

# BC Athletics Officials' Committee Meeting

## September 30, 2012

Present: Alice Kubek, Bill Koch, Bob Cowden, Kathy Terlicher, Alwilda van Ryswyk, John Cull, Carol Cull, Laurel Wichmann, Shirley Young

### Approval of the Agenda

Focus of this Meeting is to be on Goals and Objectives

### New Business

#### Chair's Report – John Cull

##### Completed Responsibilities

- Updates to contacts list (participants in Level 2 workshop held in Langley will be added)
- Updated meet schedule for 2012 and 2013 (on going)
- Travel/Mentoring lists updated
  - Provincial mentoring list
  - National list
- Electronic form for Awards nominations was created and distributed (many thanks to Kevin Kydd for work on this form)
  - All Provincial Officials and Provincial Clubs
- Budget presentation
  - The donation from Achilles is not reflected in this budget.

##### In Progress

- Annual Report
  - It was suggested that we use people outside of the Committee to tackle some of the tasks
  - Outstanding Issues and Concerns
    - Harassment and Abuse
      - We require BC Athletics to take a position on this matter. We believe that Denise Clements was to head a BCA Committee looking into this issue. We will contact BCA with a request to move this issue forward. Bill
  - Criminal Record Checks
    - Those completed are valid for 5 years from date of application
    - All new Officials will require these checks
  - Branch Statistics
    - The apparent decrease in total numbers of Officials may be because a number of active Officials fail to re-register. Inquire at BCA whether it is possible for them to send out automatic reminders to individuals about the need to re-register. Carol
  - Mentorship
    - 35 Mentorships were completed this year.
    - Many Officials fail to respond to Bill Koch (Mentor and Training Coordinator) regarding mentorships or assignments as mentors.
    - It will be a future requirement that, once completed, a copy of the mentoring/evaluation report will be sent to Bill. To this effect, a note on the Provincial Mentoring Form will be made. It is suggested that a similar note be placed on the forms distributed by NOC. John
  - The Final Draft of the Annual Report will be completed very soon. Committee members should send additional suggestions to John ASAP.
  - Webpage
    - The webpage needs to be reorganized for legibility, clarity and ease of use (see draft of redesign). John

- Seniors' Games – Kamloops 2013
  - John Cull, Al McLeod and Harold Morioka will act as advisors for the next Games.

#### Planning Discussion

- BCA Membership Survey
  - Communication. It is significant that a large number of respondents indicated their preferred method of communication was via e-mail. It is important to remember that preference for communicating via Face Book and Twitter is growing, particularly among younger members.
  - Explore further the desirability of Officials affiliating or reaching out to specific Clubs.
  - There is continued concern about accessibility of workshops for Officials in more rural or remote areas of the Province. Also of importance is the need to develop greater involvement of Officials who reside in these areas.
  - Explore the feasibility of creating an 'On-Line' Level 1 Officials' Workshop. Our continuing goal will be to have a Level 1 instructor living within close proximity (1 day for travel and course presentation) of a community or individual interested in taking a course.
  - An objective for 2013 will be to pursue the creation and use of a promotional film or power point presentation.
- Strategic Planning Meeting
  - This was a Meeting organized by BCA and held on August 11<sup>th</sup> and 12<sup>th</sup> of 2012. The Strategic Plan encompasses an 8-year vision with an initial 4-year plan. Those attending were representatives of BCA stakeholders. See Strategic Planning Meeting report.
    - It will, in future, be important to address the Officials' report in a format that aligns with 'The Pillars' (key strategic areas).
- Future Meetings
  - 4 full meetings per year
    - November 4, 2012
    - February 23, 2013 (tentative teleconference)
    - April 21, 2013
    - September 22, 2013
    - November 16, 2012
  - It was decided that the first meeting following the AGM should be face-to-face to allow new Committee members to become acquainted with those serving their second terms.

Agenda Item –  
November 2012

Motion: The first Meeting following the Officials' AGM should be held in conjunction with the BCA AGM.

Moved: Alice Kubek, John Cull

Defeated

- The February 2013 Meeting will be held as a teleconference (this will be a trial as to the effectiveness and workability of such a format). If successful, there is the possibility that other full meetings be held in this manner. There is also the option of having 2 or 3 individuals from the Committee attend other meetings by teleconference. On call of the Chair, meetings held on specific topics may also be held by teleconference (these meetings may not include all Committee members).
- It was suggested that a member be appointed to look into the viability of 'Desktop Conferencing'.
- Action Plan based on Officials' Survey (Laurel)
  - It is vital that the Committee members' should represent a Provincial rather than simply a regional perspective.
  - There needs to be a greater emphasis on the movement of Officials throughout the Province to attend Meets – not just of Officials from the North, Island and Interior coming into the Lower Mainland.

Agenda Item –  
November 2012

- Consider other forms of communication, ie. E-mail, Facebook, Twitter, Newsletter
- Inform Officials through the Newsletter of the reimbursement process.
- Expand the use of non-committee members in developmental work to be set as a Goal or Objective.
- There is a need to increase the visibility of Officials in general as well as acquainting the membership with the names and responsibilities of those on the Officials' Committee. November 2012
- Communication Plan (Laurel)
  - A Goal for 2013 will be to recruit a Newsletter Editor.
    - Discussion needed as to development of content.
- Recruitment Kit (Laurel)
  - It was felt that the most useful part of this kit was the Record Card and as such should be made widely available to all members who could potentially recruit new members. John
  - Record cards should be taken to the Officials' AGM for distribution. November 2012
- Volunteer Management Best Practices (Laurel)
  - Assessment of BCA in terms of this document.
- Draft Agenda for AGM
  - A revision of the Agenda was made to facilitate the later arrival of those travelling from the Interior.

Other New Business

- National Mentors Workshop
  - See explanatory note in Agenda re: National Mentors Workshop

Regional Report

- VIAA Report
  - Alice reported on the VIAA Meeting held in Nanaimo on September 15, 2012. An information pamphlet that is to be used to promote training for Officials in Zone 6 was briefly introduced. Corrections to this document will need to be made in order that it reflect the Officials' training strategy that has been adopted for the Province.

Adjournment – 12:20

Next Meeting Dates:

October 13, 2012 - AGM  
 November 4, 2012 - Committee Meeting