



**BC Athletics Board of Directors Meeting – June 27, 2017**  
**Fortius Sport & Health/Athlete Development Centre, London Meeting Room**  
**Minutes**

**Attending in person:** Greg White, Chair; Jim Hinze, Vice Chair; Brian McC Calder, President/CEO; Chris Winter, Technical Manager Track & Field; Sabrina Nettey, Run Jump Throw Wheel Coordinator

**Attending by teleconference:** Carey Dillen, Director Finance (left the meeting at 6:42); Roberta Tetlock, Director Zones 1 & 2; Jordan Myers, Director Zones 3, 4, 5 (joined the meeting at 6:18pm); Katelynn Ramage, Female Athlete Director; Sam Collier, Manager Registration and Membership Services

**Regrets:** Paul Mathias, Director Administration & Planning; Tyler Heisterman, Director Programs & Technical Development; Sanda Turner, Director Zones 3, 4, 5; Evan Dunfee, Male Athlete Director; Maurice Wilson, Technical Manager Road and Cross Country Running; Jennifer Schutz, Coaching Education Coordinator; Richard Lee, Coach, BC Endurance Project

1. **Meeting was called to order at 5:37 pm.**
2. **Introductions were made.**
3. **Agenda amended to include *Membership Refund* as an item under (9) (f) Membership Report.**
4. **Adoption of the agenda as amended – J. Hinze/C. Dillen – Passed**
5. **Approval of the Board of Directors Minutes of:**
  - a. March 25, 2017 – Circulated. Motion to approve – J. Hinze/R. Tetlock – Passed
6. **Receipt of the Executive and BCA Committees meeting minutes of:**
  - a. Junior Development Committee Meeting minutes of April 9, 2017 – Circulated and noted as received.
    - i. Items of Note
      1. Brian noted Sabrina Nettey is now in a new role assisting Junior Development.
      2. Parent/Athlete Handbook, originally 3-4 pages, has been expanded to 12 pages and is waiting on review and feedback.

- b. Masters Committee Meeting minutes of April 5, 2017 – Circulated and noted as received.
  - i. Chris noted the Masters Committee requests for changes/updates to the BC Athletics website and Brian noted there are plans for improvements.

## **7. Business arising from the minutes**

- a. Tabled AGM motions
  - i. Masters – Eligibility for a BC Athletics Masters Record (related to residency) deferred to the Governance Review Committee and is ongoing.
  - ii. Race Walk Distances for 9 to 11 year olds and 12 and 13 year olds – Awaiting feedback and final recommendation from Evan Dunfee. Chris will email Evan to remind him of this action item.

## **8. Correspondence**

- a. None

## **9. Reports:**

- a. Chair of the Board of Directors – Greg White
  - i. Written Report circulated
    - 1. Items of Note
      - a. Vacant BC Athletics Director positions (4)
        - i. Two zone director positions, Director of Events and Promotions, and Director of Marketing and Communications currently vacant and would like to focus on filling at the next AGM. Upcoming AGM presents an opportunity to reach out for nominations to the positions and other coming vacant this year. Greg will reach out to Athletics Canada given they received 12 nominations for their Board positions this year after having challenges filling positions in the past. Greg suspects they attracted people through social media so he will connect with Chris and Sabrina to post. Chris noted it could be added to the blog as well.
- b. Vice Chair of the Board of Directors – Jim Hinze
  - i. Written Report provided
    - 1. Items of Note
      - a. Updated membership benefits page on website with retailer discounts. Chris noted they will continue to promote to the membership.
- c. Directors Reports:
  - i. Zone Directors
    - 1. Roberta Tetlock – Division 1 & 2
      - a. Verbal Report provided
        - i. Items of Note

1. Clubs are doing well and with the track meets held in Kelowna and Vernon, as well as those upcoming, officials recruitment has paid off as not needing to depend on non zone officials for the events (for one upcoming event only one non zoned official is coming up from Vancouver where previously, there has been 3 local officials and 27 non zone officials). Greg asked Roberta to circulate a one pager to the Board for the process they've used to get the officials, so it can be passed on to other zones. Roberta noted the focus has been on retention, focussing on the right people and also looking at those who want or could upgrade to the next level. Sam noted the zone has also done a good job done with officials clinics too.
  2. In Kelowna, Head Coach Pat has been working on upgrading and educating coaches, but has also been working with the City of Kelowna for bettering facility accessibility for a para program.
2. Sanda Turner & Jordan Meyers – Division 3, 4, 5
    - a. Written Report circulated
      - i. No Items of Note
  3. Director TBA – Division 6
    - a. No Report provided
  4. Director TBA – Division 7 & 8
    - a. No Report provided
- ii. Athlete Directors
    1. Katelynn Ramage & Evan Dunfee
      - a. Oral Report given
        - i. Items of Note
          1. Facebook group is going well. Chris is passing along information regularly and Katelynn keeps posting it. Social media has been a successful avenue for athletes looking to ask questions.
          2. There's also a closed group on Facebook which is harder to find athletes as only direct friends can be invited.



1. Will have to repay the money to the BC Games society as they provided the funding to purchase the uniforms. Each PSO pays for those items.
- e. Administration & Planning – Paul Mathias/Brian McC Calder
- i. No Report provided
  - ii. Strategic Plan Update – Brian McC Calder
    1. Strategic Plan and Implementation Plan – Circulated and noted as received
      - a. Implementation plan put together as a result of the information provided at the planning meeting following the AGM and from committees and staff. Plan has been vetted by Marilyn Payne and Brian. Brian noted the plan was ambitious and there was more work to be done as the lead responsible party needed to be added.
      - b. Action/Next Steps
        - i. Review/Approval by the BCA Board – Date TBD
  - iii. Human Resources
    1. Sabrina Nettey hired to coordinate the Run Jump throw Wheel and assist with the Junior Development Program. Brian noted they were still deciding on the job title.
    2. Two summer students hired
      - a. Ally Ginther assisting with the Run Jump Throw Wheel Junior Development Programs, Coaching Education, Officials Development
      - b. Kathryn van Ryswyk assisting with the Track & Field Programs – Midget to Senior/Masters
    3. Jennifer Schutz leaving BC Athletics effective June 30, 2017 and Coaching Education Coordinator position to be advertised.
    4. Discussion occurring with Brian Thomson and John Cull of the BC Athletics Officials Development partnered with the Coaching Development position.
      - a. Discussion held around this position also handling Coaching Officials but further review is required related to Officials and revenue resources. Further discussion planned for July or the first part of August.
  - iv. Governance Review - Update
    1. Updating the BC Athletics Rules, Policies and Procedures to be initiated. Brian noted the Constitution and Bylaws are fine.
  - v. AGM – 2017
    1. Survey Results for the 2017 BCA AGM Survey – Circulated.
      - a. Date – Per the survey, 93% agreed September was a good month and the majority said Saturday, September 23<sup>rd</sup>. Majority also noted a 4 hour business meeting was enough. Survey also noted 67% noted attending in person,



- a. Recommended to stay within the lower mainland. Suggest a place with capacity up to 300 given the capacity at the hotel has been maxed out the last few years.

### 3. Organizing Committee

- f. Membership Report – Sam Collier
  - i. Written Report circulated
    - 1. No Items of Note
  - ii. Approval of Individual Memberships – Circulated
    - 1. Motion to approve the list of individual memberships received from March 25, 2017 to June 22, 2017 as provided – J. Hinze/J. Myers – Passed
  - iii. Approval of School Club Memberships – Circulated
    - 1. Motion to approve the school club membership renewals received from March 25, 2017 to June 22, 2017 – J. Hinze/K. Ramage – Passed
  - iv. Approval of Club Memberships – Circulated
    - 1. Motion to approve the new club membership renewals as of June 22, 2017, pending completion of their requirements – J. Hinze/C. Dillen – Passed
  - v. New Club Application – Concerns raised about new club application. Sam spoke to the club and confirmed they are aware of the required certification and are prepared to comply. Club is just looking to get started. Noted that a facility was not required. Brian recommended Board approve and a letter be sent to clarify and remind them of the coaching education pieces required for completion. Sam noted this was similar to applications of other clubs received in the past and there were no issues then. Also note that this would be an interesting opportunity to see how this proceeds given the high school component. Motion to approve the Club – J. Hinze/R. Tetlock – Passed.  
Roberta raised the question of who will be policing their compliance with coaching requirements but as long as requirements are met, there shouldn't be a problem. Noted the Coaching Coordination Educator and Sam to respond. Jim asked if this is not followed, then club is not in good standing as a club. BCA can suspend the club when it comes up for renewal. Also relates to Matter of liability insurance as well.
  - vi. Membership Refund – Sam explained a parent decided to pull their child from the club and register with the soccer association. They paid the BC Athletics fees and then demanded a refund. They were told the membership fees are non refundable, outlined the circumstances where refunds are possible and offered to defer the fees to the next year.
    - 1. Question was asked if there is a need for a formalized policy on what the current procedure is for refund requests. Chair asked, For extraordinary circumstances, do we need some flexibility outlined for staff. Sam noted when she receives a request from

club registrars, she explains the policy and notes that it was noted on the form. They are given the option to defer the membership over to the new year and 99.9% of the time that policy/option is accepted. Sam noted, sometimes with club registrars, when they are renewing everyone, they will find they renewed people they should not have as the athlete did not come back. These are an error on the registrar's part and if it happens within 1 month and no invoice is created, Sam will delete the membership as the club has not collected any money. Sam also noted, if a person was part of a club and they were injured, as long as they didn't take part in any trainings or attend any events, she will take the membership back. However if an athlete signed up for any trainings or events and then were injured, she will arrange with the club to maintain the \$15.75 for the training fee, to cover in the event of a lawsuit, and will refund the rest. Sam noted this has only happened once or twice in 15 years.

2. Sam noted the President of the Club mentioned several girls in the club were in a soccer club as well and were participating for training purposes. The other girls have stayed on with the athletics club. The club has given back the club fees to the parent. Brian asked if the \$15.75 would work in this case. Sam noted it might and would check if the girl participated in anything but didn't compete. Junior Development would have paid approx \$60. The Board agreed with the plan of action.

g. Marketing & Communications – Brian McCalder

i. No Report provided

ii. Initiatives:

1. Fortius Sport & Health

a. Approached with regard to providing services at discounted rates specific for the BC Endurance Project for analysis.

b. Outcomes

- i. BC Endurance Project Athletes – 12 complimentary analysis (1 per athlete) – 3D Run Analysis or VO2 Max; or Body Composition testing)
- ii. BC Athletics Membership Discount of 20 to 25% for any of the above analysis.
- iii. BC Athletics Brand marketing on the Fortius website
- iv. Rack Cards provided by Fortius for use at BC Athletics Displays at Specific Events and Pre-Race Trade show through the year
- v. Discount Coupons for inserting in to the Athlete Packages for BC Athletics T&F Championships Jamboree, Whistler 50 and BC XC Champs

h. Programs & Technical Development – Tyler Heisterman



- i. No Report provided
- ii. Run Jump Throw Walk Wheel – Sabrina Nettey
  - 1. Written report circulated
    - a. Items of Note
      - i. Lots of interest in the program and a couple instructor courses in the works.
- iii. Track & Field – J.D. to Masters
  - 1. Junior Development – Sabrina Nettey
    - a. Written report circulated
      - i. Sabrina noted she attended Junior Development Pentathlon Championships and there were 189 participants, the highest it's been since 2010. Noted that BC Athletics was asked to bring up the 11am start time, though this has already been raised with Brian. This is championship rule for the first day. But given the heat wave, the later start time was of concern. Brian noted there is a heat management protocol.
  - 2. Track & Field (14 to 35 yrs) – Chris Winter
    - a. Written Report provided
      - i. Items of Note
        - 1. Busy couple of months. Logistics for going back to Nationals going well. 52 athletes selected and generally all travelling together.
- iv. Road and Cross Country Running – Maurice Wilson
  - 1. Written Report circulated
    - a. Items of Note
      - i. Chair brought attention to update provided on Race Director Summit.
        - 1. Jordan noted they will be looking at a different format for the Summit and exploring different avenues for connectivity and value nationally.
- v. Officials
  - 1. No Report provided
- vi. Coaching – Jennifer Schutz
  - 1. No Report provided
- vii. Performance Hubs/Programs – Chris Winter/Brian McCalder
  - 1. Enhanced Excellence – 2017 – 2018
  - 2. BC Endurance Project – Richard Lee
    - a. Written Report Circulated
      - i. Items of Note

1. Brian commented Richard feels good about the performance of athletes to date and was looking forward to some of the athletes competing at Nationals. It was also noted that an athlete has left the program.
2. AC Hubs (Wester – Victoria)
  - a. Brian commented that not much has been heard from the hub nor has there been much outreach. They are likely busy with athlete preparation and training.
- i. Events & Promotions – Director TBA
  - i. No Report provided
- j. Athletics Canada Update – Greg White & Staff
  - i. Athletics Canada
    1. Athletics Canada AGM
      - a. Large contingency of BC Athletics staff attending. 12 candidates for 3 available board positions. Incumbent chair not seeking re-election however the Vice Chair is, so the Vice Chair's position is open.
      - b. Issue around dates still under discussion as the membership feels June is not a favourable month for them.
      - c. Athletics Canada reached out to make athlete rankings available for road running without being members. BC Athletics opposes given it's seen as a value of membership.
      - d. Review rendered 7 recommendations and need to follow up as to status and progress. Would like to see more progress then there has been.
    - ii. Sport BC
      1. Sport BC AGM Report – Greg White

**10. New Business:**

- a. None

**11. Next Board of Directors meeting will be held on Monday, July 10, 2017 at 5:30pm by teleconference.**

**12. Motion to Adjourn** – J. Hinze/K. Ramage. Meeting was adjourned at 7:12pm

Director Signature \_\_\_\_\_

Director Signature \_\_\_\_\_