



BC Athletics Executive Committee Meeting – March 7, 2017
Fortius Sport & Health/Athlete Development Centre, BC Athletics Boardroom
Minutes

Attending in person: Greg White, Chair; Brian McCaldar, President/CEO

Attending by teleconference: Jim Hinze, Vice Chair; Carey Dillen, Director Finance; Tyler Heisterman, Director Programs & Technical Development; Paul Mathias, Director Administration & Planning (joined by teleconference at 5:48pm); Sam Collier, Manager Registration and Membership Services

Regrets: None

1. The meeting was called to order at 5:32 PM. Introductions were made.
2. Additions to the agenda – Update on officials added to New Business.
3. Adoption of the Agenda – C. Dillen/J. Hinze – Passed
4. Approval of the minutes
 - a. Acknowledged receipt of the Board of Directors Meeting Minutes of January 21, 2017.
 - b. Acknowledged receipt of the Masters Committee Meeting Minutes of February 10, 2017
 - c. Acknowledged receipt of the Officials Committee Meeting Minutes of January 14, 2017
5. Actions arising from the minutes
 - a. None
6. Reports
 - a. Chair of the Board of Directors Report (Greg White)
 - i. No Report provided
 - b. Vice Chair of the Board of Directors Report (Jim Hinze)
 - i. No Report provided
 - c. Financial Management (Carey Dillen/Brian McCaldar)
 - i. Key Indicators
 1. Membership Revenue Comparison – Year to date March 2, 2017 to March 2, 2016
 - a. Time of year where membership revenue is checked frequently.
 - b. Difference of plus \$21,832 (ahead of last year)

- c. Revenue pending (invoiced amounts) is another \$49,564 as of March 2, 2017
 - d. On target for the fiscal '17.
 - 2. Membership revenue pending for fiscal 2016-2017 as of March 2, 2017 - \$29,564.21
 - ii. Financial Summary to Jan 31, 2017 – circulated.
 - 1. Noted that comments, regarding membership revenue, have been provided in the far right column.
- d. Administration and Planning (Paul Mathias)
 - i. Verbal report provided
 - ii. Strategic Plan Update
 - 1. Planning Committee
 - a. Pillars and the areas of emphasis reviewed and draft has been created of the activities and tactics to support achieving the strategic objectives, which Marilyn is finalizing.
 - b. Partial draft to be received this week around the Official's piece. Greg and Chris are attending the officials meeting this weekend and will review at that time.
 - c. Plan is to review further and pare down as needed to be realistic to what can be achieved over the next 4 years.
 - d. Draft will be available for the March 25th Board of Directors meeting, feedback will be provided and then a final draft will be presented to the board for final approval.
 - e. Draft will also be sent to the steering committee for review and feedback.
 - iii. AGM 2017 (Brian McCalder)
 - 1. Planning for 2017 AGM – Staff feedback circulated
 - a. Consensus to Early September as a better time of year
 - b. 4 hour mid week or weekend session may work
 - c. Fortius noted as a good venue for the AGM
 - d. Remote Access recommended
 - e. One day for AGM and additional day for committee meetings or limited agenda if a mid-week evening meeting
 - f. Recommendations given for reporting format
 - g. Calendar Congress tied into September AGM
 - h. Annual Awards in the end of January/February.
 - i. Suggestions provided for format including a possible semi-annual general meeting.
 - 2. Executive Committee Feedback:
 - a. Consider connecting with each of the member clubs to survey for their feedback.
 - b. Support for midweek evening meeting. Suggest looking at the timeframe that supports the best attendance. Strong support to attending by electronic means. Everyone was good with Fortius as the location.
 - c. Time of year: All in support of early September, however it was noted a midweek meeting might negate the time of year. Sam suggested not August due to vacations but midweek in September was not an issue for staff. Chair noted the legal obligation to hold the AGM before the end

- of September and suggested after the 15th of September to late September. Noted that late September does not support holding with the Calendar Congress and would have to look at scheduling the calendar congress separately, at another time.
- d. Asked how voting would work and if the bylaws allow for electronic voting. Brian noted that the bylaws do not state that it cannot be done; only stipulates show of hands or secret ballot. Brian will get an opinion on the bylaws and the allowance for electronic voting.
- iv. Awards Banquet for 2017 (to be held following the 2017 Competition season, January or February 2018)
 1. Executive Committee feedback:
 - a. Supported timeline and separate event as suggested.
 - b. Suggest if a daytime meeting, structured so it does not incur additional travel cost for out of town attendees.
 - c. Asked if separated into two events, if it would be less of a burden to staff? Brian noted the banquet alone would be less work on staff. Including the governance session will increase workload but are not like requirements of full 3 day AGM.
 - d. It was noted the end of January/February also has a number of indoor meets and suggested a Sunday might be less of a conflict.
 - v. Human Resources (Brian McCalder)
 1. Summer Student Application – Applied for two summer students but no word received yet.
 2. First Contact (RJTW & Junior Development) – 18 applications received and 4 or 5 have been shortlisted. Will proceed with interviews with hopes of having someone in the position as soon as possible, aiming for March 15, 2017.
 - vi. Sport BC (Greg White/Brian McCalder)
 1. Update
 - a. Sale of Share of All Sport Insurance – Sport BC Board of Directors approved the sale of their shares to Markell and was presented to the membership (PSOs) at the meeting in February. SGM proposal presented and passed so sale of 2.8 million proceeding. Request for those interested in being part of a committee to oversee the investing of that money, working with the potential guidance of an investment advisor. Committee to be struck around the end of March early April and will be a 3-6 month process before finalized.
 - e. Marketing, Sponsorship & Communications (Paul Mathias/Brian McCalder)
 - i. Initiatives
 1. W50 - \$15,000 committed for W50 2017
 - a. Noted as being up from the \$10,000 last year
 2. Vancouver Sun Run e-blast (1st week of March) – Discount for sun Run entrants who are first time members of BC Athletics and link to BC Athletics website

- f. Programs and Technical Development (Tyler Heisterman/Brian McCaldar)
 - i. Athlete Support Programs
 - 1. BC Athlete Assistance – completed and funding sent out for the 2016/2017 year.
 - ii. Selections
 - 1. Junior/Senior Canada Games selections have been posted on the website.
 - iii. Committee
 - 1. Making good progress and will be reviewing the athlete standards again, trying to get them out prior to the start of the season.
 - 2. Committee still feels an athlete should be required to take part in the championships, however the issue previously raised no longer exists. It was noted there are opt outs for legitimate reasons.
- g. Membership (Sam Collier)
 - i. Reports
 - 1. Manager Registration Services Report to the Board – Circulated
 - a. Item of Note – Change of eligibility for Zone 3, 4 & 5, as discussed at the last meeting, has rendered a lot of interest as several school districts are looking into it.
 - 1. Individual Member approvals
 - a. Motion to approve the Individual Memberships form October 19, 2016 to February 27, 2017 as provided. T. Heisterman/J. Hinze – Passed.
 - 2. School and School District Club Membership approvals - Circulated
 - b. Motion to approve the School and School District Club Memberships from January 16, 2017 to February 27, 2017 as provided. C. Dillen/J. Hinze – Passed
 - 3. Club Membership approvals – Circulated
 - a. Motion to approve the Club Memberships to March 7, 2017 as provided, those completed, as well as those who are pending completion of requirements. – T. Heisterman/C. Dillen – Passed.
 - b. Motion to approve the New Club Membership Application for Elk Valley Track Club (EVTC), who were noted as meeting all the requirements – J. Hinze/T. Heisterman

7. New Business

- a. Update given on the new Technical Manager Track & Field
- b. Update on Officials – Brian met with John Cull and reviewed the new proposed expense claim form. As changes were made for reimbursement for officials to now show as revenue neutral.
- c. Chair mentioned the lack of a Director at Large position which came about as there was an interested party for the Board of Directors vacancies, however their skills do not align with the positions available (Marketing & Communications or Events & Promotions).

8. Next meetings:
 - a. Board Meeting, Saturday, March 25, 2017
 - b. Board Meeting, Tuesday, June 6, 2017
 - c. Executive Committee Meeting, Tuesday, June 27, 2017
9. Motion to Adjourn – C Dillen/J. Hinze. The meeting was adjourned at 6:23 PM.

Director Signature _____

Director Signature _____