

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING
HELD ON APRIL 23, 2008 AT THE BCIT AEROSPACE TECHNOLOGY CAMPUS, RICHMOND, B.C.**

Action By

1. CALL TO ORDER

The meeting was called to order at 5:45 p.m. Present in Richmond: Larry Harper (Chair), Greg White, Liz Jones, Jim Hinze, Brian McCalder and Ann Kirk (Recorder). On the phone in Victoria: Diana Hollefreund and Tom Dingle

2. AGENDA

2.1 Additions/Changes: Under Financial Management add DOE Comparisons and Core Funding. Under New Business: add (a) Track & Field Team Staff 2008, (b) Athletics Alberta, (c) Sport BC AGM and (d) Athletics Canada AGM. Any additional items will be included in reports.

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

3. MINUTES

3.1 Minutes of the February 27, 2008 BCA Executive Committee Meeting
MOVED (White/Jones) THAT THE MINUTES OF THE FEBRUARY 27, 2008 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED

3.2 BCA Committee Meeting Minutes

- 3.2.1 BCA Officials Committee March 2, 2008 Meeting Minutes were received
- 3.2.2 BCA Road Running Committee March 19 Meeting Minutes and BCA Road Running Committee AGM Minutes were received.
- 3.2.3 It was agreed that in future all BCA Committee Meeting Minutes will be presented for receipt at Board Meetings. Any urgent matters from Committee Meeting Minutes identified by staff requiring action prior to a Board Meeting will be included on the Executive Committee Meeting agenda.

Brian

4. ACTIONS ARISING FROM MEETINGS

4.1 An updated list of Action Items from 2008 Meetings was circulated and discussed.

Action:

- 1. *Staff will add "Withdrawal of BC Athletics Awards" section to the BCA Policy Manual* *Staff*
- 2. *AGM Resolution #5 - Age Group at Series of Races – to be an agenda item for the May 31/08 Board Meeting. Brian to prepare a recommendation for Board consideration.* *Brian*
- 3. *Larry will contact each Director to clarify their duties and review if they have been assigned special projects.* *Larry*
- 4. *30 minutes will be allocated on the May 31/08 Board Meeting Agenda for a Strategic Plan session.* *Greg*
- 5. *Membership will be advised that the deadline date for resolutions to the 2009 AGM will be November 15. Deadline for information from office to membership will be September 15.* *Sam*
- 6. *Review of BCA Membership Fees/Categories, etc. is underway and will be finalized asap.* *Diana/Sam*

4.2 Ongoing Action Items from 2007 Meetings were discussed.

Action:

- 1. *Liz and Brian to work on having the Budget broken out on a detailed monthly basis.* *Liz/Brian*
- 2. *Target August 31 each year for completion of Audit* *Liz/Brian*
- 3. *Obtain quotes for BCA Audit.* *Liz*
- 4. *Suggest to the Road Running Committee that they consider changing the date of their AGM to October (instead of March).* *Greg*
- 5. *BCA Committee Board Liaison appointments*

<u>BCA Committee</u>	<u>Committee Chair</u>	<u>Board Liaison</u>	
<i>Officials</i>	<i>John Cull</i>	<i>Diana Hollefreund</i>	<i>Diana</i>
<i>Road Running</i>	<i>Frank Stebner</i>	<i>Greg White</i>	<i>Greg</i>
<i>Cross Country</i>	<i>Jerry Tighe</i>	<i>Liz Jones</i>	<i>Liz</i>
<i>JD</i>	<i>Dawn Copping</i>	<i>Tom Dingle</i>	<i>Tom D.</i>
<i>Masters</i>	<i>Jake Madderom</i>	<i>Jim Hinze</i>	<i>Jim</i>
<i>Senior Track & Field</i>	<i>Ron Bunting</i>	<i>To be appointed</i>	

4.3 Update to Action Lists

Action: All Directors are requested to review the Action Lists and advise Ann (annkirk@shaw.ca (604) 291-2185) when matters referred to them for action have been completed (or provide a status report). If this can be done on a regular basis prior to meetings then up-to-date lists can be available for meetings.

All Directors

5. **REPORTS**

5.1 **Chair, Board of Directors Report** (Larry Harper)

5.1.1 Volunteer Vancouver

Action: Get information on Volunteer Vancouver and have a discussion on how BCA could utilize their Services.

Larry/Brian

5.1.2 Appointment of Directors

Action: Consider a change in BCA Bylaws to allow for the appointment of up to two Directors from outside the organization (similar to Athletics Canada). Referred to Larry to investigate and report back at a future meeting.

Larry

5.2 **Vice Chair, Board of Directors Report** (Greg White)

5.2.1 Road Running

- Road Running has been very busy - 3 large events within 3weeks. Greg was at the Sun Run and will be attending the Times Colonist 10K and the Vancouver Marathon.
- Tried to schedule a BCA Committee Chairs meeting re: BC Championship eligibility for April 23 but some people were not available - it has now been scheduled for May 14.
- Greg was at a meeting where Suzanne Anton noted that 2014 is the 60th Anniversary of the Miracle Mile and she suggested initiating something to recognize the event, i.e. a new track facility at the location.
. *Following a discussion on this topic, it was suggested that it may be time to stimulate interest in Vancouver hosting a large Games (i.e. Pan Am Games) built around creating a new stadium for sport, including track and field. Action: Referred to Larry, Greg and Brian*

Larry/Greg/Brian

5.3 **Finance Report** (Liz Jones)

5.3.1 Financial Statements - No new financial statements were available at this time. Liz and Brian have been working on the budget and year end projections.

5.3.2 New Software:

Action: Rather than buying new software for BCA, Liz to check with Katherine re: use of an outside system source.

Liz

5.3.3 Financial Reports to Board:

Action: Liz to determine what is required in terms of financial reporting for the Board.

Liz

5.3.4 Operating Budget:

Action: Liz and Brian to work on having an Operating Budget available for Board approval asap.

Liz/Brian

5.3.5 Core Funding 2008-09

- Brian advised that BCA Core Funding for 2008-09 is down \$5,000 from last year (\$173,954). All PSOs received a 1% reduction and since BCA membership number were down BCA also received an additional cut.

5.3.6 DOE Membership Revenue

- A report noting a DOE Membership revenue comparison for 2005 to March 31/2008 was circulated and discussed. It was noted that there is a downward trend of Road Running DOE revenue.

Action: A document be prepared including:

Sam

- . *Total number of Road Running Events*
- . *Number of new sanctioned Road Running Events*
- . *Number of sanctioned Road Running Events not using BCA insurance*
- . *Comparison of the above numbers to the previously projected figures*

Action: May have to consider change in DOE formula. Referred to Greg/Liz/Brian to consider strategies/projections and report back. Agenda item for August Board Meeting.

Greg/Liz/Brian

5.4 **Administration and Planning** (Diana Hollefreund)

5.4.1 Membership Review

- Diana is working with Sam on review of membership fees, categories, etc. Have first draft of report done.

5.4.2 Human Resources Committee

- Diane Hollefreund, Larry Harper and Greg White have been appointed to the BCA Human Resources Committee.

Diana/Larry/Greg

5.4.3 Compensation Committee

- Greg White, Liz Jones and Diana Hollefreund have been appointed to the BCA Compensation Committee.

Greg/Liz/Diana

5.4.4 Strategic Plan Update

- Committee held a very effective meeting with good input from the three athlete members.
- Currently on time and in line with target completion dates.

Action: There will be an update report to the Board at the May 31/08 meeting.

There will be another committee meeting (conference call with Rose) prior to the Board Meeting. Greg to set a date and time.

Greg

Greg

5.4.5 Human Resources

- Continuing to look at filling the Track & Field Manager position.
- To date, have not had a reply to the funding request for a Summer Student to work in the office.
- Jessica Olfert will now be working full time 8:00am-3:00pm.

5.5 Marketing and Communications

- Two sponsorship initiatives are underway (Timex Road Series and H2H)

5.6 Events and Promotions (Jim Hinze)

5.6.1 BCA Brochure

- Logos for the brochure have been finalized and Jessica is now preparing the final copy for printing.
- Have received one printing quote, in process of securing a second.

5.6.2 BCA Tents

- Tents are in the process of being done.

5.7 Membership (Sam Collier)

5.7.1 A written report from Sam was circulated.

5.7.2 2008 Club Membership Applications:

MOVED (White/Jones) THAT THE BCA CLUB RENEWAL APPLICATIONS FROM THE FOLLOWING BE APPROVED:

*Alberni Valley Track & Field Club
Alouette Achilles Running Club
Campbell River Comets
Chilliwack Track & Field Club
Coquitlam Cheetahs
Cowichan Valley Athletic Club
Delta Ground Pounders
Kamloops Track & Field Club
Langley Mustangs
Lions Gate Road Runners
Nanaimo & District Track & Field Club
New West Spartans
Oceanside Track & Field Club
Pacific Road Runners
Peninsula Track & Field Club
Penticton Athletics*

*Penticton Pounders
Prairie Inn Harriers Racing Team
Ridge Rockets Track Club
Royal City Track & Field Club
Salt Spring Island Track & Field Club
South Fraser Track & Field Club
Sunshine Coast Athletics
Tri City Greyhounds
Universal Athletics Club
Victoria International Running Society
Vancouver International Marathon Society
Vancouver Olympic Club
Vernon Amateur Athletics Association
Victoria Marathon Society*

CARRIED

MOVED (White/Jones) THAT THE BCA CLUB RENEWAL APPLICATIONS FROM THE FOLLOWING BE APPROVED PENDING RECEIPT OF REQUIRED ITEMS AND/OR INFORMATION (as noted):

Burnaby Striders *Receipt of form*
Vancouver Falcons Athletic Club *Receipt of fees*
Semiahmoo Sun Runners *Receipt of fees*

CARRIED

- It was noted that Clubs not registered by the end of March are no longer member clubs and any athletes belonging to these Clubs will be considered unattached.

5.7.3 Membership Fee Payments

- *The Executive approved Sam's recommendation re: creating invoices at the end of each month for any memberships sitting on the system that were not invoiced.*

Sam

6. NEW BUSINESS

6.1 2008 Team Staff - Track & Field

- A list of recommended BC Team Staff for 2008 from the Senior Track & Field Committee was circulated.
- **MOVED (Hinze/Hollefreund) THAT THE RECOMMENDED BC TEAM STAFF FOR 2008, AS LISTED, BE APPROVED. CARRIED**

6.2 Athletics Alberta

- Tim Berrett is the new President of Athletics Alberta.

6.3 Sport BC AGM

- Larry will represent BCA at the Sport BC AGM, June 7th.

6.4 Athletics Canada AGM

- Larry and Brian will represent BCA at the Athletics Canada AGM.
- BC has asked for a discussion forum re: Athletics Canada exclusivity sponsorship policy.
- As requested at the BCA AGM a resolution was prepared and sent to AC for presentation at the AC AGM recommending Masters Age be changed for men and women to 40+.

7. ADJOURNMENT

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

Submitted by Ann Kirk,
Recording Secretary
April 24/08

Director _____

Director