



Saint John Track & Field Club Inc.  
c/o 111 Paradise Row  
Saint John N.B. E2K 3H6  
[SaintJohnTrack@gmail.com](mailto:SaintJohnTrack@gmail.com)

Saint John Track & Field Club Inc.  
Annual General Meeting  
Canada Games Stadium  
June 5, 2017 at 6:45 pm

BOARD ATTENDEES: Bill MacMackin, President  
Sue Ellis Loparco, Vice President  
Luc Cormier, Treasurer  
Violet Brown, Secretary  
Alex Holder  
Dave Jefferson  
Dave Thomas  
Rachelle McDonald

BOARD ABSENT:

MEMBER ATTENDEES: *Parents, Coaches and Athletes:*

Michelle Banks	Felicia Moritmer
David Emerson	Avery Mortimer
Lori McGovern	Christy Cunningham
Kenneth McGovern	Caitlyn Marr
Craig Thorne	Brent Marr
Julia LeBlanc	Rebecca Lagace
Victoria LeBlanc	Joseph Lagace
Josh Shanks	Marc Andre
Brady Graves	Barry Grenan
Garett Graves	Julia Loparco

## **1.0 Welcome and call to parents/athletes for input and ideas**

Bill MacMackin introduced himself as the President noting he has been in the role for 12 years now and introduced the Board Members in attendance. He thanked the SJTC Members for joining the meeting and explained the reasons for annual meetings.

## **2.0 Call to Order and Approval of the Agenda**

Bill MacMackin called the meeting to Order at 6:50 p.m. and asked for a motion to approve the agenda.

MOTION: Rebecca  
*That the agenda be approved as written.*

SECONDED: Rachelle  
*Motion Carried*



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### **3.0 Review minutes and actions from the 2016 AGM**

Bill MacMackin reviewed the 2016 AGM minutes, noting a copy of the minutes were available for review. It was recognized that all action items were complete.

MOTION: Sue

*That the 2016 AGM meeting minutes be received and filed.*

SECONDED: Josh

*Motion Carried*

### **4.0 President's Reports – Club Goals / Mission / Year Recap**

Bill MacMackin reviewed the club's goals, Missions & Vision. Bill talked about the Track Club, the Coaches, the staff, the age groups and noted that there are a variety of skillsets throughout the memberships from beginners to high performance and volunteers to help all of them. Bill reviewed the number of meetings held by the Board of Directors in the 2016-17 year and noted the meeting minutes are available on-line. Bill noted that Jason Reindl was finished his position as the SJTC High Performance / UNB Varsity Reds Coach and his replacement Christopher Belof has been hired from Saskatchewan and will begin early July. Jason was thanked for his years of service and wished well for his new position in his home town. There are four staff in total, two in Moncton and two in Saint John.

See full report attached.

MOTION: Bill

*That the President's Reports be adopted as is.*

SECONDED: Josh

*Motion Carried*

### **5.0 Financial Reports – Financial Statement and Budget**

Luc Cormier reviewed the financial report for the previous year and handed copies out for review. He noted that the reports are reviewed by Middleton & Associates as per the Canada Excellence Club policy. Luc noted that the SJTC finances include the management of the UNB Track finances and as such showed a total revenue of \$140k through membership, track fees, grants, etc. He reiterated that the Club is not set up to make money but to turn any remaining funds back into the program and keep it running smoothly for all athletes.

See full report attached.

MOTION: Luc

*That the Financial Reports be adopted as is.*

SECONDED: Rebecca

*Motion Carried*



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## 6.0 Coaches Reports

Bill reviewed Jason Reindl's last report and noted that Jason worked with the group right to the last minute before moving on to his next job. Bill commented on the three summer students in the SJ area of Julia, who is very knowledgeable about the sport and doing a really good job for us as well as Katelyn and Meghan who are both new to the sport, but are doing very well. Julia, Kaitlin and Meagan assist with competition events through the training they received from Jason, their work with the local schools and other track & field events.

Alex Holder reviewed his work with the summer programming and meets. He noted several school visits where he ran their gym classes (Garden Creek Elem; Chris Saunders Elem; Forest Hills; Rothesay Elem; Leo Hayes High; K-Park Elem.) and Wellness Class students from Rothesay High who became trained RJTW instructors have successfully run mini lessons for local schools. Many schools have been reaching out to have programming offered to them and he has found out that several local schools have a run club operating at lunch which could easily tie into Run NB or ANB programming. Alex has been operating an Intro to Track Program for a private elementary school in Rothesay where they are given five sessions over several weeks at the rented out UNBSJ Stadium. Alex also started up the 12 Challenges in Rothesay and we has solid numbers of athletes for the area, with just under 30 kids registered. Alex noted the Boys & Girls Club has expressed interest and booked the stadium as well and that he has been asked to deliver some physical literacy training for some of the Superhero training programs offered by NB Physical Literacy.

See full report attached.

MOTION: Alex  
*That the Coaches Reports be adopted as is.*  
SECONDED: Dave E  
*Motion Carried*

## 7.0 Club Policies and By-Laws

Bill MacMackin reviewed several key Club Policies, noting where all policies are available on the website. As per the agenda, the most important policies to note are the Drivers Policy, the Risk Management & Screening Policy and the Code of Ethics.

## 8.0 Club Board of Directors

Bill MacMackin introduced the current list of Directors and called, three times, for Nominations of Directors for the upcoming season of 2017-2018. The following nominations were received:

Bill MacMackin – President  
David Emerson – Secretary  
Luc Cormier – Treasurer  
Dave Jefferson – Director  
Sue Ellis Loparco – Director  
Dave Thomas – Director



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Rachelle McDonald – Director / Athlete Rep

MOTION: Lori

*That the SJTC Directors be accepted as listed for the 2017-2018 season.*

SECONDED: Dave J

*Motion Carried*

## **9.0 Other Business**

Dave Thomas noted that the SJTC is the only New Brunswick Club in the Club Excellence Program and this is due to Bill MacMackin's hard work and consistency. Dave also noted that parents who wish to help, whether just at a meet or as a coach, to contact him or Bill.

## **10.0 Adjournment**

MOTION: Rachelle

*That the SJTC Annual General Meeting be adjourned at 7:08 p.m.*



## Annual General Meeting 2016 Presidents Report – June 2017

Dear SJTC Members,

It is my pleasure to provide this report to you as president of the Saint John Track Club at this Annual meeting. My report will be brief as most things will be well reported by others throughout the meeting. This meeting is part of our process of reporting to our membership, as is our web site and the policies and bylaws area. This is the location to find out about the business of the club and all our policies that have been approved by the board.

With regards to programming, I want to thank our staff members & volunteer coaches who have worked very hard last year to support and improve our programming over the past year.

We are very proud to have two of the provincial staff based in SJ and affiliated with our club including former provincial coach, Jason Reindl who has now moved on to his new position in Saskatchewan. I am very pleased with the work Jason has done to smooth out the transition. We have selected a new coach and he has accepted the job offer. We will announce this by mid-June with him starting in NB by early July.

We are also pleased to have Provincial Coordinator of First Contact programs, Alex Holder who continues to grow in the role and support the first contact activities in our province. For this summer, we have rehired one of last year's summer students, Julia Loparco and have two other student positions.

Our sport and our club completed a very strong year in 2016 and so far in 2017. W Congratulations to the athletes and coaches involved.

A few key highlights of the year 2016-17:

- NB athletes qualifying for CIS Track Champs
- Medals at a number of events including Canadian Indoor

Actions of the new Board of Directors:

- 4 Board meetings & 1 Board votes by email.
- Members of the board and coaching team attended the ANB AGM & SAGM

My focus for the past year has been

- Working on the new field house project
- Ensuring our staff is on track and supported to get their jobs done particularly our new coach.
- Attending as many competitions as I can as Coach
- Identifying ways for our programs to strengthen and improve

Thank you again for your hard work in making our sport so successful and congratulations to all of you on such an outstanding year. This success is yours and the direct result of your hard work for many years. Well done & Thank you,

A handwritten signature in black ink, appearing to read "B. MacMackin".

Bill MacMackin, President, Saint John Track Club



## **Mission & Values of the Saint John Track Club**

The Saint John Track Club was founded in the 1970's by the late Walter Ellis and a group of interested parents. It has a long history of providing young Saint John area athletes with programs, coaching and the opportunity to compete locally, regionally and nationally. This document is meant to provide answers to some of the key questions that most parents and athletes have about our programs and training philosophy.

### **The club's mission is committed to...**

1. Being an athletics family open to all ages & abilities
2. Providing participation, recreation & supporting high performance
3. Supporting track as a part of school sport & UNB V Reds Program
4. Having the facilities, equipment & volunteers to host "Great Meets!"
5. Building awareness of our athletes and our sport in the community

### **The club's main goals are to encourage and foster participation & performance in track & field.**

- Provide a fun and rewarding program for youth to:
  - learn the events of track and field
  - increase their fitness
  - experience competition
  - support athletes in achieving their personal best
- Achieve leading performances striving for the following:
  - 3 national medals
  - 5 provincial records
  - 1 coach named to a provincial team
  - 1 athlete named to a national team
  - 1 coach named to a national team
  - Win a provincial club championships
  - Have an end of season 'survey' rating of 90%

The Saint John Track Club is a member of the True Sport movement which believes that sport can transform lives and communities—if we do it right. True Sport members across Canada are committed to community sport that's healthy, fair, inclusive, and fun. True Sport members stand together against cheating, bullying, aggressive parental behaviour, and win-at-all-costs thinking.

### **True Sport Principles for Sport**

**Go For It:** Always rise to the challenge. Discover how good you can be.

**Play Fair:** Play honestly and obey the rules. Winning is only real when competition is fair.

**Respect Others:** Respect teammates, competitors and officials both on the field and off. Win with dignity and lose with grace.

**Keep it Fun:** Have a good time. Keep a positive attitude and contribute to a positive atmosphere.

**Stay Healthy:** Respect your body. Keep in shape. Avoid unsafe activities.

**Give Back:** Do something that helps your community.

[www.truesport.ca](http://www.truesport.ca)

Saint John Track & Field Club Inc.

Financial Statements

For The Year Ended December 31, 2016

*(Unaudited)*

**Saint John Track & Field Club Inc.**

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**For The Year Ended December 31, 2016**

**(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, 2016 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.

Saint John, NB  
May 5, 2017

*Middleton Associates*  
Chartered Professional Accountants

**Saint John Track & Field Club Inc.**  
**Statement of Financial Position as at December 31, 2016**  
*(Unaudited)*

<u>Assets</u>	<u>2016</u>	<u>2015</u>
	\$	\$
Current:		
Cash	77,285	46,977
Inventory	13,925	17,890
	<u>91,210</u>	<u>64,867</u>
 <u>Liabilities and Net Assets</u>		
Current liabilities:		
Accounts payable	30,006	5,807
Deferred revenue	25,460	25,000
	<u>55,466</u>	<u>30,807</u>
 Net Assets:	<u>35,744</u>	<u>34,060</u>
	<u>91,210</u>	<u>64,867</u>

On behalf of the Board:

\_\_\_\_\_ Director

**Saint John Track & Field Club Inc.**

Statement of Operations and Net Assets for the year ended December 31, 2016

*(Unaudited)*

	<u>2016</u>	<u>2015</u>
	\$	\$
Revenues:		
Contributed support	36,800	17,820
Program revenue	32,268	33,399
UNBSJ Varsity Athletics	69,945	86,133
	<u>139,013</u>	<u>137,352</u>
Expenditures:		
Coaching expense	20,500	18,614
Dues and fees	11,532	9,220
Organizational expenses	8,280	9,221
Prizes and awards	1,294	1,581
Professional fees	1,695	2,034
Rental	4,811	3,284
Telephone	-	62
Travel	1,937	9
UNBSJ - Major program expense	81,394	86,700
Uniforms	5,886	3,201
	<u>137,329</u>	<u>133,926</u>
Excess revenue for the year	1,684	3,426
Net assets, beginning of year	<u>34,060</u>	<u>30,634</u>
Net assets, end of year	<u><u>35,744</u></u>	<u><u>34,060</u></u>

**Saint John Track & Field Club Inc.****Statement of Cash Flows for the year ended December 31, 2016***(Unaudited)*

	<u>2016</u>	<u>2015</u>
	\$	\$
Cash flow from operating activities:		
Excess revenue for the year	1,684	3,426
Changes in non-cash working capital:		
Accounts receivable	-	2,980
Inventory	3,965	5,435
Accounts payable	24,199	(31,152)
Deferred revenue	460	(4,700)
	<u>30,308</u>	<u>(24,011)</u>
Increase (decrease) in cash during the year		
Cash, beginning of year	46,977	70,988
Cash, end of year	<u><u>77,285</u></u>	<u><u>46,977</u></u>

**Saint John Track & Field Club Inc.**

Notes to Financial Statements for the year ended December 31, 2016

*(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.

**Saint John Track & Field Club Inc.**

Notes to Financial Statements for the year ended December 31, 2016

*(Unaudited)*

## 3. 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 2015.

*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 2015.



## RJTW & First Contact Report

SJTC AGM

Alex Holder | June 5, 2017

### Participation & Positive Experiences

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- Valley Christian Academy Fun Run obstacle course and warm up
- Fredericton Youth Fun Run obstacle course and warm up for 2k, 1k and 500m runners
- Garden Creek Elementary clinics (running, long jump, javelin and discus)
- Chris Saunders Elementary clinics (running, javelin and discus)
- NBTA Physical Education PD Day in Miramichi
- Leo Hayes High School running clinic (training for 5k wellness run)
- K-Park Elementary clinics (running)
- SJTC Spring Meet – learning from Jason on general & photo timing camera set up
- Francophone Games Canadian Trials Meet in Moncton
- Rothesay Elementary clinics (running and jumps) with summer students
- Forest Hills School clinics (javelin) with summer students
- RJTW Series Regional Meet in SJ area was a success

### Coaching/Coaching Education

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- Coaching of high school athletes (jumps)
- Grand Manan student day at UNBSJ – several stations organized for interested athletes
- Continuation of Rothesay High School Wellness Class RJTW leadership program.  
Students have successfully ran several PE classes at local elementary and middle schools

### Other

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- Summer student interviews and hiring (3 summer students in Saint John area)
- Handing out RJTW Provincial “golden tickets” to student athletes
- Athletics Canada Conference Call
- Touchstone Academy Intro to Track Program & Track Day in Spring
- Homeschool Track & Field Day this summer
- Planning for 12 Challenges Program with summer students
- Ongoing process to contact RJTW Instructors to gather information on new programs/locations and get updates on numbers
- Working on partnership with Moncton YMCA similar to YMCA of Greater SJ
- Throws chair purchased for Max – competing at meets & Julia training him for the club
- Inputting NB RJTW events into Athletics Canada calendar & inputting NB RJTW numbers

### Numbers

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- RJTW Instructors Trained in 2017 – **31**
- Yearly involvement in RJTW & First Contact in 2017 (approx.) – **7,000**
  - *Waiting on numbers from 2015/16 Instructors*

### Coaching Education

- Lead a successful the NCCP Performance Analysis workshop for 7 coaches (1 Manitoba, 2 Quebec, 2 PEI, 2 NS) on the weekend (March 24-26) in Moncton.
- Will be working with Athletics Canada staff on reviewing the materials as a new delivery for performance coach is being confirmed in the coming weeks. Large strides have been taken in the last couple of months with many positives and projects being completed which have impacts for our club such as transfer from levels 1, 2, 3 to sport, club and performance coach titles.
- Have informed Coach NB about Superhero training for the club. Initial dates have been circulated for specific groups with external sport groups like SJTC being under consideration.

### Performance

- At the AC Indoor Championships, the SJTC junior men 4x200m relay team won the bronze medal (Ryan Evans, Craig Thorne, Kenneth McGovern, and Benjamin Dunn).
- At the AUS Championships the UNB men finished 2<sup>nd</sup> overall while the women were 3<sup>rd</sup>. The team won 21 medals (5 Gold, 4 Silver, 12 Bronze) with 5 athletes qualifying to nationals in Edmonton where two finished 7<sup>th</sup>, one 11<sup>th</sup>, and two 12<sup>th</sup> (Victoria was 12<sup>th</sup> in the long jump, ranked 14<sup>th</sup> going into the competition).
- Victoria LeBlanc and Daniel Brown were named the UNBSJ Track and Field Athletes of the Year.
- Victoria LeBlanc was named the UNBSJ Female Athlete of the Year (all sports).
- VREDS Award Winners: MVP Sydney MacDonald and Troy Wilson, Rookies for the Year Michael Colford and Emma Towers, and Red and Black Tess McDonald and Jon Gionet which are taking place at the VREDS Celebration of Excellence on April 5<sup>th</sup> in Fredericton at the Playhouse.
- **Outdoor Event Hosting by the Club:**
- May 20 (Saturday) – SJTC Spring Meet
- May 27 (Saturday) – NBIAA SW Regional Meet
- June 3 (Saturday) – NBIAA Provincials
- A RJTW provincial qualifier will be fit in somewhere (Monday or Thursday most likely) looking at Thursday June 8<sup>th</sup>. I have asked for local elementary school dates so that our summer student is aware as early as possible.
- June 13<sup>th</sup> (Tuesday) – NB Middle School Championships
- June 23-25 (Friday-Sunday) – East Coast Games and Canada Games Trials
- A RJTW provincial qualifier will be fit in somewhere (Monday or Thursday most likely) looking at Thursday June 8<sup>th</sup>. I have asked for local elementary school dates so that our summer student is aware as early as possible.
- Presently, looking into plans and details after discussions with Bill in regards to the national junior and senior championships in Ottawa July 6-9, where I will have national coach developer meetings as part of my coaching education director role for ANB on Wednesday the 5<sup>th</sup>.

### Participation & Positive Experiences

- SJTC indoor track meet, pizza and cake party are taking place in two days on Thursday March 30<sup>th</sup>.
- As of January 31<sup>st</sup> SJTC members (ANB) – 115 members registered (54 male & 61 Female). January report was 106 members with 48 males and 58 females.

### Additions

- I am off on vacation April 4-11 to Miami. Given my schedule the last couple of weeks this is highly anticipated.
- I have been named a coach for Team Canada at the World Universiade Games (FISU) in Taipei, Taiwan August 18-30, 2017.
- ANB job review is taking place in Moncton on Thursday April 13<sup>th</sup>