

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING
HELD ON OCTOBER 24, 2007 AT THE SPORT BC ADMINISTRATION CENTRE, VANCOUVER, B.C.**

Action By

1. CALL TO ORDER

The meeting was called to order at 5:40 p.m. Present: Larry Harper (Chair), Jim Hinze, Greg White, Brian McCaldar and Ann Kirk (Recorder). On the phone in Calgary: Tom Dingle. Regrets: Diana Hollefreund, Liz Jones and Tom Hastie

2. AGENDA -MOVED (Dingle/Hines) THAT THE AGENDA, AS CIRCULATE, BE ADOPTED. CARRIED

3. MINUTES

3.1 Minutes of the June 20, 2007 BCA Executive Committee Meeting

MOVED (Hines/Dingle) THAT THE MINUTES OF THE JUNE 20, 2007 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED

3.2 Minutes of the August 18, 2007 Board of Directors Meeting were received.

4. BUSINESS ARISING

4.1 June 20, 2007 Executive Committee Meeting

4.1.1 BCA Promotional brochure

- 2 new draft copies of a brochure were circulated for input.
- It was agreed that color photos should be used.

Action: Jim to review comments on the brochure from the August 18th Board Meeting, look at other possible photos and have the text on the back put in point form.

Jim/Jessica

4.1.2 Discipline Panel

- No action has been taken to date. ***Action: Referred to Larry***

Larry

5. REPORTS

5.1 Finance

5.1.1 Statements

- A Financial Statement Summary Sheet to October 24/07 was circulated. Brian explained the reasons for variations in some items compared to last year.

5.1.2 BC Athlete Assistance Support

- \$75,200 Restricted Funding has been received.

5.1.3 Audit Update

- Had anticipated having draft audit for this meeting however the Auditor has requested more information.
- Action: Must have Audited Statement for next Board meeting.***

Brian

5.1.4 Steps re: Accounting and Reports

- Need to contract for services to provide financial reports to the Board in a more effective way.
- Brian will do a review with Katherine Ruffen and Sam Collier and meet with Sport BC Financial Services or other companies, if necessary, to look at their ability to meet BCA needs.

Action: Brian is moving forward on these steps on a soon as possible basis with a view to having something done by November 1.

Brian

5.2 Administration and Planning

5.2.1 Strategic Planning

- The Board of Directors gave approval (via email) of the selection of Maverick Consultants (Rose Mercier) to work with BCA on Planning. A contract has now been completed. A follow up meeting is planned for Nov. 7th.
- Members of the BCA Planning Committee have been confirmed: Larry Harper, Greg White, Maureen de St. Croix, Bruce Deacon, Stephanie McCann, Brian McCaldar and Charmaine Crooks (external member).
- The proposed planning process to be undertaken will include:
 - . Interviews with Planning Committee members.
 - . Interviews with key external individuals linked to BCA (i.e. Funding Partners such as Government; Agents of Government; Sport BC; PacificSport; LegaciesNow, etc.).
 - . Survey of BCA Board of Directors.
 - . Meeting(s) with key stakeholder groups
 - . Meeting(s) with BCA staff
 - . Face to face and teleconference meetings with the Planning Committee

Contract

- . 2008 AGM session(s)
- . Draft and Working Plan
- . Final Plan to 2012 with interim 2 year segments leading to an annual rolling plan.
- . Organization design and operations model.
- . Staff and committee structure alignment with the Plan.

5.2.2 Staffing

5.2.2.1 Road/Cross Country Technical Manager

- 22 applicants.
- Plan to do short listing by Oct. 26, interviews and hiring by Nov. 15 (if right candidate)

5.2.2.2 Track & Field Technical Manager

- 7 applicants
- Plan to do short listing by Oct. 26, interviews and hiring by Nov. 15 (if right candidate)

5.2.2.3 Accounting Clerk – refer to Minutes Item 5.1.4

5.2.2.4 Coaching Certification and Education Contract

- Ron Bunting has been contracted for one year (Sept/07 to Aug/08) to manage this program. Detailed outline of responsibilities has been set out.
- Ron has also been contracted through to the end of Dec/07 for two other projects - 2007/08 BC Athlete Assistance and 2009 BC Canada Games program.

5.2.2.5 Administrative Assistant

- Jessica Olfert is on an 18 hour per week contract with responsibilities for:
 - . BC Athletics Bulletin
 - . H2H and other project admin. assistance
 - . Run Jump Throw
 - . Prep of AGM info and materials
 - . Financial Assistance
 - . Other short term tasks

5.2.2.6 Office Space

- Some potential space was reviewed in August - nothing in an acceptable price range was found.
- Search is underway again. Realtor, Andrew Laurier, is setting up some property viewing.

Brian/Larry

- Sport Associations not relocating with Sport BC in Richmond (Alpine Skiing, Tennis, Rugby, Field Hockey and Cycling) looking as a collective for space are finding it difficult to locate 5000-7000 sq. ft.

5.2.2.7 2008 BCA AGM

- The 2008 AGM will be held January 25-27 at the Hilton Vancouver Airport Hotel, Richmond
- Post 2007 AGM review produced a reformatted outline; however, Strategic Planning session(s) will require a new format with 2-3 hours given over on the Saturday to a Plenary session with Rose Mercier (i.e. Friday evening – meeting, reports and social; Saturday – meeting, reports, strategic plan, banquet – awards, silent auction; Sunday – committee meetings and workshops).

Action: AGM requirements referred to Tom Hastie and Sam Collier.

Tom H/Sam

5.3 Marketing and Communications

5.3.1 David Polisi has resigned his position on the BCA Board due to an increase in his business and personal responsibilities. This position will be left vacant until the 2008 AGM elections.

5.3.2 Calendar of Events

- FilmRobot Ltd. has been contracted to review and correct the online Calendar of Events listing system.
- Key BCA individuals have been contacted to test the system and provide feedback to ensure that it functions satisfactorily.
- Propose to offer a contract position to work exclusively on the calendar, responsible for:
 - . Promoting the calendar to clubs and events
 - . Insure the listings are up to date and complete
 - . Connecting with committee chairs and committee members and online calendar use
 - . Calendar advertising sales
 - . Manage format design and layout.
 - . Oversee production – consideration for Marketing and Communications duties.

5.3.3 BCA Website

- Relocating the hosting of our website to FilmRobot Ltd. Have contracted FilmRobot Ltd. to undertake a review of the site and the content and to update the look and content.

5.4 Events and Promotion

5.4.1 BCA Presence At Events

5.4.1 BCA Jackets/Hats: - Jim advised that everyone has received their jacket and the hats are now available.

5.4.2 Attendance at Events:

- Jerry Tighe will attend the BC Cross Country Championships hosted by the Prairie Inn Harriers Racing Team at Lambrick Park on October 27.
- H2H: Jim Hines and Greg White will attend.

5.4.3 BCA Tents: Brian working on finalizing the purchase of easy-up tents. Attempting to have them available for February/08.

Brian

5.4.4 Staffing at Events: **Action: Jim to develop a plan for ensuring that people are available at key events to represent BCA and hand out brochures, etc. (i.e. identify events well in advance and arrange for people to commit to being available).**

Jim

5.5 Membership

5.5.1 2008 Membership Year (as of Oct. 1/07)

- Majority of Club Registrars have completed renewal of waiver to have membership database access for their club.
- Upgrades to the reporting needs for the Club Registrars is underway with MetaSport.
- Use of standardized membership number system for all Athletics Canada Branches is in place.

5.5.2 2007 Membership Year

- Some 2007 membership fee invoices are still outstanding – Sam is following up.
- Membership numbers (to Sept. 30/07) 2007 - 4211 (2006 - 4249, 2005 - 4079).

6. NEW BUSINESS

6.1 Proposed Athletics Canada Membership Fee Increase

- AC has proposed a Membership Fee increase as of April 1, 2008 – proceeds of which would go to help off set self funded teams.
 - . This needs AC AGM approval (May 2008)
 - . BC and other provinces have concerns re: generating additional revenue by doubling membership fee payment without enough lead time.
 - . Other alternative fee schedules should be considered rather than doubling the current \$5 fee per member.
- Currently, Branch membership fee support of AC is very low compared to other Amateur Sports.
- Athletics Canada needs to do a better job of selling membership – Branches need this to assist them in getting support from their membership.

6.2 Endowment Fund Development

Action: Look at setting aside a budget amount to build off the presentation by Moira Gookstetter and contract out the setting up of a BCA Endowment Fund.

Larry

6.3 Volunteerism

- Larry advised he is going to meet with a lady who has done a great deal of volunteer work to see what ideas she has that could be of use to BCA. May consider having her do a presentation on “Expectations of Volunteers Today” for the Board and/or at the AGM.

Larry

6.4 Use of personal audio devices while running

- Jim raised the question if there was any insurance coverage concerns re: people using personal audio devices while running and noted the safety concerns.
- Greg advised that the US Track & Field has enacted rules banning head phones for all races and questioned if AC should consider a similar ruling? Greg also noted that he could provide information on safety concerns which could be posted on the BCA website.
- Should there be a waiver on event forms re: use of audio devices?

Action: Referred to Athletics Canada through Tom Hastie.

Tom H.

6.5 Meeting with BCA Division Chairs

- Greg advised that he and Sam were not able to arrange for an October Meeting. Are looking at getting together in November to consider when a meeting with Division Chairs could be held.

Greg/Sam

7. ADJOURNMENT

MOVED (White/Dingle) THAT THE MEETING BE ADJOURNED (6:55 pm) CARRIED

27/10/07

Director _____

Director _____