



**BC Athletics Board of Directors Meeting – January 21, 2017  
Fortius Sport & Health/Athlete Development Centre, Calgary A Meeting Room  
Minutes**

**Attending in person:** Greg White, Chair; Jim Hinze, Vice Chair; Brian McCaldar, President/CEO; Chris Winter, Technical Manager Track & Field; Paul Mathias, Director Administration & Planning; Sanda Turner, Director Zones 3, 4, 5; Jordan Myers, Director Zones 3, 4, 5; Katelynn Ramage, Female Athlete Director

**Attending by teleconference:** Tyler Heisterman, Director Programs & Technical Development

**Regrets:** Carey Dillen, Director Finance; Roberta Tetlock, Director Zones 1 & 2; Evan Dunfee, Male Athlete Director; Sam Collier, Manager Registration and Membership Services; 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 9:09am.**
- 2. Introductions were made.**
- 3. Additions to the agenda – None**
  - a. None
- 4. Adoption of the agenda – Motion to approve as amended – J. Myers/K. Ramage – Passed**
- 5. Approval of the Board of Directors Minutes of**
  - a. November 16, 2016 – Circulated. Motion to approve – J. Hinze/P. Mathias – Passed
- 6. Receipt of the Executive, BCA Committee, AGM meeting minutes of:**
  - a. 2016 BC Athletics AGM Minutes – November 18, 19, 20, 2016 – Circulated Noted as Received.
- 7. Business arising from the minutes**
  - a. Tabled AGM motions:
    - i. Masters – Eligibility for a BC Athletics Masters Record deferred to the Governance Review Committee – Actioned to the review committee and the Committee Chair acknowledged.

- ii. Race Walk Distances for 9 to 11 years olds and 12 and 13 year olds – No decision at this time. Evan is lead and will engage other race walk members to provide guidance and direction to JD Committee. Needs to be completed prior to the outdoor track season. Still at the same distances.

## **8. Correspondence**

- a. The Chair noted the Director of Marketing & Communications resignation was received when the application for the Technical Manager Track & Field position was made. However the resignation was held and only accepted as of December 31, 2016 with the appointment to the Technical Manager Track & Field position.

## **9. Reports:**

- a. Chair of the Board of Directors – Greg White
  - i. Written Report circulated
  - ii. Vacant BC Athletics Director positions (4)
    - 1. Zone 6 – No update. VIAA meeting in February and to be brought up then. Brian noted it should also be made to a broader network. Tyler noted he would connect with Maurice for contact information for Vera (collective of Road Running Clubs).
    - 2. Zone 7 & 8 – Will reach out to clubs in that zone. Jim noted a Race Director that might be interested.
    - 3. Director, Communications & Marketing – Will post position as vacant and available, along with a copy of the job description on the website. Asked the Board to forward any ideas or names of people who might be interested to the Chair.
    - 4. Director, Events & Promotion – Will post position as vacant and available, along with a copy of the job description on the website. Asked the Board to forward any ideas or names of people who might be interested to the Chair.  
Board nominate for the interim until the next AGM.
  - iii. Board Meeting dates
    - 1. Thursday, March 7, 2017 Executive Committee Conference Call
    - 2. Saturday, March 25, 2017 – In person meeting with the committees to attend in the afternoon
    - 3. Tuesday, June 6, 2017 – Conference Call (subject to change pending the timing of the AGM)
    - 4. Tuesday, June 27, 2017 Executive Committee Conference Call
    - 5. Possible AGM date in July/August (see Planning & Administration Section)
  - iv. Board Committee Liaison assignments
    - 1. Current Liaisons
      - a. Cross Country Committee – Sanda
      - b. Road Running Committee – Paul
      - c. Masters Committee – Jim
      - d. Track & Field Committee - Tyler
    - 2. Still to be assigned – Chair to review with the Vice Chair
      - a. Officials Committee
      - b. Junior Development Committee
- b. Vice Chair of the Board of Directors – Jim Hinze
  - i. No Report
- c. Directors Reports:
  - i. Zone Directors

1. Roberta Tetlock – Division 1 & 2
  - a. Written Report circulated
    - i. Items of Note
      1. Sanda brought attention to the report where communications regarding equipment acquisition was noted. Facility information has been received from the BCRPA facilities survey however the survey is 2-3 years old. Brian noted there is no management of equipment inventory as the responsibility is with the clubs and all club contact information is noted on the website. Noted that this was not the mandate of the Track and Field Committee. BC Athletics knows what BC Athletics and the Officials own as equipment but do not have an inventory of the clubs. Chair will speak to Roberta to ask for more details and clarification.
2. Jordan Meyers – Division 3, 4, 5
  - a. Written Report circulated
    - i. Items of Note
      1. Clubs & Trends – Jordan noted the most involved younger members are engaged in social media and are not connected/attached to any clubs/BC Athletics. Wondering if the Board is concerned and how BC Athletics plans to reach out to clubs like the Running Room, Lululemon, Fat Ass, Fraser Street, West Van Run Crew, Brew to Brew run, Nike, etc. as they are seeing considerable numbers at their events. Chris asked we make a connection to the leaders of these groups. Both Jordan and Chris noted they do take part in the sanctioned events and also volunteer for those events but that BC Athletics needs to tap into these groups and create membership in BC Athletics. Jordan noted he has run with them but has not approached them in this regard. Jordan also noted they are very passionate about off track running but also very supportive and excited about the elite Athletes with the BC Endurance Project as some of them are high performance athletes themselves. Brian noted the last strategic plan ends in March and the new plan speaks to converting day event participants into members. Will need to identify a group, of staff and committees, to drive this initiative.

Once strategic plan is finalized, will look at how to take these next steps.

2. Sanda noted BC Athletics is built on a club and Track & Field structure and yet from the Track & Field clubs, there is a feeling that BC Athletics doesn't care about the clubs. Reports and even Board discussions speak to the athletes, about endurance (road running and long distance) and maybe the Board needs to look at if the membership should be changing. Sanda didn't believe there were many Road Running clubs who attended the AGM as it was the Track & Field clubs that vote the Board in. She asked if BC Athletics was answering to the membership or what part of the membership was the Board responding to? Jim questioned why, if there was a majority of Track & Field representation, why weren't more Track & Field people volunteering for the Board? Sanda suggested, if BC Athletics was going to look at the strategy of the organization, should also look at the structure in relation to the representation of the membership and what should be changed or formed in the future. Brian noted there were little Road Running or Cross Country items on the AGM agenda, which may affect attendance. Jordan noted he spoke to clubs in zone 3, 4 & 5 and a majority of the people said the AGM is Track & Field focused and has no bearing to Road Running so they don't feel represented at the AGM.
3. Question was asked of Jordon about park runs as optically, always in support of the non-sanctioned events but Committee took issue with the request to have it measured but did not want it sanctioned or part of BC Athletics. Paul noted it seemed like the Committee was reluctant to not provide sanctioning. Brian noted they did have a discussion, but they were not willing to sanction events, even though they are still timing and posting results. If BC Athletics supported them then it affects the committee's budget. Committee would like to support but don't intend to obstruct. Also noted, with off track events, clubs and costs to clubs to host were not in existence when these events started. Jordan expects a shift

in what clubs will be able to support with events. Trend is going in a positive direction and BC Athletics is holding back with good reason.

3. Sanda Turner – Division 3, 4, 5

a. Verbal Report Given

i. Items of Note

1. Grand Opening of a new facility in Langley (just off the highway), March 17, 2017.
2. Attending workshop for para athletes, particularly in throws.
3. Scholarships – Feels should be aware of scholarship changes, given Trump's Presidency, and the potential effects on athletes and where they can go for training. Recommends also looking at it coming the other way since November the number of applications to the universities from US has increased. May have an opportunity, change to the look of scholarships for the clubs and the school system.
4. Want more para events in Track & Field.

4. Director TBD – Division 6

- a. Tyler noted another club was being formed in Nanaimo and before doing so, they were asked to join The Nanaimo Track & Field Club but declined. Tyler asked for clarification of BC Athletics Policy as to another club being created when the jurisdictions may overlap. Chair advised, when a new club requests to form, Sam provides the information for the club to apply, and when received back, she reaches out to the clubs in that area for input and they are given 3-4 weeks to provide comments. Then the club is presented to the Board, who approves or denies the membership application. For this particular club, only the Middle Island Group provided feedback, which was positive. Brian noted there were currently no restrictions on where clubs can form and athletes can choose which club they wish to join as it is not dependant on where they live or go to school. Tyler asked what kind of clubs BC Athletics was looking to build as part of the organization because this club is offering lower club fees which he feels appears to undermine the system a little bit. Tyler asked if BC Athletics want a number of smaller clubs and if a smaller group doesn't fundraise, doesn't the lack of fundraising hurt BC Athletics. Jordan asked if the club was looking for their own identity and if so, was there still a way they could be under the umbrella of The Nanaimo Track & Field Club but branded as a separate piece. Tyler noted he did offer that to them. Chair commented there were approximately 70 clubs around the province, ranging in sizes, and BC Athletics does not direct where they are

located. The Board gives no direction and has no policy on the size of the clubs, just their structure. Tyler asked the Board to consider looking at this in the future, especially as it relates to fundraising and volunteering and the overall impact for the sport. Tyler also suggested looking the regions and establishing the clubs that are driving the sport and are setting parameters for fundraising, etc. The Chair suggested having a discussion at the AGM when the clubs are in attendance and Sanda suggested this be added to the Administration and Planning portfolio for organization.

5. Director TBD – Division 7 & 8
- ii. Athlete Directors
  1. Katelynn Ramage & Evan Dunfee
    - a. Verbal Report provided
      - i. Katelynn noted they created a private Facebook Group, last spring, using the list of athletes provided by Garrett (believed to be IPS athletes). The group serves as an open forum for questions, reminders, etc. and has been successful with athletes coming forward. Katelynn and Evan have been able to direct athletes, who contact them, to the website, forward information, and direct them to BC Athletics as necessary. Requested an updated list of athletes from Chris.
- d. Finance Report – Carey Dillen/Brian McCalder
  - i. Budget Summary to November 30, 2016:
    1. Financial Statement Summary – Including Projections to November 30, 2016 – Circulated
      - a. Items of Note
        - i. Financial picture to date is better than this time a year ago. As of last week, the YTD actual Revenue was \$39,500 ahead of where BC Athletics was this time last year. Tracking slightly ahead of where BC Athletics was in 2013 YTD. Sam’s membership report for the 2017 year supports this.
      - b. BC Government/ViaSport funding update 2016-2017
        - i. Enhanced Excellence Funding – 2017-2018
- e. Administration & Planning – Paul Mathias/Brian McCalder
  - i. Written Report circulated
  - ii. Strategic Plan Update – Paul Mathias
    1. Ongoing process. Great facilitation by Marilyn at the sessions following the AGM and had a lot of expertise with Marilyn’s facilitation and both her and Brian having been through the process before. Feedback received at the sessions generated the first draft of the strategic plan, which the planning committee reviewed and updated. Now on the third draft which Brian will be reviewing with staff to get feedback on how to make operational. On track to have a new plan in place by the expiry of the previous plan in March. Chair asked for feedback on the timeline, if it was realistic or if it needed to be adjusted for future years. Paul noted he would report back on that at the next Board meeting but did

- offer that he thought using the AGM, as a venue for people to attend the planning meeting was beneficial.
2. Brian noted the next steps were to set a meeting date with each of the staff, to look at their areas of responsibilities, to flush out the tactics and operational plan to meet the strategic objectives (set timeframes, budget and who will lead).
- iii. Human Resources – Brian McCaLder
1. RJTW position – Not yet filled as a number of things have had a higher priority, however have been able to maintain the RJTW portfolio with Brian's assistance and paying Meghan a stipend for work she can do. Brian noted he had conversations with Graeme Fell and Maureen St. Croix about adding some responsibilities of Junior Development to the position as BC Athletics currently has no formal way to bridge from the school programs to the JD program. The position has not had those responsibilities but could look at being a program liaison as part of the position. Graeme and Maureen saw the suggestion as a value add and support to their program. Brian intends to finalize this next week and then publish the posting with a hope to fill the position by the end of February. The hiring process will be to accept applications, strike a panel to review all the applicants (potentially involving other staff in the process), short listing the applicants and then conducting interviews.
  2. Canada Summer Student – Job application deadline moved up to yesterday (has been February/April in the past). Submitted application again, requesting 2 summer students for the maximum 16-weeks at 35 hours a week for \$16 an hour. Eligible up to just over \$6,000 for each position and BC Athletics would pay the balance. Student positions usually support for areas of Track & Field and Coaching Officials. Challenge will be to get the two students requested and/or full funding given the support to the Canada 150 this year.
- iv. Governance Review
1. Update – Next steps, once new bylaws are enacted, will be to continue review and bring forward at a future AGM for approval. Paul noted one member of the committee is no longer on the Board so may have to discuss the structure of the governance review committee if the individual does not want to continue.
- v. AGM – 2017
1. Traditionally the AGM and annual awards have been held together in either December or January however now the AGM must be held by September 30, which does not work well for the awards, so the two must be held separately. Discussion held as to timing, potential dates and the format of each event. The Chair noted there is about 5 hours of content, which could be handled in an evening session or morning session, with the possibility of also reducing that amount of time. The Congress is an additional 2-3 hours. It was noted, for attendance, it may be best to tie the AGM to another event but might be difficult logistically. Suggested rolling up the reports to have a Director/Committee Chair speak to the section versus the minutia of each report. It was noted, if



significantly dropped. Sam is proposing school district club memberships be allowed in all zones in the province but also allow individual schools to sign up in hopes of boosting membership numbers and propose the change be formally implemented as of September 1, 2017. Brian noted that theoretically, the rule change is taken to the AGM to pass but to make it possible now, could motion and present as actions of the Board at the AGM for membership approval and suggests proceeding depending on the perceptions of Zone 3, 4 and 5 about the matter. Currently there is a pending request from a school district in Zone 5, which cannot proceed with membership given the current rule. To be allowed would take board exception that could also be overturned at the AGM (if not ratified). Paul asked if allowing school districts, versus individual schools would reduce additional revenue. Brain noted there was a little more money received with Districts over Schools but that Sam's example as presented noted a \$700 variance which may not be more money but does make BC Athletics show better. No financial incentive that BC Athletics is aware of as a PSO, however still provides value and benefits: Rule eliminates the day of event membership for schools who enter club hosted meets, liability insurance, discounts to individual coaches and athletes.

- ii. Motion to change the current rule to allow for Zone 3, 4 & 5 to be in line with the rest of the province with respect to School District Club Memberships – J. Meyers/P. Mathias – Passed. Noted as in effect until ratified at the AGM.
- b. Club eligibility – Currently 5 registered members required and proposed to add All Club Board of Directors or Club Executive be required to register as Associate Members
  - i. Motion to change the club membership requirements to include the club must have a minimum of 5 individual BC Athletics members in place and the current club's Board of Directors and/or club Executive Members must also have a current "Associate" membership in place. – J. Meyers/J. Hinze – Passed
  - c. BOD contact information – Attachment missed in Board Meeting package but will be circulated for review by the board. Please advise Sam of any corrections.
- g. Marketing & Communications – Director TBD/Brian McCalder
  - i. No Report
  - ii. Planned Initiatives:
    - 1. Vancouver Sun Run - social media, E-blasts, Electronic Race supplement insert, Quarter page pre-race print advertisement.

- iii. Outcomes
  - 1. Sponsor commitment – W50 – Kintec
  - 2. Resort Municipality of Whistler – Awaiting word on grant application for W50
  - 3. Awareness on BC Endurance Project
- iv. Director responsibilities for the portfolio were discussed and the Board was asked to bring forward any candidates or interested parties.
- h. Programs & Technical Development
  - i. Written Report circulated – Tyler Heisterman
    - 1. Items of Note
      - a. Good representation at National Cross Country Championships. AAP & IPS programs coming together with information emailed out to athletes. Chris working on team standards for National Teams.
  - ii. Run Jump Throw Walk Wheel – Brian McCalder
    - 1. No Report
      - a. Brian noted there are several courses happening in January and February and Meghan is providing some after hours work to assist on an as needed basis. Continued communication with instructors and host organizing groups.
  - iii. Track & Field – J.D. to Masters
    - 1. Junior Development – Brian McCalder/Chris Winter
      - a. Draft JD Athlete/Parent Handbook – Circulated
        - i. Let incoming parents and athletes to know about the protocols.
        - ii. Looking for the board's feedback from the Directors by Wednesday, January 25, 2017 as the JD Committee has their next meeting next weekend.
      - b. Pole Vault – Asked for the JD Committee's feedback for removing pole vault from the JD meets and put it into the Jamboree for 13 year olds. So far discussion is leading toward keeping it as is, but no decision has been made. Concerned not getting the number of athletes to warrant the work involved. Also worried about setting a precedent to piecemeal events. Tyler recommended keeping pole vault at meets where the hosting clubs have the equipment but for those that don't, then including the pole vault in the Jamboree. Brian noted he sees this as potentially problematic. Looking at results, the number of participants are low but need to grow it, however that's a separate initiative. Will go back to the Track & Field Committee to ask for a decision by mid January so it can be passed along to the JD Committee. It was stressed that this was not a taking it away from the JD Committee as it was not a rule but would be a change within the existing junior development championships manual. Will come back to the Board for information. Also noted that it was not removing the event, and should either be kept within the Junior Development Track & Field Championships or

moving to another event. Chris will communicate back to the Track & Field Committee.

- c. Technical Rule Changes – Looking to put a reminder on the home page, as the technical rule changes are effective immediately.

2. Track & Field (15 to 35 yrs) – Chris Winter

- a. Written Report circulated

- i. Items of Note

- 1. Three weeks into the role and have spent that time trying to address a few key items.

- a. IPS – Athletes have been identified and contacted and will now be able to register.
      - b. AAP – Scorecards were sent to the athletes last week with a week to review with their coaches and provide feedback as necessary. Deadline was yesterday and heard back from 95%. Will provide information back to the Track & Field Committee and then will decide on the level of funding to provide to the athletes. Hoping to provide funding to the athletes in February/March and dollar value will be based on the number of athletes that apply. Maximum amount is 65% of \$3,000 for the top end athlete.
      - c. Canada Summer Games – List of athletes has been generated and submitted to Team BC.
      - d. RBC Training Ground Qualifier Events – Taking place throughout BC in from January to March. Asked to promote the program with membership so was sent to 1600 athletes. Also helping to identify coaches to assist at the events.
      - e. Calendar of Events – Updated on the BC Athletics website and will continue to be.
      - f. Selection criteria review – Has begun for next year with plans to be approved and posted in advance of the season.
      - g. Athletics Canada NextGen Program – March 19<sup>th</sup>, 2017 Information session

- iv. Road and Cross Country Running – Maurice Wilson

- 1. Written Report circulated

- a. Items of Note



- i. Events & Promotions – Director TBD
  - i. The Board was asked to bring forward any candidates or interested parties.
- j. Athletics Canada Update – Greg White & Staff
  - i. Branch Council meetings minutes of November 9, 2016 and January 18, 2017 and Semi Annual General meeting minutes of December 9, 2016 circulated.
    - 1. Athletics Canada organizational review – Quadrennial Review Summary Report To Key Stakeholders circulated. The review identified areas needing significant improvement and all seven recommendations from the committee were approved and are in process of being acted on. Chair noted number 7, to ensure that improvements identified for the high performance programs are implemented effectively, was actioned immediately as there were concerns about the high performance program and a decision was made to release High Performance Director of his role as it was not complementary of the administration and board structure of Athletics Canada.
    - 2. Changes also made to the national team committee which were not significant, but two changes of note were that the committee consist of the Chair being the CEO or designate and for the two athlete reps to be in attendance as they would be required for quorum. Structure was also to change a little bit as decisions were to be made by the National Team Committee, with the Chair as non-voting except if needed to break a tie vote. There was also to be adherence to IAFF standards.
    - 3. Brian noted there was criteria changed about one coach being appointed to the National Team Committee that was not reflected on the Quadrennial Review Implementation document. Greg to follow up.
  - ii. Athletics Canada SAGM follow up
  - iii. Athletics Canada/Branch Council updates
  - iv. Athletics Canada Staffing updates
- k. Sport BC
  - i. Sport BC Athlete of the Year Banquet 2017 – March 8, 2017
    - 1. List of nominees has been released and BC Athletics is well represented.

#### **10. New Business:**

- a. BC Government/ViaSport Anti-Bullying Campaign – Circulated and more information was provided at the meeting.
  - i. Campaign sent to all the Provincial Sport Organizations, multiple sport organizations and para sport organizations; initiated beginning late January through to February 22 (Pink Shirt Day) with PSO representatives attending the sessions. Noted that individuals can also sign the Declaration of Commitment and that BC Athletics will be creating a small version of the BCA logo to add under the Sport Organization or Partner signature line. BC Athletics will circulate the declaration to the membership, collect and then upload to the ViaSport website. Brian encouraged Board members to sign the declaration while present at the meeting.

- ii. It was recommended this be added to the handbook and Brian noted he did raise the matter as it relates to the Harassment Policy and is something to look at to incorporate, as bullying is a form of harassment.
- iii. Motion made to commit to erasing bullying in sport throughout BC – G. White/J. Hinze – Passed.

**11. Next Board of Directors meeting will be Saturday, March 25, 2017 at 9:00am.**

- a. Brian will reach out to the Chairs of the Committees to invite for lunch at 12:30. Board will meet from 9am – 12pm, break for lunch, and then resume with Committees at 1:30pm.

**12. Motion to Adjourn** – Meeting was adjourned at 1:41pm. J. Hinze/K. Ramage – Passed

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

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