

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING  
HELD ON DECEMBER 5, 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), Greg White, Liz Jones. Brian McCalder and Ann Kirk (Recorder). On the phone in Victoria: Tom Dingle and Diana Hollefreund. Regrets: Jim Hinze and Tom Hastie

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

**3. MINUTES**

**3.1 Minutes of the October 24, 2007 BCA Executive Committee Meeting**

***MOVED (White/Dingle) THAT THE MINUTES OF THE OCTOBER 24, 2007 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED***

3.2 Minutes of the November 17, 2007 Board of Directors Meeting were received.

**4. BUSINESS ARISING – Agenda was amended to deferred Business Arising to be the last item on the agenda.**

**5. REPORTS**

**5.1 Finance**

**5.1.1 Statements**

- A Financial Statement to October 31/07 showing 2007/8 Year to Date, Annual Budget YTD, 2007/08 YTD Variance, 2007/08 Annual Budget and 2006/07 Audited Year End figures was circulated. Brian provided an explanation of some variances over last year's figures.

**5.1.2 Audit Update**

- The April 1/06 to March 31/07 Fiscal Year Audit has been completed.

**5.1.3 Steps re: Accounting and Reports**

- Liz noted that she has some suggestions to improve account reporting which could be considered when there is more office staff available.

***Action: Liz to pass on her suggestions to Brian.***

***Brian***

**5.1.4 Reserve Fund – Maximum Amount**

- Liz has done some checking and found that what satisfies most auditors and Revenue Canada is to have a Reserve Fund that the organization can justify, i.e. should the organization shut down there should be enough money in the Fund to cover operating expenses for several months, possibly 6 -12.

- PSO's must also take into consideration satisfying the Provincial Government and the Gaming Branch.

***Action: Liz to discuss this with Sport BC.***

***Liz***

**5.2 Administration and Planning**

**5.2.1 Strategic Planning**

- The proposed Planning process to be undertaken will include:

- . Interviews with Planning Committee members
- . Interviews with Key external individuals – linked to Athletics as: Funding Partners such as Government; Contract Agents of Government; Sport BC; PacificSport; LegaciesNow; etc.
- . Survey of BC Athletics Board of Directors
- . Meeting(s) with Key stakeholder groups
- . Meeting(s) with BC Athletics Staff
- . Face to face and teleconference meetings with the Planning Committee
- . 2008 AGM session(s)
- . Draft and Working Plans
- . 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

- Interviews with the short listed candidates to be held on December 7. Interview Panel – John Bird, Geoffery Buttner and Brian McCaLder

### 5.2.2.2 Track & Field Technical Manager

- Interviews with short listed candidates to be held on December 8. Interview Panel – John Bird, Ron Parker and Brian McCaLder

### 5.2.2.3 Accounting Clerk

- Need to contract for services to provide financial reports to the Board in a more effective way.
  - . Services to consider have been identified
  - . Do a review with Katherine Ruffen and Sam Collier
  - . Meet with Sport BC Financial Services or other companies if necessary to look at their ability to meet the needs as identified.
  - . Move forward with this on a soon as possible basis.

### 5.2.2.4 Office Space

- Concerned re: lack of potential sites being identified by the Realtor.
- With time for move getting closer, need to take more aggressive action.  
**Action: Larry to discuss this with Tom Hastie.**
- Brian will check with Sport BC to determine if space is still available in Richmond.

Larry/Tom

### 5.2.2.5 2008 BCA AGM

- The 2008 AGM will be held January 25-27 at the Hilton Vancouver Airport Hotel, Richmond
- A copy of the information that has been posted on the BCA website and a copy of the proposed order of Reports was circulated.
- The draft of the proposed schedule was discussed.  
Suggestions for Saturday:
  - 8:30 – 10:30am Reports (to 10:45 if necessary)
  - 10:30 – 11:00 Coffee (10:45 – 11:00 if Reports go longer)
  - 11:00 – 12:30 Strategic Plan Session with Rose Mercier (to go to 1:00 if necessary)
  - 12:30 – 2:00pm Lunch (or 1:00 – 2:00 if Planning Session goes longer)
  - 2:00 – 4:00 Elections and Resolutions

#### Actions:

- . Brian to confirm the amount of time Rose requires for Planning Session
- . Chair to devise way to control amount of time spent on each report.
- . Staff to have each report numbered.
- . Greg to prepare a Power Point with the report number and report presenter
- . Consider doing a Power Point for Resolutions
- . Format/Schedule to be finalized and posted on website

Brian  
Larry  
Sam  
Greg  
Greg  
Sam

- Banquet: It was decided that there will not be a Pre-Banquet Reception for guests.

**Action: An appropriate number of tables to be “Reserved” for Guests and Board  
Guests are to be asked to meet a Board “host” at the Registration Desk  
Guests to be assigned to a Board “host”.  
Board members are to be advised of their hosting duties.**

Sam  
Sam  
Larry  
Sam

- Election of Officers – Positions Open for 2 year terms:

Director Administration and Planning (incumbent Greg White)  
Director Marketing and Communications (currently vacant)  
Zone Directors: Zone 1 & 2 (currently vacant)  
Zone 3, 4 & 5 (incumbent John Bird)  
Zone 6 (incumbent Dale Trenholm)  
Zone 7 & 8 (incumbent Tom Masich)

- Diana Hollefreund has indicated she will resign her position as Vice Chair; therefore, this position will be open for a 1 year term.

*Action: Larry to appoint a Nominating Committee with Tom Hastie as Chair.  
Ann Kirk to serve on the Committee and confirm with current incumbents that they  
will run again for election.*

Larry/Tom

Ann

### 5.3 Marketing and Communications

#### 5.3.1 Calendar of Events

- FilmRobot Ltd. has been contracted to review and correct the online Calendar of Events listing system.
- 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
  - . Connect with committee chairs and committee members and online calendar users
  - . Calendar advertising sales
  - . Manage format design and layout
  - . Oversee production

#### 5.3.2 BCA Website Update

- Have encountered some problems in the move over to the new system - presently using parts of both the old and the new systems. Hoping to have everything sorted out shortly.

### 5.4 Events and Promotion

#### 5.4.1 BCA Brochure

- Jim has requested feedback on the latest brochure draft.
- It was recommended that when the brochure format has been finalized that only a small run be printed since it may be necessary to make changes after the Strategic Plan has been completed.

*Action: Brian to finalize brochure with Jim.*

Jim/Brian

### 5.5 Membership

- Membership applications for all unattached members for 2008 were sent out last week. Good return (e.g. 10 in one day).

## 6. NEW BUSINESS

### 6.1 Athletics/Track & Field Academy concept.

- Brian was contacted by Langley Secondary School and Langley Mustangs re: setting up an Athletics Academy and will be meeting with them on Dec. 19 for preliminary discussion of this concept.
- Some district wide and school specific models are available.

### 6.2 ASRA discussions (Aboriginal Sport & Recreation Association)

- Brian is in discussions with ASRA re: partnering to identify and develop athletes and coaches within the community.

### 6.3 NAIG (North American Indigenous Games)

- Games to be held in Duncan in 2008. Brian needs to be in contact with CeeVacs relative to signing trilateral agreements (Local, BCA, NAIG)

Brian

## 7. BUSINESS ARISING (Topics not covered under other agenda items)

### 7.1 BCA Discipline Panel – Referred to Larry to name a Panel

Larry

### 7.2 Budget for contracting out a BCA Endowment Fund - Referred to Brian to investigate setting up a Budget.

Brian

### 7.3 Use of personal audio devices while running

- IAAF has a rule banning the use of personal audio devices while competing. Use of these devices is also considered a safety hazard.
- BCA should do an awareness campaign to show due diligence.

*Action: Greg volunteered to write an article for the BCA Bulletin.*

Greg

## 8. ADJOURNMENT

*MOVED (White/Dingle) THAT THE MEETING BE ADJOURNED (7:50 pm) CARRIED*

Submitted by Ann Kirk,  
Recording Secretary  
06/12/07

Director \_\_\_\_\_

Director

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