



Royal New Brunswick Rifle
Association Inc.

**Minutes of RNBRA Board Meeting
Sussex, NB
March 7th, 2015**

Attendees: Michael Lutes, Michelle Cormier, Steven Stewart, Matt Wolf, Larry Schriver, Shelley Gregan, Gordon Holloway and Lorraine Chapman

1. Call to order @ 10:45 am. There was a delay due to an unfortunate breakdown affecting travel of persons attending the meeting.
2. The Rule of Order (Article 10-02 of RNBRA Bylaws) was read by President, Mike Lutes.
3. Steven Stewart moved that the appointment and confirmation of the Acting Vice-president be delayed until New Business. Larry Schriver was seconder. Motion was carried.
4. Because the work to change signing officers at the bank was not yet complete, Michele Cormier was designated to vote as RNBRA Treasurer. As soon as Mike Lutes' signatures are processed at BMO, Shelley Gregan will be RNBRA Treasurer.
5. The minutes of the November 16th, 2014 Board Meeting were read. Acceptance was moved by Larry Schriver and seconded by Steven Stewart. Motion carried.

Business Arising from the Minutes:

6. The RNBRA name has been removed from the lease the Restigouche Club has with DNR. Mike Lutes read a letter from Chris Kingston giving the position of the Restigouche Club. The fact remains that RNBRA was taken off the lease without permission or knowledge of the RNBRA Board. Steven read a letter he has prepared to be sent to Cade Libby, Director of Crown Lands, in which it asks that the name of the Royal New Brunswick Rifle Association be put back on lease #415101606. Steven moved that the letter requesting the name of RNBRA be put back on the lease be sent with Board approval. It was decided to let DNR deal with it and decide if the RNBRA name goes back on the lease. President Mike will send the letter. Steven will meet with DNR if need be.
7. Mike Lutes read a letter sent to the RNBRA by the Fullbore Section requesting Fullbore Tufts be managed by the Fullbore Section and that the donors be honoured by using their gifts for the purpose to which they were assigned. This request has produced much discussion and study. The Finance Committee was asked to study the request and any information that could be

found and make a recommendation. The Finance Committee consisted of Larry Schriver and Shelley Gregan. Because RNBRA Recording Secretary, Lorraine Chapman, has been working on Proceedings from 2004 to the present, she was able to provide information. There was a box of material from Michelle Cormier when she was Treasurer in the past that contained material that was invaluable to the Finance Committee. The Finance Committee made the following recommendations:

1. *RNBRA retains management of all four trust funds.*
2. *The trust funds be separated into their original state and restore the original names.*
3. *Interest from the MacGillivray Trust Fund no longer be disbursed to the Fullbore Section. Instead the Board will determine an appropriate use for the interest at each renewal.*
In an e-mail dated February 3, 2005 to Michelle Cormier, Ellen MacGillivray stated that the MacGillivray Trust Fund was, "...as yet not designated to any particular thing." She further stated she had asked for suggestions and said, "I guess the time has come for me to designate it for something useful in RNBRA over a period of time." Nothing has been found to indicate this was done. Ellen passed away in 2006.
4. *To ensure the trust funds do not in future become deposited into the general account:*
 - a. *The Treasurer's Report will be enhanced to contain a section dedicated to the trust funds, including disbursement of the interest.*
 - b. *Upon receipt of the trust fund expiry notices, the Treasurer will provide direction regarding re-investment of the funds.*

Summary

The past problem of information sharing within the Board has been eliminated with the addition of several new board members in 2014; therefore, moving forward, the trust funds will be proactively managed and reinvested before they are automatically moved into the general account.

It is the opinion of the Finance Committee that these recommendations reflect the wishes of the original donors.

Larry Schriver then made the following motion:

In respect to the Alban Emery Trust Fund; the Burge, Lockett, and Snow Trust Funds; and the Fullbore Activity/ Lockett Memorial Trust Fund, The Fullbore Section shall:

- recommend how the trust funds will be invested
- receive the annual interest from these trust funds
- ensure the trust funds are utilized for the purposes originally intended (as per attached e-mail written by Ellen MacGillivray).

This motion was seconded by newly acclaimed RNBRA 1st Vice-president, Gordon Holloway. The motion was carried.

Gordon Holloway will sit as interim 1st Vice-president until the 2015 RNBRA AGM following the resignation of April Brewer from that position. His appointment was unanimously affirmed by the RNBRA Board at this March 7th, 2015 meeting.

Larry stated that the Finance Committee will document the values of the different funds for investment as originally identified. This will be done by April 30th.

8. Mike Lutes presented a status report of the Review being conducted by Daniel Chisholm and Conrad Leroux of the financial statement of the RNBRA as presented at its AGM in Sussex last fall. The period covered is **April 1, 2013 to March 31, 2014**. Their work is incomplete but this report was filed to update the Board as to the status of their work. Even though their work is ongoing, Daniel and Conrad had several recommendations to make.

(1) Retain March 31 as yearend.

(2) The Annual Financial Statement should be prepared in the standard format acceptable to accountants.

(3) In order to accomplish #2 it was suggested the Treasurer do all the normal financial work (collect dues, fees, make deposits, keep records, pay bills, write cheques, provide reports to Board, etc.) but forward all information to an outside accountant or bookkeeper for preparation of the Annual Financial Statement. The concern is not to unduly burden the Treasurer. The report states, "A proper Annual Statement is essential and we should be prepared to pay for it rather than overload someone."

(4) Even though interest rates are very low, it was recommended that all investments be soundly invested.

The Full Bore Investments will be invested with input from the Fullbore Section. The MacGillivray Trust will need attention as per the findings of the Finance Committee.

The full text of this report will be attached to the Secretary's copy of the minutes.

The Finance Committee is charged with investing the two RNBRA investments:

RNBRA Investment and

RNBRA Short Term Investment

This is to be done as soon as possible as they see fit.

Incoming Treasurer, Shelley Gregan, will review the books and report back to the RNBRA Board.

The Finance Committee was directed to seek a review of RNBRA books (April 1st, 2013 – March 31st, 2014) before the funding submission.

The Finance Committee was also directed to complete the funding application to the province before April 15th.

It was noted from the RNBRA Bylaws that the Finance Committee is to consist of a Chairperson appointed by the President. The Committee will include the Treasurer and at least one other member selected by the Chairperson and Treasurer.

New Business:

9. Steven Stewart moved a motion that RNBRA fund a total of up to \$1500 for two representatives to attend the DCRA (Dominion of Canada Rifle Association) AGM. Larry Schriver seconded the motion which was carried.

10. Mike Lutes spoke of a project being undertaken by the Hampton Club. They wish to build an indoor range and are seeking donations. They are asking if RNBRA can help them get receipts for those donations. Apparently, receipts for gifts have been handled similarly in the past. This will have to be researched before an answer is given.

11. DCRA is working on a Code of Conduct. Because of some recent happenings, it would seem that RNBRA should be mindful of this and be aware of what DCRA proposes.

12. There are many possibilities with our website. It can be used for membership purposes, holding archived records and updates. There is probably a cost but should be taken into consideration.

13. Steven spoke of Range Officer courses. There are eighteen people scheduled for Moncton on March 14th. He said he likes to have at least 10 people. He has created a certificate similar to the Range Officer card each graduate receives. He noted the secretary is keeping a file of the courses run. This will help with the five year renewals.

14. Steven also reported on Club Development. He has worked with the Upper Miramichi Club on cowboy action; Tracy on IPSC and rifle; Woodstock on IPSC and combo and St. Stephen on IPSC, free gun and cowboy action. He has agreed to run a little shoot at Lake George Gun Club showing the use of electronic targets.

He is working with Woodstock on the MTR (modified target rifle) shoot scheduled for May 30th, a shoot at St. Anthony, a date to be announced and a 22 shoot in St. Stephen on July 12th.

15. Don Coleman was unable to attend the meeting due to illness but submitted a report by e-mail. As of 07 March 13 clubs have renewed membership with RNBRA for 2015. There are 70 individual memberships. Don's full report will be attached to the Secretary's minutes.

16. This was a discussion of issues within the Air Gun Association. RNBRA President, Mike Lutes, presented a 2 page document in which he offered 6 perceived problems with the Air Gun Section and the Canada winter Games coaches. These include:

(1) no good accounting of RNBRA money supplied

(2) misrepresentation of the authority and position of the CWG Chef de Mission

(3) inability to follow the constitution they presented as their own

(4) misrepresentation of dues paid for membership in the Air Gun Association in the hope of limiting participation

(5) according to Raoul's letter he resigned in January. In March the Association Chair has asked Ed Weatherdon to represent the Section on the RNBRA Board. Chair alone cannot do this, The Section or at the minimum the Executive appoints the rep.

(6) issue with the \$1800 uncashed cheque referred to by Air Gun Co-chair, April Brewer

The full text of these concerns will be attached to the Secretary's minutes.

17. RNBRA possesses many historic trophies and some beautiful newer ones donated by the MacGillivray's. There are Smallbore, Fullbore and pistol trophies. Some are at the Combat Arms School at Base Gagetown, some in 2RCR storage, some at the Museum at Base Gagetown and some at the home of Murray Watt during renovations at the Museum. Mr. Gregory Fekner is the Executive Director of the New Brunswick Military History Museum. Mr. Fekner has expressed space constraints and only wants several trophies displayed within a small case in one room. Conrad suggested that Mike Lutes, as RNBRA President, and Murray Watt, as Trophy Trustee, talk and a letter be sent to Mr. Fekner. Conrad included a draft letter. The full text of this report will be included with the Secretary's minutes.

18. Lorraine Chapman, as RNBRA Recording Secretary, has compiled a list of the prestigious Andy Gunter Award recipients. Don Coleman had suggested a plaque to honour all the Award recipients. The problem is where to keep it. It could be kept by the current recipient and then given to the next recipient. As Don was absent and the meeting was well into the afternoon, the idea was tabled for further thought.

19. Lorraine also has a list of the Governor General Medal Award winners from 1985 -2006. She is asking for information to complete this to the present time.

20. There being no further business before the meeting, Larry Schriver moved adjournment seconded by Steven Stewart.

Respectfully submitted,
Lorraine Chapman
RNBRA Recording Secretary