

**The New Brunswick Association of Dietitians  
Minutes of the Annual General Meeting  
Via Zoom  
June 16, 2022**

**1.0 Call to Order**

Janie St-Onge, President, welcomed all members present. With 46 Active members represented by proxies and with 46 members present at the meeting (eligible to vote), Janie declared that quorum was met and called the meeting to order at 12:02 pm.

**2.0 Notice of Meeting**

As per Policy 3.3.3, the Notice of Meeting was circulated to members on May 16, 2022.

**3.0 Appointment of Parliamentarian**

Véronique Ferguson was appointed as parliamentarian for the meeting. Bourinot's Rules of Order was the model followed for the proceedings.

**4.0 Opening Remarks and Announcements**

Janie St-Onge presented the Board of Directors and opened with a land acknowledgement.

A moment to remember and honour the loss of two Honorary Members, Clarene White and Andrea MacLean-Holohan, was taken during the meeting.

The order of business proceeded according to the pre-circulated agenda.

**5.0 Minutes of Previous Annual General Meeting (June 23, 2021) and General Meeting (January 13, 2022)**

The June 23, 2021 Annual General Meeting minutes and the January 13, 2022 General Meeting minutes were approved by the Board of Directors and pre-circulated to members. Members were given 30 days to submit any omission or errors and no corrections were received. There being no further corrections from the members present as well, the minutes remained approved as pre-circulated.

**6.0 Business Arising from the Minutes**

There were no business arising from the minutes.

**7.0 Correspondences**

All correspondence received has been responded to and has been placed on file at the NBAD office. They can be viewed upon request.

**8.0 Committee Reports**

All Committee reports were pre-circulated on May 16, 2022 for the members to review in advance. There were no questions or comments regarding any Committee reports. The reports were accepted and placed on file.

## 9.0 Year in Review

### Board Report

Janie St-Onge invited Christine Roherty, President-Elect, to chair the meeting while she presented a report highlighting the NBAD Board achievements during 2021-2022. Janie presented the Board Report. There were no questions or comments regarding the report.

Janie submitted that the 2021-2022 Board of Directors Report be accepted and placed on file. The report was accepted and will be archived.

### Registrar Report and Registry Statistics Report

Nicole Arsenault Bishop, Executive Director and Registrar, presented the Registrar Report and the Registry Statistic Report (see *2021 Annual Report* for more details). There was a question regarding NBAD's policy regarding international candidates should a dietetic program choose to be accredited by an organization other than EQual. The Registrar provided further information about EQual and a brief overview of how candidates would potentially be assessed if graduated from a program that is not recognized by NBAD.

Nicole submitted the 2021-2022 Registrar Report to be accepted and placed on file. The report was accepted and will be archived.

The role of the chairperson was returned to Janie St-Onge.

## 10.0 Finances Report 2020-2021

Vanessa Martel, Treasurer, presented the 2021-2022 Finances Report.

The financial statement completed by the Accountant Michael Briggs and the Review Engagement Report completed by Bringloe Feeney were sent to members on May 16, 2022. There were no questions or comments regarding the report.

Vanessa submitted the 2021-2022 Finances Report to be accepted and placed on file. The report was accepted and will be archived.

## 11.0 Proposed Budget 2022-2023

Vanessa Martel, Treasurer, presented the proposed budget for 2022-2023 which was sent to members on May 16, 2022. There were no questions or comments regarding the proposed budget.

**MOTION:** Vanessa Martel moved that the proposed budget for 2022-2023 be accepted as presented. **SECONDED** by Jensen Thomas. **Majority of proxies and votes during meeting in favor – MOTION CARRIED.**

## 12.0 Nominations Committee Report and Introduction of the 2022-2023 Board of Directors

Ian Wiseman, Member at Large, and Lise Spence, Secretary, reported that Melissa Boudreau submitted her name for the Treasurer position and Esther Adsett submitted her name for the Member at Large position. Lise and Ian asked if there were any further nominations amongst those present.

With no further nominations being received, Mélissa Boudreau was declared Treasurer and Esther Adsett was declared Member at Large by acclamation for the term 2022-2024.

Janie St-Onge presented the 2022-2023 Board of Directors to members:

President – Janie St-Onge  
President-Elect – Christine Roherty  
Past President – Jaclyn Murgatroyd  
Secretary – Lise Spence  
Treasurer – Mélissa Boudreau  
Member at Large – Esther Adsett  
Member at Large – Ian Wiseman  
Lay Representative – Douglas Baker  
Registrar and Executive Director – Nicole Arsenault Bishop  
Alliance of the Canadian Dietetic Regulatory Bodies Representative – Nicole Arsenault Bishop

Janie St-Onge thanked Leah Cain and Vanessa Martel for their years of dedication on the Board of Directors.

### 13.0 Appointment of Accounting Firm

**MOTION:** Karine Arsenault moved to appoint *Michael Briggs and Bringloe Feeney LLP, Chartered Accountants* as accountants for NBAD for the fiscal year ending March 31, 2023.

**SECONDED** by Aline Allain-Doiron. **Majority of proxies and votes during meeting in favor – MOTION CARRIED.**

### 14.0 Appointment of Legal Counsel

**MOTION:** Karine Arsenault moved to appoint *Cox & Palmer* as legal counsel for NBAD for the fiscal year ending March 31, 2023.

**SECONDED** by Pascale Francoeur-Pelletier. **Majority of proxies and votes during meeting in favor – MOTION CARRIED.**

### 15.0 Approval of the Board of Directors Action 2021-2022

**MOTION:** Karine Arsenault moved to approve the action of the Board of Directors for 2021-2022.

**SECONDED** by Gabrielle Michaud. **Majority of proxies and votes during meeting in favor – MOTION CARRIED.**

### 16.0 Motion to grant Board of Directors power to carry out the business of the Association for 2022-2023

**MOTION:** Karine Arsenault moved to grant the Board of Directors power to carry out the business of the Association for 2022-2023.

**SECONDED** by Julia Besner. **Majority of proxies and votes during meeting in favor – MOTION CARRIED.**

### 17.0 New Business

No new business was identified for this meeting.

**18.0 Destruction of Proxies**

**MOTION:** Karine Arsenault moved have the proxies of the 2022 AGM be retained for one year before being deleted from the NBAD website. **SECONDED** by Giselle Powell. **Majority of proxies and votes during meeting in favor – MOTION CARRIED.**

**19.0 Adjournment of the Meeting**

Janie St-Onge, President, officially thanked everyone for participating and asked for a motion to adjourn the meeting.

Ian Wiseman moved that the meeting be adjourned at 1:25 pm.

Respectfully submitted,  
Lise Spence, R.D.  
NBAD Secretary