

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING  
HELD ON OCTOBER 22, 2008 AT THE SPORT BC CAMPUS, RICHMOND, B.C.**

**Action By**

**1. CALL TO ORDER**

The meeting was called to order at 5:55 p.m. Present in Richmond: Larry Harper (Chair), Liz Jones, Jim Hinze, Brian McCaLder and Ann Kirk (Recorder). On the phone in Victoria: Diana Hollefreund and Tom Dingle. On the phone in Vancouver: Greg White joined the meeting in progress.

**2. AGENDA**

- 2.1 Additions/Changes: Add: Under New Business: Date change for December Executive Committee Meeting (Brian)  
2.2 Adoption: ***MOVED (Dingle/Hollefreund) THAT THE AGENDA, AS CIRCULATE PLUS ADDITION, BE ADOPTED. CARRIED***

**3. MINUTES**

**3.1 BCA Executive Committee Meeting**

***MOVED (Jones/Dingle) THAT THE MINUTES OF THE JULY 16, 2008 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED***

**3.2 BCA Board of Directors Meeting**

- Minutes of the August 16, 2008 Board of Directors Meeting were received.

**3.3 BCA Committee Meetings**

3.2.1 BCA Officials Committee September 20, 2008 Meeting Minutes were received

**4. ACTIONS ARISING FROM THE MINUTES**

- Ann provided Larry with an updated Action List. Action on outstanding items not covered under this meeting agenda will be referred back to the Directors/staff responsible.

**5. REPORTS**

**5.1 Chair, Board of Directors Report (Larry Harper)**

- Dealing with ongoing correspondence from the Chair of the Road Running Committee
- Continuing to work on the AC Membership Fee Committee. The Committee's proposals will be presented at the 2009 AC AGM.
- Attended with Brian an interesting and informative session by Sport BC for Sport Branch members, aimed at Directors, Board Chairs and Members and Executive Directors. It was a condensed version of a course on corporate governance run at McMaster University. It was adapted to the non-profit/charitable sector. The course pointed out possible governance directions that the BCA Board should consider reviewing in more depth: i.e. Board composition, type of issues discussed at the Board level, interactions of the Board with staff, liability issues, managing finances and budgets, expectations of Boards and how they are judged by the outside world. Brian felt the session provided a great framework to work from to improve the governance of BCA as a Board and perhaps even down to the Club Board level. Larry would like to see the information be given more thought and feels that there are some areas for consideration that could be built into our Strategic Plan over the next 1-2 years planning process.
- Trying to attend more BCA events. Will be at the JD Awards Banquet, Cross Country Championships and H2H.

**5.2 Finance Report (Liz Jones)**

**5.2.1 Financial Statements**

- Financial Statement Summary Pages were circulated. A comparison on actual figures Oct. 31/07 to Oct. 16/08 is being reviewed.
- Detailed Financial Statements will be available at the November Board Meeting.

**5.2.2 Proposed BCA Membership Fee Increase**

- In view of the current economic slowdown and the uncertainty of what the AC fee increase will be, the Board will need to consider the ramifications of a fee increase at this time.
- The Notice of Motion at the 2008 AGM advising of a Motion to come at the 2009 AGM re: a Membership Fee increase for the 2010 membership year (to take effect October 1, 2009 may need to be withdrawn.  
**Action: This to be an agenda item for discussion at the November Board Meeting.**

**Brian/Diane**

5.2.3 2009-2010 Budget

- A draft 2009-2010 BCA Budget was done for the Gaming Branch Application and is included on the Financial Statement circulated.

5.2.4 BCA Audit

*Action: - Liz and Brian will be obtaining quotes for an Auditor for next year and are reviewing if there is a need to change Auditors every 8 years as is done by some organizations.*

*Liz/Brian*

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

- Some issues directed to the Masters Committee were noted and are of concern to the Board.

*Action: Jim is to be in contact with the Chair of the Masters Committee to discuss these issues.*

*Jim*

5.4 Administration and Planning (Diana Hollefreund)

5.4.1 Strategic Plan Update

- Need to have the major components of the Plan in place by the November Board Meeting in order to have a report ready for presentation at the 2009 AGM.

*Action: Referred to Greg and the Planning Committee.*

*Greg*

5.4.2 AGM/Governance Congress

- Discussion resulted in the recommendation that the 2009 BCA AGM adopt a similar format to the AC AGM, i.e.

Friday Evening - Club Presidents Round Table Discussions

Saturday Morning - Required AGM Business session (acceptance of report, elections, resolutions)

Saturday Afternoon – Governance Congress (Educational Presentations, Round Table discussions on Key Issues)

*Action: Referred to Greg to call an AGM Committee Meeting to finalize the AGM format asap.*

*Greg*

5.4.2 Human Resources

5.4.2.1 Track & Field Manager position/Administration Assistant (BCA and RJT)

- In the process of short listing and arranging follow up interviews to fill these positions.

5.5 Marketing and Communications

- Continuing to work on potential sponsorships.

5.6 Events and Promotions (Jim Hinze)

5.6.1 BCA Brochure

- Considering the possibility of listing the Running Stores that offer discounts for BCA members on the BCA website.

5.6.2 “Fly Banners” - Continuing to investigate “fly banners” for BCA. Getting quotes next week.

5.6.3 BCA Tents - Have been working out well at events.

5.7 Membership (Sam Collier)

A written report from Sam including a breakdown of memberships by various categories was circulated.

5.7.1 2008 overall membership is up 341 and Club membership is up 3 over 2007.

5.7.2 Sam noted that the information in the BCA Policy Manual re: Club Membership Year needs to be reviewed and clarified.

*Action: Referred to Greg to review this with Sam and bring forward a resolution for the November Board Meeting.*

*Greg/Sam*

5.7.3 Sam’s report also included an overview of her involvement in the following activities:

- . 2008 JD Banquet
- . 2008 BC Cross Country Championships
- . 2008 H2H
- . School Club Memberships
- . 2009 AGM
- . BCAB - Electronic Bulletin
- . Membership Services

5.7.4 2008 Club Membership Applications:

**MOVED (Hinze/White) THAT THE BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING BE APPROVED:**

**UNIVERSITY OF VICTORIA TRACK & FIELD TEAM  
UBC TRACK & FIELD TEAM.**

**CARRIED**

**6. NEW BUSINESS**

**6.1 Personal Audio Devices**

**Action: Greg to provide an Educational Article re: the use of Personal Audio Devices while running. Greg**

**6.2 Policy on Providing Event Prize Money**

**Action: Brian to prepare a report on Event Prize Money for the November Board Meeting. Brian**

**6.3 Nominating Committee 2009 AGM and Athlete Reps to the Board**

**Action: Tom Dingle to Chair the Nominating Committee and appoint Committee members as deemed necessary. Tom D.**

**6.4 Criminal Records Check Policy**

**Action: Diana will have an updated draft document available for the November Board meeting in preparation for a final document to be presented at the 2009 AGM (as per Notice of Motion passed at the 2008 AGM) Diana**

**6.5 December Executive Committee Meeting Date**

**Action: The BCA Executive Committee Meeting scheduled for December 10<sup>th</sup> will be CHANGED TO DECEMBER 3<sup>rd</sup>. Exec.Cmt./Staff**

**6.6 AGM Resolution Deadlines**

The deadline for submission of AGM Resolutions to the BCA Office was extended to NOVEMBER 30 however BCA Committees and others are encouraged to submit their resolutions as soon as possible to allow time for any questions or concerns re: wording, etc. to be clarified prior to circulated to the membership.

**7. ADJOURNMENT**

**MOVED (White/Jones) THAT THE MEETING BE ADJOURNED (7:10 pm) CARRIED**

Submitted by Ann Kirk,  
Recording Secretary  
Oct. 26/08

Director \_\_\_\_\_

Director