

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING
HELD ON JANUARY 9, 2008 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, Jim Hinze, Tom Hastie, Brian McC Calder, Sam Collier and Ann Kirk (Recorder). On the phone in Victoria: Tom Dingle and Diana Hollefreund.

2. **AGENDA**

- 2.1 Additions/Changes: Add - 8 c) New Clubs (Sam), 8 d) Electronic Devices and 8 e) BC Hall of Fame
Change – Move 6 d) 2008 AGM to be after Minutes and Business Arising be the last agenda item.
- 2.2 Adoptions: ***MOVED (Dingle/Hastie) THAT THE AGENDA, AS CIRCULATE PLUS ADDITIONS AND CHANGE, BE ADOPTED. CARRIED***

3. **MINUTES**

- 3.1 **Minutes of the December 5, 2007 BCA Executive Committee Meeting**
MOVED (Jones/Dingle) THAT THE MINUTES OF THE DECEMBER 5, 2007 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED

4. **2008 BCA AGM**

- 4.1 Sam provided an update report and confirmed the date, location and basic format/schedule as previously discussed at Board and Executive Meetings. There will be arranged seating for the BCA Board and Staff at the front of the meeting room.

Board/Staff

4.2 **Reports:**

- All reports received up to noon Jan. 24 will be posted on the website. Reports submitted after that time will be copied and made available at the meeting.
- In order to estimate the time requirement for reports at the AGM,
 - it was noted that 31 high or medium priority reports are listed for Friday and 8 high priority report listed for Saturday.
 - it was recommended that a link be added to the author(s) for each report posted on the website and that instructions be posted that people should contact the event authors directly, prior to the AGM, with any questions or comments regarding the reports. It was also suggested an on-line sign up form be set up for those who wish to address a report at the AGM.
 - it was suggested time limits be established for asking questions and receiving feedback – i.e. a 2 minute allowance for each person for posted reports and a 6-8 minute time period for reports that did not get posted.
- A 3-5 min. Power Point presentation, posters and a handout will be prepared to highlight the Association's accomplishments in 2007.

Sam

Larry

Greg

4.3 **Board Member Hotel/Banquet Arrangements**

Board members need to advise Sam of their AGM accommodation requirements and order their banquet tickets on the website www.bcathletics.org/main/agm/banquettix.pdf asap.

Board

4.4 **Guests and Board Member Hosting Duties**

- Once a list of invited guests is finalized letters will be sent out. When RSVP's come in, Sam will advise match-up of Board and the guest(s) they are to "host". There will be no Special Guest Reception this year so Board members will need to be at the banquet before 6:00pm to meet up with their assigned guests.

Board/Sam

4.5 **Committee Meetings** - The following BCA Committee Meetings will be held on Sunday (Jan. 27)

Senior, Junior, Juvenile Track & Field, Branch Officials, Junior Development, Cross Country, Road Running

4.6 **Gifts for World Championship Team Members**

- Liz volunteered to search out and purchase the gifts for presentation to the World Championship Team Members at the AGM.

Liz

4.7 **Notices of Motion** - Three Notices of Motion are to be presented at the 2008 AGM indicating that Resolutions will be presented at the 2009 AGM

1. A BCA Members Fee increase to take effect October, 2009
2. Approval of a BCA Policy re: "Withdrawal of Awards"
3. Approval of a BCA Policy re: "Criminal Record Checks"

Greg

Diana

Diana

4.8 **Silent Auction**

- Sam to have a request for Auction Items posted on the website.
- Tom H. to solicit Auction Items from sponsors – staff to provide Tom with a list of contacts.

Sam

Staff/To

4.9 **RESOLUTIONS** - A list of Resolutions, each including a Whereas, and other information was circulated for consideration.

1. Calendar of Events – Event Listing Fee.

Be it resolved that in order to create a more comprehensive calendar of events, these fees will no longer apply and therefore all BCA calendar listings will be free of charge with live race website links given only to BCA Sanctioned events.

- The Executive does not support this resolution and recommends it be Withdrawn since the listing fees have been suspended for 2008. During the year the Policy will be reviewed.

2. Publishing of the Calendar of Events

Be it resolved that the Online Calendar of Events replace the published book, similar to the way the BCA Bulletin replaced the BC Athletics Record. The electronic calendar can be updated daily, as new fixtures are introduced or as data is modified for existing events. The electronic calendar can also have live links to websites, online registration systems and Race Directors' e-mail addresses for all sanctioned events, simplifying the communication process for all runners seeking race information. For those few BCA members that do not have access to a computer, BCA staff can download and print the electronic event listing and mail it to these members on request. BCA staff should endeavor to have the Online Calendar of Events available on January 1 of each year and should maintain and amend the electronic file throughout the year as changes and updates are submitted.

*- The Executive does not support this resolution as worded and recommends it be amended to read:
"Be it resolved that the printed "Calendar of Events" publication no longer be produced".*

3. Eligibility for Championship Medals

Be it resolved that eligibility for medals in the BC Championship Road Running Races be extended to BC Athletics members of any membership type including DOE members, but that BC Athletics prize money only be awarded to winners who have an athletic membership in BCA.

- The Executive does not support this resolution and recommends that it be Tabled since this matter has been referred to a sub-committee of the Board.

4. BC Athletics 8 km Road Running Championship

Be it resolved that under Section 5.1 of the Rules and Regulations, 8K will replace 20K as an official provincial Championship distance

*-The Executive does not support this resolution as worded and recommends it be amended to read:
"That an 8K Race be added as an official Road Running Championship distance."*

5. Masters Series Events – age category determination for Masters

Be it resolved that regulation 5.6.b and 8.5.b be amended to read: for a series of races, it is recommended that age group be determined by age at the final event of the series.

-The Executive recommends that this resolution be Tabled and referred to the BCA Masters Committee for recommendation to the Board.

6. Masters Age Eligibility for: a) BC Athletics Masters Road Running Championships Awards

b) BC Athletics Master Road Running Teams

c) BC Athletics Masters Annual Road Running Awards

Be it resolved that for BC Road Running Championships, Masters Awards only be made to athletes aged 40-plus, and that selection to any BC Masters Road Running Team, or eligibility for Annual Masters Road Running

Awards be limited to athletes aged 40-plus; and Be it resolved that BC Athletics' Athletics Canada representatives make a similar resolution at the next Athletics Canada AGM.

- The Executive does not support this resolution. Since BCA is compliant with Athletics Canada and IAAF Rules this resolution would discriminate against official age 35-39 Masters.

7. Masters Age

- A questions arose re: the motion submitted; therefore, it was recommended that Tom Hastie discuss the wording of the motion with George Gluppe and then re-submit it to the BCA Office for presentation at the 2008 AGM.

5. **REPORTS**

5.1 **Finance**

5.1.1 Statements

- Various Financial Statement to November 30/07 were circulated for information. Liz will review them.

Liz

5.1.2 Reserve Fund – Maximum Amount

- Liz has determined that it is acceptable for PSO's to have an amount of up to 50% of a past year's operating expenses in Reserve. It was suggested that BCA cap the Reserve Fund at 3-6 months operating expenses.

5.1.3 Budget

- Liz and Brian to prepare a 2008-9 Budget for presentation at the 2008 AGM.

Liz/Brian

5.2 Administration and Planning

5.2.1 Strategic Plan

- The proposed process to be undertaken was again noted.
- Rose has done interviews and a 2 hour work session is planned for the AGM
- Face to face and teleconference meetings with the Planning Committee need to take place.

Greg

5.2.2 Staffing

5.2.2.1 Road/Cross Country Technical Manager

- Maurice Wilson has been hired to fill the Road/Cross Country Technical Manager position effective January 14/2008.

5.2.2.2 Track & Field Technical Manager

- This position has not yet been filled. Interim arrangements are being considered.

5.2.2.3 Office Space

- Tom continues to work with the Realtor and has looked at a couple more locations.
- Need to determine (in writing) the detailed space requirements for the present and for 3-5 years in the future and stress to the Realtor the need to have a lease signed by April 1/08.

Action: Referred to Tom H. and Brian to follow up and report back to the next Exec. Meeting.

Tom/Brian

5.3 Marketing and Communications:

5.3.1 BCA Website and Calendar of Events Listing

- Unfortunately, more cleanup work of the website than anticipated is having to be done by FilmRobot which is causing delays.

5.4 Events and Promotions

5.4.1 BCA Brochure

- Another draft of the BCA Brochure was circulated.
- Suggested that the first printing be enough for one year's use.
- Jim to work with staff to make financial arrangements and finalize copy for printing with a view to having the Brochure available asap.

Jim/Staff

5.5 Membership

MOVED (Hastie/Dingle) THAT THE BCA 2008 CLUB MEMBERSHIP APPLICATION FROM SIMON FRASER UNIVERSITY BE ACCEPTED. CARRIED

6. NEW BUSINESS

6.1 Sport BC President's Award

- A copy of past recipients was circulated for information.
- Some names for this year's award were suggested and other can be sent to Brian.

6.2 BC Athletics Executive of the Year Award

- Some nominees were suggested.

6.3 Electronic Devices

- BCA will continue to follow what is happening in the US and with IAAF re: use of electronic devices while running.
- Greg will provide an article for the Bulletin re: the safety hazards of using personal audio devices.

6.4 BC Sport Hall of Fame

- Tom Hastie noted that the BC Sport Hall of Fame lists athletes as "Track & Field" and questioned if this should be changed to "BC Athletics". Since the athletes listed are all Track & Field athletes, it was deemed appropriate to leave it as is for now.

7. ADJOURNMENT

MOVED (White/Dingle) THAT THE MEETING BE ADJOURNED (8:50 pm) CARRIED

Submitted by Ann Kirk,
Recording Secretary

Jan. 10/08

Director _____

Director
