

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING
HELD ON JANUARY 14, 2009 AT THE SPORT BC CAMPUS, RICHMOND, B.C.**

Action By

1. CALL TO ORDER

The meeting was called to order at 5:40 p.m. Present in Richmond: Greg White (Chair), Jim Hinze, Brian McCalder, Sam Collier and Ann Kirk (Recorder). On the phone in Victoria: Diana Hollefreund and Tom Dingle.
Regrets: Larry Harper

2. AGENDA

- 2.1 Additions/Changes: Add: Under New Business: Sport BC Presidents Award, Approval of Track & Field Championship dates and BCA Hall of Fame nominees.
2.2 Adoption: **MOVED (Dingle/Hinze) THAT THE AGENDA, AS CIRCULATE PLUS ADDITIONS, BE ADOPTED. CARRIED**

3. MINUTES

3.1 **BCA Executive Committee Meeting**

MOVED (Jones/Dingle) THAT THE MINUTES OF THE DECEMBER 3, 2008 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED

3.2 **BCA Committee Meetings**

3.2.1 BCA Officials Committee November 15, 2008 Meeting Minutes were received

4. ACTIONS ARISING FROM THE MINUTES

4.1 Actions List - Ann to update the Actions List and email a copy to each Executive Committee Member for input relative to the status of Action Items which have been referred to them.

4.2 AGM and Congress Update

Room Set Up: For the meeting sessions there will be a raised platform for Board Members with round tables for delegates. The tables will also be used for the breakfast, lunch, and break out sessions at which times the Board members will sit at the tables. Breakfast and Lunch will be available for pick up in the hall way.

Breakfast: It has been decided that the Breakfast will be for all meeting delegates. Menu will be American Continental. Sam to make the necessary changes to the AGM information on the website. Sam

Handout for Delegates: A BCA notebook and pen will be given to each delegate.

Binders: An AGM Binder will be prepared for Greg, Brian and Ann

Award plaques: An Awards list has been compiled and sent out for plaques to be done.

Gifts for Team Members: Referred to Liz to purchase appropriate gifts. Liz

Silent Auction: Diana and Liz working on baskets. Request for Auction items has been posted on the BCA website.

Power Point Presentations:

- Julian working on Power Point presentation for the Awards Banquet.

- Diana working on Power Point presentation for the Business Meeting. She will send a draft copy to Brian as soon as it is completed.

. Diana requires the loan of a computer from the BCA office for the meeting. Diana

- Need to confirm what equipment is required for the Power Point presentations. Sam to check with Hotel Sam

Agenda: The meeting/congress schedule was reviewed. Sam and Brian will finalize all the details. Sam/Dian

Lunch: Brian has been successful in securing a sponsor for the Lunch. The sponsor will be allowed to have a product display and will be given the opportunity to make a short presentation to the delegates prior to the lunch being served.

Nominating Committee: Tom is working on securing nominees

Motion re: Auditor: - Reminder that a motion to appoint an Auditor is necessary. Liz

Topics: Brian is working on finalizing the topics for the Breakfast and Congress and will email a copy to the Board when done.

5. REPORTS

5.1 **Finance Report** (Liz Jones)

Financial Statements

- A Financial Statement to November 30/08 was circulated and reviewed. It was clarified that the variance re: Team Travel was due to timing (i.e. when monies go out and when it comes in varies from year to year.)

- A copy of the draft 2009/10 Budget was circulated for information.

- Are aware that the economic downturn and possible funding cutbacks could affect the Budget. Will need to be aware of possible areas to pare back if necessary.

5.2 AGM Resolutions

- A copy of the resolutions to be addressed at the AGM was circulated. The following Board Members were assigned to speak to the resolutions.

- #1 - BCA Criminal Record Check – **Diana Hollefreund**
- #2 - JD Steeplechase Height – **Tom Dingle**
- #3 - Eligibility to compete in BCA Masters Championships – **Jim Hinze**
- #4 - BC Road Running Championship Prize Money – **Greg White**
- #5 - BC Road Running Championship Eligibility – **Liz Jones**
- #6 - Masters Age – **Jim Hinze**
- #7 – Combining all BC T & F Championships – **Tom Dingle**

5.3 Administration and Planning (Diana Hollefreund)

5.3.1 Strategic Plan Update – A report will be available at the AGM.

5.3.2 Office Staff – Julian has resigned from the position of Administrative Assistant.

5.3.3 “Sports Matter”

- Greg and Brian reported on a Sport BC Forum they attended involving a group from Ottawa called Sports Matter who are going to do some advocacy with reference to funding issues moving through to the provincial election. They are looking for support to get their message out through PSOs . They will be using office space in Sport BC and are looking for IT access, volunteer spokespeople throughout the province and any financial assistance a PSO can provide. Their intent is to keep sport on the forefront and will be pitching to all

candidates, not any particular party.

- BCA could support this proactive initiative by being an agent to deliver messages through emails and the website. Any allocation of funding support would be difficult and would requiring further discussion and a recommendation to the Board.

5.4 Marketing and Communications

- Brian was successful in securing sponsorship for the AGM lunch.

5.5 Events and Promotions (Jim Hinze)

- Jim arranged for the purchase of BCA booklet/pen sets to be given to AGM delegates and for use as a marketing tool.
- Jim will continue to be in contact with Sporting Goods Stores re: giving a discount for BCA members.
- Jim and Sam will investigate the possibility of having a BCA tent set up at the AGM

Jim/Sam

5.6 Membership (Sam Collier)

- Sam is working on a detailed Membership Report for the AGM which will be posted on the website soon. It appears membership is up about 350 over last year.

2009 Club Membership Applications:

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

Campbell River Comets, Comox Valley Cougars, Cowichan Valley Athletic Club, Kamloops Track & Field Club, Kelowna Running Club, Oceanside Track & Field Club, Pacific Athletics, Rupert Runners, Trail Track & Field Club, Tri-City Greyhounds, University of Victoria Track Club, Valley Royals Track & Field Club, Vancouver Olympic Club, Walnut Grove Track Club and West Vancouver Track & Field. CARRIED

&

MOVED (Dingle/Hinze) THAT THE BCA CLUB MEMBERSHIP APPLICATIONS FROM OCEANSIDE TRACK & FIELD CLUB AND PENTICTON ATHLETICS BE ACCEPTED PENDING RECEIPT OF THE NAMES OF 5 CLUB MEMBERS. CARRIED

6. NEW BUSINESS

6.1 Policy on providing Event Prize Money

- Need to look at Policy (as per AGM Resolution) as part of the BCA Policy Manual.

Staff

6.2 **Personal Audio Devices**

- Before the AGM, Greg will provide an educational article re: the use of Personal Audio Devices while running.

6.3 **Sport BC Presidents Award**

- Suggested BCA nominees for the SBC Presidents Award were considered and a selection was made by a vote of the Executive. Winner will be announced at the SBC Awards Banquet.

6.4 **Track & Field Championship Dates**

- In future, should try to developing a program of events leading to the championship to be held later in the season.

- ***MOVED (Hinze/Dingle) THAT THE FOLLOWING BC TRACK & FIELD CHAMPIONSHIP DATES BE APPROVED:***

- MAY 23/24 BC MASTERS TRACK & FIELD CHAMPIONSHIPS – NANAIMO*
- JULY 10-12 BC TRACK & FIELD CHAMPIONSHIPS JAMBOREE (MIDGET 15, YOUTH, JUNIOR, SENIOR) - ABBOTSFORD*
- JULY 18 BC JUNIOR DEVELOPMENT PENTATHLON CHAMPS – COQUITLAM*
- JULY 24-26 BC JUNIOR DEVELOPMENT TRACK & FIELD CHAMPS (9-14) – SURREY CARRIED*

6.5 **BCA Hall of Fame**

MOVED (Hinze/Hollefreund) THAT THE EXECUTIVE ACCEPT THE INDUCTEES INTO THE BCA HALL OF FAME AS RECOMMENDED BY THE HERITAGE COMMITTEE. CARRIED.

Winners will be announced at the BCA Awards Banquet.

7. **ADJOURNMENT**

MOVED (Dingle/Hollefreund) THAT THE MEETING BE ADJOURNED (7:20 pm) CARRIED

Submitted by Ann Kirk,
Recording Secretary
Jan. 15/09

Director _____

Director
