

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING
HELD ON JUNE 20, 2007 AT THE SPORT BC ADMINISTRATION CENTRE, VANCOUVER, B.C.**

Action By

1. **CALL TO ORDER**

The meeting was called to order at 5:35 p.m. Present: Larry Harper (Chair), Liz Jones, Jim Hinze, Tom Hastie, Brian McCaLder, Jerry Tighe and Ann Kirk (Recorder). On the phone in Victoria: Tom Dingle and Diana Hollefreund. On the phone in Vancouver: Greg White. Absent: David Polisi

2. **AGENDA**

2.1 **Additions:** None

2.2 **Adoption:** *MOVED (Hastie/Dingle) THAT THE AGENDA, AS CIRCULATE, BE ADOPTED. CARRIED*

3. **PRESENTATION.**

- Moira Gookstetter, Director, Fund Development, Sport BC gave a presentation on Sport Philanthropy, Why and How to Create an Endowment and the National Sport Trust Fund.

Action: Referred to Liz and Brian to form a sub-committee to start initial work re: setting up a BCA Endowment:

a) report back to the next Board meeting

a) ask Moira to the next Board Meeting and utilize the 10 hours free assistance from her available through Sport BC

b) look at the feasibility of hiring a part time contract person

c) work towards a recommendation to the 2008 BCA AGM

Liz/Brian

4. **MINUTES**

4.1 **Minutes of the April 25, 2007 BCA Executive Committee Meeting**

MOVED (Dingle/Jones) THAT THE MINUTES OF THE APRIL 25, 2007 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED

4.2 Minutes of the June 9, 2007 Board of Directors Meeting were received.

5. **BUSINESS ARISING**

5.1 **April 25, 2007 Executive Committee Meeting**

5.1.1 **BCA Software** – New software is being investigated.

Action: Liz to continue her investigation and make a recommendation.

Liz

5.1.2 **BCA Website Update** – Awaiting report back from David

David

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

Action: Brian to report back to the Board at the August Meeting.

Brian

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

Larry

5.1.5 **Easy Up Tents**

Action: Jim to proceed with the purchase of 3 BCA easy up 10' x 10' tents with appropriate signage to be available for the National Junior Championships in July.

Jim

5.1.6 **Review of BCA Championship Event Fees**

- Tom Dingle noted that he is awaiting requested background information on fees in order to do the review.

Tom

D.

5.2 **June 9, 2007 Board Meeting**

- A list of Action Items from the June 9, 2007 Board Meeting was circulated for information.

Directors/Staf

6. **REPORTS**

6.1 **Finance**

- Confirmation of SportsFunder NCCP Coaching Certification support of up to \$10,000 has been received.

- Sport Branch Western Canada Summer Games final installment of \$13,488 for preparation and development has been received.

6.2 **Administration and Planning**

6.2.1 **BCA Strategic Plan**

- Greg reported that a review of the Plan would take place over the next couple of weeks to determine the future direction.

Greg

6.3 **Marketing and Communications** – no report

6.4 **Events and Promotion**

6.4.1 **BCA Visibility at Events – Jackets/Caps**

- Jim is getting another quote on jackets and then will make a decision on a supplier and proceed with the order. At Jim’s recommendation, he was granted approval to also order BCA caps to go with the jackets.

Jim

6.4.2 **BCA Promotional Material**

- Jim is working on having a one page BCA information brochure available for December/January.
- He is also investigating securing a BCA promotional “give away” item to be sent out to members with their membership card.

Jim

6.5 **Membership**

6.5.1 ***MOVED (Hollefreund/Hinze) THAT THE BCA RENEWAL CLUB MEMBERSHIP APPLICATION FROM THE SUNSHINE COAST ATHLETICS CLUB BE ACCEPTED. CARRIED***

7. **NEW BUSINESS**

7.1 **Road Running Committee**

- Greg noted there were motions from the Road Running Committee Meeting that required Board attention.

Action: Greg to advise the Road Running Committee that their motions will be addressed at the next Board Meeting (August 18).

Greg

7.2 **Staff Update**

- Starting to review job descriptions for Road Running/Cross Country and Track & Field Manager positions. Working on job postings and hope to have interviews completed and decisions made by August.

7.3 **BCA Fees**

- Larry requested that the BCA fee structure be looked at with a view to establishing a way to allow for automatic fee increases based on inflation. ***Action: Referred to staff.***

Staff

7.4 **Auditors**

- Larry noted that Sport BC has a requirement that Auditors be changed every 8 years and questioned if BCA should have a similar policy. ***Action: Referred to Liz/Brian for recommendation to the Board.***

Liz/Brian

8. **ADJOURNMENT**

MOVED (White/Dingle) THAT THE MEETING BE ADJOURNED (7:30pm) CARRIED

Submitted by Ann Kirk, Recording Secretary
22/06/07

Director _____

Director _____