



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

**BC Athletics Board of Directors Meeting – May 4, 2013
Minutes**

Attending in person: Greg White, Chair; Brian McCaldar, Pres/CEO; Pam Medland, Dir. Admin & Planning; Carey Dillen, Dir. Finance; Jim Hinze, Vice Chair; Graham Dodd – Dir. Zones 3, 4,5; Randy Longmuir, Dir. Zone 6; Denise Clements, Dir. Events & Promotions; Bruce Deacon, Marketing & Communications

Regrets: Sanda Turner, Dir. Zones 3, 4, 5; Roberta Tetlock, Dir. Zone 1, 2

- 1. Meeting was called to order at 9:31am**
- 2. No additions to the agenda**
- 3. Adoption of the agenda** – J. Hinze/R. Longmuir – passed
- 4. Board Minutes of March 9, 2013** – minutes received/reviewed. Motion to approve – R. Longmuir/J. Hinze – passed
- 5. Receipt of the Executive and BCA Committee meeting minutes of:**
 - a. April 10, 2013 – Masters Committee – circulated
 - i. Minutes note under the 2014 Masters Indoor Championships that the committee moved that a BC Master Indoor Championship be added to the BCA calendar of events. B. McCaldar noted the Board has not approved an indoor event for any age group and this must have approval. There is only one venue in BC to hold an indoor venue which is in Kamloops. The Board must approve adding an indoor championship before the event can be awarded to Kamloops for 2014.
 1. Motion to approve that BC Athletics add to it's championship program an indoor event to the BC Athletics calendar of events – P. Medland/D. Clements – Passed
 - a. Discussion items of note: BCA receives 25% of entry fees and a nominal amount from post event submissions. Richmond facility incapable of holding an indoor event. Normal process is to put out request for facilities to bid on hosting an indoor event. May be asked for indoor events for other age categories to be added to the BCA calendar of events. G. White asked it be noted that

the request came from a committee and the board responding to that specific request. Overall Impact is added cost to BC Athletics but positive long term benefits.

6. Business arising from the minutes

a. Action Items from the March 9, 2013 Meeting arising out of the BCA Committee

Reports:

- i. Appointment of Directors – G. White will speak to the individual Directors
- ii. Establishment of the Heritage committee – P. Medland is reaching out to potential candidates
 1. Masters category in the hall of fame – Heritage Committee did some groundwork. Not known if designated aged group defined. Masters would like to know the direction of the decision so they can put forward nominations. Template available through Athletics Canada's Hall of Fame process
- iii. Officials Committee looking for progress on Code of Conduct, specifically the parent aspect. Links referencing other examples of Codes of Conducts provided to the subcommittee. Waiting on BC Athletics to draft the Code of Conduct.
 1. B. Deacon suggested an interim draft with the final to be provided to the membership at the AGM to approve and implement in the fall. Use the draft for the season, collect feedback from the officials and revisit before presentation to the members.
 2. P. Medland to circulate the draft again to the sub-committee for review and approval to use as an interim code of conduct for this season.
- iv. Statement released following the Boston Marathon and need to follow through with the event directors to follow up on their safety, security and emergency plans for events.

7. Correspondence – None

8. Reports:

a. Chair of the Board of Directors

- i. Written report submitted
- ii. Items of Note:
 1. Vacant board positions
 2. Changes with Sport BC
 3. G. White and staff are going to Ottawa for Athletics Canada AGM
 4. Office relocation scheduled in the next 2 months

b. Vice Chair of the Board of Directors

- i. Oral report given
- ii. Items of Note:
 1. Attended TC 10k, manned BCA booth and was impressed with interest in the association and membership inquiries

c. Marketing & Communications – Bruce Deacon

- i. Planned Initiatives

1. Rebranding Initiative – presentation given
 2. Logo
 - a. Aim to have a main logo and tie it into the sub-brand logos
 - b. Presented various concepts to discuss what was liked/not liked
 - i. Concept 4 - Unifying feature would be the mountains and the water and the differentiating features with the sub brands would be the figures. Discussion still to take place on final colours.
 - c. Motion to approve concept #4 in principle with the feedback provided on stylizing the design, figures and font to be passed on to Andy to create a final logo concept and tying the theme into the final 3 sub event logos – C. Dillon/G. Dodd – Passed unanimously
 - d. Motion to increase the funding for the logo design up to \$4,000 – D. Clements/R. Longmuir – Passed
 - e. Further discussion to take place on what will happen with the other logos that were developed as the logos are owned by BC Athletics and will be kept on file.
 3. Web Redesign
 - a. Draft working template for website design shown to board as part of the presentation
- d. Finance Report – Carey Dillen
- i. Budget Summary and detail for
 1. 2012-2013 Operating Budget – DRAFT summary pre-audit to March 31'13 – provided at the meeting
 - ii. Notes to budget
 1. Revenues have been better than budgeted as membership has done well in respect to revenues and extra money received from the government.
 2. Audit will reveal any adjustments.
 3. Look to further discussion on other revenue generating opportunities.
 - iii. Reserve Fund Repayment
 1. In the past, operations has borrowed from the reserve fund and it was proposed to the board, if possible at end of the fiscal year end, a repayment would be made. Current best estimate for the repayment to the reserve fund is approximately \$40,000 however the amount may be adjusted post audit. It was noted the reserve fund is currently approximately \$30,000 and approximately \$90,000 is owed.
 - iv. 2013-2014 Budget update
 1. Funding contribution notifications to date
 2. 2013-2014 budget will be brought to the board when previous year's budget is finalized, possibly at the next board meeting, to be approved.

3. Noted the office move will affect the deferred expenses for the 2014 budget.
- e. Directors Reports:
- i. Zone Directors
 1. Roberta Tetlock – 1 & 2
 - a. Written report submitted
 2. Sanda Turner – 3 & 4; Graham Dodd – 5
 - a. Zone 3 & 4 written report submitted
 - i. Items of Note:
 1. Burnaby Central Track should be operational by mid July. Mercer Stadium in New West underwent a facility review and a number of recommendations were made. Follow up meeting took place and the recommendations were to be taken to the City and then further comments would be provided to BCA. BCA is still waiting on this feedback.
 - b. Zone 5 written report submitted
 - i. Items of Note:
 1. Began outreach to all clubs and organizations in the area and making cold contact to some on the contact list was difficult. Touched 50% and the ones contacted were welcoming and their feedback has been included in the written report.
 2. Biggest feedback is the clubs and organizations do not know what ViaSport is.
 3. Randy Longmiur – 6
 - a. Written report submitted
 - b. Items of note:
 - i. New facility in Powell River has a million dollar view and the facility is very nice but lacks a steeplechase pit and there is a concern with the proximity of the officials at the finishline of the javelin.
 - ii. Port Alberni is getting their track resurfaced.
 4. To be appointed – 7 & 8
 - ii. Athlete Directors – Still to be appointed
- f. Administration & Planning
- i. Written report submitted
 - ii. Human Resources – Pam Medland/Brian McC Calder
 1. HR Committee report – staff policies

- a. Motion that BC Athletics pay out its full overtime liability by the end of fiscal 2014, and that management work with employees to determine the method of payment – P. Medland/J. Hinze – Passed. B. Medland noted the amount is approximately \$14,000 already accrued as an expense in the 2014 budget
 - b. Motion that the CEO review the Association’s staffing policy and the draft to be approved by BC Athletics’ HR Committee – P. Medland/J. Hinze – Passed. Timing for completion noted as the fall.
 - c. Motion that BC Athletics’ CEO have the discretion to move staff up the approved grid annually as per the approved draft budget – P. Medland/J. Hinze – Passed
 - iii. Organizational and Committee Structure – ongoing
 - iv. Office Space – update – Brian McC Calder
 - 1. Move date is set for June 20th, 2013
 - v. AGM – Dec 6, 7, 8, 2013
 - 1. Awards Banquet
 - a. Noted committee is already in place to determine who receives the awards
 - 2. Recommended to streamline communication to AGM attendees for a Year in Review/Annual Report format structured around the Strategic Plan outcomes. Pam and Brian will draft a structure for the template report format.
 - 3. Recommended to outsource/contract the planning and running of the AGM which would include the awards ceremony. Staff role would be the contact to the association and would assist with determining their scope of work. Pam will work with staff to determine the members of the working group. Budget to be reviewed but not to be more than the current overtime being spent. Noted the Board’s involvement would remain high level and conceptual.
- g. Membership Report – Sam Collier (Staff)
 - i. Total Individual Membership #'s – YTD – Current with comparisons 2013 to 1995 YTD – provided at the meeting
 - 1. Motion to approve the list of individual memberships as provided in the membership report – D. Clements/J. Hinze – Passed
 - ii. Club Membership list for approval – provided at the meeting
 - 1. Motion to approve the list of 3 club memberships as provided in the membership report – J. Hinze / D. Clements – Passed
 - iii. Approval of School Club Membership applications – provided at the meeting
 - 1. Motion to approve the list of 7 school club memberships as provided in the membership report – G. Dodd / D. Clements – Passed
 - iv. Trackie.me – membership data base update

1. Minor delay due to the items that have not been met per the timeline. Some additional time required but will still see an overall reduction in the number future time commitments to run reports.
- h. Programs & Technical Development – Staff
- i. Track & Field – J. D to Masters
 1. Run Jump Throw
 - a. Written report submitted
 - i. Items of Note:
 1. Increase in the RJT annual comparative numbers provided for total participation, coach/leaders trained and communities reached
 2. 2012 Premier’s Awards
 - b. Community PE Initiative – participation underway in all three districts
 2. Track & Field (15 to 35 yrs) – Garrett Collier
 - a. Written report submitted
 - b. Items of Note:
 - i. Provincial funding received for the Provincial Coach and have met with preferred candidate.
 - ii. Road and Cross Country Running – Maurice Wilson
 1. Written report submitted
 2. Items of Note:
 - a. Vancouver market attracting other events which create further conflict in the use of popular venues.
 - i. Recommend looking at how events are marketed, the length of events and the targeted participants reason(s) for participating.
 - ii. Need to strengthen gathering day of event participant information. Recommend Board draft a direction and policy.
 - iii. Masters – T&F/Rd Rg/ XC Rg – Denise Clements
 1. Written report submitted
 - iv. Officials – Sanda Turner
 1. Written report submitted
 - v. Coaching
 1. Oral report given
 2. Aware of the coaches feedback feeling disconnected with the association. BCA is aware and looking at further ways to connect with the personal coaches.
 - vi. Centres – Brian McCalders

1. National – Victoria National Endurance Centre; Kamloops National Throws Centre
 - a. Oral report given
 2. B.C. Regional – Interior – Kamloops – Bruno Mazzotta, Regional Coach, Endurance; Fraser Valley – Abbotsford – Ziggy Szelagowicz, Brit Townsend Regional Coaches
 - a. Oral report given
 - i. Events & Promotions – Denise Clements
 - i. Nothing to be reported at this time
 - ii. D. Clements to follow up with B. McC Calder on the budget
 - j. Athletics Canada Update – Greg White
 - i. AGM – May 24, 25, 2013 – Ottawa
 - ii. Sport BC update
 1. Special General Meeting – May 15, 2013
 - a. Agenda items are updating the bylaws, ViaSport presentation and a members meeting
 2. Transition of programs and services update
 3. AGM – June 2013
- 9. New Business – None**
- 10. Next Board of Directors meeting will be held on Tuesday, July 30, 2013 at 5:30pm via conference call. Local participants may join in present at the new office location.**
- 11. Motion to adjourn – J. Hinze/P. Medland – passed. Meeting was adjourned at 2:00pm**

Director Signature _____

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