



BC Athletics Board of Directors Meeting – January 23, 2016
Fortius Sport & Health/Athlete Development Centre, Barcelona Boardroom
Minutes

Attending in person: Greg White, Chair; Jim Hinze, Vice Chair; Brian McC Calder, President/CEO; Carey Dillen, Director Finance; Randy Longmuir, Director Programs & Technical Development; Chris Winter, Director Marketing and Communications; Paul Mathias, Director Planning and Administration; Delores Sebellin, Director Events & Promotions; Sanda Turner, Director Zones 3, 4, 5; Jordan Meyers, Director Zones 3, 4, 5; Neal Currie, Director Zone 7 & 8; Katelynn Ramage, Athlete Director

Regrets: Roberta Tetlock, Director Zones 1 & 2; Tyler Heisterman, Director Zone 6; Evan Dunfee, Athlete Director; Sam Collier, Manager Registration and Membership Services; Garrett Collier, Technical Manager Track & Field; Maurice Wilson, Technical Manager Road and Cross Country Running; Meghan Butterworth, Run Jump Throw Coordinator; Jennifer Schutz, Coaching Education Coordinator; Richard Lee, Coach, BC Endurance Project

- 1. Meeting was called to order at 9:06am**
- 2. Introductions were made.**
- 3. No additions to the agenda.**
- 4. Adoption of the agenda – C. Winters/N. Currie – Passed**
- 5. Approval of the Board of Directors Minutes of**
 - a. November 14, 2015 – Circulated. Motion to approve – J. Hinze/ R. Longmuir. It was noted that N. Currie was in attendance. J. Meyers, K. Ramage and C. Winters – Abstained. – Passed
- 6. Receipt of the Executive and BCA Committees meeting minutes of:**
 - a. Masters Committee Meeting – January 13, 2016 – Circulated
 - i. Noted that the heading, 2016 BC T&F Championships, in the minutes should read 2016 BC Masters T&F Championships
 - b. BC Athletics 2015 AGM – December 4 & 5, 2016 – Circulated
Noted as Received.
- 7. Business arising from the minutes**
 - a. Voting for Committees to be referred to the Governance Committee – Next meeting is Thursday, January 28, 2016. It was noted that Carey Nelson will be staying on the Governance Committee and Paul Mathias is joining the committee.
 - b. Updating 2nd Claim BC Athletics Club Rules – BCA Rules 24.5 (a) and 24.5 (b) - Completed

8. Correspondence

- a. None

9. Reports:

- a. Chair of the Board of Directors – Greg White

- i. Written Report circulated

1. Items of Note

- a. All positions on the Board are filled.
- b. Question asked about the new track for the City of Vancouver. Chair provided background and further information about the matter. Wish to have a local club work with the City/facility, ensure access concerns are met, and if using the Churchill facility, having a user group to champion it.
- c. Chair was in Seattle and was able to drop by the University of Washington meet. Plans to attend again next weekend.
- d. If referring to the program Run Jump Throw Wheel, it is now to be referred to as Run Jump Run Throw Walk Wheel.
- e. Athletics Canada Branch Council Meeting January 2016 – Significant issue noted with the roll out of the Road Running Badge systems as the original document did not mention sanctioning. Confirmed that the events do have to be sanctioned by the Province so it has been requested that the documents be revised to reflect this.
- f. Canadian Track & Field Championships are in Edmonton in July 2016 so the Branch members have requested the AGM be around that.
- g. Board Liaisons:
 - i. Officials Committee – Chair reached out to ask Jordan Meyers.
 - ii. Track & Field Committee – Randy Longmuir agreed to continue.
 - iii. Cross Country Committee – Sanda Turner agreed to continue.
 - iv. Road Running Committee – Paul Mathias agreed to continue.
 - v. Masters Committee – Jim Hinze agreed to continue.
 - vi. Junior Development Committee – Chair asked Tyler to continue.
 - vii. Chair noted if any of the Directors are unable to attend a committee meeting, to please contact him, as he is available to attend in their place.
- h. Chair noted as an addition to his report, it is a requirement of BC Athletics to have a Criminal Records Check done and this was noted previously to the Board of Directors but he was not sure if this has been actioned. The Chair asked the Board members to do so if they haven't already.

- b. Vice Chair of the Board of Directors – Jim Hinze

- i. Nothing to report

- c. Directors Reports:
 - i. Zone Directors
 - 1. Roberta Tetlock – Division 1 & 2
 - a. Written Report circulated
 - i. Items of Note
 - 1. Brian McCalder noted the issue with the Trials Meet, noted in the zone report, has been resolved for this year but going forward will have to look at alternatives.
 - 2. Sanda Turner & Jordan Meyers – Division 3, 4, 5
 - a. Written Report circulated
 - i. Items of Note
 - 1. Further discussion has been held on the matter of a newsletter: looking to call it a bulletin instead of newsletter, making further considerations to the target audience, and potentially using the Registrar's email. Chair noted the concern that if the newsletter/bulletin is open to the public, it should be monitored with regard to content and if Zones are going to go ahead, it was strongly recommended that they work with the Director of Marketing & Communications to ensure all communications are in line with the overall provincial strategy. Brian McCalder noted that although the intention of not sending it via the President of the Clubs is understood, it was stipulated not to exclude them from the email.
 - 2. To the point noted on the Technical Manager Report, the Lower Mainland Cross Country Series had a Treasurer who resigned 18 months ago, the bank accounts were closed and the funds were transferred back to BC Athletics. Until a new Treasurer is appointed, BC Athletics has been providing resources to administer the funds. Maurice Wilson has not been able to find anyone but Jordan Meyers and Sanda Turner will be reaching out to contacts to hopefully find someone willing to take on the roll. Sanda Turner, as the Liaison to the committee, will take this matter back to them with the deadline of an update for the next Board of Directors meeting.
 - 3. Tyler Heisterman – Division 6
 - a. No Report
 - i. Items of Note
 - 1. Randy Longmuir noted there was nothing of significance happening in the Zone however he has a major concern with the potential

burnout in the Nanaimo Track and Field Club. Chair noted this be used as a case study and requested feedback be provided to the Directors at the fall Board of Directors meeting.

4. Neal Currie – Division 7 & 8
 - a. Oral Report given
 - i. Prince George had two active coaches and officials leave the province, which decreases the numbers in the community.
 - ii. Chair asked if there had been some traction in Prince Rupert area and Neal reported that there might be something for possibly a Summer Games year.
 - ii. Athlete Directors
 1. Katelynn Ramage
 - a. Oral Report given
 - b. Introduction and summary of athlete experience given.
 - c. Requested to update athletes with a timeline for information and what's going on but also to hold accountable to when information is noted to be provided.
 - d. Working on open communication between athletes and the Board. Chair recommended to speak with the Director of Marketing and Communications to ensure organization of the information circulated.
 - e. Jordan Meyers noted the Road Running Committee is always looking for new members and would like to see more athletes join, so if anyone knows of athletes who might be interested, please let them know.
 - f. Brian noted the IPS deadline was extended to the end of January and that representatives met with Athletics Canada and came to an agreement on the IPS criteria.
 2. Evan Dunfee
 - a. No Report
 - b. Katelynn Ramage and the Chair provided a high-level introduction and summary of Evan's athlete experience.
- d. Finance Report – Brian McCalder
 - i. Budget Summary as at November 30, 2015:
 1. Financial Statement Summary – Including Projections to March 31, 2016 – Circulated
 - ii. Items of Notes to Budget
 1. Whole budget is divided by 12 for the per month amounts so it was noted that this is not a true monthly representation.
 2. Compared to the previous year, the biggest revenue gap was noted in Membership due to the delay on club renewal fees (individual membership revenue is up).
 3. With expenses, BC Team programs are off by about \$26,000 and special programs increased due to the Western Canada Games uniforms.

4. Still project a surplus position due to more grant money and funding coming in and projected expenses are higher due to staffing increases.
- iii. BC Government/ViaSport Funding Update
 1. Core funding contribution – Brian McCaLder provided an overview and update.
 2. Enhanced Funding – Provincial and Regional Coach Positions
 - a. Brian McCaLder provided an update and noted the Regional Coach support is in jeopardy unless other funding is sourced.
- iv. Gaming Reconsideration for 2015-2016 Gaming Grant
 1. Brian McCaLder to follow up as reasons noted are not correct and does not want incorrect information to compromise next year.
- e. Administration & Planning – Paul Mathias/Brian McCaLder
 - i. No Report
 - ii. Strategic Plan Update – Brian McCaLder
 1. Scorecard was provided at the AGM and 70-80% targets surpassed. Need to start, sometime after March, the process for the next quad of the strategic planning. New plan will need to be initiated and approved to begin April 1, 2017.
 - iii. Human Resources – Brian McCaLder
 1. Part Time Staffing Update – Provided
 - iv. Planning Committee Working Group – Officials Recruitment, Training and Retention – re-engagement of working group February 2016
 1. Noted that a lot of work regarding the whole officiating program has been undertaken Nationally and will be brought forward.
 - v. Governance Review – Update
 1. Working group to meet this week with hopes of a more comprehensive report for the next Board of Directors meeting. Almost ready to send out the second stage of the survey.
 - vi. AGM – 2016
 1. Organizing Committee
 - a. New Venue required for potentially the meetings and the Awards Banquet as the event has outgrown the current venue space. Noted Delores will assist with looking at options (see Events and Promotions report).
 2. Venue for:
 - a. Meetings – TBA
 - b. Awards Banquet - TBA
- f. Membership Report – Sam Collier
 - i. Written Report circulated
 1. No Items of Note
 - ii. Total Individual Membership #'s – YTD – Current – Circulated
 - iii. Total Club Membership #'s – YTD – Current – Circulated
 - iv. Approval of Club and Individual Membership
 1. 2016 New Individual Memberships
 - a. Motion to approve the list of individual membership to January 22, 2016 as provided - J. Hinze/J. Meyers. Question asked in camera and Brian McCaLder responded. – Passed

- b. It was noted that if any of the Board of Directors haven not renewed their membership, to please do so with Staff.
- 2. 2016 Club Membership and & School Memberships
 - a. Brian McCalder noted a majority of the clubs have not finalized either their payments, previous outstanding invoices, or don't have all their members in place.
 - b. Motion to approve the list of club memberships to January 22, 2016 as provided, pending compliance with meeting all the requirements and the payment of any overdue invoices – C. Dillen/N. Currie – Passed.
 - c. Three new Club Memberships for approval.
 - i. Motion to approve the new Club Membership for Victoria Speed Project – P. Mathias/C. Winter. Discussion held – Passed
 - ii. Motion to approve the new Club Membership for Squamish Track & Field Club – C. Winters/J. Hinze – Passed
 - iii. Motion to approve the new Club Membership for Ultra Throws Club – J. Meyers/R. Longmuir – Passed
 - v. Key Indicators – Emerging Trends
 - vi. Major Initiatives
 - vii. Urgent Matters – None Reported

Note: Meeting was recessed for lunch at 11:43am and then reconvened at 12:17pm.

- g. Marketing & Communications – Chris Winter/Brian McCalder
 - i. No Report
 - 1. Chair suggested looking into developing a social media strategy.
 - ii. Planned Initiatives:
 - 1. Event Sponsorship Initiatives – Updates
 - a. Proposal sent to the Resort Municipality of Whistler to request increased funding.
 - iii. Outcomes
- h. Programs & Technical Development – Randy Longmuir/Brian McCalder
 - i. Run Jump Throw Walk Wheel – Meghan Butterworth
 - 1. Written Report circulated
 - a. Items of Note
 - i. Staff working with Meghan to help get more reporting on the participation in this area.
 - ii. Track & Field – J.D. to Masters
 - 1. Junior Development – Tyler Heisterman
 - a. Track & Field
 - b. No Report
 - i. Chair noted he attended the last Junior Development Committee meeting and the Junior Development Awards Ceremony.
 - 2. Track & Field (15 to 35 yrs) – Garrett Collier
 - a. Written Report circulated
 - i. Items of Note
 - 1. Randy Longmuir noted there was considerable discussion at the Track & Field meeting around reducing the Midget awards

(32 last year). Recommendation that this was not the time for that and maybe a few years down the road. Received acquiescence and some support.

2. Randy also noted the Track & Field Committee Chair was going to reach out to potential candidates for committee positions available.
3. Question asked about note in report to the Hershey Youth Series will take place during the BCHS Combined Events Championships in May. Brian McC Calder commented and noted he would follow up with Garrett.

iii. Road and Cross Country Running – Maurice Wilson

1. Written Report circulated

a. Items of Note

- i. Jordan Meyers, on behalf of the Road Running Committee, noted he and Cliff Cunningham had a call with CCS regarding the doping procedures and to discuss their interest in carrying the results. Will be presenting a program on anti doping controls with random testing to the membership through the Road Running Committee. Second piece of this initiative will be, with all the races involved, to include a massive education piece, which Jordan hopes to have in place by midyear. Chris Winter raised the concern around the cost related to a positive test results and Jordan advised that would be addressed with CCS taking on the result management, which meets the insurance concerns. Jordan confirmed the event producer bears the testing cost and is looking at provincial and national grants before asking the PSO for funding. Testing costs are straight forward, however the education piece to the participants and others involved and ensuring event participants acknowledge their involvement in the testing has a much more varied cost.
- ii. Brian McC Calder brought the Board's attention to the document attached to Maurice's report regarding the Bid to host the 2018 World Mountain Running Championships in Golden, BC. It was noted that a second page, which notes the support BC Athletics might be able to provide, was missing but would be circulated to the Board.

iv. Officials – Chris Winter

1. No Report

v. Coaching – Jennifer Schutz

1. Written Report circulated

a. Items of Note

- i. Brian McCalder noted the initiatives highlighted in Jen's report were inline with the Strategic Plan. Brian also noted on page 3, under 2017 Courses, 2017 Special Notes, the second bullet should read just Canada Games Year and under 2018 Courses, 2018 Special Notes, the second bullet should read Prep Year for Western Canada Games, not Canada Summer Games Year. Brian noted that the Western Canada Games would be held in 2019.
 - ii. Brian brought the Board's attention to #2 under Coach Development as Jen was requesting the Board consider increasing the power and efficacy of the current policies with these suggestions.
 - 1. Regarding point 1), Brian noted that the system was currently set up for the coaches to enter their NCCP number and the system could stop them from proceeding in 2017 if the NCCP number was not in the database (therefore unable to register as a coach member of the association). Brian also noted that Coaches did not have to take the course in order to enter their NCCP number.
 - 2. Regarding point e), Brian noted that the club applications have an area for coaching education, however this is not being completed. Jen is looking to connect to a person within the club who has that portfolio and wants to request identification of that person.
- vi. Performance Hubs/Programs/Regional Centres – Brian McCalder
 - 1. BC Endurance Project – Richard Lee
 - a. Written Report Circulated
 - 2. Throws – Kamloops Athlete Based Performance Group
 - 3. Hubs (Western – Victoria)
 - a. Victoria National Endurance Centre – Camps and Athletics Canada NetGen Program
 - b. IPS Target Athlete Program – Alignment of BC Athletics Standards feeling those of Athletics Canada
 - 4. B.C. Regional
 - a. Interior – Kamloops – Gary Reed, Regional Coach Middle Distance and Cross Country
 - i. Written Report Circulated
 - b. Fraser Valley – Abbotsford – Ziggy Szelagowicz, Regional Coach – Jumps and Combined Events
 - i. Written Report Circulated
- i. Events & Promotions – Delores Sebellen
 - i. Oral Report given
 - ii. Planned Initiatives – AGM 2016
 - 1. Grand Villa being considered as a potential new venue, however there are many annual holiday events already booked. Looking at potentially moving the date of the AGM. Discussion held around

the timing of the AGM. Has been held in later January but felt that it might be more taxing on the staff. It was noted the AGM has also been held in November, which has implications on the timing of other awards.

2. Other venues are being looked at but consideration is also being given to being central and accessible to all members. Delores will speak to Sam Collier to look at the attendance numbers from past years. Chris Winters suggested the Westin in Richmond.
 3. Discussion took place around the needs for the AGM and the banquet and considering holding the events at two different locations. Jordan Meyers offered suggestions from the Triathlon BC Gala, which raises enough funds for the event and also provides additional fundraising. Discussion taken offline as Chair noted location might only be able to be changed for the 2016 AGM with potentially other changes for 2017. Chair asked for any additional feedback or ideas to be given to Delores.
- j. Athletics Canada Update – Greg White & Staff
- i. AC SAGM Follow Up
 1. As provided as part of the Chair's report, was able to spend some time with the High Performance Team. Questions were raised about the combined events being held separately from the Track & Field championships. Among the athletes there were mixed feelings to having a separate event or at Nationals. Holding the event separately seemed to be better for the high performance athletes due to being earlier. Chair noted there would likely be more discussion in the future.
 - ii. Call for AC Annual Awards and AC Hall of Fame Nominations – Deadline January 24, 2016 See: <http://athletics.ca/athletics-canada-now-accepting-nominations-for-annual-awards-and-hall-of-fame-class-of-2016>
 - iii. Chair also noted Athletics Canada was changing their appeal process by contracting a commissioner's office.
 - k. Sport BC Update – Greg White, Carey Dillen & Brian McCaldar
 - i. Sport BC Athlete of the Year Banquet – March 10, 2016
 - ii. 2016 Americas Masters Games – Host Club interested but has not been provided the information on the funding for equipment. Shared cost but operating budget unknown as well as the budget for officials and volunteers. Technology is part of the operating budget, but numbers are also still unknown. Local transportation is still undetermined and there is a concern with the lack of agreement. Organizing Group for medical welfare is just being organized. Still so many aspects still to be decided and there is a concern that this may not be received in time for August 2016.

10. New Business:

- a. Refugee Membership Exemption Proposal
 - i. Chair noted that if all the Branches supported this, this may be an Athletics Canada initiative, but does achieve reaching out with hopes of building the membership.
 - ii. Proposal:
 1. Free Branch Membership for 2 yrs from the date of arrival in Canada.
 2. Athletics Canada to waive the \$15.00 membership fee for the same period.

3. Propose to BC Athletics Clubs to provide for a Free Club Membership for the same period.
 - iii. Motion to approve the proposal to offer Refugees a free Branch Membership for 2 years from the date of arrival in Canada, for Athletics Canada to waive the \$15.00 membership fee for the same period and to encourage BC Athletics Clubs to provide a free Club Membership for the same period, noting that Clubs should be aware that existing programs like Kid Sport and Kick Start may be available to offset costs. – Randy Longmuir/Jordan Meyers. Discussion held. Sanda Turner abstained. – Passed
 1. Chair noted the Membership Committee would reach out to the Clubs.
- b. Coach Membership Registration
- i. Mandatory CAC (Coaching Association of Canada) Membership #
 1. Directive to all coaches, club presidents and club registrars that this needs to be updated during 2016. Note: Information on how to register and get a CAC # is currently on the membership online form and can be updated by the Club Registrar as they have administrative privileges to update club member files on Trackie.Me.
 2. Proposed for 2017: Mandatory Field and will not allow registration to proceed without a CAC #.
 - ii. Mandatory “Trained in Athletics” at Sport Coach, Club Coach or Performance Coach level (includes making Ethical Decisions):
 1. BC Athletics Policy initiated in 2012/13 for compliance by March 2015 as part of the then Government Sport Branch Policy with Certification within 2 yrs of Training.
 2. Monitoring this requirement through the membership database has not been implemented.
 3. Proposal: Notification to all Coaches, Club Presidents of the requirement for all those coaching in their clubs or as unattached coaches, that by March 2017 all Coaches must be Trained in Athletics at the Sport, Club or Performance Level (inclusive of Making Ethical Decisions) and be Certified within 2 years of being Trained. This would be a required field on the Membership database with a verification system in place through CAC, BC Athletics, Athletics Canada – details to be determined.
 - a. Note: Consideration of Run Jump Throw Wheel Instructors - Club or Unattached and the implementation of this or similar policy.
 - iii. BC Athletics Club Membership Application:
 1. Reinforce the need for completion of the Club Program Contacts (currently on the application form (needs updating to remove FAX and include Email – Specifically the Coaching Development and Education contact. Important to enable direct contact with a club rep responsible for coaching education and working with the club coaches to insure compliance with any CAC # or Trained/Certified requirements.
 - iv. Brian noted these increase the power and efficacy of current policies as noted and discussed under the Coaching Education report. Motion to approve that the following are requirements of membership:

1. Coach members have an NCCP number in 2016
2. All coaches with BC Athletics to have an NCCP number by January 1, 2017
3. All coaches with BC Athletics to be a Trained Coach in Athletics by January 1, 2017
4. All coaches with BC Athletics to be a Certified Coach in Athletics by January 1, 2019
5. Each club to designate a Coaching Education Contact person by January 1, 2017 who will be responsible for (1) retaining a record of their coaches NCCP numbers, (2) retaining a record of their coaches NCCP qualifications, and (3) ensuring criminal reference checks are up to date for all their coaches. – C. Winters/J. Meyers

Discussion held. Motion to table the matter to the April Board of Directors meeting. – N. Currie/S. Turner – Passed

- v. Chair recommended that Jen Schutz be advised that the Board agrees in principle but has some concern to the affects and progression with regard to coaching recruitment.

c. Inter-Club Communication

- i. Exploring mediums for the promotion of Inter-Club Communication – i.e. Sharing Best Practices, Joint Initiatives, Programs and Service Economies of Scale.

1. Brian McCalder noted this was brought forward as a means to look at a mechanism to set this in place.
2. Club Development piece to be discussed offline with Chris Winters as Director of Marketing and Communications.

d. Board of Directors Orientation (feedback from Governance Survey)

- i. Need – as identified. More than what has been provided electronically which has included:

1. Outline of responsibilities
2. Format for reports
3. Support and Claiming expenses
4. Meeting participation
5. List of Directors and Staff
6. Jordan Meyers suggested including a template of a Board Report, expectations (ex. report deadlines) and contact information for all the Board members and staff (it was note d that all Board of Directors email address were available on the website).
7. Jordan Meyers also suggested referring new Board members to the BC Athletics Constitution and Strategic Plan.

- ii. Chair noted he will pull this information together electronically and will circulate to the Board of Directors before the next meeting.
- iii. Paul Mathias noted that many individuals agree to join the Board but may not have experience with non-for profits and suggested resources be brought in to assist with that education. It was suggested to have a session on Board Governance, Issues and Effectiveness as part of the first Board Meeting following the AGM.

iv. Time of Year

1. Suggested to be held as soon as possible following the AGM. Need to look at if orientation or education of board governance and effectiveness needs to be annual or maybe every 2 years.

- a. Chair noted he reached out to Evan Dunfee and Katelynn Ramage with an invite for lunch with himself and the Vice Chair, which would take place when Evan was back. At that time the Chair will go through a more informal orientation with these new directors.
 - b. Chair recommended a more formal orientation structure, including a board education, for 2017.
2. Paul Mathias asked if the Board was an effective one, is more should be given and the Chair responded there was a need to look at time allocations.

11. Next Board of Directors meeting will be held on Saturday, April 2, 2016 at 9:00am

12. Meeting adjourned – Meeting was adjourned at 2:14pm J. Hinze/C. Winter – Passed

Director Signature _____

Director Signature _____