

Saint John Track Club Directors Meeting

Date: September 14, 2015

Attendees:

✓ Bill MacMackin	✓ Luc Cormier	✓ Dave Jefferson
✓ Dave Thomas	✗ Peter Shanks	✓ Sue Ellis Loparco
✓ James Murphy	✓ Rebecca Lagace	✓ Violet Brown
✓ Jason Reindl	✓ Rachelle McDonald	

1.0 Call to Order

The meeting was Called to Order by Bill MacMackin at 6:02 p.m.

2.0 Approval of Agenda

Motion: Dave Thomas

Seconded: Sue Loparco

MOTION CARRIED

3.0 Approval of Previous Minutes

Motion: Luc Cormier

Seconded: Sue Loparco

MOTION CARRIED

4.0 New Business

4.1 Reports

4.1.1 Presidents Report

4.1.1.1 Field House

Bill MacMackin noted that things are moving forward with fundraising; over \$100k counted last week. Will be close to budget by year end. Bill is traveling to Toronto & Montreal soon to review eight other facilities to further understand the setup. Cabinet Members will be updated in November and the next round of supporters will begin shortly; including companies such as Canaport. Up to this point, connections have been made with banks, Irving Oil, Bell Aliant, etc. Construction is slated on the SJ Field House for September 2016. Bill mentioned that a booth was set up at the SJ Exhibition to introduce the Field House and it received over 300 signatures in support.

4.1.1.2 Update ANB RJTW Staffing

Bill MacMackin reviewed the hiring of Alex Holder of Quispamsis to the new position of Director of Run Jump Throw Wheel & First Contact Programs beginning work in early October. Alex is a graduate of UNB with a Bachelor of Recreation and Sport Studies. He has experience in a range of sports as a volunteer and coach. He has worked with the Town of Rothesay for 3 summers as a camp counselor then moving into the role of Recreation Assistant to lead the town's summer playground and camp programs. Recently he has been working with Rothesay in a temporary position as Recreation Coordinator.

In his new role with ANB, he will work in partnership with staff and volunteers to expand and enhance the First Contact & Fundamentals programs in Athletics (Track & Field) in the Province of New Brunswick. This will involve working with athletics clubs, schools and community organizations to involve and engage young people ages 6+ in physical activity and particularly the sport of track and field through the Run, Jump, Throw, Wheel program.

This position is funded through a partnership with Athletics NB, Athletics Canada and the Saint John Track Club.

4.1.1.3 New Board Member

Peter Shanks has stepped down due to other commitments. Any suggestions for an additional Board Member can be sent to Bill MacMackin for appointments at the next meeting.

4.1.2 Treasurer Reports

4.1.2.1 Financial Statement 2015

Financial statements were reviewed by Luc Cormier; see attached review for full details. It was noted that the category of Meet Organization appeared a bit high but that was due to the East Coast Games. The UNB funding looks a bit high but that is due to receiving payments early; this will even out as the year ends. The Uniform sales appear high due to the invoices for last year and this year being paid at the same time plus the extra purchase of jackets which is shown in revenue as sales. The donations were reviewed with notes that Dr. Neil Manson donated \$5k again this year and \$8.5k from the Canada Games Foundation.

4.1.2.2 Year End

Bill MacMackin engaged the services of an accountant, Jody Middleton, to review the SJTC financials for the satisfaction of the Management of the Excellence Program. The first year review was done at a cost of \$2000 but future years may be less due to familiarity of the books and process. The change in expenses on the UNB side is due to completed bills and catch up; some costs were in dispute and were held up for this reason (with some disputes turning into reductions).

The fee increase was reviewed and it was recognized that several questions were asked on the requirements of the ANB fees but otherwise, all recognize that Track & Field is still a very inexpensive seasonal activity. Fees may need to be increased when the Field House is complete and the programs are paying for indoor track time.

4.1.3 Coaches Report

Jason Reindl's written report was reviewed for this year's national medals, the key awards and recognitions, the provincial records, membership statistics, practices, Fall programs, as well as the season to date and the upcoming Cross Country program. Jason mentioned that James Murphy is taking over the Cross Country this season.

Jason introduced the new brochure created by Violet Brown and reviewed the two promotional exhibition attended; KV area qplex exhibition with Violet and her husband Rick plus the SJ exhibition with Violet and Jason. It was noted that the times mentioned on the brochure is what the intention is for continuance but we should look to review this before any more brochures are printed for distribution. See attached review for full details of Jason's report.

Motion: Rachelle MacDonald

That all the Reports are approved as reviewed.

Seconded: Dave Thomas

MOTION CARRIED

4.2 Current Season – Outdoor 2015

4.2.1 Membership

The current membership is the second highest since the year of the Irving Oil Masters yet the lowest Legion Athlete participation. There was a small number in registration when all practices were moved to UNBSJ, eliminating the KV school practices, but this was made up by the SJ residents who signed up because the practices are all in the SJ area now.

It was recognized that there was quite a bit of interest in practices both in the Fall time frame and for the younger age group of 5 – 6 year olds. While it was noted that Fall Programs were introduced in previous years and the turn out dwindled quickly due to inclement local weather, busy parental schedules, etc., it was also noted that Mr. John Herron is promoting track in the Hampton area for the Fall and this could be reviewed for potential partnering.

4.2.2 Summer Staff

The coaching went well for both the full time and part time coaches but Bill noted that we might look at adding a few weeks to the schedule next year. With the Atlantics in SJ in 2016, the summer student, with Alex Holder, could promote this and encourage larger numbers. It was noted by Dave Thomas that several key events, such as the IAFF Programs, worked well when the Junior Events were

dispersed between the Atlantics events. This could be reviewed by Alex and the summer student for 2016 Atlantics.

4.2.3 Twilight Meet / Fun Night

Everything went well at the Twilight Meet but the numbers were low. The cost of having the event sanctioned and the entire camera set up might be acceptable if the numbers were higher. Will get Alex to promote this event more next year. The Junior numbers were good but need to improve on the other ages.

Dave Thomas offered his place for a lake swimming event on August 30th; invitations were sent out and all went well.

4.2.4 Coaches

James Murphy, as the UNB Assistant Coach, was noted as taking over XC. The coaching for the season was reviewed including the athlete assistance with high schools, and the part time student support at the track.

It was noted that SJTC will be a good avenue to test programs and events locally then ANB will take the successful ones on to share with the Province.

4.2.5 Twelve Challenges / Schedule

The 12 Challenges event in Hampton went well and filled a gap in a down time for the summer student. This will be looked at again next summer with Alex promoting it and perhaps expanding to Sussex.

It was noted that while in a training workshop, Dave Thomas with Alex Holder, were introduced to a younger age group session that was programed for children prior to the RJT Program. Jason also commented on a Mom/Dad/Tot program run but a friend of his out west that ran so well it had to increase the number of sessions to keep up with the participant wait list. Some things to be reviewed by Alex and the SJTC; including when & where this would be best attended.

Motion: Luc Cormier

That the current outdoor season evaluation be approved as reviewed.

Seconded: Sue Loparco

MOTION CARRIED

4.3 Cross Country Season

4.3.1 JDI Meets

Next Wednesday, September 23rd, volunteers will be needed; Bill to send email. Jason noted that there is no practice that night and therefore athletes in his group will be available.

October 7th, the 2nd XC event, Bill is away but Jason is available to look after the equipment required. Due to the fact that the numbers are unknown until the event starting time, volunteer requirements are also unknown.

4.3.2 School Coaching

It was recognized that several SJTC Coaches also coach the local schools for Cross Country...Bill MacMackin is coaching at SJHS, Rebecca at Harry Miller, John Harrin at HMS, Alex at Rothesay High, plus noted was John Annear for the XC Coaching at HHS.

4.3.3 National XC Champs – Kingston, ON

Bill MacMackin has plans to take several athletes to the National Cross Country Championships in Kingston, Ontario. The current plan is to take his own van with Brady and Josh and perhaps James will go as Coaching Assistant and perhaps runner. Tentative plans to leave SJ November 26th with run date of November 28th.

Motion: Sue Loparco

That the Cross Country season evaluation be approved as reviewed.

Seconded: Luc Cormier

MOTION CARRIED

4.4 Indoor Season

4.4.1 Start Date/Locations/Coaches

The same times are being reviewed; between 5 and 5:30pm start and 6 to 6:30pm finish with a proposed date of January 5th for the Indoor Season start up. Coaching needs will be reviewed at that time.

4.4.2 Volunteer Needs

The usual callout will be done at that time; Bill MacMackin will initiate this by email but then he will be gone for two weeks.

Motion: Sue Loparco

That the Indoor season evaluation be approved as reviewed.

Seconded: Rachelle MacDonald

MOTION CARRIED

4.5 Other

The Club Excellence Program invoice for registration fee was received and it was noted that there are a few clubs in Canada trying for the CEP Certification with Saskatoon being the next closest to receiving this distinction. The more clubs that receive this certification, the more that will follow.

East Coast Games will return in 2016 with even more sports groups attending. Bill MacMackin will be chairing this event again with the proposed number of athletes upwards of 1700. It was recognized that this event brought in a good number of Masters and the hope is that this will grow.

5.0 Adjournment

A motion was received to adjourn the meeting at 7:17 p.m.

Motion: Luc Cormier

Next meeting – November Board Meeting & Awards Night

Coaches Report - September 2015

6 National Medals:

- Caleb Jones Gold Medalist at Canadian Senior Champs in Edmonton in Javelin
- 5 Legion National Medals for the Club (Cole Healey Bronze in the 1500m SC and Cole and Kenneth McGovern were 2nd in the 4x100m and 3rd in the Medley)

Key Awards & Recognition

- Male (Joshua Shanks) and Female (Victoria LeBlanc) winners of Maritime Track League
- Male (Brady Graves) and Female (Victoria LeBlanc) were named athletes of the meet at the East Coast Games
- 1 coach on provincial team (Jason Reindl on Legion Staff)
- Jason Reindl was named as the recipient for the 2015 Coach NB Leave your Mark Coaching Awards in the Sport Champion Coach category. To be recognized on the evening of September 21st in Fredericton.

Provincial Records

Victoria LeBlanc - Junior Women's 100m Hurdles

Victoria LeBlanc - Senior Women's 100m Hurdles

Victoria LeBlanc - Junior Women's 400m Hurdles

Victoria LeBlanc - Senior Women's 400m Hurdles

*note does not include masters (there were a significant # established in 2015)

Membership Statistics

- 227 club members at the present for SJTC
- 220 competitive and 7 non-competitive
- ANB total is 740 thus SJTC makes up 31% of ANB members

Outdoor Practices

- Major club practices took place on Monday and Thursday from 5:30-6:30/7:00pm with additional practices taking place for the performance groups as required.
- Coaches at all levels were on point. Practices were well organized and very effective.
- The club continues to struggle with specific masters coaching groups and ability to provide for all members but the major breakdowns of groups are being looked after.

Fall Programs

- Violet Brown lead 2 fall activity evenings one at Quispamsis with her awesome husband, Rick and other in Saint John with Coach Jason. Both were encouraging
- Have had several inquiries about fall programming. Bill and Jason are working through these on case by case basis. Presently the facilities, coaches, or resources to offer full programming for all ages is not in place. Historically in Athletics this is a down time for Pee Wee, Bantam, Midget, Youth athletes (non-endurance) as we promote multiple sport experiences as per LTAD guidelines.

2015 Outdoor Competitions SJTC athletes competed at:

- ASEA Spring Opener
- SJTC & SJHS Spring Open
- NBIAA Regionals & Provincials
- Aileen Meagher Track Meet
- RJT Series & Twilight Meet
- ANB Throwsapalooza 3
- NB Middle School Champs
- NB outdoor Champs
- Ian Hume Invitational
- Boston Twilight
- National Juniors, Seniors, Legions
- Canadian Masters Champs
- East Coast Games
- Jeux de L'Acadie
- ANS Provincials
- Legion Selection Meet
- Run Jump Throw Provincials
- SJTC Twilight Meet
- Atlantic Championships
- Atlantic RJT Champs
- Lastly the SJ Throws Meet (September 20th, 2015)
- Ontario Provincials
- Additional meets outside of NB

UNB Varsity Reds Track & Field and Cross Country

- Another year is upon us
- CSG Canada Games Foundation Renewal application was submitted on September 8th, 2015 ~ no reason to not expect another \$10,000 in funding
- 1st Cross country race occurred on the weekend in Halifax.
- 3 coaches in SJ and 5 in Fredericton
- Tentatively 7 athletes in SJ & 50+ in Fredericton



September 14th, 2015

Saint John Track & Field Club Profit and Loss

January 1 - September 13, 2015

	Total
Income	
Contributed support	0.00
Corporate/business grants	5,000.00
Nonprofit organization grants	8,500.00
Provincial grants	3,200.00
Total Contributed support	\$ 16,700.00
Program Revenue	0.00
Event Registration fees	925.00
Meet Organizing Revenue	7,766.00
Membership dues - Indoor	8,430.00
Membership Dues - Outdoor	15,296.08
Uniform Sales	922.00
Total Program Revenue	\$ 33,339.08
UNBSJ Varsity Athletics	0.00
UNBSJ - Athlete Fees	2,610.00
UNBSJ - Fund Raising & Sponsors	9,328.16
UNBSJ - Track Club Contribution	230.00
UNBSJ - University Funding	30,000.00
Total UNBSJ Varsity Athletics	\$ 42,168.16
Total Income	\$ 92,207.24
Gross Profit	\$ 92,207.24
Expenses	
Major program Expense - UNBSJ	0.00
UNBSJ Coaching Expense	5,731.20
UNBSJ Equipment & Uniforms	12,346.58
UNBSJ Facility Costs	4,029.25
UNBSJ Promotion & Recruiting	1,126.86
UNBSJ Registration Fees	4,833.70
UNBSJ Travel Expense	20,817.55
UNB - Meal Money not used	-1,265.00
Total UNBSJ Travel Expense	\$ 19,552.55
Total Major program Expense - UNBSJ	\$ 47,620.14
Organizational expenses	
ANB Member Registration Fees	9,220.00
BBQ/Social & Award events	1,293.71
Coaching Expenses	3,424.92
Equipment Purchase/Maintenance	726.03
Event Organization Expenses	5,770.64
Facility Rental	-835.00
General Administrative Expense	2,247.44
HP Athlete Assistance	1,692.15
Uniform Expenses	3,201.14
Web Site & Communications	62.15
Total Organizational expenses	\$ 26,803.18
Total Expenses	\$ 74,423.32
Profit	\$ 17,783.92

Saint John Track & Field Club
Balance Sheet
As of September 13, 2015

	Total
Assets	
Current Assets	
Gifts in Kind - Supplies	0.00
Inventory Asset	15,000.00
Prepaid expenses	0.00
Undeposited Funds	0.00
Cash and cash equivalents	
1010 Bank Account - CIBC (deleted)	0.00
Bank Account - Scotiabank	35,125.67
Savings & short-term investment	0.00
Total Cash and cash equivalents	\$ 35,125.67
Accounts receivable (A/R)	
Account/Sponsorship receivable	-20.00
Total Accounts receivable (A/R)	-\$ 20.00
Total Current Assets	\$ 50,105.67
Total Assets	\$ 50,105.67
Liabilities and Equity	
Current Liabilities	
2200 GST/HST Payable (deleted)	0.00
Deferred Program Funding	0.00
Accounts Payable	
Accounts payable	-111.45
Total Accounts Payable	-\$ 111.45
Total Current Liabilities	-\$ 111.45
Non-current liabilities:	
Long-term liabilities - other	0.00
Deferred Program Expenses	0.00
Total Long-term liabilities - other	\$ 0.00
Total Non-current liabilities:	\$ 0.00
Equity	
Opening Bal Equity	9,067.79
Retained Surplus (Deficit)	23,365.41
Profit for the year	17,783.92
Total Equity	\$ 50,217.12
Total Liabilities and Equity	\$ 50,105.67

Saint John Track & Field Club Inc.

Financial Statements

For The Year Ended December 31, 2014

(Unaudited)

Saint John Track & Field Club Inc.

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For The Year Ended December 31, 2014

(Unaudited)

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Review Engagement Report

We have reviewed the statement of financial position of Saint John Track & Field Club Inc. as at December 31, 2014 and the statements of operations and cash flows for the year then ended. These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the organization.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material aspects, in accordance with Canadian accounting standards for not-for-profit organizations.

We were not engaged to report on the restated comparative information, and as such, it is neither audited nor reviewed.

Saint John, NB
August 10, 2015

Middleton & Associates
Chartered Professional Accountants

Saint John Track & Field Club Inc.

Statement of Financial Position as at December 31, 2014

(Unaudited)

<u>Assets</u>	<u>2014</u>	<u>2013</u>
	\$	\$
Current:		
Cash	70,988	75,059
Accounts receivable	2,980	7,122
Inventory	23,325	6,265
Prepaid expenses	-	5,413
	<u>97,293</u>	<u>93,859</u>
 <u>Liabilities and Net Assets</u>		
Current liabilities:		
Accounts payable	36,959	47,676
Deferred revenue	29,700	13,500
	<u>66,659</u>	<u>61,176</u>
 Net Assets:	 <u>30,634</u>	 <u>32,683</u>
	<u>97,293</u>	<u>93,859</u>

On behalf of the Board:

_____ Director

The accompanying notes are an integral part of these financial statements.

Saint John Track & Field Club Inc.

Statement of Operations and Net Assets for the year ended December 31, 2014

(Unaudited)

	<u>2014</u>	<u>2013</u>
	\$	\$
Revenues:		
Contributed support	16,900	20,919
Major Programs and Events Revenue	-	976
Program revenue	28,059	32,500
UNBSJ Varsity Athletics	48,223	77,922
	<u>93,182</u>	<u>132,317</u>
Expenditures:		
Coaching expense	16,181	15,454
Dues and fees	9,160	12,934
Major event expenses	-	(365)
Organizational expenses	6,561	18,874
Prizes and awards	1,432	1,009
Professional fees	1,800	-
Rental	7,588	8,266
Telephone	23	79
Travel	3,231	178
UNBSJ - Major program expense	48,837	68,110
Uniforms	418	9,702
	<u>95,231</u>	<u>134,241</u>
Excess revenue (expenditures) for the year	(2,049)	(1,924)
Net assets, beginning of year	<u>32,683</u>	<u>34,607</u>
Net assets, end of year	<u>30,634</u>	<u>32,683</u>

The accompanying notes are an integral part of these financial statements.

Saint John Track & Field Club Inc.

Statement of Cash Flows for the year ended December 31, 2014

(Unaudited)

	<u>2014</u>	<u>2013</u>
	\$	\$
Cash flow from operating activities:		
Excess revenue (expenditures) for the year	(2,049)	(1,924)
Changes in non-cash working capital:		
Accounts receivable	4,142	(7,122)
Inventory	(17,060)	-
Prepaid expenses	5,413	(5,413)
Accounts payable	(10,717)	13,733
Deferred revenue	16,200	(6,500)
Decrease in cash during the year	<u>(4,071)</u>	<u>(7,226)</u>
Cash, beginning of year	<u>75,059</u>	<u>82,285</u>
Cash, end of year	<u><u>70,988</u></u>	<u><u>75,059</u></u>

The accompanying notes are an integral part of these financial statements.

Saint John Track & Field Club Inc.

Notes to Financial Statements for the year ended December 31, 2014

(Unaudited)

1. Nature of operations:

The club was founded in the 1970's and is a not-for-profit organization for young Saint John athletes, providing programs, coaching and the opportunity to compete locally, regionally and nationally. The club incorporated in January, 2014.

2. Significant accounting policies:

Accounting policies for not-for-profit organizations:

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) and include the following significant policies:

Cash and cash equivalents:

Cash is defined as cash on hand, cash on deposit, and short-term deposits with maturity dates of less than 90 days, net of cheques issued and outstanding at the reporting date.

Inventory:

Inventory is valued at the lower of cost and net realizable value. Cost is determined using the average cost method.

Income taxes:

The club is a not-for-profit organization within the meaning of the Income Tax Act (Canada), and as such is exempt from income taxes.

Revenue recognition:

Donations and other revenues are recognized as received. Membership fees are recognized as revenue when collected.

Use of estimates:

The preparation of the financial statements in conformity with ASNPO requires management to make estimates that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities as at the date of the financial statements, as well as reported amounts of revenues and expenses during the reporting period. These estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in the future could be significant.

3. First time adoption of accounting standards for not-for-profit organizations:

These financial statements are the first financial statements for which the company has applied Canadian accounting standards for not-for-profit organizations. First-time adoption of this basis of accounting had no impact on the balance sheet at the date of transition, January 1, 2013, or on excess revenue (expenditures) for the year ended December 31, 2013.

Saint John Track & Field Club Inc.

Notes to Financial Statements for the year ended December 31, 2014

(Unaudited)

4 Financial risks and concentration of risk:

Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The accounts receivable are due from one organization UNBSJ. There has been no change to the risk exposures from 2013.

Liquidity risk:

Liquidity risk is the risk that the organization will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The organizations exposure to liquidity risk is dependent on the collection of accounts receivable, purchasing commitments and obligations or raising of funds to meet commitments and sustain operations. Cash flow from operations provides all of the organizations cash requirements. Management is of the opinion the liquidity risk is not a significant risk and there has been no change to the risk exposures from 2013.

Saint John Track & Field Club Inc.

Statement of Financial Position as at January 1, 2013

(Unaudited)

<u>Assets</u>	<u>2013</u>
	\$
Current:	
Cash	82,285
Inventory	6,265
	<u>88,550</u>
<u>Liabilities and Net Assets</u>	
Current liabilities:	
Accounts payable	33,943
Deferred revenue	20,000
	<u>53,943</u>
Net Assets:	<u>34,607</u>
	<u>88,550</u>

The accompanying notes are an integral part of these financial statements.