

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING
HELD ON JANUARY 10, 2007 AT SPORT BC, VANCOUVER, B.C.**

Action By

1. **CALL TO ORDER**

The meeting was called to order at 6:00 p.m. Present: Larry Harper (Chaired meeting), Greg White, Brian McCaldar and Ann Kirk (Recorder). On the phone in Victoria: Tom Dingle and Diana Hollefreund Regrets: David Polisi and Tom Hastie

2. **AGENDA**

- 2.1 **Additions:** Under New Business: Sanctioning Sub Committee (Larry), Road Running Committee December 6, 2006 Meeting Minutes – Items 3/4/5 (Greg) and Expenses incurred re: the BCA Combined Events Championships (Brian)
- 2.2 **Adoption:** *MOVED (White/Hollefreund) THAT THE AGENDA, AS CIRCULATE PLUS ADDITIONS, BE ADOPTED. CARRIED*

3. **MINUTES**

- 3.1 **Minutes of the December 6, 2006 Executive Committee Meeting**
MOVED (Dingle/White) THAT THE MINUTES OF THE DECEMBER 6, 2006 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED
- 3.2 Minutes of the December 6, 2006 Road Running Committee Meeting were received.

4. **BUSINESS ARISING**

4.1 **December 6, 2006 Executive Committee Meeting**

4.1.1 **BCA Executive and Road Running Sub Committee Update** – referred for discussion under New Business.

4.1.2 **BCA 2007 AGM Update**

- Sessions identified to be part of the Saturday business meeting:

- a) 2010 Richmond Speed Skating Oval – Pre-Games, Games and Post Games Use (Gerry DiCicco, City of Richmond) – awaiting confirmation
- b) GST and PST – Implications for Event Organizers (Gerry Dragomir) – confirmed
- c) Club Registrars Workshop (Sam Collier) - confirmed

Others under consideration: WebAlive - pending discussion between BCA and WebAlive
Long Term Athlete Development (re: athletes from 9 years and over plus Track Rascals as part of the RJT program).

- Some BCA Committee meetings will be held on Sunday.

4.1.3 **Board of Directors positions**

- Several current Board Members whose terms are up have expressed an interest in running again for a position. Jim Hines has indicated his willingness to run for the Director, Events and Promotions position.
- In the absence of the Nominating Committee Chair (Tom Hastie), Ann agreed to make some phone calls to enable the Committee to finalize a slate of candidates prior to the AGM.

5. **REPORTS**

5.1 **Finance**

- The 2005-06 Audit has been completed. As per policy, half of the surplus has been transferred to the Reserve Fund. \$15,000 for office relocation and \$10,000 for equipment has also been transferred to the Reserve Fund for use in the future. *Action: Larry to review the Guidelines for PSO Reserve Funds.*
- Larry noted that the current operating statements appear to be in order.

Larry

5.2 **Administration and Planning**

5.2.1 **BCA Strategic Plan (2006-2012)**

- No further action has been taken re: finding a facilitator to lead the Planning Committee through necessary steps for the development of strategies and actions to achieve the identified goals and objectives within specified time lines. Awaiting feedback from AC re: names of possible facilitators.

5.2.2 **WebAlive**- Update - Tom and Brian met with a rep from WebAlive and subsequently have received an

Agreement from them for BCA consideration.

5.2.3 Staffing Update – Admin. Assistant position

- Interviews were conducted prior to Christmas break, an applicant was offered the position and indicated an interest in taking the job. Unfortunately she then negotiated a salary increase with her present employer and decided to remain there. No further action has been taken to fill this position and it has been suggested that possibly the job description needs to be changed.

Action: Recommended that part time help be hired to work on accounting and other matters as deemed necessary to have essential work brought up to date and ease the pressure on the office staff.

- The Executive acknowledges the stress placed on Sam Collier due to increased work load in several areas, especially accounting, and appreciates her efforts.

5.2.4 Staffing and Organizational Structure Review

- Recommended that, when reviewing staffing, high priority be given to the area of accounting.

Action: Referred to Brian and Larry.

Brian/Larry

5.3 Marketing and Communications

5.3.1 Calendar of Events Update

- The Calendar has not gone to print. It was determined that at this time there was not a sufficient number of events listed on line to justify the printing costs.

- Advertising sales for a printed Calendar have been good.

5.3.2 Board of Director Jackets/BCA Visibility at Events

- Greg advised that he has received one quote for jackets and is awaiting another.

5.4 Events and Promotion

5.4.1 H2H and Canadian Cross Country Championships

Action: Require a post-mortem on these events from the Event Chairs asap.

Jerry

5.5 Membership

5.5.1 AC Direct database – BCA

- Sam Collier is working with Metasport to get the necessary membership reports for the AGM.

Tailoring the AC Direct database to an individual Branch's needs is a time consuming and frustrating process.

6. NEW BUSINESS

6.1 AGM Resolutions

6.1.1 Officials: An updated document clarifying some areas of the Officials Committee "housekeeping resolutions" which the Executive Committee supported at the last meeting was circulated for information.

6.1.2 Steeplechase Distance

(Robert Connors/Graeme Fell) Be it resolved that the 1500m Steeplechase be replaced by the 2000m Steeplechase at the BC Athletics Juvenile Championship.

6.1.2.1 The Executive on behalf of the Board recommends acceptance of this resolution.

6.1.3 Prize Money – Masters BC Cross Country Championships

(Jake Madderom/Gerry Dragomir) Be it resolved that prize money will be awarded to the top 3 age graded men and the top 3 age graded women in the Masters event at the BC Cross Country Championships.

6.1.3.1 The Executive on behalf of the Board recommends acceptance of this resolution

6.1.4 Junior Development 15 Year Old Age Group – BC Athletics Committee Jurisdiction

(Ron Parker) Be it resolved that, beginning in 2007, the BC Senior Committee will assume jurisdiction over 15 year old athletes from the Junior Development Committee as Youth 15 athletes.

(Ron Parker) Be it further resolved that beginning in 2007, that the BC Championships for the Youth 15 athletes will be held in conjunction with one or more of the Juvenile, Junior and Senior age group Championships.

(Ron Parker) Be it further resolved that, beginning in 2007, the Combined Events competition be contested by the Youth 15 females as the heptathlon with 80m hurdles and by the Youth 15 males as

the Octathlon with 100m hurdles.

- 6.1.4.1 The Executive questioned how this resolution would affect the BC Summer Games Team and on behalf of the Board recommends that it be referred to a joint meeting of the JD and Juv./Jr./Sr. Track & Field Committee for consideration and recommendation.

6.1.5 Membership Registration

(Frank Stebner of Lions Gate Road Runners/Bob Reid of Prairie Inn Harriers Racing Team) Be it resolved that in order to expedite the processing of individual BCA membership applications and reduce the substantial work load on volunteer BCA club registrars and club treasurers, individual members of BCA affiliated clubs will now be permitted to submit their BCA membership applications directly through the online BC Athletics membership form on the BC Athletics website or directly by mail to the BC Athletics office.

- 6.1.5.1 The Executive on behalf of the Board does not recommend acceptance of this resolution. Rationale: In order for a Club to have control of its members, the BCA Membership recommended the current process (a club member is registered with BCA through the Club Registrar) which then confirms the individual's membership in the club.

6.1.6 Optional Insurance

(Maurice Wilson/Jake Madderom) Be it resolved that BCA allow events to opt out of the BCA insurance, and grant them a sanction at a cost that reflects the value of the sanction only, provided such events:

- . *Sign a waiver of the insurance provided by BCA.*
- . *Can provide adequate proof of alternate equivalent insurance.*
- . *Provide a certificate of insurance naming BCA and its officers and directors, members, agents employees, and volunteers as additional insureds.*
- . *Agree to indemnify BCA against any and all damages, awards, costs and expenses.*

- 6.1.6.1 The Executive on behalf of the Board does not recommend acceptance of this resolution because of the potential risk of significant liability to BCA, its Directors and Members (clubs and individuals).

6.1.7 Road Running Sanctioning Fee

(Maurice Wilson/Bob Reid) Be it resolved that a new sanctioning fee schedule be implemented, effective April 1, 2007, that will:

- . *Be simple to communicate and administer;*
- . *Reflect the value of benefits received;*
- . *Address the problems with the current sanctioning fee model;*
- . *Meet BCA revenue targets based on currently sanctioned events, with minimal risk;*
- . *Encourage currently unsanctioned events to seek sanctioning, enabling BCA revenues (and consequently program and services) to grow.*

Furthermore:

Be it resolved that the new sanctioning fee schedule be as follow:

Sanctioning Fees

- . *Fees apply only to the competitive portion of any event. Competitive races are defined as those that record finish times for participants or present performance based awards (i.e. awards to overall or age group winners)*
- . *Charge a flat fee of \$0.05 per person for every entry in competitive (sanctioned) races, irrespective of their BCA membership status. This fee would not apply to participants in non-competitive portions of an event (e.g. recreational walks or children's fun runs).*
- . *Surcharge of \$10 if the event organizer is not a BCA member club.*
- . *Surcharge of \$25 if sanctioning requested with less than 30 days notice.*
- . *Events must agree to offer a minimum of \$3 entry discount to BCA athletic members, for entries in competitive (sanctioned) races*

Insurance Fees

- . *Fees apply to all entries in an event, both competitive and non-competitive.*
- . *Optional to purchase insurance from BCA, but can only be purchased from BCA if the event includes a competitive (sanctioned) race.*

- . If elect not to purchase from BCA, must sign waiver, indemnify BCA, and show acceptable alternate insurance with BCA as a named party, and remit a \$50 insurance waiver fee to cover BCA costs.
- . If elect to purchase, fees apply to every entry in the event (competitive and non-competitive), who is not already a BCA athletic member. Sliding scale based on size of event, at a competitive rate to what an event could source itself. From \$1.75 per participant for small events, down to \$0.25 for very large events.

<i>Total number of non-BCA members in the event</i>	<i>Insurance cost per non-BCA member entry</i>
<i>The first 100</i>	<i>\$1.75</i>
<i>The next 150</i>	<i>\$1.50</i>
<i>The next 250</i>	<i>\$1.25</i>
<i>The next 500</i>	<i>\$1.00</i>
<i>The next 1,000</i>	<i>\$0.75</i>
<i>The next 3,000</i>	<i>\$0.50</i>
<i>The remainder</i>	<i>\$0.25</i>

6.1.7.1 The Executive on behalf of the Board does not recommend acceptance of this resolution. Rationale: The Sub Committee which was struck to deal with this matter is still in the process of making recommendations and has not yet reported back to the Executive and Road Running Committees.

6.1.8 Junior Development Age Group Track & Field Events

2006 AGM Tabled Resolution #'s 8, 9, 10 and 11

- # 8 - Be it resolved that the 200 metre event be eliminated for ages 9, 10 and 11
 - Be it resolved that the 400 metre event be eliminated for ages 9, 10, 11 and 12
 - Be it resolved that the 200 metre hurdle event be eliminated for ages 11 and 12
 - Be it resolved that the medley relay be eliminated for ages 9, 10, 11 and 12
- #9 - Be it resolved that the 1500 event be eliminated for ages 9, 10 and 11
- #10 - Be it resolved that the 60 metre event be added for ages 9, 10 and 11
- #11 - Be it resolved that the pole vault event be added for age 13

6.1.8.1 The Executive on behalf of the Board recommends that the resolution remain on the Table.

Rationale: The Board has not yet received a recommendation on this resolution from a joint meeting of the JD and Juv./Jr./Sr. Track & Field Committees.

6.2 Recommendations to the Board

Action: Resolutions to go to the Board as recommendations re: (a) a new BCA Membership Category named "Friends of BCA" and (b) adding a section in the BCA Policy and Procedure Manual re: "Withdrawal of Awards".

Staff

6.2 Sanctioning Sub Committee (Item #4.1) – discussed under Resolutions #6.1.7

6.3 Dec. 6, 2006 Road Running Committee Meeting Minutes

- Greg requested and received information and clarification re: Item 3, 4 and 5.

6.4 Expenses incurred re: the BC Combined Events Championship

- The BCA hosting grant provides 75% of the entry fees and awards plus support for officials through the Officials Committee Budget. Costs for the Combine Events Meet are substantial while the hosting grant is minimal. The host club should take this into consideration. A \$500 invoice for photo timing has not been paid. This outstanding payment reflects badly on BCA.

Action: Referred to Brian to discuss resolution of this matter with Brent Fougner.

Brian

7. ADJOURNMENT

Moved (White/Dingle) THAT THE MEETING BE ADJOURNED (8:05pm) CARRIED

Submitted by Ann Kirk, Recording Secretary
12/01/07

Director _____

Director _____