

# WELCOME



## ANNUAL GENERAL MEETING 2008

**Royal Canadian Legion Branch # 10, Miramichi, NB  
1300 hrs, 31 May 2008**

### Package Contents

1. AGM Invitation and Agenda
2. Minutes of Annual General Meeting 2007
3. President's Year-end Summary 2007/2008
4. Financial Report Fiscal Year 2007/2008
5. Annual Plan 2008/2009 (Draft)
6. Budget 2008/2009 (Draft)
7. Biathlon NB Organization Chart April 2008
8. Biathlon NB Critical Objectives and Operating Principles
9. New Biathlon NB Logo Idea



## ANNUAL GENERAL MEETING 2008 – INVITATION AND AGENDA

All members and prospective members of Biathlon New Brunswick are cordially invited to attend the Biathlon New Brunswick Annual General Meeting 2007. Notice of this meeting has been published in the Biathlon NB Annual Plan 2007/2008. This invitation will be posted on the Biathlon NB website.

**Time/Date:** 13:00 hrs, Saturday, 31 May 2008 – expected to be finished by 15:00 hrs.

**Place:** Royal Canadian Legion Branch #10, Miramichi (Newcastle), NB

### Agenda:

1. Call to Order/Preliminaries - Notice of Meeting, Agenda, Review of Minutes of AGM 2007
2. Reports for Season 2007/2008 – President, Financial, Executive, Biathlon Canada
3. SRAL Consultant Comments
4. Sanctioning the Actions of the Executive
5. Biathlon NB Long-term Plan
6. Plans for 2008/2009 – Calendar, Events, Provincial/CWG Teams, Coaches/Officials
7. Budget 2008/2009
8. Policies – Communications, Dispute Resolution
9. AGM Legal Items – Appointment of Auditors, Audit
10. Elections: VP Tech, Treasurer, Officials Chair, Membership Chair, Marketing Chair (President, VP Admin, Secretary have one year remaining in their terms)
11. Ratification of Athlete Representative (previously elected by the athletes)
12. Awards: Male and Female Athlete, Coach, Volunteer and Contributing Organization of the Year, and Builder Awards,
13. Other Business
14. Next Meeting(s)
15. Adjournment

### Notes:

1. The AGM will be conducted according to the principles of Biathlon Canada meeting procedures.
2. All members in good standing of Biathlon New Brunswick are entitled to vote – no proxies.
3. Motions and nominations may be made from the floor by members.
4. Meeting information packages will be sent by e-mail and also will be available at the AGM.
5. For additional information, please contact Ray Kokkonen at:

**Tel: (506)627-0217; Cell: (506)627-6437; Fax: (506)622-6162**  
**e-mail: [biathlon@biathlonnb.ca](mailto:biathlon@biathlonnb.ca) website: [www.biathlonnb.ca](http://www.biathlonnb.ca)**



**ANNUAL GENERAL MEETING 2007**  
**Royal Canadian Legion Branch #10, Miramichi, New Brunswick**  
**13:40 hrs, 19 May 2007**

**MINUTES**

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**ATTENDANCE**

**Voting Members Present (7)**

CUDMORE Rhonda - Treasurer  
DENHOLLANDER Nathan - VP Technical and Officials Chair  
HEPPELL Ron – Coach/Official  
KOKKONEN Ray – President  
LAVIOLETTE Rheal – VP Administration  
LUSHINGTON Mike – Coaching Development Chair/Head Coach  
NADEAU Phillip – Shooting Coach

**Guest**

WISHART Barry – SRAL Consultant

**Regrets**

BELLIVEAU Lisa – Secretary  
HUNTER Wade – Membership Chair  
LABRIE Louis – Marketing and Fundraising Chair  
REVELLE, Ron – Cadet Representative  
SAUCIER Samantha – Athlete Representative

**11051 Route 430 Highway, Trout Brook, NB, E9E 1R5**  
**Tel: (506)627-0217, Fax (506)622-6162, E-Mail: [biathlon@biathlonnb.ca](mailto:biathlon@biathlonnb.ca)**  
**[www.biathlonnb.ca](http://www.biathlonnb.ca)**

## **1. PRELIMINARIES**

### **1.1. Opening**

The meeting was called to order at 1340 hrs, 19 May, 2007 by the President, Ray Kokkonen. He welcomed all members and stated that notice of meeting was verified as having been given to the membership in the minutes of the AGM 2006 and in the Annual Plan.

### **1.2. Approval of Agenda**

The agenda was approved as presented.

**Motion #1: To approve the agenda as presented.**

**Moved by Mike Lushington. Seconded by Rheel Laviolette – Carried**

### **1.3. Review of Minutes**

The minutes of the AGM 2006 were reviewed and approved with the correction under Item 10 that Wade Hunter was elected as the Membership Chair in the by-election.

**Motion #2- To approve the 2005 AGM Minutes as presented .**

**Moved by Rhonda Cudmore. Seconded by Phil Nadeau – Carried**

## **2. REPORTS**

### **2.1. President – 2006/2007 Year-End Summary and Financial Report**

Ray presented his written report which was submitted with the Funding Model 1 application to SRAL as a year-end 2006/2007 summary, and which is attached to these minutes. As well, he tabled the financial report for the past fiscal year.

### **2.2. Vice President Administration**

Rheel Laviolette spoke about the organization of the Canadian Championships in Charlo.

### **2.3. Vice President Technical**

Nathan DenHollander tabled a draft long-term technical plan for Biathlon NB – motion appears at Item 5. As well, he tabled the draft plan for the 3<sup>rd</sup> Atlantic Training Camp and discussed the possibility of an Atlantic Cup circuit. In conclusion, he recommended that the Cooper Test be adopted as the tool for testing NB athletes at training camps.

**Motion #3 – To adopt the Cooper Test as the tool to be used for testing NB athletes' fitness.**

**Moved by Mike Lushington. Seconded by Rhonda Cudmore – Carried**

### **2.4. Head Coach**

Mike presented a written report for the past season and verbally highlighted various strengths and weaknesses in Biathlon NB operations over the past year particularly the NB Team performance at the Canadian Championships. He discussed how to improve athlete numbers and motivation, and how improvements could be made in coaching. As well, he emphasized the requirement to have more established clubs in NB. He stated that he would remain as the Head Coach for at least the next two years.

### **2.5. Shooting Coach**

Phil Nadeau discussed various aspects of shooting and the control of Biathlon NB firearms.

### **2.6. Biathlon Canada**

Ray reported about the general situation in Biathlon Canada.

### **3. COMMENTS BY THE SRAL REPRESENTATIVE**

Barry Wishart, the SRAL Consultant, briefed the members. Specifically, funding to Biathlon NB will be about the same as last year. He discussed the various highlights of the past season – the Canada Winter Games, Canadian Championships and the acquisition of the SPDP grant by the Oromocto Biathlon Club. As well, he commented that the long-term plan initiative is good and should be developed more with all of the components being consolidated. Additionally, Barry provided advice on financial management, budgeting, financial reporting and long term planning. He discussed the potential benefits of closer cooperation between CCNB and Biathlon NB. The President sincerely thanked Barry and acknowledged that his guidance has been a tremendous help for Biathlon NB.

### **4. SANCTIONING THE ACTIONS OF THE EXECUTIVE**

After the reports the following motion was made.

**Motion #4 – To sanction the actions of the Executive for FY 2006/2007.**

**Moved by Mike Lushington. Seconded by Phil Nadeau – Carried.**

### **5. BIATHLON NB LONG-TERM PLAN**

The plan tabled by the VP Technical was discussed.

**Motion #5 – To approve in principle the Biathlon NB long-term technical plan as presented which will be reviewed further at the Atlantic Training Camp.**

**Moved by Nathan DenHollander. Seconded by Mike Lushington – Carried**

### **6. ANNUAL PLAN FOR 2007/2008**

The Annual Plan for 2007/2008 was presented, reviewed and approved as amended, and is attached to these minutes. This motion is in principle as there are many factors that may impact the overall plan including dates not set by other agencies, such as Biathlon Canada, and budgetary concerns.

**Motion #6 – To approve the annual plan for 2007/2008 as presented and amended.**

**Moved by Nathan DenHollander. Seconded Rhonda Cudmore – Carried.**

### **7. BUDGET 2007/2008**

The budget for Fiscal Year 2006/2007 was presented, reviewed and amended.

**Motion #7 – To approve the budget for FY 2007/2008 as presented and amended, in principle, subject to necessary program changes.**

**Moved by Rhonda Cudmore. Seconded by Nathan DenHollander – Carried.**

### **8. ORGANIZATIONAL**

#### **8.1. Awards Policy**

A draft awards policy was tabled by Ray and was discussed.

**Motion #8 – To approve in principle the Awards Policy as presented and to continue refining it.**

**Moved by Rheal Laviolette. Seconded by Phil Nadeau – Carried.**

#### **8.2. Communications Policy**

Various aspects of draft communications policy created by Wade Hunter were discussed with a consensus that more work was required.

#### **8.3. Dispute Resolution Policy**

It was discussed that Biathlon NB would follow the development of the Biathlon Canada dispute resolution policy and use it in principle.

## **9. AGM LEGAL ITEMS**

### **9.1. Appointment of Auditors**

The firm of Irene McArdle, Financial Services in Miramichi was recommended by Ray.

**Motion #9 – To appoint Irene McArdle of Miramichi as the Auditors for 2006/2007**

**Moved by Phil Nadeau. Seconded by Rheal Laviolette – Carried**

## **10. ELECTION OF OFFICERS AND RATIFICATIONS**

### **10.1. Election of Officers**

The following persons were elected to the Executive, all by acclamation:

President – Ray Kokkonen

VP Admin – Rheal Laviolette

VP Tech – Nathan DenHollander

Secretary – Lisa Belliveau

Coaching Chair – Mike Lushington

Officials Chair – Nathan DenHollander

Marketing Chair – Ron Revelle

NOTE: Treasurer Rhonda Cudmore and Membership Chair Wade Hunter have one year remaining in their term and were not required to be elected at this AGM.

### **10.2. Ratification of Athlete Representative**

Samantha Saucier was elected by the athletes as the Athlete Representative and presented to the AGM for ratification.

**Motion #10 – To ratify the appointment of Samantha Saucier as a voting member of the Executive. Moved Mike Lushington, Seconded Nathan DenHollander - Carried**

NOTE: Samantha will be able to remain in the position only until the Atlantic Training Camp.

## **11. AWARDS**

The annual awards for 2006/2007, determined by the Executive were announced to the AGM:

Female Athlete of the Year - Samantha Saucier

Male Athlete of the Year - Gord Eagle

Coaches of the Year - Line Beattie, Phil Nadeau

Volunteer of the Year - Marc Levesque

Contributing Organization - Infantry School, Combat Training Centre, CFB Gagetown

Builder Award - not given at AGM but later awarded to Lisa Belliveau

## **12. OTHER BUSINESS**

No additional business was tabled.

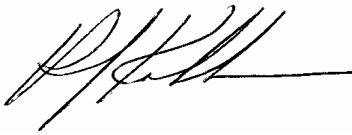
### 13. NEXT MEETINGS

The next meetings were tentatively set as below with locations to be determined.  
Planning Meeting – April 2008  
Annual General – 24 May 2008

### 14. ADJOURNMENT

The President thanked the members very much for their excellent work and adjourned the meeting at 1500 hrs.

**Moved by Mike Lushington. Seconded by Phil Nadeau**



Ray Kokkonen  
President

original signed by: Rheel Laviolette  
VP Administration

**ATTACHMENTS:** A. President's Year End Summary 2006/2007  
B. Annual Plan 2007/2008  
C. Budget 2007/2008

**DISTRIBUTION:** BNB Executive  
BNB Website for all Members  
Barry Wishart, SRAL Consultant  
Biathlon Canada



**BIATHLON**

*Nouveau-New BRUNSWICK*

**To all Biathlon NB Members**

## **FISCAL YEAR AND SEASON 2007/2008 - YEAR END SUMMARY**

### **GENERAL**

Biathlon Nouveau-New Brunswick has completed a highly successful year in 2007/2008 despite a very tiring and demanding season in 2006/2007. Many productive activities took place, significant athlete competitive performance was achieved and very important cooperation has been continuing among the three Maritime provinces and between Cross Country NB and Biathlon NB.

### **MEMBERSHIPS**

Overall, Biathlon NB membership remained generally the same at slightly over 200 during 2007/08 but the number of athletes had to be limited because of insufficient rifles. The highlights of the season were our team's participation at the 1<sup>st</sup> Atlantic Cup (several medals) and NB Championships in Charlo, the Eastern Canadian Championships (2 medals) in Valcartier and the Canadian Championships at the 2010 Olympic Winter Games site in Whistler, BC.

### **ACTIVITY SUMMARY**

The following events and activities were conducted during 2007/08

- An Annual General Meeting and three Executive meetings.
- Two athletes' meetings led by the Athlete Representative
- Two Level 2 Technical Seminars
- Two Basic Officials and One Advanced Officials Courses
- An officials Instructor Course hosted by the Atlantic Region Cadets in Halifax
- Hosting of the 1<sup>st</sup> Atlantic Cup and NB Championships in Charlo
- Staging biathlon demonstrations at two cross country events
- Three training camps
- The purchase of five air rifles

### **FINANCIAL**

Finances for FY 2007/2008 in outline as of 4 April 2008, were as follows

Revenues:	<b>\$ 32389.22</b>
Expenditures:	<b>\$ 21218.82</b>
Balance	<b>\$ 11170.40</b> (this is not a final figure as there are outstanding transactions)

### **CONCLUSION AND FUTURE OUTLOOK**

Thank you all for making the past year a success. The future looks promising but I ask that each one of you to continue to work hard to achieve our individual and mutual goals.

Ray Kokkonen  
President, 8 April 2008

**BIATHLON NEW BRUNSWICK  
FINANCIAL REPORT for FY 2007/2008**

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**SUMMARY**

<b>SRAL Core Funding for 2005/2006:</b>	<b>\$ 12000.00</b>
<b>SRAL Special Development Grant (with CCNB)</b>	<b>\$ 3333.00</b>
<b>Balance on 4 April 2006</b>	<b>\$ 4373.62</b>
<b>Other Revenues/Sponsorships:</b>	<b><u>\$ 12682.60</u></b>
<b>TOTAL 2007/2008 REVENUES:</b>	<b><u>\$ 32389.22</u></b>

**TOTAL 2006/2007 EXPENDITURES:** **\$ 21218.82**

**BALANCE (NOT FINAL – ABOUT \$7000 TRANSACTIONS REMAIN):** **\$ 11170.40**

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**EXPENDITURES BY CATEGORY AND PERCENTAGES OF EXPENDITURES**

Category	Expenditures	%
<b>Team Activities and Supplies</b>	<b>\$11012.94</b>	<b>52 (66%)</b>
- T1 Easter Camp, Apr 2007	(approximately \$3000 more outstanding)	
- T2 Atlantic Camp, Oct 2007		
- T3 On-snow Camp, Dec 2007		
- T4 1 <sup>st</sup> Atlantic Cup and NB Championships, Jan 2008		
- T5 Eastern Canadian Championships, Mar 2008		
- T6 Canadian Championships, Mar 2008		
- Rifles, Ammunition, Waxes		
<hr/>		
<b>Officials</b>	<b>\$ 449.00</b>	<b>2 (most costs borne by Cadets)</b>
- 2 Basic Officials Courses, Nov 07, Feb 08 (with Cadets)		
- Biathlon Instructor Course, Sep 07 (with Cadets)		
- Advanced Officials Course, Jan 08 (with Cadets)		
<hr/>		
<b>Coaching Development</b>	<b>\$ 1429.00</b>	<b>7 (most costs borne by Cadets)</b>
- Level 2 Technical, May 07		
- Level 2 Technical, Aug 07		
- Community Gold Coach, Oct 07 (with Cadets)		

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<b>NSO, Affiliations, Memberships, Events</b>	<b>\$4803.11</b>	<b>22</b>
- Sport NB Membership	114.00	
- Biathlon Canada Affiliation/Event Fee 2007/08	1339.11	
- Biathlon Canada Memberships 2006/07	3350.00	(yet to be paid for FY 2007/2008)

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<b>GENERAL ADMINISTRATION</b>	<b>\$3524.77</b>	<b>17</b>
Website, Telephone, Bank Fees, Meetings, Misc.		

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<b>TOTAL EXPENDITURES</b>	<b>\$ 21218.82</b>	<b>100 %</b>
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<b>SURPLUS</b>	<b>\$ 11170.40</b>
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<b>TOTAL REVENUES</b>	<b>\$ 32389.22</b>
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### REVENUES BY SOURCE

Balance on 4 April 2007	\$ 4373.62
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SRAL Core Funding 2005/2006	\$ 12000.00
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SRAL Special Development Grant	\$ 3333.00
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Team and Membership Income	\$ 11408.50
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Sponsorships	\$ 1270.00
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Bank Interest	\$ 4.10
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<b>TOTAL REVENUES</b>	<b>\$ 32389.22</b>
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<b>CURRENT SURPLUS:</b>	<b>\$ 11170.40</b>
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**APPROXIMATE PROJECTED SURPLUS FOR FY 2007/2008: \$4000**

**NOTE:**

A number of payments, particularly NB Team expenses for the Canadian Championships 2008 and Biathlon Canada membership fees amounting to approximately \$7000 total, remain to be made and some additional revenues, primarily from memberships, will be acquired. As well, some relatively minor claims remain to be paid.

## BIATHLON NEW BRUNSWICK ANNUAL PLAN FOR SEASON 2008/2009

### 2008

#### April

12/13	Training Camp	Charlo
Throughout	Local Training	Home Locations

#### May

1-4	Biathlon Canada Planning Meeting	Ottawa
15	Biathlon NB Planning Meeting	Conference Call – 1900 hrs
17	Training Camp	Charlo (one day only)
31	Biathlon NB AGM	Miramichi
Throughout	Individual and Regional Training	Home locations, Club Coaches

#### June

4 – 8	Biathlon Canada AGM	Ottawa
Throughout	Individual and Regional Training	Home locations, Club Coaches

#### July

Throughout	Individual and Regional Training	Home Locations, Club Coaches
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#### August

22-24	4 <sup>th</sup> Atlantic Training Camp	TBA – with CCNB?
Throughout	Individual and Regional Training	Home Locations, Club Coaches

#### September

TBA	Basic Officials Course	TBA
Throughout	Individual and Regional Training	Home Locations, Club Coaches

#### October

TBA	Fall Training Camp	Miramichi ?
Throughout	Individual and Regional Training	Home Locations, Club Coaches

#### November

15	NB Cadet Zone Trails	Various Locations
Throughout	Individual and Regional Training	Home locations, Club Coaches

#### December

TBA	Community Gold Coaching	TBA
6/7	On-snow Training Camp	Charlo

### 2009

#### January

2 – 4	Atlantic Cup and NB Championships	Charlo
TBA	Coach Level 2 Technical	Charlo
TBA	Advanced Officials Course	TBA
Throughout	Training and Competitions	Individual and Regional Basis
30 – 1 Feb	NB Cadet Championships	Charlo

#### February

6-8	Eastern Canadian Championships	Charlo
13-15	NS/PE Cadet Championships	Brookvale, PE

#### March

1-8	Cadet National Championships	Valcartier
TBA	Easter/Spring Training Camp	Charlo (alternate beginning-April)
25-29	Canadian Championships	Valcartier – Selected Team

#### April

TBA	Biathlon NB Planning Meeting	TBA
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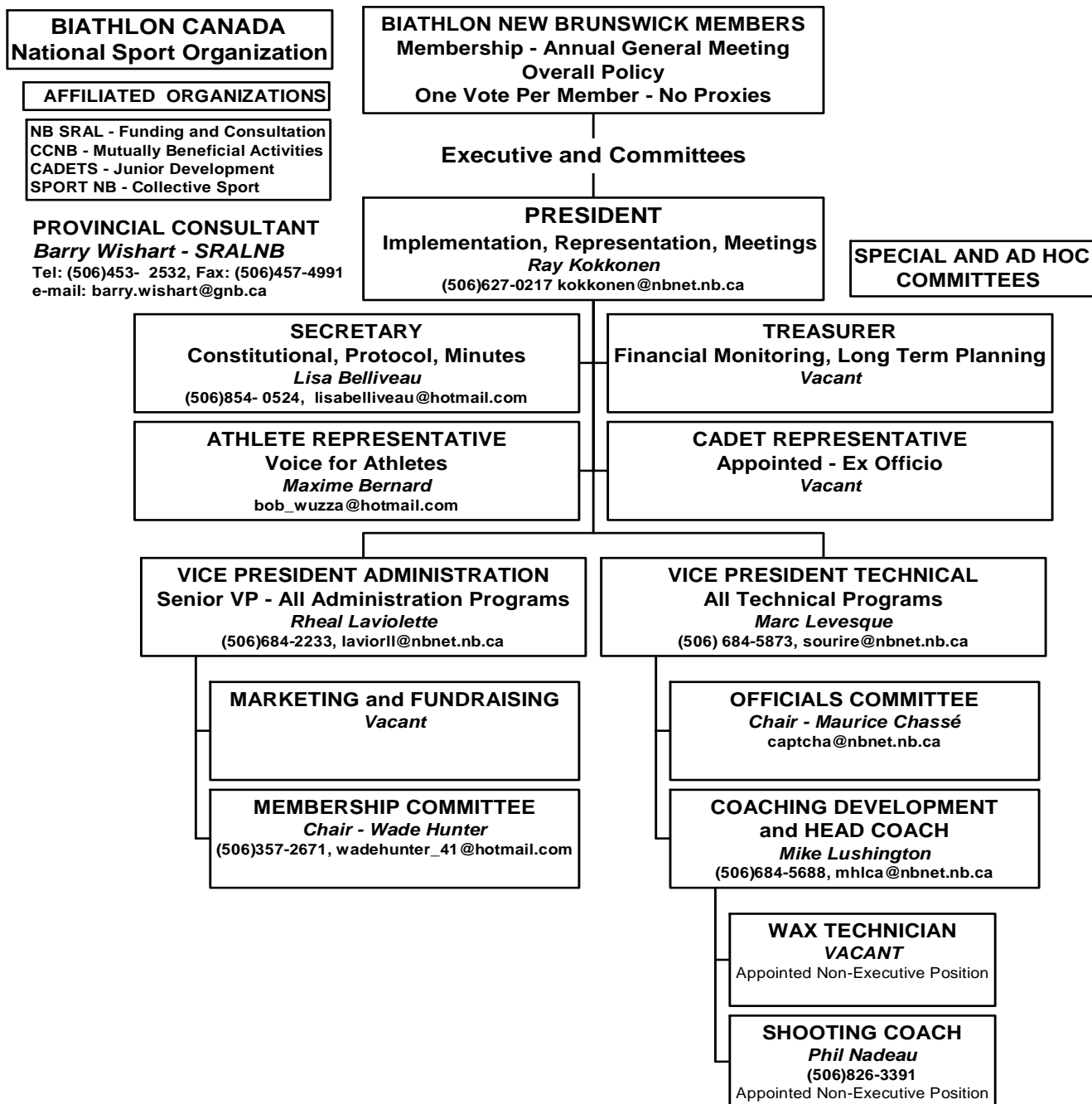
#### May

TBA	Biathlon NB AGM	TBA
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**BIATHLON NEW BRUNSWICK**  
**DRAFT BUDGET FY 2008/2009 - BY PROJECT CATEGORIES**

REVENUES	IN	EXPENDITURES	OUT
CURRENT BANK BALANCE: as of 4 April 2008	11170.00	MEETINGS: 3 X Executive and AGM	2400.00
SRAL: <b>Estimated</b> Core Funding 2008/2009	12000.00	TEAM 1: Easter Camp – Charlo, April 2008	2000.00
CAMP FEES: 5 Camps @ \$50 x 15 Athletes	3750.00	TEAM 2: Spring Camp – Charlo, May 2008	1000.00
COMPETITION FEES: 3 Events @ \$75 x 15	3375.00	TEAM 3: Atlantic Camp – TBA, August 2008	3000.00
MEMBERSHIPS: Estimated	4000.00	TEAM 4: Fall Camp – Miramichi ?, October 2008	2500.00
SALES: Toques, Pins, etc.	500.00	TEAM 5: Snow Camp – Charlo, December 2008	2500.00
FUNDRAISING AND SPONSORSHIPS	5000.00	TEAM 6: NB Championships – Charlo, January 2009	2500.00
		TEAM 7: Eastern Canadians – Charlo, February 2009	3000.00
		TEAM 8: Canadian Championships Valcartier, March 2009	4000.00
		PATRICK COTE ASSISTANCE	1500.00
OFFICIALS AND COACHES TRAINING: 4 Courses	3000.00	OFFICIALS AND COACHES TRAINING: 4 Courses	3000.00
		BIATH CAN MEMBERSHIPS: For 2007/2008 (202 members)	4220.00
		WAXES, AMMUNITION, EQUIPMENT (2 Rifles, etc)	6000.00
		GENERAL ADMINISTRATION: Photocopy, phone, website, admin, km, etc	4000.00
<b>REVENUE TOTAL</b>	<b>42795.00</b>	<b>EXPENDITURE TOTAL</b>	<b>41620.00</b>
		<b>PROJECTED SURPLUS</b>	<b>1175.00</b>

# BIATHLON NEW BRUNSWICK ORGANIZATION – APRIL 2008





## **CRITICAL OBJECTIVES AND OPERATING PRINCIPLES (Version 2008)**

### **MISSION STATEMENT**

**The mission of Biathlon New Brunswick is to promote, develop and govern all aspects of Biathlon in New Brunswick to the highest standard of excellence.**

### **CRITICAL OBJECTIVES AND OPERATING PRINCIPLES**

<b>1</b>	To establish and perpetuate an effective, democratically and ethically based organizational structure with the largest possible number of members and which incorporates gender equity, the official languages of New Brunswick, the aboriginal peoples of New Brunswick and the disabled, and which is free of discrimination, abuse, harassment and the use of prohibited substances
<b>2</b>	To establish and perpetuate an athlete delivery system to produce the best possible competitors for provincial and national events, and for the Canada Winter Games.
<b>3</b>	To establish and conduct a recruiting, training and administration system for officials, coaches and volunteers.
<b>4</b>	To establish and operate an annual and long term program of activities for all members.
<b>5</b>	To implement an annual plan of biathlon and organizational programs for athletes, coaches, officials and volunteers, every year, and which includes selection of a provincial team and Canada Winter Games team as appropriate, a provincial championships, athlete representation at the Canadian Championships, training courses for coaches and officials, and at least three Executive meetings and an Annual General Meeting.
<b>6</b>	To identify existing facilities and promote, develop and assist in the development of Biathlon facilities in New Brunswick.
<b>7</b>	To establish and operate a system of representation and liaison with all organizations and agencies that have an impact on Biathlon New Brunswick, including yearly representation at the Biathlon Canada Board of Directors meeting and Annual General Meeting and a reciprocally beneficial interface with the Cadet movement, Cross-Country New Brunswick and the other Atlantic provinces.
<b>8</b>	To produce a sound, effective and democratic constitution and by-laws as soon as possible, to incorporate as soon as possible, and to explore and exploit all possible and potential sources of revenues and resources with the goal of becoming financially independent as soon as possible.

