



Track and Field
Road Running
Marathons/Ultras
Cross Country Running
Race Walking

**Minutes of the BC Athletics Executive Committee Meeting
October 12, 2011 at the Sport BC Sport Campus, Richmond, BC**

1. Call to Order

The meeting was called to order at 5:30 pm. Attending: Tom Dingle, Pam Medland, Carey Dillen, Bruce Deacon, Greg White, Denise Clements, Sam Collier, Brian McCaLder

Regrets: Jim Hinze

2. Agenda

Moved: T Dingle/C Dillen – that the agenda as circulated be adopted

3. Minutes:

Move: T Dingle/C Dillen: that the Executive Committee minutes of June 22, 2011 be approved.

Passed

Receipt of Minutes: BC Athletics Brd Meeting minutes of Aug 14, 2011

4. Action Items:

- a. Rd Running Proposal – re: age grading BC Championships for Awards. No further information has been received from the Committee
- b. BC AGM Governance Congress:
 - i. Standardizing the format/organization of T&F Meets – topic to be considered
- c. AGM Nominating Committee – to be reported on at the Oct 22/11 Brd Meeting

5. Reports:

- a. Vice Chair, Jim Hinze – Road Running Committee is finalizing the hosts for BC Rd Rg Championships for 2012 and 2013.
- b. Chairs, Greg White:
 - i. Met with Rd Rg committee and club members in Victoria while attending the Victoria Marathon
 - ii. Met with some BCA Directors while in Victoria
 - iii. Van Marathon – new course
 - iv. AC/CMAA membership agreement has been finalized
- c. Financial – C Dillen / B McCaLder
 - i. Update on revenues for 2011-2012:
 1. Gaming – increase by \$20,000 from previous yr
 2. RJT – BC Sport Participation increase of \$10,000 over previous yr
 3. Cd Summer Jobs Grant – received

4. BC Athletics Signing Authorities
 - a. Moved: T Dingle/D Clements: That the BCA signing authorities be updated to be:
 - Greg White, Chair
 - Carey Dillen, Director, Finance
 - Jim Hinze, Vice Chair
 - Margaret Collier, BCA, Manager, Registration and Membership Services
 - Brian McC Calder, BCA President/CEO
- d. Administration and Planning – Pam Medland
 - i. Update on staffing (contract to March 31/12) the Track & Field Tech Mgr position. Advertising for the full time position to happen following the AGM with a start date of April 1, 2012
 - ii. Human Resources Committee meeting – Oct 18, 2011
 1. Ongoing staffing and salary reviews to be undertaken:
 - a. Questions:
 - i. Ability of budget to accommodate salary adjustments
 - ii. Sept 30/11 financials to be made available to the HR Committee with recommendations
 - iii. Recommendations on staffing and salary levels / range to be provided by the CEO prior to HR Committee meeting
 - iii. Risk Management Policy – CRC
 1. Review: CRC is required for Coach Members - Club, Unattached and BC Team members. Sam to provide an update to the membership.
 2. Confirmation that the CRC requirement and process is posted on the BC Athletics website.
 - a. Greg White reviewed the CRC process he went through
 3. Clarification of the requirements for those who have already had a CRC done with the past 4 yrs.
- e. Marketing and Communications – Bruce Deacon
 - i. Marketing and Communications Plan - draft has been developed by Bruce Deacon
 1. Discussion with Greg White, Maurice Wilson and Brian McC Calder on the content
 2. BC A staff to provide review and input back to Bruce Deacon through CEO
 3. One opportunity and focus could be to connect directly with the Day of Event Members in Road Running events.
 4. High School Championships – as is done by Colleges and Universities – could recruitment of Day of Event members at competitions be possible?
- f. Events and Promotions – D Clements
 - i. Meeting with Roberta Tetlock to look at promotional opportunities at Run Jump Throw presentations/events
 - ii. BC High School XC Championships, Kelowna – Pam Medland will attend representing BC Athletics

- iii. Banners – to hold off until any new branding occurs as part of the Marketing and Communications Plan
- g. Membership – S Collier
 - i. Renewal of membership is on pace with last yr
 - ii. Yr end report underway
 - iii. Surrey Marathon Club – extended a note of thanks for the support of BC Athletics and the BCA Brd in helping them become a BCA member club.
 - iv. School district club forms circulated to member clubs – membership for school districts is facilitated through BCA Member Clubs and is available for school districts in Zones 1, 2, 6, 7 & 8.
 - v. Membership term for school and school district members is Sept 15 to June 30 (completion of the Jack Brow T&F Meet).
 - vi. JD Awards Luncheon – Oct 30/11
 - 1. All awards, facility and catering is in place
 - vii. Clubs renewals will be initiated following the AGM
- 6. New Business:
 - a. Resolutions:
 - i. To be reviewed by Brd with action and/or recommendations relative to the purposed resolutions – Oct 22/11
 - ii. Discussion on a resolution to look at limiting the number of proxy votes any one AGM Delegate can carry. It was recommended that this not be a resolution for the AGM
 - iii. Recommended rewording of the resolution dealing with approval of memberships (individual and club) to be provided to the Oct 22 Brd Meeting.
 - iv. BC Athletics office lease discussion:
 - 1. Expires on March 31, 2012
 - 2. In discussions with the current tenants and Sport BC as to options available.
 - 3. Sport BC in negotiations with BCIT on getting out their lease to 2020 with the possible extension to March 31, 2013 and reducing the overall space rented.

Meeting adjourned – 7:30 pm

Executive Brd Committee Member Signature: _____

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