



MINUTES

BCA BOARD OF DIRECTORS MEETING

March 3, 2012

BC Sport Campus, Richmond, BC – Room 120 – 9:30 am

Present: Greg White (Chair), Tom Dingle, Carey Dillen, Pam Medland, Denise Clements, Sanda Turner, Randy Longmuir, Brian McCalder

Regrets: Jim Hinze, Roberta Tetlock

- 1. Call to order 9:30**
- 2. Additions to the agenda**
- 3. Adoption of the agenda**
- 4. Approval of the Zone Directors – 2 yr term**

MOTION

*That the following Zone Directors be approved for a two-year term:
Zones 1 & 2 – Roberta Tetlock
Zone 6 – Randy Longmuir*

MOVED: Denise Clements
SECONDED: Tom Dingle
CARRIED

5. Approval of the Board of Directors Minutes of October 22, 2011

MOTION

That the Board of Directors Minutes of October 22, 2012, be approved as presented.

Moved: Denise Clements
SECONDED: Carey Dillen
CARRIED

6. Receipt of the Executive and BCA Committees meeting minutes of:

- Executive Committee meeting of Feb 1, 2012 – not yet received

- Junior Development Committee meeting of Feb 5, 2012

6. Business Arising from the minutes:

- Review of the Action List – amendments and completed items noted. Pam Medland to update for review at the next meeting of the Board.

7. CORRESPONDENCE: none

8. REPORTS:

a. Chair of the Board of Directors

Written report, verbal update:

- i. Sport BC/BC Sport Agency report
- ii. AC has changed its committee structure. BCA supported branch nominees for 5 of 6 committees. Maurice Wilson and Jordan Myers were appointed to the Run Canada Committee.

b. Vice Chair of the Board of Directors

No report.

c. Directors Reports:

i. Zone Directors

1. Roberta Tetlock – 1 & 2

No report.

2. Sanda Turner – 3, 4, 5

Verbal report: no zone caucus at the AGM; attended AGM of the South Fraser Track Club.

3. Randy Longmiur – 6

Verbal report: attended Feb. 12, 2012, Vancouver Island Athletics Association meeting.

4. To be appointed – 7 & 8

ii. Athlete Directors

1. To be appointed

- a. Call for nominations for Athlete Directors circulated twice to BC Senior and Junior Team members as per the BC Athletics by-laws.

- b. Offer from Nigel Hole (received Feb 27) to assist in recruiting candidates

d. Finance – Carey Dillen & Staff:

- i. Budget Summary received. Discussion. Concern expressed that a draft 2012-2013 budget was presented to the membership prior to being presented to the Board. AGM timing is a problem. Treasurer wants to avoid doing the budget process twice. Agreement that the current budget could be used as the basis of the draft budget presented to the membership

at the AGM each year, with a revised draft budget coming to the Board for approval after the AGM.

ii. Risks, Challenges, Opportunities – none known (Carey Dillen)

e. Administration & Planning

i. Strategic Plan – Pam Medland

Discussion of the process for creating a new Strategic Plan; next steps agreed upon (see Action List). Planning Committee to consist of: Chair, Vice-Chair, Director of Administration and Planning and CEO, with invitations to join the committee also going to an athlete representative (to be determined) and Bruce Deacon.

ii. Human Resources – Pam Medland/Brian McC Calder

1. Staffing – Brian McC Calder

BC Athletics T&F Technical Mgr position has been posted; next steps are to shortlist the candidates and interview (Brian will establish an interview committee).

2. Human Resources Committee – Pam Medland

To meet March 3/12 to set out next steps regarding salary scales relative to 2012-2013 budget. Report and recommendations to be made to the Executive Committee meeting of April 11, 2012.

iii. Organizational and Committee Structure – Pam Medland

1. Discussion of recording secretary position. Call for a volunteer will be posted on the BCA blog. Meanwhile, the Board will assign minute-taking duties, through a draw from its own members.

2. Need to convene the Legislative Committee, as per discussion of outdated documentation at the AGM. This will be done later in the year, after Strategic Planning work.

iv. Office Space – Brian McC Calder

Must move by March 2013. Staff looking for new location.

v. AGM – Nov 30, Dec 1 & 2, 2012.

Review of the AGM Survey and discussion on AGM Format. Agreed to shorten reports and leave more time for education and presentations. Sam Collier to explore options for off-site participation.

f. Marketing & Communications – Bruce Deacon and Brian McC Calder

i. Planned Initiatives

1. Presentation of the Initiatives (written report) of:

a. Re-Branding

b. Web Redesign

- c. Communications review
- 2. Sub-committee to lead these initiatives:
 - a. Bruce Deacon, Dir Marketing & Communications
 - b. Carey Dillen, Dir Finance (re: financial aspects of the Initiatives)
 - c. Brian McCaldar, Pres/CEO

Note: All three Initiatives will provide the opportunity for focus groups involving: Brd Mbrs, Staff, Athletes, Coaches, Officials, Members and Friends of BC Athletics.

ii. Outcomes

- 1. Marketing and Communications Plan Initiatives:
 - a. Time frame March thru July
 - b. To achieve the Objectives as stated for each of the Initiatives.
 - c. **Approval of the Board** to move forward with these Initiatives as part of the Marketing and Communications Plan

MOTION

That the Board approves in principle the start of the process to move forward with the initiatives presented by the Director of Marketing and Communication.

MOVED: Denise Clements
SECONDED: Sanda Turner
CARRIED

g. Membership Report – Sam Collier

i. Individual Membership approvals

MOTION

That the Board ratifies the individual membership applications approved by the Manager for Registration and Membership, as listed in the presented report.

MOVED: Denise Clements
SECONDED: Sanda Turner
CARRIED

ii. Club Membership approvals

MOTION

That the Board ratifies the club membership applications approved by the Manager for Registration and Membership, as listed in the presented report.

MOVED: Denise Clements
SECONDED: Tom Dingle
CARRIED

iii. School Membership approvals

MOTION

That the Board ratifies the school membership applications approved by the Manager for Registration and Membership, as listed in the presented report.

MOVED: Sanda Turner
SECONDED: Randy Longmuir
CARRIED

h. Programs & Technical Development – Tom Dingle & Staff

i. Track & Field - J.D. to Masters

- Run Jump Throw report -- Taunya Geelhoed
- Junior Development – Tom Dingle
 - Track & Field
 - Initiatives to be undertaken as directed by the AGM 2011 and the Brd of Directors. Survey on Awards luncheon under discussion at the committee.

ii. Masters – T&F/Rd Rg/ XC Rg – Denise Clements

The Masters Committee recommends there be a Masters Athlete of the Year award for Track and a Masters Athlete of the Year award for Field. Discussion. Referred back to the Committee with a recommendation that they further examine the awarding criteria used by other committees.

iii. Road and Cross Country Running

Technical Mgrs report – Maurice Wilson

iv. Officials – Roberta Tetlock

John Cull continuing as Chair of the Officials Committee

v. Coaching report – Ron Bunting

Competition Development (Lv 3 Technical) – Learning Facilitator Training – 8 BC Coaches nominated.

vi. Centres – Brian McCalders
Interior – Kamloops – Bruno Mazzotta appointed Regional Coach, Endurance

i. Events & Promotions - Denise Clements
Banners on hold for re-branding

j. Athletics Canada Update – Greg White and Staff
Athletics Canada AGM and Planning Committee Meetings – May, 23 to 27th, 2012 – Ottawa

k. Sport BC update – Greg White
Discussed as part of the Chair's report

Adjourned 2:32 p.m.