

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING
HELD ON JUNE 22, 2011 AT THE SPORT BC CAMPUS, RICHMOND, B.C.**

Action by

1. **CALL TO ORDER**

The meeting was called to order at 5:30 p.m. Present: Greg White (Chair), Jim Hinze, Carey Dillen, Brian McCaldar and Ann Kirk (Recorder). On the phone: Tom Dingle, Bruce Deacon and Denise Clements. Regrets: Pam Medland

2. **AGENDA**

MOVED (Hinze/Dingle) THAT THE AGENDA AS CIRCULATED BE ADOPTED. CARRIED

3. **MINUTES**

3.1 ***MOVED (Hinze/Clements) THAT THE MINUTES OF THE APRIL 27, 2011 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED***

3.2 Minutes of the May 14, 2011 BCA Board of Directors Meeting were received.

4. **BUSINESS ARISING FROM THE MINUTES** - An ongoing "Action List" to May 14, 2011 was circulated.

Action: Greg will review the outstanding actions listed with Brian and Ann with a view of having an updated list available for the August Board Meeting.

Greg

5. **REPORTS**

5.1 **Chair, Board of Directors** (Greg White)

- Greg reported on the Athletics Canada AGM which he attended with Brian and Maurice.
 - . AC Strategic Plan: Branch representatives were invited to attend the Planning Meeting to talk about alignment of the Branch Plans with the AC Plan. Branch reps had a chance to compare their Plans and share information. Most differences in the various Plans deal with funding models. Brian felt this Planning Meeting was the most effective session at the AGM.
 - . CMAA/AC Membership Proposal: Details of the joint CMAA/AC membership are being worked on and will come back to the Branches when completed. There should be a \$10 increase in Masters Fees for next year. This matter was discussed at the 2011 BCA AGM and a resolution to deal with the fee increase was passed.
 - . Semi-Annual AC Meeting: Considering holding a Semi Annual Meeting for the Branches in conjunction with a planned event (Endurance Conference) to be held in Richmond in December. Waiting for finalization.
- Greg represented BCA at the Sport BC AGM.
 - . Larry Harper was elected Board Chair. 4 new Directors were elected: Stu Ballentine, Bjorn Osieck, Brock Turner and Jack Miller.

5.2 **Vice-Chair, Board of Directors** (Jim Hinze) – Nothing new to report.

5.3 **Financial Management** (Carey Dillen)

- Financial Statement Summary Page - A new format for the Financial Statement Summary Page to be circulated to Directors was presented by Carey and Brian. The Executive felt this new Page was good and provided adequate information for Directors. Should a Director require additional information it can be obtained from Carey or Brian.
- Financial information to April 30/2011 was available and Brian noted some amendments which will be included in the May 31 statement.
- To date have not received any reference levels re: BCA core funding for this fiscal year other than that it should be similar to last year.

5.4 **Administration and Planning** (Pam Medland)

5.4.1 **Strategic Plan** - No update report.

- Greg indicated he will be in contact with Pam to discuss what action is required relative to the Plan.

5.4.2 **Human Resources**

5.4.2.1 **Canada Summer Student Program**

- BCA received funding for a student to work in the office for 14 weeks. Taylor Dinsdale has been hired and she is doing well.

5.4.2.2 **BCA T&F Technical Manager Position**

- The job description is being finalized and should be posted within the next 2-3 weeks.

5.4.2.3 **National Coordination of "First Contact Athletics"**

- The necessary arrangements have been made with AC to cover the payment of Tanya's salary increase, share of benefits and travel expenses for her additional responsibility dealing with the National Coordination of "First Contact Athletics".

5.5 **Marketing, Sponsorship and Communications** (Bruce Deacon)

- The Board has appointed Bruce Deacon to fill the Director, Marketing, Sponsorship and Communication position on the Board until the December BCA AGM at which time an election will be held for this position.
- Bruce was welcomed to the Board and Brian will arrange a meeting with him to discuss his duties and provide him with any information he may require.

5.6 **Events and Promotions** (Denise Clements)

BCA Banners/Flags/Signage/Designs

Action: Denise will do research and submit an information sheet to Brian re: the types and costs of appropriate items. Denise will submit design ideas. Brian to provide Denise with the BCA graphic designs currently in use. Denise Brian

BCA Medals – Brian confirmed that an order has been placed for new BCA Medals – same design but now round in shape.

5.7 **Programs and Technical Development** (Tom Dingle)

BC Team Updates

2011 BC Senior T & F Team – competing in Calgary at the Canadian T & F Championships (June22-25)
46 athletes, 4 coaches, 1 manager. Funding is through the BCA Budget for the BC Senior T & F Team and the Western Canada Games Team preparation and development.

2011 BC Junior T & F Team – competing in Winnipeg at the Canadian Junior Championships (July 8-10)
43 athletes, 4 coaches, 1 Manager. Funding is through the BCA Budget for the BC Junior T & F Team and the Western Canada Games Team preparation and development.

6. **NEW BUSINESS** (It was agreed to amend the agenda to allow for New Business Items to be deal with at this time)

6.1 **Discipline Committee Recommendations**

An incident requiring action by a BCA Disciplinary Committee was discussed

- . A report from the Committee noting their Findings, Decision and recommendations was presented and, subject to possible appeals, will go to the Board for consideration.
- . The BCA procedure used to deal with this matter was reviewed and the BCA appeal process was outlined.

Action: Brian to forward a copy of the BCA Discipline and Appeals Policy to Board Members along with a time line of the process taken regarding this matter.

(Note: All documents and discussions regarding this matter are to be treated as private and confidential.)

Brian

6.2 **BCA Team Codes of Conduct**

- A copy of the “BC Athletics Codes of Conduct - BC Team Athletes and Coaches/Managers” document, with suggested amendments noted, was circulated and discussed.
- . It was clarified that amendments to the document can be accepted by the Board for immediate implementation and then the amendments are presented for ratification at the next AGM.

7. **Membership Report** (Sam Collier)

- A written report from Sam was circulated.
- 2011 Individual Memberships to date - 4,592 (compared to 4,402 for the same period last year)
- Data has been submitted to 2010 LegaciesNOW for the 2011 Status Report.

MOVED (Hinze/Clements) THAT THE RENEWAL BCA CLUB MEMBERSHIP APPLICATION FROM THE BULKLEY VALLEY ATHLETIC ASSOCIATION BE APPROVED. CARRIED

MOVED (Hinze/Clements) THAT THE INDIVIDUAL BCA CLUB MEMBERSHIP APPLICATIONS RECEIVED FROM MAY 11, 2011 TO JUNE 22, 2011, AS PER LIST CIRCULATED, BE APPROVED. CARRIED.-

- The Executive approved the process outlined by Sam regarding the new Club in Nakusp.

Sam

8. **ADJOURNMENT**

MOVED (Hinze/Dillen) THAT THE MEETING BE ADJOURNED (6:35pm) CARRIED

Respectfully submitted,
Ann Kirk, Recording Secretary
June 26, 2011

Director _____

Director _____

NEXT BOARD MEETING – AUGUST 11, 2011 – CONFERENCE CALL – 6:00pm to 8:00 pm

