



**BC Athletics Board of Directors Meeting – July 15th, 2014
Fortius Sport & Health/Athlete Development Centre, London Boardroom
Minutes**

Attending in person: Greg White, Chair; Brian McCalder, President/CEO; Jim Hinze, Vice Chair; Sanda Turner, Director Zones 3, 4, 5; Richard Lee, Coach, BC Endurance Project

Attending by teleconference: Carey Dillen, Director Finance; Carey Nelson, Director Administration & Planning; Paul Mathias, Marketing & Communications; Randy Longmuir, Director Zone 6; Neal Currie, Director Zone 7 & 8

Regrets: Roberta Tetlock, Director Zones 1 & 2; Graham Dodd, Director Zones 3, 4 & 5; Chris Winter, Male Athlete Director; Jessica Smith, Female 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

- 1. Meeting was called to order at 5:33pm**
- 2. Introductions were made**
- 3. No additions to the agenda**
- 4. Adoption of the agenda – J. Hinze/C. Dillen – Passed**
- 5. Approval of the Board of Directors Minutes of**
 - a. May 8, 2014 – minutes received/reviewed. Motion to approve – J. Hinze/R. Longmuir – Passed
- 6. Receipt of the minutes from the Executive Committee meeting minutes of:**
 - a. Executive Committee Meeting – June 17, 2014 – Circulated
 - b. Masters Committee meeting – June 4, 2014 – Circulated
Moved to receive
- 7. Business arising from the minutes**
 - a. Executive Committee Meeting of June 17, 2014
 - i. Updating the BC Athletics Rules – Cross Country Entry/Late Entry fees:
 1. Cross Country Championship Entry Fees and Late Entry Fees:

- a. As approved by the BC Athletics Executive Committee on June 17, 2014, the following is presented to the Board for approval:

BC Cross Country Championships Entry Fees and Late Entry Fees for:

Junior Development and Midget Age Groups

- 1. The BC Athletics Cross Country Committee proposed the regular entry fee for the JD & Midget age group be \$7.00 and the late entry fee be \$15.00

Youth, Junior, Senior, Masters Age Groups

- 1. The Committee also proposed the regular entry fee for the Youth, Junior, Senior & Masters age groups be \$12.00 and the late entry fee be \$20.00

Motion to the Board of Directors – increase the late entry fee for the:

- 1. JD & Midget age groups to \$15.00, and
- 2. Increase the late entry fee for the Youth, Junior, Senior & Masters age group to \$20.00.

Motion to approve – R. Longmuir/J. Hinze – Discussion held. – Passed

- ii. Junior Development Manual – Completed. Posted and circulated.
 - 1. Note: Includes a section for the Midget Age Group Events in as much as the competitions held for the Junior Development Age Group often include the Midget age group.
- iii. Spectator Code of Conduct – Completed, posted and circulated to all Track & Field competition meet directors. Each Track & field competition meet directors asked to include the Spectator Code of Conduct in the Technical Information Package and to post on their website and have as a handout at the competition.
 - 1. Note: Further material is being explored – i.e. laminated poster and other means to provide awareness of the code.

8. Correspondence

- a. Annual Government/ViaSport Funding Agreement – received June 27th, 2014

- i. Agreement includes:

- 1. Same funding level as 2013/2014 fiscal year (\$402,310.00)
- 2. 12 Instalments – July 2015 to June 2015

- a. Challenges:

- i. Cash flow
- ii. High spend rate in the first 6 months of fiscal (Apr to Sept)

- iii. Reduced bank interest earned
 - iv. Instalments extend beyond the fiscal year end yet all programs from a financial perspective run from April to March
 - v. PSO's were not consulted nor had any knowledge of this change until the agreement were received
 - vi. The Government Sport Branch (Margo Ross, Exec Dir) was not aware of this until questioned by PSO's.
- b. Brian reports we can request an amendment to request larger amounts of money over the fiscal year. Would like to send a letter to request we receive 6 months of funds now and split up the balance into 3 month amounts so that all of the funds will be received by the end of March. BCA does have a line of credit, but it is not a substantial amount that can be used as an interim solution. Looked at the cash flow analysis from last year and for this year, without government grants, cash flow projection ranges from - \$154,000 to as low as -\$6,000 depending on the month. The period with the largest spend is in the first 6 months of the fiscal year with a lull in September/November but picks up again from December through to the end of March. Government funding has always been late but until now has been able to be managed.
 - c. Motion to approve Management request from ViaSport for an advance to the funding schedule as required by the cash flow requirements – C. Dillen/G. White – Passed


Note: Director of Finance, Carey Dillon left the meeting at this point (6:13pm)

9. Reports:

- a. Chair of the Board of Directors – Greg White
 - i. Written Report circulated
 - ii. Items of Note
 - 1. Two resignations received, from Denise Clements due to health issues and from Derrick Johnston due to relocating to Ontario. Vice Chair will back fill and assist and coordinate with staff as needed. Director of Programs and Technical Development may be a difficult position to fill due to the requirements. Chair will discuss with staff and others and noted the Board does have the opportunity to appoint to the positions until the next AGM. Please bring forward any candidates or ideas to the Chair.
- b. Vice Chair of the Board of Directors – Jim Hinze
 - i. Oral Report provided
- c. Directors Reports:
 - i. Zone Directors

1. Roberta Tetlock – Division 1 & 2
 - a. Written Report circulated
2. Sanda Turner & Graham Dodd – Division 3, 4, 5
 - a. Written Report circulated
 - b. Items of Note
 - i. Olga Kotelko, Masters Athlete passed away. Brian, Greg and Jim attended her service and noted how generous it was for them to share her medals those that attended her service.
3. Randy Longmuir – Division 6
 - a. Written Report circulated
4. Neal Currie – Zone 7 & 8
 - a. Written Report circulated
- ii. Athlete Directors – Chris Winter & Jessica Smith
 1. No Report
- d. Finance Report – Carey Dillen
 - i. Budget Summary and detail for:
 1. 2014-2015 Financial year to May 30, 2014 – Circulated
 2. Items of Note:
 - a. This is the budget that at the AGM was called the Draft Operating Budget and was approved by the Board and the membership. This is the current budget management is using. Draft financial statements are coming this week and then the statement will be calibrated to this budget and updated to have a working operating budget for management to move forward with. Will not know exact gaming funds until August, however estimated funds are included in the draft operating budget.
 - ii. Proposed Operating Budget 2014-2015 – Discussion
 1. Motion to approve the 2014-2015 operating budget as tabled at the AGM in December and as provided to the Board at this meeting – J. Hinze/C. Dillen – Discussion held. – Passed
 - iii. Audit update – Requested from BDO
 1. Auditors have completed the draft financial statements and they will be provided this week. Carey and Brian will review next week to finalize. At this point, looking at about a \$47,000 surplus. Audited financial statement will be presented to Board to approve and then to the Chair to sign off.
- e. Administration & Planning
 - i. Oral Report given
 - ii. Strategic Plan Update – Carey Nelson/Brian McCalder
 1. Strategic Plan meeting coming up in August. Looking for an outside person (someone with athletics and association knowledge, however not a member on the board) with Strategic

Planning experience to join the committee (volunteer). Please let Carey and/or Brian know if you know of anyone.

- iii. Human Resources – Carey Nelson/Brian McCaLder
 - 1. HR Committee meeting held.
 - 2. Summer Student – Did not move forward with hiring a second summer student because of unknown reference levels from the Government until the end of June and instalment schedule and the impact on cash flow.
- iv. Officials Sub-Committee on Recruitment, Training and Retention
 - 1. Proposed date has been circulated
- v. Organizational and Committee Structure review – Strategic Plan Governance review section of the plan – to be initiated in 2014
- vi. AGM – December 5, 6, 7, 2014
 - 1. Nominating Committee has been struck and Jim Hinze will be the Chair of the committee. Positions up for election are the Chair, Vice Chair, Director of Finance, Director of Events & Promotion (1 year remaining of a 2 year term), Director Zone 3, 4, & 5 and Director Programs & Technical Development.
 - 2. Saturday sessions – Feedback and ideas from the Board welcome however there was no real discussion at this point. Looking at a Board of Directors working breakfast on Sunday morning (approximately 7am to 9am).
 - 3. BC Club renewal fee increase – Club renewal fee increase was approved at last year’s AGM but Athletics Post Secondary (School) Affiliate Club or Athletics Society/Organization Affiliate Club was not specifically addressed. These club memberships have a different fee structure than the Full Member Clubs as there was no sliding scale of club membership fees and a limit of 1 voter per Post Secondary and Athletics Society Club. Fees will remain at the \$100 fee level for the 2015 membership year. 
- f. Membership Report – Sam Collier
 - i. Written Report circulated
 - 1. Items of Note
 - a. The number of members in 2013 has been surpassed with now being 203 members over last year.
 - ii. Total Individual Membership #'s – YTD – Current (circulated)
 - iii. Total Club Membership #'s – YTD – Current (circulated)
 - iv. Approval of Club and Individual Membership
 - 1. 2014 Individual Memberships
 - a. Motion to approve the list of individual memberships for 2014 received to July 8, 2014 as provided – J. Hinze/R. Longmuir – Passed
 - 2. 2014 New Club Memberships & School Memberships

- a. Motion to approve the new club membership (BC Wheelchair Sports - Athletics) as provided – J. Hinze/S. Turner – Passed

3. Trackie

- a. The national membership database is still not completed and requires considerable work and monitoring by the provincial offices for the time being. Currently preparing for the club renewals process and individual membership fee increases to be in place for the 2015 membership year.

g. Programs & Technical Development – Vacant/Garrett Collier

- i. Director of Programs & Technical Development is vacant due to the resignation of Derrick Johnston.

h. Marketing & Communications – Paul Mathias/Brian McCalder

- i. Written Report circulated

ii. Planned Initiatives:

1. Continued work on:

- a. Connecting with DOE members (Sun Run and Van Int'l Marathon and club hosted competitions).
- b. BC School Sports and Track & Field and XC Commissions – exploring joint membership.
- c. Event sponsorship initiatives
- d. Discussion with 3rd party providers of electronic marketing and promotion of events

iii. Outcomes

- 1. Banners – Purchase of 6 banner systems and 12 banners

i. Programs & Technical Development - Staff

i. Run Jump Throw - Meghan Butterworth

- 1. Written Report circulated

2. Item of Note

- a. RJT numbers for this fiscal year's targets and this year's actual number and then next fiscal year's targets provided

ii. Track & Field - J.D. to Masters

1. Junior Development

- a. Track & Field

2. Track & Field (15 to 35 yrs) – Garrett Collier

- a. Written Report circulated

b. Item of Note

- i. Noted that some of the items within the report are just ideas at this time.

3. Road and Cross Country Running – Maurice Wilson

- a. Written Report circulated

b. Items of Note

- i. BC Athletics has protested the lack of support for Canadian Athletics to attend the IIAF World Half Marathon Championships.
 - ii. BC Athletics will be supporting some Race Directors to attend the Race Directors conference.
 - iii. Masters – Track & Field /Road Running/Cross Country Running – Vacant
 - 1. Director Liaison to the BCA Masters Committee is vacant due to the resignation of Denise Clements.
 - iv. Officials – Graham Dodd
 - 1. No Report
 - v. Coaching – Jennifer Schutz
 - 1. Written Report circulated
 - vi. Coached Based Training Groups – Brian McCalder
 - 1. National
 - a. Western Hub – Heather Hennigar, Endurance Coach
 - b. Coach Based Support
 - i. Victoria
 - ii. Kamloops
 - 2. B.C. Regional
 - a. Interior – Kamloops – Still looking to fill this position.
 - b. Fraser Valley – Abbotsford – Ziggy Szelagowicz, Regional Coach
 - 3. BC Endurance Project – Richard Lee
 - a. Written Report circulated
 - j. Events & Promotions – Vacant/BCA Staff
 - i. No Report
 - ii. Planned Initiatives – Further identification of collateral needs (flags, banners and tent coverings (currently the old logo)
 - 1. Jim Hinze, Vice Chair, will be working with staff to oversee this project.
 - iii. Outcomes
 - 1. Purchase of 6 banner frames and 12 banners

Note: Coach, BC Endurance Project, Richard Lee left the meeting at this point (7:00pm)

- k. Athletics Canada Update – Greg White and Staff
 - i. Update provided in Chair’s written report. President & CEO and Chair attended the AGM.
 - 1. Key issues – New bylaws for Athletics Canada, bid process for Athletics Canada championship events, and the election of 6 new board members.
 - l. Sport BC Update – Greg White and Staff
 - i. Update provided in Chair’s written report. Sport BC AGM attended the the Chair.

10. New Business:

- a. None

11. Next Board of Directors meeting will be held on Monday, October 20, 2014 at 5:30pm

12. Motion to adjourn – J. Hinze/N. Currie – passed. Meeting was adjourned at 7:04pm

Director Signature _____

Director Signature _____