

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING
HELD ON JULY 16, 2008 AT THE SPORT BC 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, Brian McCaLder and Ann Kirk (Recorder). On the phone in Victoria: Diana Hollefreund and Tom Dingle.
Regrets: Jim Hinze

2. AGENDA

- 2.1 Additions/Changes: Add: National Championships (under Chair Report)
2.2 Adoption: ***MOVED (Dingle/White) THAT THE AGENDA, AS CIRCULATE PLUS ADDITION, BE ADOPTED. CARRIED***

3. MINUTES

3.1 BCA Executive Committee Meetings

MOVED (White/Jones) THAT THE MINUTES OF THE April 23, 2008 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED

3.2 BCA Board of Directors Meetings

- Minutes of the June 14, 2008 Board of Directors Meeting were received.

3.3 BCA Committee Meeting Minutes

3.2.1 BCA Officials Committee April 12, 2008 Meeting Minutes were received

4. ACTIONS ARISING FROM MEETINGS

- Ann to review past Minutes and contact Directors to determine the status of Action Items and have an updated Action List available prior to the August 16 Board Meeting.

Ann

5. REPORTS

5.1 Chair, Board of Directors Report (Larry Harper)

- Larry reported on his attendance at the National Championships in Windsor.
 - . Very well run meet. Facility was wonderful for the athletes. Some good performances however noted that the depth of athletes in several events was not good.
 - . Had opportunity to meet with various Athletics Canada personnel and other provincial people.
 - . Spent some time with the BC Team athletes/coaches.
 - . Feels he has come back with a better knowledge of how the organization works.
- Discussed AC membership fees. An increase in the AC fees will be necessary however the proposal that AC had recommended was not acceptable. The matter has been referred to a Membership Fee Sub-committee and will be addressed at a Special General Meeting at the time of the Congress.
- AC has suggested "early adoption" of some aspects of the Strategic Plan and has asked BCA to take on one of the areas.

Action: Consideration be given to including some travel expenses in the budget for the Chairs attendance at National events.

Brian/Liz

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

- The Committee Chairs meeting to consider eligibility at Championships was held with all Chairs in attendance.
- In an ongoing review process by the Board re: Association Policy, the existing roles, responsibilities and expectations of BCA Committees will be reviewed and circulated to the Committee Chairs with the intent to present any restructuring to the membership.

Staff

5.3 Finance Report (Liz Jones)

5.3.1 Financial Statements

Financial Statements to July 10, 2008 were circulated and reviewed. It was noted that Year to Date income is down which will necessitate a close watch on expenditures. Reduced "flow through" income has been balanced by a reduction in "flow through" expenses.

5.3.2 Audit

The Audit is in the process of being finalized.

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

5.4.1 **Strategic Plan Update**

- Presently awaiting input from staff.

5.4.2 **Human Resources**

5.4.2.1 **Track & Field Manager position.**

- A potential candidate has submitted a resume and will be interviewed.

5.4.2.2 **Administration Assistant (BCA and RJT)**

- Jessica Olfert will be leaving to go back to school. To date there has been no response to an ad to fill this position.

5.5 **Marketing and Communications**

- Have issued media releases re: events and upcoming National Junior and Legion Championships.
, Have had some contact back with athletes being interviewed.

5.6 **Events and Promotions** (Jim Hinze)

5.6.1 **BCA Brochure**

- The brochures have been received and are being distributed.

5.6.2 **BCA Tents**

- The tents have been received and have been used at recent events.

5.7 **Membership** (Sam Collier)

5.7.1 A written report from Sam was circulated. Overall membership is up 293, mostly due to BC Summer Games. Number of club memberships is also up by 3.

5.7.2 **2008 Club Membership Applications:**

***THE MOVED (White/Dingle) THAT THE RENEWAL BCA CLUB MEMBERSHIP APPLICATIONS FROM FOLLOWING BE APPROVED:
KAMLOOPS RIDGE RUNNERS
PRINCE GEORGE ROAD RUNNERS
SHUSWAP HILL RUNNERS
WOMEN IN MOTION
BC WHEELCHAIR SPORTS ASSOCIATION (ATHLETICS). CARRIED***

6. **NEW BUSINESS**

6.1 **Staff Vacation**

- Sam Collier was scheduled to take her four week vacation starting July 21; however, due to the extensive amount of data collection presently required it may be necessary to delay this by one week, starting July 28.

ADJOURNMENT

MOVED (White/Jones) THAT THE MEETING BE ADJOURNED (7:55 pm) CARRIED

Submitted by Ann Kirk,
Recording Secretary
July 17/08

Director _____

Director

