

**The New Brunswick Association of Dietitians
Minutes of the Annual General Meeting
Via Zoom
June 21, 2023**

1.0 Call to Order

Janie St-Onge, President, welcomed all members present. With 42 Active members represented by proxies and with 38 members present at the meeting (eligible to vote), Janie declared that quorum was met and called the meeting to order at 12:03 pm.

2.0 Notice of Meeting

As per Policy 3.3.3, the Notice of Meeting was circulated to members on May 19, 2023.

3.0 Appointment of Parliamentarian

Esther Archibald 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.

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

5.0 Minutes of Previous Annual General Meeting (June 16, 2022)

The June 16, 2022 Annual 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 19, 2023 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 2022-2023. Janie presented the Board Report. There were no questions or comments regarding the report.

Janie submitted that the 2022-2023 Board of Directors Report be accepted and placed on file. The report was accepted and will be archived.

Registrar Report and Registry Statistics Report

Carolyn Lordon, Interim Executive Director and Registrar, presented the Registrar Report and the Registry Statistic Report.

Carolyn submitted the 2022-2023 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 2022-2023

Vanessa Martel, Treasurer, presented the 2022-2023 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 June 12th, 2023. There were no questions or comments regarding the report.

Vanessa submitted the 2022-2023 Finances Report to be accepted and placed on file. The report was accepted and will be archived.

11.0 Proposed Budget 2023-2024

Vanessa Martel, Treasurer, presented the proposed budget for 2023-2024 which was sent to members on June 12th, 2023. There were no questions or comments regarding the proposed budget.

MOTION: Vanessa Martel moved that the proposed budget for 2023-2024 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 2023-2024 Board of Directors

Christine Roherty reported that Esther Adsett submitted her name for President Elect position for 2023-2025 term. Christine Roherty reported that Ian Wiseman submitted his name for the Secretary position and Rachael Martin submitted her name for the Member at Large position. Lise asked if there were any further nominations amongst those present.

With no further nominations being received, Esther Adsett was declared President Elect, Ian Wiseman was declared Secretary and Rachael Martin was declared Member at Large by acclamation for the term 2023-2025.

Janie St-Onge presented the 2023-2024 Board of Directors to members:

President – Christine Roherty
President-Elect – Esther Adsett
Past President – Janie St-Onge
Secretary – Ian Wiseman
Treasurer – Vanessa Martel
Member at Large – Johanna McLeod
Member at Large – Rachael Martin
Lay Representative – René Comeau
Interim Registrar and Executive Director – Carolyn Lordon
Alliance of the Canadian Dietetic Regulatory Bodies Representative – Carolyn Lordon

Janie St-Onge thanked Jaclyn Murgatroyd and Lise Spence for their years of dedication on the Board of Directors.

13.0 Appointment of Accounting Firm

MOTION: Veronique Furgerson moved to appoint *Michael Briggs and Bringloe Feeney LLP, Chartered Accountants* as accountants for NBAD for the fiscal year ending March 31, 2024.

SECONDED by Stephanie Ward Chiasson. **Majority of proxies and votes during meeting in favor – MOTION CARRIED.**

14.0 Appointment of Legal Counsel

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

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

15.0 Approval of the Board of Directors Action 2023-2024

MOTION: Veronique Furguson moved to approve the action of the Board of Directors for 2023-2024.

SECONDED by Heather Godfrey. **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 2023-2024

MOTION: Veronique Furguson moved to grant the Board of Directors power to carry out the business of the Association for 2022-2023.

SECONDED by Jenna Whitlock. **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: Esther Adsett moved have the proxies of the 2023 AGM be retained for one year before being deleted from the NBAD website. **SECONDED** by Ian Wiseman. **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 1:15 pm.

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