 Governor General medals.)
- e. Website Membership. Mike Lutes, working with the Recording Secretary, Treasurer, Membership Chair, Website Manager and Lorraine Chapman, will make a presentation to the Board **with regards to** electronic membership registration and payment of dues. Mike Lutes moved, seconded by Don Coleman, that we move forward with having our membership, both full and club memberships; on a fillable form online, on our website, and investigate the best way to collect membership dues online for implementation in 2017. MOTION CARRIED
- f. Shotgun Championship Invoice. Conrad Leroux to send the invoice to Lorraine Chapman for payment. (Note: Steven Stewart requested that Don Coleman contact the Fredericton Trap and Shoot Club to renew their membership now, so that they are members in good standing prior to the next competition.)
- g. RNBRA List of Officers, Directors, Trustees and Committees. Debbie Craig moved, seconded by Steven Stewart, that the List of Officers, Directors, Trustees and Committees, be approved, as at March 13, 2016. MOTION CARRIED

- h. Coaching Committee. Mike Lutes moved, seconded by Conrad Leroux, for Board approval of a request for a \$500 budget to assess coaching needs in the Province of New Brunswick. MOTION CARRIED
- i. Outstanding Cheques. A list of outstanding invoices was reviewed and approved for payment; the Treasurer to issue cheques.
- j. Shooting Federation of Canada List of Coaches. Mike Lutes, the designated RNBRA Coaching Coordinator, will use this list to assess coaching qualifications within the Province; he will forward the list to Steven Stewart and Don Coleman for their use. Mike will also extract and send the number of coaches, by category, to Gordon Holloway to use for the Association Annual Report and applications for funding.
- k. RNBRA Pistol Section Budget 2016. Steven Stewart spoke about the submitted Pistol Section budget to be used for RNBRA applications for funding.
- l. RNBRA 2016 Budget. Conrad Leroux reviewed a draft RNBRA 2016 budget. Amendments are to be made inclusive of funding for Coaching (\$500), 150th Anniversary (\$3,000) and Website development (\$750); and the capturing of Air Gun data for international travel. Conrad Leroux moved, seconded by Mike Lutes, that the Board accept the Draft RNBRA 2016 Proposed Budget as amended. MOTION CARRIED (Note: Gordon Holloway to discuss with the Province of New Brunswick representative how the Shooting Federation costs are reflected in the budget.)
- m. Sports and Recreation Funding Application. Gordon Holloway to prepare a draft funding application to the Province of New Brunswick Sports and Recreation Branch, which he will forward to all Board members for input.
- n. Allocation of Remaining 2015 Sports and Leisure Funding. Lorraine Chapman moved, seconded by Don Coleman that the Board approve 50% (\$2,250) of the reserved amount for immediate dispersal to the St. Croix Club. MOTION CARRIED (Note: On the vote Mike Lutes and Steven Stewart wished to be recorded as “Nay” votes.) Mike Lutes moved, seconded by Conrad Leroux, that the Board withhold 50% (\$2,250) of the RNBRA reserved amount pending resolution of any outstanding issues with the Air Gun Association which includes a meeting with members of their Association. MOTION CARRIED (Note: Gordon Holloway will send a copy of the email **with regards** to the requested meeting to Conrad Leroux.)
- o. Request for Withdrawal of the President’s Report, RNBRA AGM 2015. Emails from April Brewer on January 5, 2016 and February 9, 2016 to formally request that the present Board of Directors consider withdrawing the President’s Report that was presented in the 2015 AGM of the RNBRA and be rewritten; were discussed. Conrad Leroux to forward a response to Ms. Brewer with the Board’s decision.

- p. New Brunswick Air Gun Association Response for Request for Financial Records. Debbie Craig informed the Board that Darlene Turner of the Air Gun Association have forwarded the requested Air Gun Association financial reports to the RNBRA President on March 10, 2016; however, Ms. Turner indicated that the Canada Games accounting was not separated out.
 - q. RNBRA Strategic Plan. Discussion of the Strategic Plan was reserved for another meeting. Gordon Holloway to continue to develop this plan for presentation to the Board.
- 8. Other Business. Nil.
 - 9. Correspondence. There was no other correspondence presented other than those documents discussed in these Minutes.
 - 10. Next Meeting. The next Board Meeting TBA.
 - 11. Adjournment. The 1st Vice President thanked everyone for attending, in person or by telephone, and Mike Lutes moved that the meeting be adjourned at 4:32PM.

Respectfully submitted,

Debbie Craig