



Minutes of RNBRA Board Meeting
UNB Fredericton, Rm HE41
April 30, 2017

Attendees:

Gordon Holloway, President
Steven Stewart, 1st Vice President
Shelley Gregan, Treasurer
Conrad Leroux, Immediate Past President
Debbie Craig, Recording Secretary
Lorraine Chapman, Director at Large
Mike Lutes, Director at Large
Thomas Nowlan, Director at Large
Mark McMullin, Fullbore Section Representative
Don Brown, SFC Representative
Adam MacDonald, President's Designated to
DCRA Board

Regrets:

Diane Gould, Pistol Section Representative
Dollard LeBlanc, Cadet Committee Chair
Matt Wolf, 2nd Vice President
Capt John Woodgate, 2RCR Representative

1. Call to Order. The meeting was called to order at 1:32PM.
2. Opening Remarks. The President welcomed those in attendance, and Debbie Craig and Mike Lutes who participated by telephone.
3. Reading of Article 10.02 of the RNBRA By-laws. The President referred to RNBRA Article 10.02 of the By-Laws.
4. Agenda Approval/Amendments. Conrad Leroux moved, seconded by Shelley Gregan, that the Board accept the Agenda as circulated and amended. MOTION CARRIED
5. Minutes of Board Meeting, November 27, 2016. The President distributed copies of the Minutes of November 27, 2016 Board Meeting for the members to review. Mike Lutes moved, seconded by Steven Stewart, that the Minutes of the November 27, 2016 Board Meeting be accepted as distributed. MOTION CARRIED
6. Matters Arising from the Minutes of the November 26, 2016 Board Meeting. The following items, arising from the Minutes of the November 27, 2016 Board Meeting, were discussed:
 - 6.1 Information Request from the Springfield Sports Club (Para 8.8). Lorraine Chapman will be speaking with John Harper, President of the Springfield Sports Club, with regards to their request for detailed information on the general operation of RNBRA as a result of a presentation made by the President and Conrad Leroux, to their Club, to re-affiliate with the Association.

- 6.2 Invitation to the NB Lieutenant-Governor to be RNBRA Patron (Para 8.6) and Loan of the Prince of Wales Trophy to Government House and Request for 150th Congratulatory Statement (Para 8.7). The President stated that, at the Government House New Year's Levee, the Lieutenant-Governor indicated that she would accept the invitation to be the RNBRA Patron. The President and Conrad Leroux delivered the Prince of Wales Trophy to Government House and it is on display. There is a signed agreement that the trophy is on loan and that RNBRA can remove the trophy for a two-week period each year for presentation purposes. There was discussion regarding a visit by the Prince of Wales to New Brunswick this year and possible involvement of the trophy.
- 6.3 Hiring a Part-Time, Paid Assistant to the Board (Para 11.2). Conrad Leroux spoke about a draft job description, for an RNBRA Contracted Part-Time Administrative Manager (AM) that he drafted and distributed to the Board for review on February 23, 2017. He received no negative responses but has taken no further action. He recommended that the job description be forwarded to Jamie Shanks, NB Sports and Recreation Branch, who has volunteered to assist in connecting RNBRA with other Provincial organizations with the possibility of sharing an Administrative Manager. The President and Conrad reaffirmed that all candidates for the position will be interviewed by RNBRA.
- 6.4 Government Funding Submission. Steven Stewart thanked those who assisted him in the preparation and submission of the Funding Model 2017-2018, to the NB Sports and Recreation Branch, submitted on April 18, 2017. He and Lorraine Chapman met with Jamie Shanks previous to the submission of the Funding Model and he and Gordon Holloway met with Jamie after the submission to provide more detailed information. Four (4) items are currently being addressed: detailed Gross Receipts on the RNBRA Financial Statement, the number of coaches and their funding, the number of competitive teams and clarification of the training schedule. As a result of these meeting with the NB Sports and Recreation Branch, it was evident that the Branch is particularly interested in youth participation and support. Also, Steven will refine the information requested from the two Sections next year, to make it easier to extract the data required by the Province; for example, the number of Female, Male and Junior shooters; number of seminars and detailed competitor expenses. He stated that this will not be an audit of the Sections but an effort to clarify the information the Government requires as to how RNBRA facilitates their program. Shelley Gregan is preparing another Financial Statement with Gordon Holloway providing more information on deposits. The President thanked Steven and Debbie Craig for submitting the Funding Model 2017-2018 on time.
- 6.5 Distribution of Funding (Para 11.6). Steven Stewart inquired whether the \$150 to be awarded to each of the St. Croix and Woodstock clubs, which hosted the Smallbore championships, had been forwarded. The Treasurer had no record of cheques being issued so Steven will contact the Clubs to inform them that the funding is available.

7. Correspondence. The following letters and emails were discussed:

- 7.1 Responsible Coaching Movement. The President spoke about an e-mail request from Jamie Shanks dated April 25, 2017 to share information about the Responsible Coaching Movement initiative by the Coaching Association of Canada in partnership with the Canadian Centre for Ethics in Sport. Jamie highlighted Phase 1 of the Movement that

includes “the Rule of 2, Background Screening and Ethics Training”. In addition organizations can “take a Pledge” to align practices with the 3 key responsibility areas of Phase 1; which some sports organizations in NB have done. The Movement specifics can be accessed at <http://coach.ca/responsible-coaching-movement-s17179> Mike Lutes has reviewed the site and will make a recommendation to the Board as to RNBRA participation in the Movement.

8. Activity Reports. The following Activity Reports were presented:

- 8.1 Pistol Section Report. Steven Stewart presented the Pistol Section report on behalf of Diane Gould. The Section membership is currently 82; 8 ladies and 1 junior. A Black Badge Course was held on April 22, 2017 with three (3) courses planned for Miramichi, St. Stephen and Woodstock. There are 21 matches scheduled in this year’s shooting season; two Level 1 and the remainder Level 2. This year the Section plans to hold separate competitions for open and revolver divisions and intends to send a team to participate in the Open division of the IPSC Nationals. One Range Officer course and two potential workshops are also planned as well as re-qualification training provided to an IPSC member.
- 8.2 Fullbore Section Report. Adam MacDonald reported that the Section hosted the Atlantic competition on April 29, 2017 and that the Nationals and World competitions will take place in August. The Section has conducted workshops in the past few months, provided funding to shooters and is currently recruiting more members. Gordon Holloway spoke about the changes planned for the use of CFB Gagetown Ranges; there will be no change to the Fullbore schedule until July. Prior to July 1, 2017, the Section must submit shooting dates for September onward to the Base. It is understood that RNBRA members can shoot on the Gagetown ranges under the DCRA Agreement with DND; the Fullbore Section will research the existing agreement and work with CFB Gagetown to facilitate continued use of their facilities. Steven Stewart stated that he has been approached to facilitate a field-firing shoot; he will work with CFB Gagetown to accommodate this initiative. It was agreed that RNBRA should facilitate this shoot rather than the Fullbore Section.
- 8.3 Air Gun Club Report. Don Brown reported that the Club has space issues and is seeking better accommodations. The North Atlantic Competition was cancelled due to lack of competitors from other Atlantic Provinces. He spoke of the achievement of a young female shooter at the Women’s NRA completion in Maine and plans for her to compete at the Maine State Championships and Nova Scotia Provincials. The Club plans to participate in upcoming events such as the Canadian Grand Prix, Nationals, ISSF World Championship and the Commonwealth Team Championship in 2018. The Club accepted and is now using a 3-position air gun target system which is working very well. Don forwarded a St. Croix Sportsman Club History, 2008 to Present, to RNBRA for their records and has distributed a long-term athlete development plan to the membership.
- 8.4 Shotgun and Smallbore Report. Steven Stewart stated the Fredericton Trap and Skeet Club will host a championship shoot in September involving trap, skeet and sporting clays; approximately 40 shooters are expected. RNBRA will provide the trophies and in turn will receive 25% of the receipts to cover their expenses. A Smallbore championship will be held on June 17, 2017 in Woodstock; St. Croix will continue with standing championships

and target rifle shooting was held on an indoor range in Fredericton this year. There was discussion about using a targeting system to facilitate Smallbore shooters.

9. Treasurer's Report. Shelley Gregan, Treasurer, and stated that the current Bank Balance is \$56,746.04 with no outstanding cheques and the annual insurance paid. She thanked Lorraine Chapman for her assistance by providing membership numbers to calculate revenue from Membership Dues; Lorraine stated that all memberships have been mailed out and she will forward a list to Gordon Holloway. Shelley indicated that on-line banking was making it easier to track the current bank balance; cheques processed and deposits, but has found E-transfers complicated. Lorraine indicated that, in consultation with the Fullbore Section, the RNBRA investments were re-invested and made the recommendation that the Investments be recorded on a separate sheet and attached to the Financial Statements presented at the RNBRA AGM. Steven Stewart stated that Jamie Shanks indicated that the Management Report provided to the NB Sport and Recreation Branch every six months is adequate and no formal review is required by a Chartered Accounting firm. Shelley stated that the Association books are ready for audit for the fiscal year 2016-2017; Stephen Stewart, Chair of the Audit Committee, will appoint a Committee and conduct the audit for presentation at the next AGM.

10. New Business.

10.1 Long-Term Development Plan. The Airgun Club will develop a Long-Term Development Plan for RNBRA using the Shooting Federation of Canada policy as a reference.

10.2 Harassment Policy. Jamie Shanks recommended that the Association have an Harassment Policy as part of its Profile in the NB Sport and Recreation Funding Model. The President appointed Lorraine Chapman and Steven Stewart to form a Committee to develop an RNBRA Harassment Policy. Mike Lutes suggested that the DCRA and Shooting Federation of Canada be reference points.

11. Committee Reports.

11.1 Coaching Coordinator Report. The President set aside an hour for the presentation and discussion of the Coaching Coordinator Report submitted by Mike Lutes on April 22, 2017. Mike gave a summary of his report and stated that it was submitted after a four-month wait for responses to a letter he sent to all RNBRA members and Affiliated Clubs asking whether they were interested in becoming a shooting coach, continuing coaching training or just interested in participating in the discussion about a provincial program of marksmanship training; there were no responses. Mike Lutes moved, seconded by Conrad Leroux, that the Board accept the Coaching Coordinator Report dated April 22, 2017.
MOTION CARRIED

The discussion recognized that RNBRA must demonstrate to the NB Sport and Recreation Department that it supports providing coaches for Club development and qualifying coaches and facilitators, in turn, to develop good shooters; since the Department places weight on the development of youth and adult shooters. A pathway has to be developed for these shooters, coaches and facilitators to accomplish their goals. This pathway should identify when courses will be facilitated, who will conduct the courses, the cost of conducting this training and what the financial commitment will be to each participant.

Current shooters should be identified who can follow the pathway or direction the RNBRA identifies to qualify Learning Facilitators to teach coaches and Facilitators to certify coaches. RNBRA shooters identified for this training must be interested in developing local shooters. Their training would be funded by RNBRA and the training could be accomplished by inviting qualified Facilitators to New Brunswick to conduct training or through video-conferencing; this would greatly reduce the current cost of sending shooters out-of- Province for training.

The President stated that RNBRA needs to identify a way forward and a common position. Mike Lutes moved, seconded by Steven Stewart, that the Association set aside \$2,500 for the next year, to help RNBRA members take coaching training. MOTION CARRIED

12. Next Meeting. The President proposed that the next Board meeting take place in September 2017; to be confirmed.

13. Adjournment. The President thanked everyone for attending, in person or by telephone, and reminded Board members to submit their travel claims. He then moved that the meeting be adjourned at 4:14PM.

Respectfully submitted,

Debbie Craig