



**MINUTES OF THE 2024 BC ATHLETICS ANNUAL GENERAL MEETING  
HELD VIRTUALLY ON AUGUST 24, 2024 BY ZOOM  
WITH REMOTE DELEGATE REGISTRATION AND VOTING**

Virtual check-in for Delegates was opened at 10:30am.

**1. CALL TO ORDER**

- The meeting was called to order at 11:04am with Board Chair, Darren Willis, as the Chair. (*Refer to Addendum “A” for a list of the delegates in attendance*).

**2. CHAIR’S WELCOME & INTRODUCTIONS**

- Darren welcomed the delegates and thanked them for attending. Darren introduced the Board of Directors attending and gave regrets for those who could not attend. Megann introduced herself and the other BC Athletics Staff.
- Darren thanked all the members for the last year and their patience shown given the significant change in the organization.

**3. CONFIRMATION OF VOTING PRIVILEGES**

- The voting procedures and number of votes per club were listed on the BCA website.
- Quorum constitutes 29 votes. The Chair confirmed that a quorum was present. Refer to Addendum “A” for a list the voting delegates.
- The number of votes present when the 2024 BC Athletics AGM was called to order was 44 delegates representing 64 votes.

**4. URGENT MATTERS**

- Chair announced the items of housekeeping and explained the voting procedures, instructions for participation in the meetings and the how delegates can submit questions and comments.
- The Chair called for any urgent matters and/or resolutions to come from the floor. There were none.

**5. ADDITIONS OF THE 2024 AGENDA**

- An agenda was posted on the BC Athletics website and links to the AGM Voting Agenda was emailed to all the delegates registered for the 2024 BC Athletics AGM on Friday, August 23, 2024. There were no additions to the agenda.

**6. ADOPTION OF THE 2024 AGENDA**

***MOVED THAT THE 2024 BC ATHLETICS AGM AGENDA BE APPROVED.***

***Vote was passed by the delegates. CARRIED***

**7. APPROVAL OF THE 2023 BC ATHLETICS AGM MINUTES**

- The minutes of the August 19, 2023, AGM Minutes were posted on the BCA website.

***MOVED THAT THE MINUTES OF THE 2023 BC ATHLETICS AGM BE APPROVED.***

***Vote was passed by the delegates. CARRIED***

**8. QUESTIONS ARISING FROM THE 2023 BCA AGM MINUTES**

- There were no questions arising from the 2023 BC Athletics AGM minutes.

**9. BC ATHLETICS BOARD ELECTIONS NOMINATING COMMITTEE REPORT**

- The Nominating Committee Report was noted on the agenda. The Board of Directors Chair incumbent Darren Willis is standing for election. Tara Self and Bin Xu have been nominated as Directors at Large, for two-year terms.
- Tara Self and Bin Xu introduced themselves to the delegates.
- Darren noted the recruitment for the Board of Directors has been challenging and noted his appreciation for the high-quality candidates that are stepping forward and that they are involved in other areas of the organization. Darren continued by providing a reintroduction of himself to the delegates.
- Nominations and positions will be revisited later in the meeting under Elections.
- The Chair recognized the directors who are leaving the Board. Ota Hally will be leaving after the AGM as the Director of Finance. Darren thanked him for his all his efforts in helping the organization through difficult financial times, through COVID and then coming out of that. Ota has been there to help and guide the Board to make sure the organization is going in the right direction. It was announced Chris Wray will be joining the Board, stepping into the remaining term left on the Director of Finance position.
- Jasmine Gill will also be leaving the Board and Darren thanked her for all her efforts brought to the organization and all the work she's done for Zone 3, 4 and 5. Wishing Jasmine all the best in her future endeavors.
- Newton Hoang leaving and has been tasked with working and looking through our Strategic Plan, governance and Board practices for efficiency and focus on the strategic issues facing the organization. Really appreciate all the time and professional experience he's brought to the organization.
- Darren also noted the people who left the Board within the year who are now a part of the staff at BC Athletics – Cristi Lundman, now the Operations Manager and Garrett Collier also left the Board and is now the Track & Field Manager. Thanked both of them for their time on the Board.

**10. ORGANIZATIONAL MANAGEMENT REPORTS**

- Written reports were posted on the BC Athletics website and are available on request from the BC Athletics Office.
- a. Chair of Board of Directors
  - i. Chair – Darren Willis
    - 1. There were no questions arising from the Chair's Report
    - 2. Summary of 2024 Motions and Actions of Note
      - a. The Board of Directors Motions & Actions of Note, taken by the BC Athletics Board of Directors meeting minutes, were posted on the BC Athletics website.

***MOVED (Ota Hally/Tara Self) THAT ALL 2024 MOTIONS & ACTIONS OF NOTE ARE ACCEPTED.***

***Vote was passed by the delegates. CARRIED***

- b. Chief Executive Officer – Megann Vandervliet
  - i. Human Resources Report
    - 1. Items of note
      - a. Included in Megann's report is the current staff positions
      - b. Hailey will be leaving the organization September 13. Hailey has done some incredible work on the official development side.
      - c. Richard Lee will be retiring from coaching as of November 1<sup>st</sup>. Will be exiting the Endurance Project from there. Thanked Richard for all his hard work over the past eleven years developing the BC Endurance project and his commitment to athlete development and coaching. Always learning and refining his coaching education. Thanked for his incredible contribution to athletics.
  - ii. Safe Sport Report
    - 1. Announced that the Safe Sport Policies have been updated, including bringing on the Athletics Canada Office of the Commissioner. Megann asked that the delegates review these policies.
  - iii. Insurance Report
    - 1. D&O Coverage
      - a. Items of note – Club Boards do not hold Directors and Officers insurance with BC Athletics. Recommending the Clubs seek out their out D&O coverage. If any of the clubs would like support with the Sport BC Insurance broker, to please reach out to Megann.
    - 2. Property Coverage
      - a. Clubs also do not have property coverage through BC Athletics. So, if the club owns equipment, it is really important to source that for the club as well.
    - 3. Membership
      - a. Updates for 2025 so please read the membership report.

- i. BC Athletics is piloting a complimentary membership for officials and offering a \$10 trial membership. The 14-day trial membership is available to new prospective members to your clubs. An individual can use it once per year for a different club.
  - ii. Training memberships will remain but will not be visible to every single member to reduce the confusion. They will be available by request. So, a club can request a link for training memberships if they have programs best served through training memberships. Otherwise, really encouraging as many athletes as possible to take out a competitive membership so they can access all the competition opportunities and championship opportunities.
  - iii. Day of Event membership will be available to all age groups for events 365 days a year except for any provincial championship. It's also going to be left to event directors, at their discretion, as to whether they want to offer day of event memberships and at their discretion to set the fee, the minimum being \$3, which is what BC Athletics will be retaining for the membership.
- iv. Finance Report
  - 1. 2023/2024 Audited Financial Statement
    - a. Income side fluctuated. Due to timing of grants. Shortfall offsets each other. Looking at first quarter, generating a bit of a surplus.
    - b. Budget 24/25 targets break even. Revenue at million and a half to 1.6 million in next year's budget and expenses in line with.
    - c. Position of the organization, positioned for the future in a good place as have always been. Approx \$700,000 cash against a small amount of payables and deferred revenue. Been this way for the last 4-5 years, even through COVID. No shortfall, never drawn the cashflow lower than that which is important for managing the grant revenue. Monitored closely. In good shape. Expectations government grants and membership will continue in line. Budgeting they will be in line with the last current year.
    - d. Auditors – Been with the organization a while. Good practice for organizations like BC Athletics. Fees have not increased materially. Standard not for profit rate. Had not had any issues with. Recommendation to stay with them and proceed with appointing for the next year.
    - e. Question from Michael Hess as it relates to the 2024-2025 Budget: The Audit showed 2024-2024 revenue declined (\$1.58 Mil to \$1.43 Mil). The year finished with a deficit of \$87,000 and a reduction in cash at end of year to (\$769,000 to \$669,000). The projected revenue 2024-2025 is increase in revenue (\$1.58 to \$1.61 Mil). This represents an anticipated \$200,000 increase in revenue. The breakdown/lines in revenues listed are different (Audit vs Budget). Please advise on how/where the 2024-2025 increase in revenues is anticipated.
      - i. Megann advised it's a result of increasing fees this year. Last year a majority of members took out their membership before the fee increase. So, expecting a significant increase once 2025 year opens September 1<sup>st</sup>. There has also been a decrease in government grants. Typically, there is a \$30,000 grant for RJTW programs, but BC Athletics was not successful this year. Going to need to make it up elsewhere to continue those programs. See a huge opportunity with partnerships and sponsorship There hasn't been a lot of attention there historically given government grants have been really strong. However, the organization is not expecting a lift to core funding. So the work is going to be in getting creative and generating revenue from other sources than have had in the past.

***MOVED (Dawn Driver/Ota Hally) THAT THE BC ATHLETICS AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2024 BE APPROVED. Vote was passed by the delegates. CARRIED***

- 2. Appointment of the auditors for the 2024 – 2025 fiscal year

***MOVED (Ota Hally/Natasha Friedmann) THAT BDO CANADA LLP, OR OTHER AUDITORS AS APPROVED BY THE BOARD OF DIRECTORS, BE APPOINTED TO PERFORM AN AUDIT OF BC ATHLETICS FOR THE CURRENT FISCAL YEAR ENDED MARCH 31, 2025, AND THAT THE BOARD OF DIRECTORS BE EMPOWERED TO SET THE REMUNERATION. Vote was passed by the delegates. CARRIED***

3. Ota introduced Chris Wray as the incoming Director of Finance. Chris gave an overview of finance background and experience and is looking forward to joining the Board.

## 11. PROGRAM MANAGEMENT: STAFF REPORTS

- Written reports were posted on the BC Athletics website and are available on request from the BC Athletics Office.
  - a. Operations & Membership Report – Cristi Lundman
    - i. Membership 1995 – 2024
    - ii. 2024 Affiliated Clubs and Schools
    - iii. Club Stats 2000 – 2024
  - b. Track & Field Program Manager Report – Garrett Collier
    - i. BC Summer Games Report – Debbie Foote
  - c. Non-Stadia Program Manager Report – Kevin O’Connor
  - d. Introductory Programs Report – Kala Stone
  - e. Coach Development Report – Kala Stone
  - f. BC Endurance Project Report – Richard Lee
    - i. Richard thanked all of BC Athletics as a whole, especially Megann and Brian McCalder, the past CEO for the opportunity he was given and the support he’s received with the endurance project. Will have a wealth of memories going into the future. So wanted to express his appreciation for all that. It’s quite heartwarming to see the passion of all the members and volunteers. Excited to see what the future holds.
  - g. Provincial Records Report
    - i. Included a detailed report of the 2024 Pending BC Provincial Records
  - h. Chair opened the floor for questions.
    - i. Natasha Friedmann asked about the official’s membership and how it differs from the technical membership.
      1. Cristi advised the technical membership is the category that holds the memberships that are not athletics membership. Coaches, officials and associates fall under that. The 2024 official’s memberships referred to a technical membership however the plan this year, if an official’s membership is still required, they still need version of the technical membership. The option will be to pay the fees and put it towards officials’ development or take a free membership and commit to at least 8 hours of officiating hours.
      2. Natasha asked for further clarification why there are two options in terms of being labels and doing their job as an official. Technical membership is what they need to do the officiating for the clubs so they will wonder what the alternative is.
      3. Cristi noted there is no alternative. If they are going to officiate, they need an official’s members. Whether they need to pay a fee won’t change the membership they have. There is only one official’s membership, the choice is whether they choose to pay the fees.
      4. Megann clarified the technical membership is the umbrella term. Even if officials take advantage of the complimentary membership, the safe sport requirements and the CRC still exist. Obtaining their membership stays the same. The only difference is if they choose to be an official, they will choose yes to pay or no, not to pay for the same membership.
    - ii. Lia Schoenroth asked for clarification on SafeSport CRC within organizations. Is the SafeSport and CRC needed for every single person in any coaching role, for example a 15-year-old, college student or parent volunteer as not seeing parameters for that.
      1. Megann advised anyone contributing to the club on a regular basis in a coach role must have a coach membership. Anyone who is coaching regularly and they don’t, that becomes a liability for any insurance claims. Anyone engaging with the athlete population in a leadership role, must have a membership and any require the SafeSport and CRC. Anyone under 19 do not require a CRC but should be taking the safe sport training.
      2. Lia noted she would like to say this is required or not so just wondering if BC Athletics is going to have a firmer stance on that or if it will be kept where it is.
      3. Cristi noted an age parameter wasn’t set. SafeSport is also protective for the athletes to take that training as well. So, for a 15-year-old coach to spend the hour to do their SafeSport it’s beneficial for them, not only as a coach but as an athlete or any other activity they’re participating in.
      4. For the CRC, if there is an athlete coaching with you in spring season and they turn 19 in the fall or winter, so they’re 19 in that calendar year, then they have to complete a CRC.
      5. Darren noted that he’d like to encourage everybody to take the SafeSport training, regardless of it they’re required to or not.
      6. Megann noted looking at the screening policy and adding some age parameters so there’s support on paper.

- i. Motion to accept all Reports (including Records)

***MOVED (Julie Sillars/Tara Self) THAT ALL REPORTS AS PRESENTED, BE ACCEPTED.  
Vote was passed by the delegates. CARRIED***

**12. ELECTION FOR BOARD OF DIRECTOR POSITIONS**

- Ota called for the motions due to the Chair's position being up for election.

- a. Chair (2 years)

***MOVED (Dawn Driver/Julie Sillars) THAT DARREN WILLIS BE ELECTED AS THE DIRECTOR EVENTS & PROMOTIONS.***

***Vote was passed by the delegates. CARRIED***

- b. Director at Large (2 years)

***MOVED (Dawn Driver/Julie Sillars) THAT TARA SELF BE ELECTED AS A DIRECTOR AT LARGE.***

***Vote was passed by the delegates. CARRIED***

- c. Director at Large (2 years)

***MOVED (Dawn Driver/Julie Sillars) THAT BIN XU BE ELECTED AS A DIRECTOR AT LARGE.***

***Vote was passed by the delegates. CARRIED***

- Darren thanked the membership for their confidence in the candidates and the team. Darren also thanked Ota for chairing the elections and for all his contributions to the Board.

**13. CLOSING REMARKS**

- Megann thanked everyone for attending. Thanked Darren and the Board of Directors for all their support this year. Thankful for the BCA team, their willingness and resilience as navigating keeping the organization going but also looking for opportunities for growth and where BC Athletics can better serve our members. Being an Olympic and Paralympic year there's always a lot of excitement around athletics. Proud of BC having three Olympic Champions and looking forward to how that transpires with more kids coming into clubs and being inspired by Cameron, Ethan and Jerome and the rest of the high-performance athletes. Now is the time to get into the communities and show the communities what incredible sport athletics is. Look forward to moving into this next year. Excited to work with the new board members as well. Rewarding to come together and re envision what BC Athletics can be. Look forward to continuing the work.
- Darren noted during this time of so much change, he's had a chance to be at a lot of different types of events, in different roles, and just being a representative of the Board of Directors. Appreciated the willingness of the members to talk about their experiences, frustrations and all the things that they're hopeful for in the future or what things they'd like to see changed. Watched the staff do more outreach than what has been done in the past and been encouraged by the willingness of the organization's members. Hoping that that spirit continues as the organization moves forward. When first involved, members who talked about BC Athletics talked as if separate entity. Would like members continue to feel ownership and be a part of this. Want to see growth in the future and it's going to take everyone working together. Really happy with the direction and commitment seen. Thanked everyone again and wished everyone a great rest of their weekend.

**14. ADJOURNMENT**

***MOVED (Jasmine Gill/Julie Sillars) THAT THE 2024 BC ATHLETICS AGM BE ADJOURNED (12:10pm).***

***Vote was passed by the delegates. CARRIED***

Shannon Barrows, Recording Secretary  
2024/08/24

Director \_\_\_\_\_

Director \_\_\_\_\_

Addendum “A”

**BC Athletics Annual General Meeting  
Saturday, August 24, 2024**

<b>Participating Delegate</b>	<b>Delegate’s Votes</b>	<b>Club</b>
Darren Willis	4	Alberni Valley Track Club & Board of Director
Mike Stubbing	3	Athletics Victoria
Vince Sequeira	1	Campbell River Comets
Graham Morfitt	2	Comox Valley Cougars
Nicholas Ayin	3	Coquitlam Cheetahs
Michael Aono	1	Coquitlam Cheetahs
Tara Self	1	Coquitlam Cheetahs
Vlad Valastiak	3	Cowichan Valley Athletic Cl
Urith Hayley	1	Greyhounds
Lanie Man	2	Kajaks
Jacob Emerson	2	Kajaks
Cathy Duley	1	Kajaks
Judy Armstrong	3	Kamloops
Truman Tremblay	1	Kamloops
Brian Beck	1	Kamloops
Andrew Lenton	1	Langley Mustangs
Lia Schoenroth	1	Langley Mustangs
Scott Bartlett	3	Langley Mustangs
Kim Cameron	5	Nanaimo
Dawn Copping	2	NorWesters
Besnik Mece	1	New West Spartans
Maureen de St Croix	5	Ocean Athletics
Jane Waite	2	Oceanside
Karen Hatch	3	Okanagan Athletics
Pat Sima-Ledding	1	Okanagan Athletics
Maya Peever	1	Okanagan Athletics
Michael Hess	1	Prince George Road Runner
Amber Davis	1	Prince George Road Runner
Ian Coutts	5	Royal City Track and Field C
Natasha Friedmann	5	Universal Athletics Club
Dawn Driver	3	Valley Royals
Ellen Clague	1	Vancouver Falcons
Felix Evans	2	Vancouver Falcons
Besnik Mece	1	Vancouver Olympic Club
Tatjana Mece	1	Vancouver Olympic Club
Graeme Fell	5	Vancouver Thunderbirds
Tiana Hesmert	1	WC Race Series
Jasmine Gill	1	Board of Director

Addendum “A” cont.

<b>Participating Delegate</b>	<b>Delegate’s Votes</b>	<b>Club</b>	
Julie Ann Sillars	1	Board of Director	
Brittany Therrien	1	Board of Director	
Ota Hally	1	Board of Director	
Brian Thomson	1	Official	
Debbie Foote	NV	BC Summer Games	
Bin Xu	NV		
Jake Madderom	NV		
David Guss	NV		
Deborah Flood	NV		
Sanda Turner	NV		
Gerry Dragomir	NV		
Shannon Barrows	NV		
<b>Total number of Delegates</b>			<b>48</b>
<b>Total votes present at AGM</b>			<b>85</b>