



**BC Athletics Executive Committee Meeting – June 17, 2014
Fortius Sport & Health/Athlete Development Centre
Minutes**

Attending in person: Greg White, Chair; Brian McC Calder, Pres/CEO; Jim Hinze, Vice Chair

Attending by teleconference: Carey Dillen, Director Finance; Carey Nelson, Director Admin & Planning

Regrets: Paul Mathias, Marketing & Communications; Denise Clements, Dir. Events & Promotions; Derrick Johnston, Programs & Technical Development

1. The meeting was called to order at 5:37 PM. Introductions were made.
2. No additions to the agenda
3. Adoption of the Agenda – J. Hinze/ C. Dillon – Passed
4. Approval of the minutes
 - a. Executive Committee Meetings Minutes of April 8, 2014 – J. Hinze /C. Dillon – Passed
 - b. Acknowledged receipt of the Board of Directors Meeting Minutes of May 8, 2014
5. Actions arising from the minutes
 - a. BC Cross Country Championships Entry Fees and Late Entry Fees for:
 - i. Junior Development and Midget Age Groups – circulated
 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.
 - ii. Youth, Junior, Senior, Masters Age Groups – circulated
 1. The Committee also proposed the regular entry fee for the Youth, Junior, Senior & Masters age group be \$12.00 and the late entry fee be \$20.00.
 - iii. Motion to increase the late entry fee for the JD & Midget age groups to \$15.00 and to increase the late entry fee for the Youth, Junior, Senior & Masters age group to \$20.00. – J. Hinze/C. Nelson – Passed
 1. It was noted that the fee increase is by \$3 on late fees and by \$5 for late fee Youth to Masters.
6. Reports
 - a. Chair of the Board of Directors Report (Greg White)
 - i. Oral Report given
 1. Athletics Canada AGM – Attended by Greg, Brian, Maurice and Garrett. Opening for 5 new board members to be elected plus

confirmation of the male athlete representative, who is from BC. For the 5 positions, there were 7 people running for the positions so there are 6 new members on a board of 9. BC Athletics hopes the new Board will be more active as the AGM was not well attended by the Board. Some concern from the members that there has not been engagement from the Board and the Staff to the members. The members have sent a letter to the board with their concerns and follow up to the letter will be at the next semi annual general meeting.

2. SportBC AGM –Election held and the incumbents were reelected. Carey Dillen’s appointment to the Board continues. There was a motion from the floor to engage the members in strategic planning and the relationship with ViaSport.
- b. Vice Chair of the Board of Directors Report (Jim Hinze)
 - i. Nothing to report at this time.
 - ii. Chair noted to the Vice Chair, that we are six months out from the next AGM and the nominating committee, chaired by the Vice Chair, should be activated. Should look to the terms of reference and begin recruitment. Jim agreed and would look to the Board members or others outside of the Board to assist.
 - c. Financial Management (Carey Dillen & Staff)
 - i. 2013-2014 Budget Year End Draft Summary – circulated
 1. Audit will be completed soon and then the budget will be tweaked and provided to the Board for approval. Pre-audit year-end looks to be a net profit. Grant of \$30,000 for Run Jump Throw but budgeted \$40,000. Will be looking for some additional revenue or to pair down the expenditures. Adjustments in audit should increase the bottom line.
 2. Cash flow is good. It was noted that the line of credit is still available but BC Athletics has not had to use it yet.
 3. No actions for the Board at this time.
 - ii. 2014-2015 Draft Budget Summary – included as part of above
 - d. Administration and Planning (Carey Nelson/Staff)
 - i. Strategic Plan Update (Brian McCalder)
 1. To initiate the Planning Committee recall and set a time to review the current year end results and plan for 2015 & 2016 plus the Strategic Plan for 2017-2020.
 - a. Planning Committee members to be determined. Brian will review the past records and will provide Carey with feedback on the status of the committee members.
 - b. Next steps
 - i. Recall the committee and do a mid term review to ensure still on target for 2015/2016 and make adjustments as necessary. Review should be held no later than the end of July if possible. Will provide a summary of the review to the Board for their October meeting or to the Executive Committee for their August meeting.
 - ii. Start the discussion at some point for 2017-2020 and how to approach.

- ii. AGM 2014 updates (Sam Collier/Brian McCaldar)
 - 1. No updates.
- iii. Human Resources (Brian McCaldar)
 - 1. Summer Student hired – Alex Bill for RJT Chg
 - 2. Meeting held June 12, 2014 (Agreed HR meetings would be held twice a year, unless issue drive. Next meeting in the fall.)
 - a. Review current policies
 - i. Compliance with the BC Employment Standards regarding wording and overtime compensation.
 - b. Review of current salary ranges and increments.
 - c. Review of current benefits policy.
 - d. Review of future staffing and updating of job descriptions.
 - e. Discussion, action and approval: to look at Temporary Staff to cover any extended staff absences.
- iv. Sport BC (Greg White/Brian McCaldar)
 - 1. Report from AMG – May 31, 2014 (also noted in Chair's Report)
 - a. Election of Directors:
 - i. Carey Dillen – Director Finance & Audit
 - ii. Heather Turner – Director at Large
 - iii. Kimberly Gilhooly – Director at Large
- e. Marketing, Sponsorship & Communications (Paul Mathias/Staff)
 - i. No report given
 - ii. Planed Initiatives:
 - 1. June 19th meeting – Chris Winter, Paul Mathias, Brian McCaldar
 - a. Connecting to sanctioned event participants (Day of Event members)
- f. Events and Promotions (Denise Clements)
 - i. No report given. Chair to follow up with Denise.
 - ii. Jim spoke to Maurice and is available to step in if required.
- g. Programs and Technical Development (Derrick Johnston/Staff)
 - i. Athlete Development
 - 1. Junior Development Manual – updated and posted
 - a. Includes the Midget age group events and technical standards as most Junior Development Track & Field meets also include the Midget (14/15) Age Group.
 - b. Positive feedback received so far.
 - ii. Athlete Support Programs (Brian McCaldar)
 - 1. Nothing to report.
 - iii. BC Athletics Team Programs (Brian McCaldar)
 - 1. Senior Track & Field team selected, announced and athletes & personal coaches notified
 - a. Canadian Senior Track & Field Championships – June 27-29, 2014, Moncton, NB
 - 2. Junior Track & Field Team to be selected and announced this week
 - a. Canadian Track & Field Championships – July 4-6, 2014, Sainte-Therese, QC
- h. Membership (Sam Collier)
 - i. Individual and Club Membership registrations – updated list since the June 13, 2014 Board Meeting circulated

- ii. Approval of individual memberships – as necessary – provided at the meeting.
 - 1. Motion to approve (2014) Individual Memberships as of June 13, 2014. J. Hinze /C. Nelson – Passed
 - iii. Approval of Club Memberships – as necessary – provided at the meeting
 - 1. Motion to approve (2014) 6 School Clubs Memberships, one of which is pending fee payment. C. Nelson/C. Dillen – Passed
- 7. New Business
 - a. Spectator Code of Conduct – Has been posted and circulated to all meet directors and will be sent to Road Running and Cross Country race directors as well.
 - i. Follow up a year following the release of the Code of Conduct would be practical. Brian suggested, at the start of the outdoor season next year, asking for feedback and determining the effectiveness of the code. Will consider producing rack cards (especially for use by officials) and laminate reusable posters, however will need to look at the cost for printing. Also need to add downloadable formats to the website. Clubs, especially if hosting events, should have the code of conduct available and ideally a link on their website.
- 8. Motion to Adjourn – J. Hinze/C. Dillen. The meeting was adjourned at 6:17 PM
- 9. Next meetings:
 - a. Board Meeting Tuesday, July 15, 2014, 5:30pm, BCA Office, Fortius Athlete Development Centre, Burnaby, BC
 - b. Executive Committee Meeting, August 12, 2014, 5:30pm, BCA Office, Fortius Athlete Development Centre, Burnaby, BC