



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING
HELD APRIL 4, 2009 AT THE SPORT BC CAMPUS, RICHMOND, B.C.**

Action By

1. **CALL TO ORDER**

The meeting was called to order at 9:30am. Present: Larry Harper (Chair), Greg White, Diana Hollefreund, Liz Jones, Steve Martin, Jim Hinze, Denise Clements, Brian McCalder, Sam Collier and Ann Kirk (Recorder).
Regrets: Tom Dingle, Tom Masich and Maurice Wilson

2. **AGENDA**

- 2.1 **Additions:** Under Administration & Planning: Membership Review (Diana/Larry)
Under Marketing & Communications: AGM Planning (Larry)
- 2.2 **Adoption:** *MOVED (Jones/White) 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 NOVEMBER 15, 2008 BOARD OF DIRECTORS MEETING, AS CIRCULATED, BE ADOPTED. CARRIED
- 3.2 **Executive Committee Meeting** - Minutes from the March 19, 2009 Executive Committee Meeting, were received.
- 3.3 **BCA Committee Meetings** – Minutes from the following BCA Committee Meetings were received:
Cross Country – February 1, 2009; Officials – February 1 and March 7, 2009 and Masters – February 11

4. **BUSINESS ARISING FROM THE MINUTES**

4.1 A copy of the Action List noting items from past meetings that require attention was circulated for information.

4.2 **BCA AGM Resolutions requiring action by the Board**

- 4.2.1 **Criminal Records Check for Volunteers and Employees** (AGM Resolution #1)
- Referred for discussion under Administration & Planning Committee Report
- 4.2.2 **Track & Field – Steeplechase Height for 14 & 15 Year Old Boys** (AGM Resolution #2)
- Height has been changed as per resolution.
- 4.2.3 **BCA Road Running Championship Prize Money** (AGM Resolution #4)
- For clarification the Board confirmed that the Prize Money would be included in the 2010-2011 BCA Budget for the fiscal year April 1/10 to March 31/11.
- Every effort will be made to find money in the 2009-2010 Budget for Prize Money for the 8K Road Running event which will be held in January, 2010. The amount of any such money will be known after October, 2009
- Since the Board has always considered financial matters are based on the fiscal year, in future the Executive must ensure that any AGM Resolution mentioning money and a date indicates the applicable fiscal year.
- 4.2.4 **Combining All BCA Athletics Track & Field Championships for the Age Groups 9 thru Senior (Open)** (AGM Resolution #7)
Action: Denise Clements to Chair a Sub-Committee of the Board, including representation from the BCA JD and Track & Field Committees, to come back to the Board with a recommendation. Denise
- 4.2.5 **BCA Club Membership Period (Rule 24.2a)** (AGM Resolution #8)
- Rule 24.2a) is being amended to read “The club membership period shall be January 1 to December 31 of the same year”.

4.3 **Notice of Motion for the BCA 2010 AGM (December 4, 5 and 6, 2009) re: BCA Membership Fees Increase**

- This motion was for information only to alert the Membership of a possible change in Membership Fees for next year.
- Any required resolution will be developed and presented after the Membership Review has been completed.

4.4 **Motions and Resolutions Referred to the Board**

4.4.1 **Junior Development Pentathlon Entry Fee Increase (AGM #1)**

MOVED (Clements/Jones) THAT THE ENTRY FEE FOR THE JUNIOR DEVELOPMENT PENTATHLON CHAMPIONSHIP BE RAISED TO \$20 PER EVENT. CARRIED

4.4.2 **Updating of the BCA Policy and Procedures Manual (AGM #2)**

- The Board accepted the intent of the resolution and staff will be following up with implementation.

Action: An addendum will be added noting the resolutions passed at the 2009 AGM with the necessary changes being incorporated in the Policies and Procedures Manual before the next AGM.

Staff

5. **CORRESPONDENCE** – None

6. **REPORTS**

6.1 **Chair, Board of Directors** (Larry Harper)

Recording of Votes

in - It was clarified that the number of votes for, against or abstentions to a motion/resolution will only be recorded in the Minutes if requested.

6.2 **Vice Chair, Board of Directors** (Greg White)

2009 AGM

the - Thanks were extended to Greg for the good job done in chairing the AGM in the absence of the Chair and to staff for their assistance.

- Greg thanked the Directors for speaking to the Resolutions and recommended that this procedure be continued at future meetings.

Action: It was suggested that in future a copy the overall meeting schedule/procedure sheet that Sam prepares for the Chair be given to each Director

Sam

6.3 **FINANCE** (Liz Jones)

6.3.1 **Financial Statements**

- A detailed financial statement to February 28/09 was circulated and reviewed. Projections to Year End indicate there will be a small profit.

6.3.2 **Reserve Funds**

- Discussion took place relative to the need for setting up reserve fund(s) to cover various future needs.

Action: Liz to form a Committee to determine what type of reserve fund(s) may be necessary and report back to the Board with recommendations.

Liz

6.3.3 **Sport Funding**

- Brian reported it appears there is a sport funding shortfall of \$5.4million for 2009-10 and the Sport Alliance Group is lobbying government to use any 2008-09 surplus funds to go towards this shortfall. A sport funding announcement is expected today.

6.4 **ADMINISTRATION AND PLANNING** (Diana Hollefreund)

6.4.1 **Strategic Plan (2008-2012)** (Greg White)

- A copy of the Plan was circulated and reviewed.

Action: Need to determine the End Results to March 31/09 and the 2009-10 Tactics and have these added to the Plan. A copy of the updated Plan is to be sent to Directors by the first week in June for discussion at the June 20th Board Meeting.

Staff/Greg

6.4.2 **Memorandum of Understanding between Athletics Canada and Branch to 2012 (MOU)**

- A copy of the MOU was circulated for information. BC and Alberta have been tasked to work through the MOU this Spring as a test case with a view to having each Branch look at their Strategic Plan and see how it aligns with the AC Strategic Plan.

6.4.3 **Human Resources.**

- A copy of the “Human Resources Committee Mandate” and “Human Resources Committee” documents prepared by Diana were circulated and discussed. Suggested amendments to some of the wording in the Mandate were referred to Diana.

MOVED (Hollefreund/Clements) THAT THE “HUMAN RESOURCES COMMITTEE MANDATE” DOCUMENT, AS CIRCULATED AND AMENDED, BE ACCEPTED. CARRIED

MOVED (Hollefreund/Clements) THAT DIANA HOLLEFREUND, GREG WHITE, LIZ JONES, JIM HINZE AND BRIAN McCALDER SERVE ON THE 2009 HUMAN RESOURCES COMMITTEE.

CARRIED

MOVED (Clements/White) THAT DIANA HOLLEFREUND BE CHAIR OF THE 2009 HUMAN RESOURCES COMMITTEE. CARRIED

MOVED (Hollefreund/Clements) THAT BRIAN McCALDER AND (SUBJECT TO ACCEPTANCE) MARY HINZE BE THE BCA HARASSMENT OFFICERS FOR 2009 CARRIED.

MOVED (White/Hinze) THAT THE OPERATING BUDGET FOR THE 2009 HUMAN RESOURCES COMMITTEE BE \$2,000. CARRIED

6.4.4 Criminal Records Check for Volunteers and Employees (AGM Resolution #1) – Risk Management Policy

- After considering advice from the BCA Legal Counsel it was determined that instead of a Criminal Records Check Policy BCA should have a Risk Management Policy of which the Criminal Records

Check would be one small part.

- Diana presented recommendations re: a BCA Risk Management Policy for Board consideration.

Once a Policy has been developed and approved a copy would be sent to member clubs indicating that this is what they need to do.

Action: Diana to develop a Draft BCA Risk Management Policy and email it to the Board for feedback. Diana

Action: Until the Risk Management Policy is in place, Criminal Records Checks will be done for the recommended individuals working directly with or for BCA as identified in the AGM Resolution.

myBackCheck.com

- Representatives from the myBackCheck.com company made a presentation at the BCA AGM which was well received.

MOVED (Hollefreund/Clements) THAT BCA SIGN UP WITH “myBackCheck.com” AS A SERVICE PROVIDER FOR CRIMINAL RECORD CHECKS. CARRIED

Staff

6.4.5 BCA Membership Review

MOVED (Hollefreund/White) THAT THE BOARD STRIKE A BCA MEMBERSHIP AND BENEFIT SUB-COMMITTEE OF THE BOARD TASKED TO REVIEW THE CURRENT MEMBERSHIP STRUCTURE, FEES AND BENEFITS AND COME BACK TO THE BOARD WITH RECOMMENDATIONS ON MEMBERSHIP TYPES, FEES AND ASSOCIATED BENEFITS. CARRIED

Action: - Committee will be Greg White (Chair), Diana Hollefreund and Steve Martin with consultation Greg from staff as required

- Review will be a 2 year project with a progress report presented at the December AGM and updates reports given at each Board Meeting.

Greg

6.4.6 Office Staffing

-Taunya Geelhoed has been hired to fill the position of Administration Assistance (BCA and RJT)

6.5 MARKETING AND COMMUNICATIONS (Staff)

6.5.1 Sponsorships

- Working on sponsorships for the 2009 H2H.

- Brian was successful in securing some sponsorships for the AGM Breakfast and Lunch.

6.5.2 Community Grant Programs

- Information on a Community Grant Program has been posted on the BCA website. BCA is urging Community organizations to apply for funding through this program which could be used for the training and delivery of Run Jump Throw.

6.5.3 AGM Planning

- The AGM Committee met on February 11 to review the past AGM and make recommendation for the next AGM. **The next Committee meeting will be at the call of the Chair, Larry Harper.**

Larry

6.6 MEMBERSHIP REPORT (Sam Collier)

- A written report from Sam was circulated and discussed.

- Noted that Clubs who have not submitted their membership renewals by April 1/09 are no longer covered under the BCA Liability Insurance. The clubs involved have been contacted and made aware of this.

MOVED White/Hinze)

(a) THAT THE FOLLOWING BCA CLUB MEMBERSHIP RENEWAL APPLICATIONS BE APPROVED:

Capilano Eagles Running Club

Royal City Track & Field Club

Lions Gate Road Runners

South Fraser Track & Field Club

*Peninsula Track & Field Club
Ridge Rockets Track Club*

*Surrey Athletics Club
Vancouver Thunderbirds*

(b) THAT THE FOLLOWING BCA CLUB MEMBERSHIP RENEWAL APPLICATIONS BE APPROVED PENDING RECEIPT OF THE REQUIRED FEES:

*Langley Mustangs
Nanaimo & District Track & Field Club
NorWesters Track & Field Club.*

*Simon Fraser University
Universal Athletics Club*

CARRIED

(Note: The (b) clubs will not be covered under the BCA Liability Insurance until their fees are paid in full.)

6.7 PROGRAMS AND TECHNICAL DEVELOPMENT

6.7.1 **Run Jump Throw** (Thelma Wright) – A written report was circulated.

6.7.2 **Junior Development** (Tom Dingle) – no report

6.7.3 **Road and Cross Country Running** (Maurice Wilson) - A written report was circulated.

6.7.4 **Officials**

- The Officials Committee is doing a lot of good work (Refer to their Meeting Minutes posted on the BCA website). Their next meeting is April 5/09

6.7.5 **Coaching and Canada Games 2009** (Ron Bunting) - A written report was circulated.

6.7.6 **Centres**

National: - AC formally announced the April 1 opening of a new National Throws Centre in conjunction with the Interior Regional Centre in Kamloops. A \$100,000 AC Road to Excellence grant will go to support the head coach (Anatoly Bondarchuk) and provide integrated performance services for

identified athletes that travel to the Centre, those who are nationally carded and those who access the Centre for competitive and training camp purposes. Congratulations to Kamloops for this achievement

- Also, a \$295,000 AC Road to Excellence grant goes to the Victoria National Endurance Centre and to support a location in Phoenix for Canadian Athletes to go to train when the weather is not good here.

Regional: - With the designation of Anatoly Bondarchuk as a National Throws coach, an adjustment to the funding for the Regional Centre (Kamloops) will be negotiated which could result in consideration being given to establishing another Regional Centre or supporting more coaches at the Fraser Valley Regional Centre (Abbotsford).

6.8 EVENTS AND PROMOTIONS (Jim Hinze)

6.8.1 **Sport Store Discounts**

- Jim is continuing to contact Sport Stores asking them to offer discounts for BCA members in return for their name and contact information being listed on the BCA website. The stores confirmed to date have been listed on the web site.

Action: *Jim would appreciate receiving suggestions for any retail stores throughout the province that he could contact.*

Directors

6.9 ZONE DIRECTORS

6.9.1 **Zones 1 and 2** – To date no Director has been named.

6.9.2 **Zones 3, 4 and 5** (Steve Martin/Tom Hastie) – verbal report

- All of the clubs from last year are operating.

- Held first meet last weekend with very poor weather conditions, not a huge turnout.

- Now have a Lower Mainland Road Race Series underway – 10 events.

- A Cross Country Series has been semi-finalized. - 8 events plus the BC Championships

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

- Will be running a full Island Track & Field Series

- Nanaimo will be holding the 2009 Masters Championships

- Denise has connected with the VIRA and let them know if they have any concerns with Road Running on the Island there is a contact they can get in touch with.

- Clubs from last year are all back except for Salt Spring.

- Due to increased travel and other cost and reduced number of participants last year, are reviewing whether or not there will be a Cross Country Series this year.

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

- Nothing to report - still have 2 feet of snow on the track.

6.10 **ATHLETICS CANADA**

6.10.1 **AC 2009 AGM & Governance Congress** - May 22-24 in Ottawa.

Larry and Brian will be attending. There is the opportunity for Technical Managers to attend if there are actions targeted to them.

6.10.2 **Rule Change**

Brian noted that there is still time to put forward resolutions to the AC AGM and suggested that consideration be given to amending the rule dealing with eligibility for Canadian Championships.

MOVED (White/Hinze) THAT BCA SUBMIT A RESOLUTION TO THE AC AGM TO ADD “BE A COMPETITIVE ATHLETE MEMBER OF A BRANCH OF ATHLETICS CANADA” TO THE “ELIGIBILITY FOR CANADIAN CHAMPIONSHIPS RULE”. CARRIED

6.10.3 **AC MEMBERSHIP FEES COMMITTEE** (Larry Harper)

- Larry reported on the actions of the AC Committee tasked to consider fee increase scenarios with a view to providing funds in the future to cover the cost of athletes on national teams that are currently self-funded. However, after due consideration of the reaction by Branches to possible membership fee increases, the AC Board determined there should be no fee increases at this time and the committee was cancelled. Suggestions on ways to fund all national teams will continue to be considered by AC.

- Larry circulated “Membership Committee Information Package” and “About Us” AC documents for information and discussion.

7. **NEW BUSINESS**

7.1 **SPORT MATTERS**

- A provincial apolitical campaign to engage the candidates at All Candidate Meetings to consider questions round the value of sport, where sport fits into their platform with respect to health education and families at risk in healthy communities. It is hoped this will raise the conscious level and profile of sport so that after the election sport is a priority. (For further information on Sport Matters, refer to the BCA March 19/09 Executive Committee Meeting

Minutes – Item 5.4.5). All BCA members need to get involved in this election strategy.

- BCA is looking for a volunteer to work with Sport Matters from now till May.

7.2 **BCA COACHING CERTIFICATION CLINIC FEE SCHEDULE**

- Brian listed the costs per person per clinic, the current fee structure and a proposed new fee structure for 2009-10. He noted in 2008-09 BCA received a \$20,000 subsidy through Sports Funder for Level 1 and 2 clinics and a \$3,000 grant from the BC Coaches Association for Level 3 clinics.

MOVED (Hastie/Clements) THAT THE PROPOSED NEW CLINIC FEE STRUCTURE FOR THE 2009-10 FISCAL YEAR, AS PRESENTED, BE APPROVED.

	<u>BCA Member</u>	<u>Non-Member</u>
<i>Level 1 Clinic</i>	<i>\$ 85</i>	<i>\$105</i>
<i>Level 2 Clinic</i>	<i>\$105</i>	<i>\$125</i>
<i>Level 3 Clinic</i>	<i>\$180</i>	<i>\$200 CARRIED</i>

7.3 **AC BOARD NOMINATION**

- The nomination of Tom Hastie to the AC Board was approved.

8. **ADJOURNMENT** - ***MOVED (Hastie/Clements) THAT THE MEETING BE ADJOURNED (2:35pm). CARRIED***

Respectfully submitted,
Ann Kirk, Recording Secretary
Apr.13/09

Director _____

Director _____