



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING  
HELD AUGUST 18, 2007 AT THE SPORT BC ADMINISTRATION CENTRE, VANCOUVER, B.C.**

Action By

**1. CALL TO ORDER**

The meeting was called to order at 9:40am. Present: Larry Harper (Chair), Diana Hollefreund, Greg White, Tom Dingle, John Bird, Steve Martin, Tom Hastie, Brian McCalder and Ann Kirk (Recorder). Regrets: Liz Jones, Jim Hinze, David Polisi, Dave Trenholm, Tom Masich, Ron Bunting, Jerry Tighe and Sam Collier.

**2. AGENDA**

- 2.1 **Additions:** Selected items from the June 9 Board Meeting and June 20 Executive Committee Meeting (Larry);
- 2.2 **Adoption:** *MOVED (Dingle/White) THAT THE AGENDA, AS CIRCULATED PLUS ADDITIONS, BE ADOPTED. CARRIED*

**3. MINUTES**

**3.1 Board of Directors Meeting**

*MOVED (Hinze/Jones) THAT THE MINUTES OF THE JUNE 9, 2007 BOARD OF DIRECTORS MEETING, AS POSTED ON THE BCA WEBSITE, BE ADOPTED. CARRIED*

**3.2 Executive Committee Meeting** - Minutes from the June 20, 2007 Executive Committee Meeting, as posted on the BCA website, were received.

**3.3 BCA Committee Meeting Minutes**

3.3.1 Minutes from the June 13, 2007 BCA Road Running Committee were received.

**4. BUSINESS ARISING FROM THE MINUTES**

- A list of action items arising from the June 9<sup>th</sup> Board Meeting and June 20<sup>th</sup> Executive Committee Meetings was circulated as a reminder to Directors and Staff. Refer to New Business for Business Arising items to be dealt with at this meeting.

*Directors/Staff*

**5. CORRESPONDENCE**

- A letter of congratulations to BCA for involvement in the BC Summer Games was received from Stan Hagan, Minister, Tourism, Sport and the Arts, Government of B.C.

*Action: Suggested that consideration be given to posting such letters on the BCA website for member information.*

*Staff*

**6. REPORTS**

**6.1 FINANCE**

**6.1.1 Financial Statements**

- The following documents were circulated and reviewed. Brian provided information in response to questions raised.
  - Detailed Profit & Loss Summary for the year ended March 31/07 – pre Audit
  - Detailed Financial Statements for April 30/07 and May 31/07
  - Detailed Financial Statement to August 17/07 – including Draft 2007-08 Budget
- Outstanding Account Receivables have been dealt with.

**6.1.2 Audit**

- The Audited Statement to March 31/07, showing a Revenue over Expenses of \$23,621, has been received and now needs to be reviewed and signed.

**6.1.3 Grants**

- The BCA Direct Access Grant for this year will be \$108,000.

|                     |          |                        |          |
|---------------------|----------|------------------------|----------|
| BC Provincial Teams | \$20,000 | Athlete Development    | \$10,000 |
| Relocation          | \$20,000 | Leadership Development | \$20,000 |

- In Province Travel \$18,000 Publications/Communication \$20,000
- It was noted that Clubs should be aware that SportsFund ticket sales are down therefore future grants may be reduced.

## 6.2 ADMINISTRATION AND PLANNING

### 6.2.1 Strategic Plan - Update

*Action: Committee to meet before September 7<sup>th</sup> and make a recommendation to the Board by email re: hiring a consultant. Final decision to be made at the October 24 Executive Committee Meeting* **Greg/Larry & Brian**

### 6.2.2 Staffing Update

#### Road Running/Cross Country Manager Position

- Brian reported that following a review with Jerry, he prepared a job description which he will run by the Road Running Committee and then have posted next week.
- The posting will indicate that “preference is to work out of the BCA office” as opposed to at an away location.

#### Track & Field Manager Position

- Brian is working on a job description and has proposed taking the Coaching Education out of the current job description, making it a contract project and giving it to Ron Bunting to do under the jurisdiction of the Track & Field Manager.

### 6.2.3 Sport BC/BCA Relocation – Update

- Tom reported that an analyses by his real estate contact indicated that the Broadway corridor is prime office space and rental rates are accordingly high. He did provide info on a few possible Broadway sites as well as sites on Cambie. *Action: Tom and Brian to looking at some of the sites.* **Tom H./Brian**
- A group of 4-5 PSOs are looking for space and BCA would consider joining this group if they find an appropriate location. *Action: Tom to keep in touch with this group.* **Tom H.**

## 6.3 MARKETING AND COMMUNICATIONS

### 6.3.1 Calendar of Events

- Discussions have taken place to get the necessary work done to have the on-line Calendar of Events functioning again asap.
- It was noted that the number of events listed in the Calendar this year has shrunk. The question was whether the current policy of charging a listing fee for non-sanctioned events should be retained?
  - A lengthy discussion ensued re: the pros and cons of various calendar formats and whether a calendar should be produced.
    - . if a printed calendar is to be produced, it must be available earlier
    - . a full calendar (i.e. sanctioned and non-sanctioned events listed) is more useful for the membership and a printed publication is a marketing and promotion vehicle for BCA
    - . there should be some type of distinction between sanctioned and non-sanctioned events
    - . mailing of the printed calendar directly to members is good but should consider only one per family
    - . having pertinent BCA information in the publication is doing due diligence in ensuring that members are made aware of BCA Policies re: Codes of Conduct, Harassment, etc.)
    - . change the title of the publication to “BCA Handbook and Calendar of Events” to use as a reference. (i.e. list all pertinent BCA information, any confirmed information on events and approximate date of annual events with a note to reference the BCA website for full up-to-date details on all events)
    - . printed calendar is not being used by a large number of members – event information is not always p-to-date – they prefer using the on-line calendar
    - . could have a few printouts of the on line calendar available to send (on request) to members who do not have computer access.
    - . too difficult to secure event information early enough to produce the publication in a timely manner

*Action: Referred back to the sub-committee to get input from BCA Committees and membership and make recommendations to the Board. Committee to meet before August 28.* **Brian/Larry/Tom H./Jerry**

*Action: Provide Board with statistical data on utilization of BCA website (i.e. # of hits on the Calendar, Bulletin and other sites).* **Staff**

## 6.4 MEMBERSHIP REPORT

- Have completed the statistics report as requested by Sport BC (which took staff 90 hours). Unfortunately the data SBC wants on behalf of Government is not in the same format that BCA and other PSO presently collect

information therefore it requires time to make the necessary adjustments. There is need to develop a more efficient method. Awaiting feedback on the submission.

## 6.5 **PROGRAMS AND TECHNICAL DEVELOPMENT**

### 6.5.1 **Track & Field**

- A written report from Ron Bunting was circulated. Items covered included: BC Team Selections, BC Provincial Championship dates/locations, Western Canada Games Team, BC Dual Meet Team, BC vs Alberta, Canadian National Junior T & F Championships in Abbotsford, Canadian National Legion Youth Championships in New Brunswick, 2007 World Youth Championships Results, Pan Am Juniors Results, NACAC Development Cup in Race Walking Results, IAAF Pan Am Games Athletes, World Athletics Championships Athletes and Coach, Coaching Education and Officials Development.

#### 6.5.1.1 **Youth 15 Group**

at  
explicit  
information posted on the BCA website.

*Action: A meeting of representatives from the JD and Sr./Jr./Juv. Track & Field be held in mid-October to mid-November with a report back to the Board. Suggested that as mover of the motion that Ron Parker be included in this meeting.*

Tom D./John

#### 6.5.1.2 **Provincial Championships**

Championships  
would make it easier to  
Friday/Saturday/Sunday all  
more prestigious, encourage better participation by the top athletes which market and increase attendance. Could possibly consider holding a levels Championship Event.

*Action: Full discussion on Championships to be an agenda item for the joint JD and Sr./Jr./Juv. Track & Field Committees meeting being arranged to deal with the*

Youth

*15 Group issues.*

Tom D./John

#### 6.5.1.3 **North American Indigenous Games**

of  
- The North American Indigenous Games will be held in Duncan in August, 2008. Information has been provided to the Cowichan Valley Athletics Club. There will be a need for Island officials and there will be opportunities to train Aboriginal people in the communities in terms officiating.

#### 6.5.1.4 **Run Jump Throw**

- A written report from Thelma Wright was circulated. Waiting to hear amount of money that will be available.  
- Athletics Canada sponsorship exclusivity policy makes it difficult for Branches to solicit sponsors for programs. AC needs to look at the "big picture" and amend their policy to allow for an increase in potential sponsorships for the Branches and AC. AC is membership driven and should consider the Branches' financial needs.

*Action: Referred to Tom Hastie to convey to Athletics Canada the need for considering a change in their sponsorship exclusivity policy.*

Tom Hastie

### 6.5.2 **Road and Cross Country Running**

- A written report from Jerry Tighe was circulated. Items covered included BC Road Running Series, Cross Country Update, Road Running Update and H2H

#### 6.5.2.1 **Haney to Harrison**

- Everything appears to be in order. Contracts are in place for the Race Director (Miranda Reece), Assistant Director and Course Manager.

#### 6.5.2.2 **Lower Mainland Cross Country Series**

- The Series has dropped from 8 to 6 events.

*Action: The BCA Cross Country Committee needs to encourage the involvement of events. The Committee also needs to work with the BCA office on the*

additional  
production of a

*Series brochure.*

Liz/Jerry

### 6.5.3 **Officials**

- Officials have been very busy over the summer. Next Committee meeting will be in September.  
- Diana and Tom D. reported that the VIAA has implemented a program to recruit and train new officials

which is working out extremely well. They have found that face to face contact with potential people is the key to successful recruitment.

- Brian met with John and Carol Cull to discuss the Officials Committee Budget. Increased costs associated with the Canadian Junior Championships and the new VIAA program have made it necessary to request additional funding.

6.5.4 **Coaching** - Refer to Ron Bunting's Track & Field Report.

6.5.5 **Centres**

National – Victoria: Due to a \$50,000 accounting error by PacificSport in putting money into a carry over budget that was supposed to go to another sport, at the end of September cutbacks in staffing support may result.

Regional:

- With the shut down of the Okanagan Centre (Penticton) , the \$10,000 could be used on a pro rated bases for this year only to create another centre or for another coach at one of the other Centres provided they can provide matching funds. At present the Valley Royals are considering this for the Fraser Valley Centre in Abbotsford. Next year will start the process of seeking a new Centre in Victoria or Vancouver for 2008-09.

## 6.6 **EVENTS AND PROMOTIONS**

6.6.1 **BCA Jackets and Caps**

- The jackets have arrived and were given to the Directors in attendance. Thanks were extended to Jim for the quality and style of jacket selected. Caps are on order and will be available soon.

6.6.2 **BCA Brochures**

- A draft copy of a brochure was circulated for consideration. Discussion resulted in the following suggestions:  
. use a larger variety of photos to cover age spectrum and all Divisions of BCA (presently no jumps/throws).  
. include BCA Division Logos  
. ensure photos are not reversed  
. don't use photo of people's backs  
. instead of "Support Your Sport" consider "Athletics – Sport for Life" or "Athletics – Sport for All Ages"  
. less text on back - don't hyphenate words – refer to BCA website for more information

**Action: Referred back to Jim to consider the suggestions and submit a second draft.**

**Jim**

## 6.7 **ZONE DIRECTORS**

6.7.1 **Zones 1 and 2** – no report

6.7.2 **Zones 3, 4 and 5** (John Bird and Steve Martin) – verbal report

- Congratulation to Valley Royals (Abbotsford) for hosting the Canadian Junior Championships and to a relatively new club Ocean Athletics (Surrey) for hosting 2 meets.  
- Now have 5 clubs in the Surrey area.  
- Overall attendance at meets appears to be about the same as last year however the split is different - not as many Juvenile and over (possibly because of the early date of the Championships) but more JD.  
- The Kajaks and Harriers All Comers Meets were not as successful this year as in the past. Due to increased costs for using photo finishing, the entry fee for the Harriers meets had to be increased.  
- Due to Civic strike, the surface at the Point Grey Track has not started – if not started before mid-September probably will not get done until next year.  
- Suggest holding a Meet Director Education Session to discuss ways to run better meets (i.e. to keep meets on time, reduce the length of meets by not offering all events for all age groups or combining age groups when appropriate and will not jeopardize potential records)

**Action: Consider having a Meet Director Workshop at the BCA AGM.**

**Greg/Staff** 6.7.3 **Zone 6** (Tom Dingle for Dale Trenholm)

- 7 Island Series Meets have been held and went well.  
- Officials recruitment program is extremely successful.  
- Fall meeting of clubs to discuss next year's plans will be held soon.  
- The 2008 Victoria Marathon will be sanctioned. They will carry their own insurance.

6.7.4 **Zone 7 and 8** (Tom Masich) – no report

## 6.8 **ATHLETICS CANADA**

- The AC 2007 Technical Congress will be held November 23-25 in Toronto
- Brian has discussed the actions of an athlete at the Pan Am Games with Joanne Mortimore and has confirmed that Athletics Canada has taken action, meeting with both the athlete and the personal coach.
- It was suggested by the BCA Board of Directors that Tom Hastie determine if Athletics Canada has any resources to provide assistance to athletes with potential problems such as anger management. The intent is to provide support and education to the athletes.

Tom H

7. **NEW BUSINESS**

7.1 **In Province Travel Policy** – Policy is just about ready. Want to get money distributed asap.

Brian

7.2 **Disciplinary Panel** - Panel needs to meet before the end of August. Potential panel members have been identified.

Larry

7.3 **BC Summer Games**

**Action: Note to be posted in the next Bulletin asking for a Sport Chair in Kelowna and Zone Reps from Zones 2 and 4.**

Diana/Staff

7.4 **BCA Road Running Committee – Motions**

The following motions were made at the Road Running Committee June 13<sup>th</sup> Meeting:

1. *That BC Athletics establish the 5K, 8K, 10K, Half Marathon, Marathon and Road Relay as the Road Running Championship Events to be implemented in 2008.*

- The 5K, 10K, Half Marathon, Marathon and Road Relay Events are already existing Road Running Championships.

- Since it is currently difficult to find hosts for these events, question if it is advisable to add another event at this time.

**Action: Motion to be referred back to the BCA Road Running Committee requesting rationale for adding**

**8K as a Road Running Championship Event.**

Greg

2. *That the By-law limiting the hosting of Championship events to member clubs only be changed to include all sanctioned events.*

- This is a rule not a by-law.

- The rules allow for BC Athletics member clubs; approved registered non-profit societies; or approved organizing groups of host a BC Athletics Road Running Championship.

3. *That the eligibility for Road Running Championship medals be extended to BC Athletics members of any membership type. Prize money will only be awarded to competitive members*

- To deal with the concern of “a BCA member receiving a medal while a non-member had beaten that member”, events could be presented as having 2 categories, i.e. “Championship Category” and “All-Category” as is done at the National Road Running Championship.

- Policy re: awarding of medals is a bigger issue than just for Road Running.

**Action: Greg and Sam to arrange a meeting (in October) of representatives from the various BCA Divisions to review the BCA Policy re: awards at championships and report back to the Board.**

Greg/Sam

**Action: Consider reinstating a yearly meeting between BCA Committees and Board to be held in November.**

Brian/Larry

4. *That we nominate the Victoria Full and Half Marathons and the Haney to Harrison Relay as three more 2007 Championship Events.*

- The Victoria Full and Half Marathon bids were withdrawn. No other bids were received.

**Action: Accept the nomination of the Haney to Harrison Relay.**

Staff

5. *That BC Athletics work towards creating a plan that would provide prize money, a hosting grant, medals and travel expenses for champions to travel to National Championships. Standards for prize money and travel expenses need to be set.*

- BCA Policies allow for providing hosting grants, medals and prize money for Championships and for travel to National Championships.

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**Action: Staff to look at how prize money can be made available for Road Running Championships effective in 2008 and report back to the Board.**

**Staff**

6. That the events for the 2008 Timex Series be chosen by November, 2007 and that all events must be sanctioned.

- All events are sanctioned and it would be good if they were chosen by November, 2007.
- Would like to see a meeting of all Race Directors before the Series begins.

**Action: Staff to arrange a meeting of all Race Directors prior to start of the 2008 Timex Series**

**Staff**

**7.5 WebAlive**

- Tom Hastie reported that his Club (Semiahmoo Sun Runners) is using WebAlive and find it very manageable. Any club interested in using this system can check out their website [SunRunners.ca](http://SunRunners.ca)

**7.6 Off Track Officials**

- Greg noted that the Road Running Committee had questioned how they could get officials at Road Running events. . John Cull met with representatives from the Road Running Committee months ago and began a process of dialogue of what the Officials Committee does and the creation of an “Off Track Component” for Road Running and Cross Country.

**Action: Encourage Road Running Committee to continue contact with John Cull (Chair of the Officials Committee) Greg**

**7.7 Vacation Time**

- Brian will be on vacation from September 8<sup>th</sup> to October 9<sup>th</sup>.

**Directors**

**ADJOURNMENT**

***MOVED (White/Dingle) THAT THE MEETING BE ADJOURNED (1:45 pm). CARRIED***

Respectfully submitted,  
Ann Kirk, Recording Secretary  
07/08/21

Director \_\_\_\_\_

Director \_\_\_\_\_