



Royal New Brunswick Rifle
Association Inc.

Minutes of RNBRA Board Meeting
UNB Fredericton, Rm HE41
December 17, 2017

Attendees:

Gordon Holloway, President
Steven Stewart, 1st Vice President
Debbie Craig, 2nd Vice President & Recording Secretary
Conrad Leroux, Immediate Past President
Shelley Gegan, Treasurer
Don Brown, Director at Large
Lorraine Chapman, Director at Large
Mark McMullin, Fullbore Section Representative

Regrets:

Dollard LeBlanc, Director at Large
Richard Telesnicki, Pistol Section Representative
Capt John Woodgate, 2RCR Representative

1. Call to Order. The meeting was called to order at 1:06 PM.
2. Opening Remarks. The President welcomed those in attendance and Debbie Craig who participated by telephone. He regrettably informed the meeting of the passing of George Cook, a Life member of the RNBRA.
3. Reading of Article 10.02 of the RNBRA By-laws. The President read Article 10.02 of the RNBRA By-Laws.
4. Board Approval of Recording Secretary and Treasurer. The President requested approval of Debbie Craig as the Recording Secretary, until replaced, and Shelley Gegan as Treasurer for the RNBRA for 2017/2018. Steven Stewart moved, seconded by Conrad Leroux, that Debbie Craig be approved as the Recording Secretary, until replaced, and Shelley Gegan as the Treasurer for the RNBRA for 2017/18.
MOTION CARRIED
5. Agenda Approval/Amendments. Amendments were made to the Agenda with items added. Steven Stewart moved, seconded by Don Brown, that the Board accept the Agenda as distributed and amended.
MOTION CARRIED
6. Minutes of Board Meeting, September 17, 2017. The President distributed copies of the Minutes of the Board Meeting, September 17, 2017, for the members to review. He also urged members to review the Minutes of the Annual General Meeting, held in Sussex, NB on October 29, 2017 and identify any matters to be addressed. Steven Stewart moved, seconded by Lorraine Chapman, that the Minutes of the September 17, 2017 Board Meeting be accepted as distributed. MOTION CARRIED. The President also circulated a photograph of the Prince of Wales Trophy on display at Government House, taken by Shelley Gegan during a recent visit.
7. Matters Arising from the Minutes of the September 17, 2017 Board Meeting. The following items, arising from the Minutes of the September 17, 2017 Board Meeting, were discussed:

- 7.1 Hiring a Part-Time, Paid Assistant to the Board (Para 6.3). The President indicated that there is an applicant for the position and the matter would be discussed under New Business.
- 7.2 Distribution of Funding (Para 6.5). Steven Stewart stated that he still has not received a request for funding (\$150/each) from either the St. Croix or Woodstock clubs which hosted the Smallbore Championships this year; he will email each Club in an attempt to distribute the funds.
- 7.3 Funding Request from John Stamp (Para 7.2). The President stated that John Stamp's request for funding, after representing New Brunswick at the DCRA Canadian Black Powder Target Rifle Championship during the summer, was discussed with Bert deVink who will address the matter with Mark McMullin, Fullbore Section Representative. The Fullbore Section will consider the request.
8. Correspondence. The following letters and emails were discussed:
- 8.1 Fullbore Shooting at NB Gun Club. The President reviewed a letter, received from the DCRA, dated November 2017, with a cheque for \$250, which represents the Macdonald Stewart Foundation grant to RNBRA for the last competition season. The Foundation regretted that this long-established contribution to the Provincial Rifle Associations (PRAs) will cease and future funds will be used in support of Canadian Team shooting. The President passed the cheque to the Treasurer for reissue. Steven Stewart moved, seconded by Conrad Leroux, that a cheque for \$250 be forwarded to the Fullbore Section. MOTION CARRIED
- 8.2 George Chase Request for RNBRA Support. The President reviewed a letter from George Chase requesting the RNBRA's assistance, in the form of a letter, detailing George Cook's accomplishments in both the Fullbore and Smallbore Sections of the RNBRA. Mr. Chase indicated that the Wildlife Club of Grand Manan will lead an effort to have George Cook inducted into the NB Sports Hall of Fame for his body of work: shooting in New Brunswick and representing the Province at national and international competitions. The President has forwarded, to the Fullbore Section Chair, Bert deVink, the request to provide the RNBRA letter of support for Mr. Cook's application. The President also mentioned that he received a message from the George Cook family, in response to condolence forwarded by the RNBRA, and recommended that in recognition of George Cook as a Lifetime Member of the Association, a contribution be made to the NB Heart and Stroke Foundation in his memory. Mark McMullin moved, seconded by Steven Stewart, that a \$50 donation be made to the NB Heart and Stroke Foundation. MOTION CARRIED
- 8.3 Lieutenant-Governor's New Year's Levee Invitation. The President indicated that he received an invitation for RNBRA representation at the annual Lieutenant-Governor's New Year's Levee on January 1, 2018; Gordon Holloway and Steven Stewart will represent RNBRA at the Levee. The President will contact Government House and provide current RNBRA contact information as correspondence is still being addressed to Bob Keirstead.

- 8.4 Proposed Firearms Restriction Legislation. The President read correspondence from the National Firearms Association asking for support to address proposed firearms restriction legislation by the Government of Canada; RNBRA will follow this issue as it develops.
- 8.5 Restigouche Gun Club, F-class Shooting. The President referred to an email received from Jason McIntyre of the Restigouche Gun Club on November 28, 2017, indicating that members were interested in F-class shooting. The President responded to Mr. McIntyre's questions, with a copy to Bert deVink and Mike Lutes, and advised him to contact the Fullbore Section if he required more assistance.
- 8.6 1884 RNBRA Medal Coin, Sgt J.H. Marten. The Recording Secretary read an email from Jan Bunford, dated November 20, 2017, indicating that the family of Sgt J. H. Marten would like to send RNBRA a boxed medal for the archives. The President responded to Ms. Bunford and provided Lorraine Chapman's contact information; Lorraine has not yet received the medal.
9. Treasurer's Report. Shelley Gregan, Treasurer, presented the following report:
- 9.1 Current Bank Balance. The RNBRA current Bank Balance is \$70,204.34 with two (2) Outstanding Cheques (Fullbore Section and Quick Books) for a balance of \$68,751.59. The President authorized Shelley to cancel monthly paper statements provided by the Bank of Montreal to eliminate a \$20 service charge; the Treasurer will monitor the RNBRA bank account online.
- 9.2 Review of the RNBRA Financial Statements for the Fiscal Year 2016-17. A review of the RNBRA Financial Statements, for the fiscal year 2016-2017, was completed on September 16, 2017 and forwarded to the President. He sent the Accounting Report to Jamie Shanks, Consultant, Sport and Recreation Branch, as per the requirement to do so six-months after the submission of the Association's request for funding. Jamie Shanks responded that a more detailed presentation of RNBRA Revenues was required. Specifically, that the Provincial Funding and Memberships be shown as line items in the revenue statement. The revised statement should be submitted to Jamie prior to our next funding request.
- 9.3 Range Safety Officer (RSO) Training Invoice, Department of Natural Resources (DNR). Steven Stewart will draft information with regards to RSO training he provided to DNR and the Treasurer will forward an invoice to Peter Palmer, DNR (Research and Development). Steven indicated that he tailored the course to DNR requirements; they provided translation services and paid his personal expenses. The invoice will be for \$2,020 (19 candidates/\$80 each and \$500 for the course package). The President approved that Steven submit a claim to RNBRA for costs incurred to develop the package and any travel expenses, not covered by DNR, to deliver the training.
- 9.4 Audit Committee. The President read an email forwarded by Stephen Stewart, Finance Committee Chair, dated December 16, 2017, in which he stated that he conducted an inspection of the RNBRA financial records for 2016-2017 with Bert deVink, Shelley Gregan and Lorraine Chapman present; no omissions, errors or irregularities were found. The email indicated that the Treasurer has some concerns with security which she will address with the RNBRA Executive. Steven Stewart moved, seconded by Mark McMullin,

that the audit report, of the RNBRA 2016-2017 financial records as prepared by the Audit Committee, be accepted as presented. MOTION CARRIED

10. Activity Reports. The following Activity Reports were presented:
 - 10.1 Membership Committee Report. The President stated that he and Lorraine Chapman were currently managing club and member registrations until a Committee Chair can be appointed; the President will maintain email records and the membership spreadsheets. The President will request membership cards and records from the former Chair, Matt Wolf.
 - 10.2 Pistol Section Report. Steven Stewart stated that the IPSC recently met in the Miramichi where the Executive and Committee Chairs were appointed; Richard Telesnicki, was appointed as IPSC coordinator for the Province. Conrad Leroux will pass two (2) pistol trophies to Steven for engraving; RNBRA will pay the cost for engraving.
 - 10.3 Fullbore Section Report. Mark McMullin reported that the Fullbore Section had a good year and detailed activities planned for 2018 such as the Eastern F-class Championship in late June. The President mentioned the requirement to reserve the 5th Canadian Division Support Base (5 CDSB) Gagetown Batouche Range; Gordon Holloway to send a letter to the Base Commander, with a copy to Capt John Woodgate, 2RCR Representative to RNBRA, and the DCRA executive director. Gordon Holloway advised that DND considers DCRA members under the “Reserves” category so there should be no charge to RNBRA for using the Batouche Range.
 - 10.4 Air Gun Club Report. Don Brown reported that the Club currently has about a dozen shooters in training and passed photographs of club activities to the President. The Club continues to employ electronic target systems and is actively seeking a new Club/range facility. In 2018, the Club intends to participate in competitions in Augusta, ME, Newfoundland and Labrador and Quebec. Don read an email from Emily Dean’s mother with regards to the challenges encountered by her daughter in order to reach her current level of expertise: qualifying shoots and places where she has had to travel in order to shoot and train.
 - 10.5 Shotgun and Smallbore Report. Steven Stewart reported on the Shotgun Championship held in October and a Smallbore Championship, using electronic target systems, being planned for 2018. Conrad Leroux indicated that he will deliver five (5) trophies to Steven for Shotgun and Smallbore competitions.
 - 10.6 Bench Rest Competition. Conrad Leroux indicated that some clubs are actively involved in Bench Rest shooting and proposed that RNBRA sanction and organize a Provincial Bench Rest Championship. He volunteered to organize the event. This would involve a mail-out to every shooting club in the Province to solicit interest, with a preamble about RNBRA, bench rest shooting and details of a proposed RNBRA sanctioned championship. If sufficient interest were expressed, RNBRA should become directly involved in organizing a championship. Conrad then detailed the requirements for this event: covered firing point; interested competitors; general rules, set by the clubs, ie, targets used; adherence to National/International guidelines and medals and trophies to be provided by the RNBRA.

He volunteered to be the contact for the championship which would be open to any shooters; however, members of RNBRA Affiliated clubs would receive a discount. Conrad also mentioned the possibility of forming a Bench Rest Section similar to the Fullbore Section. In conclusion, Conrad requested approval to do a mail-out to all Provincial shooting clubs; the content of the letter to be submitted to the President for prior approval. Steven Stewart proposed that a budget be developed for the Bench Rest initiative and Conrad Leroux moved, seconded by Steven Stewart, that \$500 be approved to get bench rest shooting initiated. MOTION CARRIED

- 10.7 Range Officer Report. Steven Stewart indicated that courses are going well with the next course being presented on January 13, 2017 at 5th Canadian Division Support Base (5 CDSB) Gagetown; a one-day, 5-hour course. The President thanked Steven for his efforts on behalf of RNBRA by conducting this training. RSO course costs were discussed; the current cost is \$80/participant which includes the \$40 RNBRA membership fee. (Note: Currently the 150th Anniversary course fee is \$30 for members of Affiliated clubs and \$40 for non-Affiliated participants.) Steven Stewart moved, seconded by Lorraine Chapman, that Range Officer Courses cost \$30 for full members in good standing. MOTION CARRIED
- 10.8 Cowboy Shoots. Steven Stewart volunteered to investigate whether there is support for Cowboy Shooting within the Provincial shooting clubs. He recommended that RNBRA sanction a Cowboy Championship in the fall of 2018; providing a trophy and keeper plaques. Steven will report on his findings at the next Board meeting.

11. New Business.

- 11.1 2015 Andy Gunter Award Presentation. The Board meeting was adjourned at 2:20PM, at which time the President introduced Larry Schriver to the Board as the 2015 Andy Gunter Award winner; awarded for exceptional service to and the furtherance of the Association, in particular the development of the RNBRA Constitution and By-Laws. The President read a citation and presented Mr. Schriver with the medal.
- 11.2 Provincial Government Funding Policy. The President reviewed the Eligibility Criteria for the Province of New Brunswick Sport and Recreation Branch Funding Model I, Policy 201, Section 6.5 Financial Policies; specifically Sub-sections 6.5.1 and 6.5.2 which refer to the accumulation of a surplus in excess of 50% of average expenditures and expenditures in a given fiscal year that do not exceed the funding provided through funding model phase I. The concern is that accumulated funds from the annual Provincial Grant will reduce the next year's grant to RNBRA. Gordon will contact Jamie Shanks, Consultant, Sport and Recreation Branch, and arrange a meeting with Jamie, Debbie Craig, Shelley Gregan and Steven Stewart.
- 11.3 Distribution of 2017-18 Funding. The President will solicit funding proposals from each Section and other clubs, for the Board's consideration prior to distributing 2017-18 funding. These submissions must be made prior to end-January 2018.
- 11.4 Filling Committee Positions, 2017/2018. The President reviewed the List of Officers, Directors, Trustees and Committees 2017-18, dated 12 December 2017. The list was

amended and will be redistributed to the Board. The Fullbore Section will recommend an individual to the President for the President's Designated to DCRA Board position.

- 11.5 Hiring a Part-Time Assistant to the Board. The President and Board reviewed the Part-Time Administration Manager job description, dated February 23, 2017. The successful candidate will submit quarterly invoices to RNBRA to a maximum payment of \$5,000 yearly and the employment contract may be cancelled by either party with a 30-day notice. The Board reviewed an application for the position and Steven Stewart moved, seconded by Conrad Leroux that Laura Kaderly be interviewed and if acceptable to the President and Treasurer, an offer be extended. MOTION CARRIED. The President will contact Ms. Kaderly and arrange an interview and a meeting with Shelley Gregan to determine tasks with respect to insurance and accounting.
- 11.6 Firearms Licence. Lorraine Chapman mentioned the NFA website post with regards to the government gazetted change to the country's licensing of firearms: as of November 30, 2017 failure to renew on time will no longer be a criminal charge; instead there will be a six-month grace period for the gun owner to get their licence up to date. She volunteered to send a reminder notice to RNBRA members advising them of the requirement to renew their firearms licence on time and to ensure that any change of address is notified so that their licence Renewal Notification is received prior to expiry.
- 11.7 Springfield Sports Club. Lorraine Chapman stated that she met with John Harper of the Springfield Sports Club and discussed the information requested for their consideration in deciding whether or not to affiliate with the RNBRA.
- 11.8 Outreach to Affiliated Gun Clubs. The President will initiate an email twice a year to Affiliated clubs describing the activities of the RNBRA, the official website and RNBRA sanctioned competitions; an initiative to keep the lines of communication open between the Association and gun clubs. Conrad Leroux reminded that Affiliated clubs now have a vote at RNBRA Annual General Meetings.
- 11.9 Communications with Clubs. The President and Steven Stewart will work together to develop an RNBRA Newsletter, with links, and details of shoot activities and the RNBRA website.
- 11.10 Password for Membership Payments. A suitable access password for RNBRA members to make electronic membership payments was discussed.

12. Next Meeting. The President will notify the Board, by email, of a time and date for an Executive meeting in the first half of February. The purpose of the meeting will be to review funding proposals submitted by the Sections for 2017-2018.

13. Adjournment. The President thanked everyone for attending, in person or by telephone, and reminded Board members to submit their travel claims. Conrad Leroux moved that the meeting be adjourned at 4:16PM.

Respectfully submitted,
Debbie Craig