



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING  
HELD NOVEMBER 15, 2008 AT THE SPORT BC CAMPUS, RICHMOND, B.C.**

**Action By**

**1. CALL TO ORDER**

The meeting was called to order at 9:40am. Present: Larry Harper (Chair), Greg White, Diana Hollefreund, Liz Jones, Steve Martin, Jim Hinze, Denise Clement, Brian McC Calder, Sam Collier and Ann Kirk (Recorder).  
Regrets: Tom Dingle, Tom Masich and Maurice Wilson

**2. AGENDA**

- 2.1 **Additions:** - Event Prize Money (Brian), Masters Committee issues (Jim), Nominating Committee, Olympics (Greg)
- 2.2 **Adoption:** *MOVED (Clement/Martin) THAT THE AGENDA, AS CIRCULATED PLUS ADDITIONS, BE ADOPTED. CARRIED*

**3. MINUTES**

- 3.1 **Board of Directors Meeting**  
*MOVED (Jones/Hinze) THAT THE MINUTES OF THE AUGUST 16, 2008 BOARD OF DIRECTORS MEETING, AS CIRCULATED, BE ADOPTED. CARRIED*
- 3.2 **Executive Committee Meeting** - Minutes from the October 22, 2008 Executive Committee Meeting, were received.
- 3.3 **BCA Committee Meetings** – Minutes from the October 22, 2008 Masters Committee Meeting were received

**4. BUSINESS ARISING FROM THE MINUTES**

- 4.1 **BCA Criminal Records Check Policy**
    - A Draft “BCA Criminal Record Check for Volunteers and Employees Policy” prepared by Diana was reviewed and suggested amendments were referred to Diana for incorporation in the final document.
    - Action: - The Board approved the Policy as amended subject to approval from BCA legal counsel.*
    - Need to prepare the necessary Resolution for acceptance of this Policy at the AGM.*
    - Diana agreed to manage the administration of this Policy for the first year.*
- Diana* *Brian*  
*Diana*
- Could be a discussion topic for the Club Presidents breakfast meeting.* *Greg*

**5. CORRESPONDENCE**

- 5.1 A copy of the News Release re: the 2010 World Masters Indoor Athletics Championships in Kamloops was received.
    - . BCA involvement with this event will include a hosting grant and assistance with officials.
    - Action: The BCA Masters Committee should support this event and determine how they could be of assistance.*
- Jim*

**6. REPORTS**

- 6.1 **CHAIR, BOARD OF DIRECTORS** (Larry Harper)
  - 6.1.1 Continuing to work on the AC Sub-Committee dealing with a change in the AC membership fees with the overall goal of eliminating the self funded teams and having all AC teams fully funded. The total cost to achieve this goal is not yet known but there will be an increase in the AC fees. An update on the Committee’s progress will be discussed at the upcoming AC Technical Congress.
  - 6.1.2 Have attended some seminars/courses being offered by Sport BC. An important session was where SBC is working with 2010 Legacies NOW, the Canadian Sports Centre Pacific and the BC Parks and Recreation Association to deal with the complications resulting from all sport sectors in the province having to coordinate their approach to government for funding.

- 6.1.3 Trying to participate more on behalf of the association at the SBC level. Have spoken with Paul Varian about some ideas and received positive response.
- 6.1.4 Plan to participate in the BC Senior Games, on the registration side.
- 6.1.5 Will not be able to attend the BCA AGM due to extended travel plans. The Vice Chair, Greg White, will take over the Chairs duties during his absence.

6.2 **VICE CHAIR, BOARD OF DIRECTORS** (Greg White)

6.2.1 **2009 AGM**

- Jim Hinze volunteered to assist Greg with his duties as Chair at the AGM. *Jim*
  - A draft AGM format/schedule proposed by the AGM Committee was circulated and reviewed.
- |                          |          |                    |                                     |
|--------------------------|----------|--------------------|-------------------------------------|
| General format/schedule: | Friday   | 7:00 – 9:00 pm     | Business Meeting                    |
|                          |          | 9:00 – 11:00 pm    | President’s Reception               |
|                          | Saturday | 7:00 – 9:00 am     | Club President/Head Coach Breakfast |
|                          |          | 9:15 – 12:00       | Business Meeting, continued         |
|                          |          | 12:00 - 1:30 pm    | Catered Lunch                       |
|                          |          | 1:30 – 4:00 pm     | Governance Congress                 |
|                          | Sunday   | Committee Meetings |                                     |

Saturday Breakfast: Club Presidents and Head Coaches or their representatives will be invited to a Breakfast Meeting. Board and staff members will also be in attendance.

hosted

- Clubs will be requested to suggest 3 key strategic topics that effect the association which they would like to see discussed at the Breakfast Meeting. The AGM Committee will review the suggestions and select the topics to be discussed. *Sam/Greg*

Saturday Governance Congress

- An educational and informative session bringing forward key topics re: the business operations of the Association. The AGM Committee will determine the topics. *Greg*

Awards Banquet

- It is important that the invited VIPs are hosted by Directors. Sam to determine how to best handle the meeting and greeting of these guests. *Sam/Directors*

Award Nominations:

- The person making an award nomination must submit a fully completed Nomination Form.
- Action: The Board agreed that any incomplete forms received will be returned to the nominator.** *Sam*

Power Point Presentation of Award Nominees

- Will attempt to secure the necessary photos/bios for nominees to produce a power point presentation. *Sam*
- Need to find a volunteer to do the power point presentation. *Sam*

Midget Category (14/15 year olds)

- Need to achieve clarity with the JD and Track & Field Committees re: 14 year olds, i.e. the JD Committee include 6-8 year olds (Track Rascals) and 9-13 year olds (Junior Development) and the Track & Field Committee include 14-15 year olds (Midgets).

**Action: Require a resolution for next year to clarify what to do with 14 year olds.** *Diana*

Silent Auction

- Liz proposed requesting donations of theme baskets for the silent auction.

**Action: Referred to Diana** *Diana*

Reports/Power Point Presentation

- Will be asking for all reports to come in following a standard format.
- Diana volunteered to prepare a Power Point presentation for the business meeting. *Diana*

6.3 **PRESIDENT/CEO** (Brian McCalder)

6.3.1 **Swangard/Burnaby Central Track Facilities**

Met with the Director, Burnaby Parks and Recreation about the redevelopment plans for Burnaby Central High School and Swangard. BCHS is scheduled to be rebuilt which will impact on the track facility – looking to evolve into a bigger and better facility than it is presently. There is a good chance that Swangard will become an artificial turf field but there is also discussion re: the greening of the parking lot for the purpose of the throw events.

East

6.3.2 **IPS (Integrated Performance System)**

Working on integrating services through the Canadian Sports Centre Pacific for targeted athletes who the criteria for Bronze Carding. System allows for identified athletes who are below nationally athletes level to access gym works, food works and transportation support through regional

meet  
carded

centres. This will become more of a factor under the high performance side of our program. There will be accountability measures that are going to become more stringent and more performance/results oriented.

6.3.3 Sport BC

Brian reported on the discontent being expressed by PSOs re: the reduction of opportunities to discussion key issues with SBC staff and the actions being proposed to rectify the situation.

6.3.4 Prize Money

- Brian provided the rationale why prize money was initially introduced. Currently \$3,450 goes to the Cross Country Championships and \$6,000 to the Road Running Times Series for prize money. Also, \$27,500 goes to the 4 International Track & Field Series events for prize money and overhead administration costs.  
- BCA does not have a defined policy for prize money. BCA does have a policy re: hosting grants for Championships - \$6,000 to \$7,000 per year goes to Championship hosts.  
- Regarding the Road Running Committee request for prize money, have not been able to determine how to provide it at this time.

**Action: Need to develop a draft BCA Policy for Prize Money and refer it to the BCA Committees for input.**

Brian

6.4 FINANCE (Liz Jones)

6.4.1 Financial Statements – The following financial information to September 30/08 was circulated:

- Detailed Financial Statement	- Balance Sheet
- Accrued Accounts Receivable	- Accrued Accounts Payable
- Prepaid Expenses	- Deferred Revenue

- Liz noted that at Sept. 30 the figures show a negative position; however, preliminary projections to Year End indicate a positive outcome. Projections to Year End will be available at the Dec. 3 Executive Committee Meeting.

**Action: Scenarios re: risk factors will be presented at the AGM.**

Brian

6.4.2 Audit

- Draft Audit showing a \$33,562 surplus has been received and will be reviewed by Brian, Liz and Larry  
- Final Audit will be available for the AGM.

6.5 ADMINISTRATION AND PLANNING (Diana Hollefreund)

6.5.1 Strategic Plan (2008-2012) – Update (Greg White)

- With the completion of the staff portion, an updated Plan will be available for the AGM.

6.5.2 Human Resources – deferred till later in the meeting.

6.6 MEMBERSHIP REPORT (Sam Collier) – A written report from Sam was circulated and reviewed.

6.6.1 Membership Numbers

348 Sam's report provided a membership breakdown by type, gender and age. Total membership is up by over last year and there are 3 more Clubs registered.  
- Greg suggested that, if possible, it would be useful information if Sam could provide a dollar value per category.

Sam

6.6.2 Membership Year

It was confirmed that the BCA Individual and Club membership year is January 1 to December 31.

**Action: Information in the BCA Policy Manual re: membership year is to be amended accordingly. Referred to Sam to take the required action.**

Sam

6.6.3 Participation at 2009 AGM

**MOVED (White/Clement) THAT ONLY BCA REGISTERED CLUBS AND INDIVIDUAL MEMBERS WILL BE ABLE TO PARTICIPATE AT THE BCA ANNUAL GENERAL MEETING TO BE HELD JANUARY 30, 31 AND FEBRUARY 1, 2009. CARRIED.**

**Action: - Reminder to be posted on the BCA website that all club delegates and individuals planning to attend the AGM must have a 2009 Membership.  
- Board members need to renew their memberships before the AGM.**

Sam  
All Board

6.6.4 School Memberships

- Sam continues to look at the School Membership category and is considering ways to make it easier to process. For a number of reasons, she also feels that it would be better to encourage more School District Memberships than individual School Memberships.

**Action: Referred to Sam to come back with a recommendation to the Board.**

Sam

6.6.5 Membership Fee Increase

- In view of the slowdown in the economy and the uncertainty of what the Athletics Canada Fee increase will be it was felt now may not be an appropriate time for a BCA Membership Fee increase.

**MOVED (Jones/Clement) THAT THE NOTICE OF MOTION AT THE 2008 AGM ADVISING OF A MOTION TO COME AT THE 2009 AGM RE: A MEMBERSHIP FEE INCREASE FOR THE 2010 MEMBERSHIP YEAR (TO TAKE EFFECT OCTOBER 1, 2009) BE DEFERRED UNTIL THE ATHLETICS CANADA FEE INCREASE IS KNOWN. CARRIED**

Staff

## 6.5. Administration and Planning, continued

### 6.5.2 Human Resources, continued

#### 6.5.2.1 Office Staffing

- Julian Cooper has been hired to fill the position of Administration Assistance (BCA and RJT)
- In the process of short listing and arranging interviews re: the Track & Field Manager position.

#### 6.5.2.2 Human Resources Committee Mandate

- A draft document prepared by Diana was circulated and reviewed.  
Suggested amendments were referred back to Diana for incorporation in the final document.

**MOVED (Clement/Hinze) THAT THE HUMAN RESOURCES COMMITTEE MANDATE AS PRESENTED AND AMENDED BE APPROVED. CARRIED.**

**Action: Copy of final document to be sent to all Board Members.**

Diana

*Note: The Human Resources Committee is comprised of the Vice Chair, the Director of Finance and the Director of Planning.*

### 6.5.3 AGM 2009 Resolutions

**MOVED (Clement/Martin) THAT THE RESOLUTION FROM THE MASTERS COMMITTEE RE: PARTICIPATION IN BCA CHAMPIONSHIP EVENTS BE REFERRED BACK TO THE COMMITTEE FOR ADDITIONAL INFORMATION AND CLARIFICATION. CARRIED**

Staff

**MOVED (Clement/Jones) THAT THE RESOLUTION FROM THE JD COMMITTEE RE: STEEPLECHASE AND HURDLE HEIGHTS BE REFERRED TO THE TRACK & FIELD COMMITTEE FOR THEIR RECOMMENDATION. CARRIED**

Staff

## 6.7 MARKETING AND COMMUNICATIONS

6.7.1 2009 Fixtures Draft for Road Running, Cross Country and Track & Field is now posted on the BCA website.

### 6.7.2 Fundraising Idea

- Liz proposed approaching companies re: having a link of the company's on line ordering site posted on the BCA website with a percentage of any sales generated being returned to BCA.

**Action: Referred to Liz to start negotiations.**

Liz

## 6.8 PROGRAMS AND TECHNICAL DEVELOPMENT

### 6.8.1 Run Jump Throw (Thelma Wright)

- Detailed report listing Expense Category, Objective/Deliverable, Event/Activity, Measurable Target, Timelines, Responsibility, Performance to Objective (quantitative and qualitative, and \$ spent was made available.

### 6.8.2 Junior Development

- Looking for host for the JD Pentathlon Championships

### 6.8.3 Fixtures/Calendar Congress

- Reintroduction of the Annual Fixtures/Calendar Congress is part of the Strategic Plan. The Congress met on Nov. 2 to deal with the 2009 Track & Field Fixtures. Presentations by John Cull (BCA Officials Committee Chair) and Kim Young (Meet Director Harry Jerome Meet) were well received.
- Maurice Wilson deemed that it was not necessary to include Road Running and Cross Country Fixtures at this time.

### 6.8.4 Road and Cross Country Running (Maurice Wilson)

- A written report from Maurice Wilson was circulated.
- A post mortem re: the H2H will be held
- Maurice is currently attending the Interior Running Association AGM in Salmon Arm.

### 6.8.5 Officials

- The Officials Committee has requested that the following acknowledgement text for programs, advertising be used.

Race,  
visit:

*BC Athletics member officials provide volunteer officiating at (this event). The IAAF and Athletics Canada certify BCA Officials for all events held under their authority: Track and Field, Road Race Walk, Cross Country and Mountain Running. For further information and certification, [www.bcathletics.org/officials](http://www.bcathletics.org/officials).*

**Action: Referred back to the Officials Committee for clarification i.e (a) do they want this statement to be a requirement or a recommendation for sanctioning; (b) if an event is sanctioned but there are no BCA officials supplied, how should this statement be dealt with?**

Staff

6.8.6 **Coaching and Canada Games 2009**

- A written report from Ron Bunting was circulated.

6.8.7 **Centres**

National - There will be some meetings in January or February around the B.C. Centres and there will be discussions with AC at the Technical Congress next week about the expansion of any National Centres in B.C.

in  
the

Regional – Funding is being distributed to the Interior and Fraser Valley Centres (\$15,000 each) through

Canadian Sports Centre Pacific. There is also a supplement of up to \$1,000 to each of the 5 Centre Coaches for professional development.

6.9 **EVENTS AND PROMOTIONS** (Jim Hinze)

6.9.1 **Master Committee Issues**

As requested by the Executive Committee, Jim has discussed the issues of concern directed to the Masters Committee with the Committee Chair, Jake Madderom, and it appears that these issues should no longer be of concern.

6.9.2 **Sport Store Discounts**

Jim is continuing to contact Sport Stores asking them to offer discounts for BCA members in return for the information being listed on the BCA website.

6.9.3 **“Fly Banners”** – Jim will be meeting with suppliers in January.

6.10 **ZONE DIRECTORS**

6.10.1 **Zones 1 and 2** – no report

6.10.2 **Zones 3, 4 and 5** (Steve Martin) – verbal report

- Several successful cross country events were held, including the BC High School Championships  
- Clubs appear to be doing pretty well.

6.10.3 **Zone 6** (Denise Clement) – verbal report

- Still do not have a Zone 6 rep on the JD committee.  
- Economic situation has caused concern re: travel resulting in lower participation  
- JD Championships in Nanaimo went well.

6.10.4 **Zone 7 and 8** (Tom Masich)

- A written report from Tom covered the good performances by Zone athletes at the Legion Nationals and the hosting of the 2008 BC Senior Games Track & Field component which turned out exceptionally well.

7. **NEW BUSINESS**

7.1 **Olympics**

- Greg suggested that consideration be given to closing the BCA Office, or reducing office hours, during the 2010 Olympics.

.- Brian will determine the staff work requirements during Olympic time.

7.2 **Nominating Committee**

The following Directors have indicated they will run for re-election:

Larry Harper	Board Chair
Greg White	Board Vice Chair
Tom Dingle	Director, Programs and Technical Development
Jim Hinze	Director, Events and Promotion
Steve Martin	Director, Zone 3/4/5

- Liz Jones to advise the Nominating Committee (Tom Dingle) her intentions asap.

- Director, Zones 1/2 and Director, Zone 3/4/5 positions are currently vacant

Liz

7.3 **Board Meeting Format**

- Suggested that consideration be given to reformatting the Board Agenda with a view to reducing meeting time.

Greg/Larry

8. **ADJOURNMENT** - **MOVED** (*Jones/White*) **THAT THE MEETING BE ADJOURNED (2:30pm).** **CARRIED**

Respectfully submitted,  
Ann Kirk, Recording Secretary  
Nov. 18/08

Director \_\_\_\_\_

Director \_\_\_\_\_