



**Minutes of RNBRA Executive Meeting**  
**UNB Fredericton, Rm HE41**  
**January 8, 2017**

Attendees:

Gordon Holloway, President  
Steven Stewart, 1<sup>st</sup> Vice President  
Matt Wolf, 2nd Vice President  
Conrad Leroux, Immediate Past President  
Debbie Craig, Recording Secretary

Regrets:

Shelley Gregan, Treasurer

1. Call to Order. The meeting was called to order at 2:05PM.
2. Opening Remarks. The President welcomed those in attendance and Debbie Craig and Matt Wolf who participated by telephone. He indicated that the primary purpose of the meeting was for the Executive to evaluate funding proposals, for 2016, from the RNBRA Sections and Clubs.
3. Article 10.02 of the RNBRA By-laws. The President referred to RNBRA Article 10.02 of the By-Laws.
4. Agenda Approval/Amendments. The President indicated that the Agenda for the meeting would include the evaluation of funding proposals, review of the RNBRA funding profile and to discuss the funding submission, for 2017-2018, to the NB Sport & Recreation Branch. Steven Stewart requested that the President's out-of-country absence, for three (3) months, be added. Steven Stewart moved, seconded by Conrad Leroux, that the Executive accept the Agenda as amended. MOTION CARRIED
5. Correspondence.
  - 5.1 NB Companies Act, Annual Return 2017. The Secretary indicated that Lorraine Chapman had received the NB Companies Act, Annual Return 2017. The Secretary is to complete the Annual Return and the Notice of Change of Directors and forward copies to Lorraine and the President. There is no fee required for this return.
  - 5.2 Prince of Wales Trophy and Request to Lieutenant-Governor to be RNBRA Patron. The President stated that the Prince of Wales trophy was delivered to Government House for display and that he received a Temporary Loan Agreement from Tim Richardson, Principal Secretary to the Lieutenant-Governor; a formal Loan Agreement will be forwarded. Once received, the President will scan the Agreement and forward it to the Secretary for RNBRA records. The President stated that confirmation, that the Lieutenant-Governor has accepted to be the Patron of RNBRA, will be forthcoming.
  - 5.3 RNBRA Website. The President informed the Executive that RNBRA membership and affiliated club application forms have been set up and are available online; a pay-on-line capability, using Email Money Transfer (EMT), is currently being set up. On-line banking will also be available, once set-up, whereby two authorized individuals, in two different

locations will approve all transactions. Membership applications will be directed to Matt Wolf, Membership Secretary, and EMTs will be directed to Shelley Gegan, Treasurer, and Lorraine Chapman, Director-at-Large. A membership data base is automatically generated and will be sent to the Membership Secretary. There will be a one-time only fee of \$275 for setting up these on-line membership club affiliation forms (invoice has been forwarded to the Treasurer). The online banking feature has a monthly cost of \$20.

6. Treasurer's Report. The Secretary read the Financial Report submitted by Shelley Gegan, Treasurer. As at January 7, 2017, the current Bank Balance is \$62,498.64; not including investments. With a \$500 cheque cashed on January 7, 2017, the new Bank Balance is \$61,998.64. All Expenses and invoices are paid. Moved by Conrad Leroux, seconded by Steven Stewart, that the Treasurer's Report be accepted as presented, subject to audit. MOTION CARRIED

7. New Business.

7.1 Evaluation of 2017 Funding Proposals from RNBRA Sections and Clubs. Prior to the discussion, the Executive established criteria for allocation of the 2017 NB Sport & Recreation Branch funding (\$16,600) to the RNBRA Sections and Affiliated Clubs that had submitted funding proposals. The criterion was based on the NB Sport & Recreation Branch Funding Model, 2016-2017: Technical Leadership Development, Athlete Development and Core Strength of Organization. The following Section and Club activities were evaluated based on how each aligned with the basis for which the NB Sport & Recreation Branch funding was received: number of members, competitions and championships, workshops, courses offered and other Section and Club initiatives. The President stated that the funding recommendations of the Executive would be sent to the RNBRA Board by email. The Board has the right to accept or reject the Executive's recommendations for funding to the Sections and Clubs; if rejected, the recommendations will be referred back to the Executive for revision.

Funding requirements for RNBRA operations anticipated in 2017 were discussed, including a reserve for unexpected funding requirements and the hiring of a part-time Assistant. Moved by Steven Stewart, seconded by Matt Wolf, that RNBRA hold back \$9,000 of funding for RNBRA operating expenses. MOTION CARRIED

The President will email the following recommendation to the RNBRA Board, as a Motion for Approval, that 2017 NB Sport & Recreation Branch funding be allocated to RNBRA, IPSC, Fullbore, Smallbore, Shotgun and Airgun as per the below table. He will also forward a letter to each Section and Affiliated Club informing them of their allocation, based on their funding proposal, if approved.

**2017 NB Sport & Recreation Funding Allocation  
to RNBRA Sections and Affiliated Clubs**

<b>Section/Club</b>	<b>2017 Allocation</b>	<b>Remarks</b>
RNBRA	\$9,000	includes \$5,000 for part-time Assistant
IPSC	2,250	support of the proposal submitted by the Pistol Section
Fullbore	2,000	support of the proposal submitted by the Fullbore Section
Smallbore	450	support of Provincial competition
Shotgun	500	support of Provincial competition

Section/Club	2017 Allocation	Remarks
Airgun	1,750	support of the proposal submitted by Don Brown
Youth Programs	650	RNBRA Affiliated Clubs with youth shooting programs will receive \$100 of support
	<b>\$16,600</b>	Provincial Funding
Workshops	500	support of RNBRA members providing shooting workshops to introduce competitive shooting disciplines at the club level; \$100 per workshop (funded from the RNBRA general account)
	<b>\$17,100</b>	Total Funding

7.2 RNBRA Proposal for NB Sport & Recreation Branch Funding 2017-2018. Steven Stewart volunteered to be the RNBRA Finance Committee Chair and as such is responsible for the 2017-2018 NB Sport & Recreation Funding submission; due by April 15, 2017. Members of the Committee will be Debbie Craig, Secretary; Shelley Gregan, Treasurer; Bert deVink, representing Fullbore and Dianne Gould, Pistol Section Representative. Once the proposal is prepared, Steven will forward it to the President for presentation to the RNBRA Board prior to submission.

7.3 RNBRA President's Absence. The President advised the Executive that he will be in Australia from January 10 to April 6, 2017 but available by email during this period and will continue to carry out the duties of President. The 1<sup>st</sup> Vice President, Steven Stewart, will chair any Board meetings held in the President's absence.

8. Next Meeting. An RNBRA Board meeting will be held on Sunday, March 5, 2017 at a time and place to be confirmed.

9. Adjournment. The President thanked everyone for attending, in person or by telephone, and Conrad Leroux moved that the meeting be adjourned at 4:10PM.

Respectfully submitted,

Debbie Craig