



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING  
HELD NOVEMBER 17, 2007 AT THE SPORT BC ADMINISTRATION CENTRE, VANCOUVER, B.C.**

*Action By*

1. **CALL TO ORDER**

The meeting was called to order at 9:45am. Present: Larry Harper (Chair), Liz Jones, Greg White, Tom Dingle, John Bird, Steve Martin, Tom Masich, Tom Hastie, Brian McCalder, Sam Collier and Ann Kirk (Recorder).  
Regrets: Diana Hollefreund, Jim Hinze, Dave Trenholm.

2. **AGENDA**

- 2.1 **Additions:** - Under Administration & Planning: Staff Overtime Policy, BCA Website, Harassment  
- Under Membership Report: Reduced Fees for University Athletes  
2.2 **Adoption:** *MOVED (Martin/White) THAT THE AGENDA, AS CIRCULATED PLUS ADDITIONS, BE ADOPTED. CARRIED*

3. **MINUTES**

- 3.1 **Board of Directors Meeting**  
*MOVED (White/Bird) THAT THE MINUTES OF THE AUGUST 18, 2007 BOARD OF DIRECTORS MEETING, AS POSTED ON THE BCA WEBSITE, BE ADOPTED. CARRIED*  
3.2 **Executive Committee Meeting** - Minutes from the October 24, 2007 Executive Committee Meeting, were received.  
3.3 **BCA Committee Meeting Minutes**  
3.3.1 Minutes from the August 20, 2007 BCA Road Running Committee Meeting were received.  
3.3.2 Minutes from the September 22, 2007 Officials Committee Meeting were received.

4. **BUSINESS ARISING FROM THE MINUTES**

- A list of action items arising from the August 18, 2007 Board Meeting was circulated as a reminder to Directors and Staff. The agenda was amended to have the Business Arising items be the last agenda item.

*Board & Staff*

5. **CORRESPONDENCE** - none

6. **REPORTS**

6.1 **FINANCE**

6.1.1 **Financial Statements**  
- The following documents were circulated and reviewed. Brian and Liz provided information in response to questions raised.

- Summary Financial Statement to Sept. 30/07
- Detail Trial Balance to Sept. 30/07
- Prepaid Expenses and Deferred Revenue to Sept. 30/07
- Accrued Accounts Receivable and Accrued Accounts Payable to Sept. 30
- Accounts Receivable and Accounts Payable to Nov. 15/07

6.1.2 **In-Province Travel Fund**

- Information, criteria and an Application Form re: the In-Province Travel Fund has been posted on the website and it appears to have been understood and appreciated by the membership.

6.1.3 **Audit**

- Draft of the Audit to March 31/07 was circulated and needs to be signed off on. As per policy, half of the Net Revenue will be transferred to the Reserve Fund.

*Staff*

6.1.4 **Maximum Reserve Fund Amount**

- Liz noted that she has been making inquiries relative to setting a maximum Reserve Fund amount and

she will present a recommendation at the December Executive Committee Meeting.

6.2 **ADMINISTRATION AND PLANNING**

6.2.1 **Strategic Plan - Update**

- A contract has been finalized with Rose Mercier for her to assist BCA with the Strategic Plan.
- A document setting out time lines and the first 2 steps in the planning process was circulated.
- There will be a Planning Workshop at the AGM.
- Rose will be in direct contact with each Board member.

6.2.2 **Staffing Update - Road Running/Cross Country Manager Position and Track & Field Manager Position**

- Short listing has been done (4 for RR/CC and 3 for T&F). Interview will be scheduled for Nov. 27-30.  
Would like to have Managers in place for January 1/08.
- Looking at bringing in people on an interim basis to work on projects until the positions have been filled and the new Managers are up to speed.

6.2.3 **Office Relocation - Update**

- To date, have viewed some sites but an appropriate space has not been found. As a result, the BCA office space needs have been revised and given to our Realtor who will continue the search.

6.2.4 **AGM- Update**

- Sam is working on the information and documents to be posted on the website.
- The meeting format needs to be finalized asap.
- All AGM report need to be in to the BCA office prior to the meeting for posting on the website.
- ***Recommendation: That for the formal part of the meeting, the BCA Board members be seated at the front of the room.***

Tom H.

Sam

6.2.5 **BCA Staff Overtime Policy**

***Action: Referred to the Administration & Planning Committee to make a recommendation to the December Executive Meeting for consideration after which a recommendation could be referred to the Board for approval.***

Greg/Brian

6.2.6 **BCA Website**

- BCA has contracted *Film Robot* to be host of the BCA website and reorganize it to be more efficient and user friendly. It was felt that it would be better working with only one company for all BCA website needs rather than spread out as it is presently.
- The first step has been to get a corrected online program set up so that the Calendar can be populated. A test site was set up Nov. 1 with a request for people to try it out. Unfortunately the testing was poorly done in terms of the number of people responding to it. However, the program will go into live operation Nov. 23.
- Additional steps will be identified and implemented.

6.2.7 **Administrative Policy**

- The meeting moved to an In-Camera session to deal with an Administrative Policy matter.
- The meeting rose from the In-Camera session and reported that the issue has been referred to the Board Chair.

Larry

6.3 **MARKETING AND COMMUNICATIONS**

6.3.1 **Calendar of Events**

- Necessary to have the website functioning to allow calendar listings. *Film Robot* will fix any concerns.
- Sam is attempting to compile as much calendar information as possible. She will be sending out a request for calendar listings along with full instructions on how to populate the calendar to all clubs and others known to use the website - this info will also be included in the Bulletin.

6.4 **MEMBERSHIP REPORT**

- 6.4.1 A report providing a breakdown of membership by club, membership type and chronological age was circulated.
  - . numbers are down slightly, mostly in the Juvenile and Junior Categories.
  - . the gender gap is getting smaller

. Track Rascals appear to be continuing on to JD

6.4.2 Friends of BC Athletics Category

- At the 2006 AGM, a Notice of Motion to the 2007 AGM to create a “Friends of BC Athletics” category was approved.

- *The Board recommended that the new category be “Friends and Alumni of BC Athletics”*

**Action: Sam to prepare an appropriate resolution to go to the AGM to create this new category.**

Sam

6.4.3 Reduction in BCA Membership Fee for University Athletes

- A letter was received from Shawn McIsaac requesting that the Board consider a reduced BCA fee for University Athletes.

- After due consideration it was **MOVED (Harper/White) THAT A RESPONSE BE SENT TO SHAWN ADVISING THAT AT THIS TIME BCA CANNOT AGREE TO HIS REQUEST FOR A REDUCED FEE FOR UNIVERSITY ATHLETES. HOWEVER BCA WILL ENCOURGE THE UNIVERSITIES TO COVER BCA FEES FOR THEIR ATHLETES.**

Staff

6.4.4 BCA Membership Renewals

**Reminder to all Board Members to renew their BCA memberships prior to the AGM**

All Directors

6.4.5 BCA Membership Fee Increase

- BCA Membership Fees have not been increased for 4 years. BCA operating costs are increasing yearly. A Fee increase should be considered.

**Action: Greg to develop a Notice of Motion for the 2008 AGM advising of a BCA Membership Fee increase to be presented at the 2009 AGM.**

Greg

6.5 PROGRAMS AND TECHNICAL DEVELOPMENT

6.5.1 Track & Field

- A written report from Ron Bunting was circulated. Items covered included Coaching Development, Athlete Assistance Program and Canada Games Program updates

6.5.2 Run Jump Throw

activities - A written report from Jessica Olfert outlining the various sessions, work shops, camps and other during the period April to September/07 was circulated.

6.5.2 Road and Cross Country Running

6.5.2.1 Haney to Harrison

by - A successful H2H was held.  
- A protest, submitted by a group that started at 6:30am and took a wrong turn, was dealt with the Jury of Appeal.  
- A debriefing meeting has been held and recommendations for the 2008 have been recorded.  
- Need to finalize financial accounting relative to the event – should be done by mid-December.

6.5.2.2 Road Running Committee Recommendations to the BCA Board

- A document from the Road Running Committee containing five recommendations and a proposal for Board consideration was circulated and discussed.

6.5.2.2.1 BCA Timex Series

- The Road Running Committee has approved the 14 events from the 2007 Series to continue into the 2008 Series. These are to be posted and promoted asap as the Series starts in January/08.

6.5.2.2.2 Masters Age 40+ for Road Running

**Action: - The Road Running Committee recommendation to be referred to the BCA Masters Committee for discussion and, if deemed necessary, consideration of a resolution to the 2008 BCA AGM. This would be applicable to all BCA Divisions – Track & Field, Road Running, Cross Country Running, Race Walking, Marathons and Ultras.**

Greg

- Clarification should be sought from Athletics Canada with regard to the ability of the Branch (BC Athletics) to have a deviation from the rules with respect to the age for Masters.

*Brian/Tom*

6.5.2.2.3 BCA Road Race Championships and Eligibility

- The BCA Provincial Team Program allows for funded travel to the 10K and Marathon National Championships.
- BCA staff are working on ways to provide prize money for Road Running Championships.
- This is a membership issue that requires full discussion as it has ramifications for the whole association.

**Action: Meeting of BCA Committee Chairs to be held as soon as possible to discuss eligibility and awards.**

*(It was noted that the deadline for Resolutions to the 2008 BCA AGM is Dec. 4/07. AGM Recommendations to the Board can be submitted later)*

*Greg/Sam*

6.5.2.2.4 Calendar of Events and Online Sanctioning System

- The Board recognizes the need for the online calendar to be as fully populated as possible, to be available as early as possible and kept up to date. Aggressive steps are being taken to achieve this.
- BCA has contracted *Film Robot* to review and update the BCA website and work with staff to fix any problems/concerns to better service the membership, especially in the areas of the Calendar, Sanctioning, etc. Calendar listings sanctioning events outlined below:

The Calendar Listings:

- . Step 1 – Register as an event author. *Note: The event author approval step has been eliminated.*
- . Step 2 – Event Listing Information – complete the basic information needed to have the event listed in the Calendar of Events
  - . Date of the Event
  - . Name of the Event
  - . Location
  - . Contact Name and Phone Number
  - . Email and/or Website address.

*Note: Sanctioned Events are bolded and provided an “event website hot link”, non-sanctioned events are not*

Event Sanctioning:

- . Step 1 - Sanction the Event  
If the event is to be sanctioned by BC Athletics, you must complete the basic information and make the payment for sanctioning to start this process.

*Note: You can return to the Sanctioning process at any time to complete or update the information. Please note that the sanctioning application must be completed before the event can be sanctioned.*

- . Consideration is being given to having both a printable online pdf Calendar of Events/BCA Handbook and a printed Calendar of Events. It is felt that a printed publication provides a marketing tool for the organization. Every effort will be made to have the printed publication available as early as possible and it will be mailed out. A system will be put in place to stop unwanted multiple copies of the Calendar being sent to the same household.

**Actions:**

**- *MOVED (White/Jones) THAT FOR 2008 THE LISTING FEE FOR THE CALENDAR BE SUSPENDED. THIS MATTER TO BE REVIEWED FOR 2009. CARRIED***

**- *Full information and instructions re: calendar listing and sanctioning is to be posted in the BCA Bulletin and sent directly to all clubs and others known to list events on the online Calendar.***

**- *A letter to go to the Road Running Committee thanking them for their Proposal.***

*Staff*

*Sam  
Greg*

and

- 6.5.3 **Officials**  
6.5.3.1 Minutes of the Officials Committee September 22/07 Meeting are posted on the BCA website.  
6.5.3.2 The Officials Committee has requested that BCA join Volunteer B.C. - \$75 membership fee.

**Action: The Board approved the Officials Committee request and BCA will join Volunteer BC.** *Staff*  
Managing the relationship with Volunteer BC for officials must be the responsibility of the Officials Committee. *Steve*

- 6.5.3.3 Now have Level II for Long Distance Running. All new officials have to do work at LDR events before becoming a Level II.  
It is the Committee's intent to certify and provide officials for LDR events and they will need support from the Road Running, Cross Country and Race Walking Committees to recruit potential officials.

#### 6.5.4 **Coaching**

- Coaching Clinics held during Sept.-Nov. and Courses planned for 2008 were listed in Ron Bunting's report reviewed under Track & Field (6.5.1).
- BCA will be assisting with expenses for 15 people (mostly coaches) to attend the AC Technical Congress in Toronto Nov. 23-25/07.

#### 6.5.5 **Centres**

- Call for a Regional Centre for Athletics to be initiated for April 1. – to replace the Centre closed in the Okanagan (Penticton).
- An Integrated Performance System review meeting is scheduled for Nov. 20/07 to review where we are which then reflects on the funding for Regional Centres and Provincial Coaching positions.

### 6.6 **EVENTS AND PROMOTIONS**

#### 6.6.1 **BCA Brochures**

- Draft copies of a BCA brochure have been circulated. Jim is continuing to work on finalizing a brochure based on input received. *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

- The Point Grey track is now open. Being a multi-user facility has caused problems and the fact the facility is owned half by the City and half by the School does not help. The track surface is very rough and could cause abrasions if someone falls.

##### 6.7.3 **Zone 6** (Tom Dingle for Dale Trenholm) - verbal report

- Final Cross Country Series race will be held Nov. 18. Numbers have been down approximately 50 at each event in the series.

##### 6.7.4 **Zone 7 and 8** (Tom Masich) – a written report was circulated and reviewed

- An excellent competitive season for the registered clubs in Zones 7 and 8.
- Athletes earned many awards over the summer and Alyxandria Treasure set a new 15 yr girls High Legion National record of 1.76m.
- The Prince George membership is down about 25, possibly due to there being no BC Summer Games this year.

#### 6.8 **ATHLETICS CANADA**

- The AC 2007 Technical Congress will be held November 23-25 in Toronto. BCA believes this Congress is very valuable to the association and will be assisting with expenses for 15 people, mostly coaches, to attend.

### 7. **NEW BUSINESS**

#### 7.1 **Nominating Committee for the 2008 AGM**

- Larry to appoint a Nominating Committee to recruit potential nominees to fill the vacant Board positions and the positions coming up for election. *Larry*

8. **BUSINESS ARISING** (referred from Item 4)  
- All Action Items listed have been dealt with or referred back to an appropriate Board of Staff member.

9. **ADJOURNMENT** - **MOVED** (*White/Dingle*) **THAT THE MEETING BE ADJOURNED (1:55 pm).** **CARRIED**

Respectfully submitted,  
Recording Secretary  
07/10/18

Director \_\_\_\_\_

Director \_\_\_\_\_