

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING  
HELD ON APRIL 25, 2007 AT SPORT BC, VANCOUVER, B.C.**

**Action By**

**1. CALL TO ORDER**

The meeting was called to order at 5.40 p.m. Present: Larry Harper (Chair), Liz Jones, David Polisi, Jim Hinze, Tom Hastie, Brian McC Calder and Ann Kirk (Recorder). On the phone in Victoria: Tom Dingle and Diana Hollefreund. On the phone in Vancouver: Greg White.

**2. AGENDA**

2.1 **Additions:** Under New Business: (a) JD Award Criteria Changes (Tom D.) and (b) Action Network (David)

2.2 **Adoption:** *MOVED (Polisi/Hinze) THAT THE AGENDA, AS CIRCULATE PLUS ADDITIONS, BE ADOPTED. CARRIED*

**3. MINUTES**

3.1 **Minutes of the February 21, 2007 BCA Executive Committee Meeting**

*MOVED (White/Dingle) THAT THE MINUTES OF THE FEBRUARY 21, 2007 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED*

3.2 Minutes of the March 24, 2007 Board of Directors Meeting were received.

**4. BUSINESS ARISING**

4.1 **February 21, 2007 Executive Committee Meeting**

4.1.1 **BCA Software** – Liz has determined that BCA needs new software to handle accounting.

*Action: Liz to continue her investigation and report back.*

*Liz*

4.1.2 **Reporting “flow through” items** – The request to find a way to better identify non-discretionary and discretionary funding is to be addressed. May consider using a Summary Sheet.

*Action: Referred to Liz and Larry*

*Liz/Larry*

4.1.3 **Review of Reserve Fund Guidelines for Non-Profit Organizations**

*Action: Liz to contact Bill Hallett at Sport BC for information.*

*Liz*

4.1.4 **BCA Website**

4.1.4.1 **WebAlive link on BCA website** - *Action: Link will be added when time permits.*

*Brian*

4.1.4.2 **Website update** – *Action: David Polisi will continue investigating how best to have the website updated and report back.*

*David*

4.1.5 **BCA Office Relocation** - Brian is continuing to consider possible locations.

*Action: Brian to report back to the Board with a recommendation.*

*Brian*

4.1.6 **Action List** - The distribution of the list and the use of a table format have been confirmed.

4.1.7 The meeting moved into an In Camera Session and then Rose to Report.

4.1.7.1 Letters of Complaint were discussed and processes to deal with the complaints were established.

4.1.7.2 *Action: Larry Harper to appoint a Disciplinary Panel and act as its Chair.*

*Larry*

4.1.8 **BCA Female Harassment Advisor**

*MOVED (Hastie/Hinze) THAT, PENDING HER ACCEPTANCE, MARY HINZE BE APPOINTED THE BCA FEMALE HARASSMENT ADVISOR. CARRIED*

*Brian*

4.1.9 **New West Spartans Track & Field Club Membership Application**

- The motion from the March 24, 2007 Board Meeting (Minutes Item #6.4.5) to Table the Membership Application from the New West Spartans Track & Field Club was lifted.

*MOVED (Polisi/Tom D.) THAT THE BCA CLUB MEMBERSHIP APPLICATION FROM THE NEW WEST SPARTANS TRACK & FIELD CLUB BE ACCEPTED. CARRIED (Tom Hastie opposed)*

*Action: Appropriate letters advising of the acceptance of this Club to be sent to the New West Spartans Track & Field Club and the Royal City Track & Field Club*

*Brian*

## 5. REPORTS

### 5.1 Finance

#### 5.1.1 Statements

Copies of the following documents were circulated

- . Profit/Loss to March 31/07 (not finalized – March bank statements not received as of April 19/07)
- . Detailed Trial Balance to April 19/07 (on line deposits of March and April are not included)
- . Aged Receivables to April 19/07

### 5.2 Administration and Planning

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

*Action: Greg to name a Chair of the Planning Committee and arrange to have a Committee Meeting.*

*Greg*

#### 5.2.2 Staffing Update

- Jessica Alfert has been hired to work half time with Run Jump Throw and half time in a BCA administration capacity. She will work full time May–July, then 20 hours a week (while taking university courses) from September to summer 2008 at which time she will resume full time.
- At present, Ron Bunting is continuing as Technical Manager, Track & Field working out of Kamloops.

#### 5.2.3 Staffing and Organizational Structure Review

- Larry, Brian and Greg have met to review the overall BCA staffing and organizational structure and options are being considered.

### 5.3 Marketing and Communications

#### 5.3.1 Calendar of Events Update

- Have had to temporarily close down online Calendar submissions until the new sanctioning policies have been incorporated. Calendar event entries can be made through the BCA office staff.

### 5.4 Events and Promotion

#### 5.4.1 BCA visibility at Events

- Preparing to have BCA visibility at the Times Colonist 10K along with the Run Jump Throw program.
- There was BCA presence and Run Jump Throw at the Sun Run.
- BCA pop up tents: *Action: Jim to get information from Brian and arrange for purchase of 3 BCA tents.*
- BCA Jackets: *Action: Jim to get information from Greg and investigate purchase of BCA jackets for Board members and staff.*

*Jim*

*Jim*

#### 5.4.2 BCA Promotional Material

- Jim is investigating the possibility of having some type of BCA promotional material available as a handout at events (e.g. a one page BCA information brochure, a fridge magnet with the BCA website).

5.4.3 Events: *Action: Jim to arrange a meeting with staff to discuss current BCA events and suggestions for other events that BCA could consider for ownership.*

*Jim*

### 5.5 Membership

5.5.1 ***MOVED (Hastie/Dingle) THAT THE BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING CLUBS BE ACCEPTED:***

*Alouette Achilles Running Club, Burnaby Striders, Capilano Eagles Running Club, Comox Valley Cougars, Deerfoot Athletic Club, Delta Ground Pounders, Golden Ears Athletics, Hershey Harriers Athletic Club, Kelowna Running Club, Kelowna Track & Field Club, Lions Gate Road Runners, Metro Athletic Club, Nanaimo & District Track & Field Club, NorWesters Track & Field Club, Oceanside Track & Field Club, Penticton Athletics, Penticton Pounders, Phoenix Athletics Association, Prince George Track Club, Racwalk West, Ridge Rockets Track Club, Royal City Track & Field Club, Rupert Runners, Salt Spring Island Track & Field Club, Semiahmoo Sun Runners, Sub Zero Running Club, Surrey Athletics Club, Track 54.50, Vancouver International Marathon Society, Vernon Amateur Athletics Association, Victoria Track & Field Club and Wheelchair Race Series. CARRIED*

5.5.2 **MOVED (Hastie/Dingle) THAT THE BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING CLUBS BE ACCEPTED PENDING COMPLETION OF REQUIREMENTS AS NOTED:**

<i>South Fraser Track &amp; Field Club</i>	<i>Payment of Fees</i>	
<i>Sub Zero Track &amp; Field Club</i>	<i>Payment of Fees</i>	
<i>Universal Athletics Club</i>	<i>Payment of Fees</i>	
<i>Tri City Greyhounds</i>	<i>Need to have at least 5 members</i>	<b>CARRIED</b>

6. **NEW BUSINESS**

6.1 **JD Awards – Criteria changes**

- Tom Dingle advised that changes to the criteria for JD Awards have been recommended.

*Action: Tom will circulate the recommended changes, including copy of work done to justify these changes, to all Board members. A motion to accept these changes will be made at the next Board Meeting.*

**Tom D.**

6.2 **BCA Entry Fees**

6.2.1 **Masters Championships**

**MOVED (Hastie/Hinze) THAT THE RECOMMENDATION FROM THE BCA MASTERS COMMITTEE TO CHANGE THE ENTRY FEES FOR MASTERS CHAMPIONSHIPS AS FOLLOWS BE ACCEPTED:**

**\$15 PER EVENT FOR THE FIRST AND SECOND EVENT**

**\$10 PER EVENT FOR EACH ADDITIONAL EVENT**

**\$ 5 PER EVENT LATE FEE**

**CARRIED**

6.2.2 **JD and Senior/Junior/Juvenile Championship Fees**

- Recommended that a review of all Championship entry fees be undertaken.

*Action: Referred to Tom Dingle*

**Tom D.**

6.3 **Athletics Canada AGM** – Larry, Brian and Tom Hastie will be attending the AC ACM on May 27/28.

6.4 **Sun Run** – The current contract BCA has with the Sun Run expires this year. Will need to renegotiate for 2008.

6.5 **Vancouver International Marathon** – This Event will be sanctioned this year and will be using BCA insurance.

7. **ADJOURNMENT**

**MOVED (Polisi/Jones) THAT THE MEETING BE ADJOURNED (7:40pm) CARRIED**

Submitted by Ann Kirk, Recording Secretary  
30/04/07

Director \_\_\_\_\_

Director \_\_\_\_\_