BC ATHLETICS BOARD OF DIRECTORS MEETING

MEETING MINUTES

July 22, 2026—7:00pm – 9:13pm (PT)

LOCATION: Virtual (Microsoft Teams)

ATTENDANCE

1. Board of Directors members in attendance:
    a. Tara Self (Chair), Brent Dolfo, David Guss, Graeme McLaughlin, Judy Needham, Brian Thomson, Bin Xu, Chris Wray.
2. Staff**:**
    a. Megann Vandervliet (CEO, BC Athletics).
3. Regrets**:**
    a. Brittany Therrien (maternity leave).

MEETING OBJECTIVES

1. Discuss governance items including ENDs statements and KPIs.
2. Accept Q3 reports on finance and CEO activities.
3. Receive updates from Board committees.

1. WELCOME & INTRODUCTIONS

DISCUSSION

With the majority of Directors of the Society being present, the Chair declared that the Meeting was properly constituted and competent to proceed with the transaction of business. Brian served as Secretary of the meeting.

- The Chair called the meeting to order—7:04pm (PT).
- Conflicts with agenda items—no known conflicts with agenda items.
- Two comments on the agenda:
    - Add an agenda item to discuss the National Safe Sport Policy from Athletics Canada (under the Governance topic).
    - Correct the date listed for the October (in person) Board meeting on page 2 of the Agenda. Should be October 24.

ADOPTION of the AGENDA

MOTION: Moved that the Board adopt the agenda for the meeting of July 22, 2026, with additions noted above, with the flexibility to adjust the order of items as needed—Brent Dolfo.

Seconder: Graeme McLaughlin. **PASSED**.

2. REPORTS

CEO REPORT (Q3)

Megann presented the CEO report for Q3—covering Membership, Operations and Legal and Safe Sport. Discussion followed on safe sport and ways to leverage Megann's time and BC Athletics costs in handling the range of complaints and issues that are received.

MOTION: Moved that the Board accepts the Q3 CEO Report, as circulated and presented—Chris Wray.

Seconder: Graeme McLaughlin. **PASSED.**

ACTION ITEM: Megann to:

- Check with the Office of Commissioner—do they have a policy on handling complaints (e.g., initial screening)?
- Discuss with the Risk Committee to determine if a policy on handling complaints is needed.
- Bring recommendations to the Board. By October 24, 2026.

FINANCIAL REPORTS (Q3)

Chris presented the financial reports for Q3.

MOTION: Moved that the Board accepts the Q3 Financial Report, as circulated and presented—Judy Needham.

Seconder: David Guss. **PASSED.**

3. GOVERNANCE

ENDs STATEMENTS and KPIs

Megann led a review and discussion of the "ENDs" statements and KPI's--addressing the Board's feedback from the April 4 meeting.

ACTION ITEM: Megann to review the measures for KPI #3 (Officials Capacity) to consider both a shortage of officials at meets and meets that are cancelled due to lack of officials. By next Board meeting on August 20.

ANNUAL BOARD CALENDAR

Judy presented the Annual Board Calendar. Recommendation to move the July meeting to June due to the level of operational activity in July.

ACTION ITEM: Judy to edit the Board calendar with feedback from directors. For approval at the next Board meeting on August 20.

2027 CLUB AFFILIATION POLICY

Megann presented the proposed 2027 Club Affiliation Policy—explaining the concept of three levels (e.g., Bronze, Silver, and Gold) with the Bronze level covering minimum requirements for all clubs and based on obligations in our bylaws and insurance policies.

ACTION ITEM: Megann to continue development of the policy:

- Flush out the requirements for Silver and Gold levels.
- Obtain feedback from clubs on acceptance and implementation of the policy. By next Board meeting on August 20.

NATIONAL SAFE SPORT POLICY

Megann presented the National Safe Sport Policy distributed and approved by Athletics Canada for all branches. Athletics Canada expectation for branches to adopt (including clubs within each province).

ACTION ITEM: All directors to review the policy for adoption at the next Board meeting on August 20.

4. UPDATES, COMMUNICATIONS and ADMINISTRATION

COMMITTEE UPDATES

Committee chairs provided updates on activities:

- Finance—as per the Q3 financial reports presented.
- Nominations—working on a skills assessment for directors and a timeline for nominations and elections of Board members. For approval at the next Board meeting on August 20
- Risk Management / Legal—working on a risk matrix and policy. For review at the Board meeting in October.
- Governance—close to completion of the Board manual. For approval at the Board meeting in October.

5. WRAP-UP

BOARD MEETING DATES

Tara discussed the requirement for a Board meeting before the next scheduled meeting in October. Target mid-August. This meeting will approve:

- September 2026 - August 2027 Operating Budget.
- National Safe Sport Policy
- ENDS statements and KPIs.
- Nomination timelines.
- Annual Board Calendar.

- 2027 Club Affiliation Policy.

ACTION ITEM: Megann to send out a poll for soliciting director's availability for a Board meeting in August. By July 31, 2026.

NOTE: Post meeting, the Board voted to meet on August 20, 2026.

REVIEW of ACTION ITEMS

Brian reviewed the action items identified during the meeting.

ADJOURNMENT

Tara (Chair) asked if there was any further business for the meeting to consider and hearing none, declared the meeting concluded.

Motion to adjourn— Judy Needham.

Seconder: Graeme McLaughlin.

All in Favour: Yes. **PASSED**

The meeting ended at 9:13pm (PT).

FUTURE MEETING

Topics for consideration at future meetings:

- Strategic Planning Strategy.
- Annual stakeholder surveys.
- Board professional development planning.

NEXT MEETINGS

The next virtual meeting is scheduled for August 20, 2026 to approve:

1. September 2026 - August 2027 Operating Budget - Board Approval.
2. National Safe Sport Policy
3. ENDS statements and KPIs.
4. Nomination timelines.
5. Annual Board Calendar.
6. 2027 Club Affiliation Policy.

The in person next meeting is scheduled for October 24, 2026 covering the following:

1. Q4 Financial Report.
2. CEO Q4 Update.
3. Board Manual approval.
4. Committee updates.
5. Recommendations for handling complaints.
6. Strategic Plan (2027) development approach and proposal for any external resources.
7. Strategic Planning Strategy.
8. Annual stakeholder surveys.
9. Board professional development planning.

The Board Meeting schedule for 2026 and early 2027 is listed in Appendix 2.

Appendix 1—Listing of Action Items (as of July 22, 2026)

All action items from the following prior meetings were completed and closed:

- November 12, 2025.
- January 28, 2026.
- December 13, 2025.
- March 9, 2026.

The open action items from the January 28, 2026, April 4, 2026 and July 22, 2026 board meetings are listed below. Items marked Closed will be removed by the next Board meeting.

Topic	Action	Status
Governance	• **Board Committees** ◦ Megann to organize the initial meeting of each Committee. By July 22, 2026.	Complete. From Jan. 28, 2026.
	• **ENDs statements and KPI's** ◦ Megann to review the measures for KPI #3 (Officials Capacity) to consider both a shortage of officials at meets and meets that are cancelled due to lack of officials. By next Board meeting on August 20.	Open. From July 22, 2026.
	• **Annual Board Calendar** ◦ Judy to edit the Board calendar with feedback from directors. For approval at the next Board meeting on August 20.	Open. From July 22, 2026.

	• **2027 Club Affiliation Policy**
	  ◦ Megann to continue development of the policy:
	    ▪ Flush out the requirements for Silver and Gold levels.
	    ▪ Obtain feedback from clubs on acceptance and implementation of the policy. By next Board meeting on August 20.
		Open. From July 22, 2026.

	• **National Safe Sport Policy** ◦ All directors to review the policy for adoption at the next Board meeting on August 20.	Open. From July 22, 2026.
	• **Board Manual** ◦ Megann to confirm, with Treasurer, the caps for spending on capital expenditures ($40,000) and unbudgeted expenditures ($30,000) without prior approval from the Board. By April 30, 2026.	Complete. From Apr. 4, 2026. Open.

	• Governance Committee to complete the Board Manual with sections identified on April 4. By next meeting on October 24, 2026.	From Apr. 4, 2026.
	• **Strategic Planning (2027)** • **ACTION ITEM:** Megann to present the development approach to the Board, including external resources required. By next Board meeting on October 24, 2026.	Open. From Apr. 4, 2026.
Reports	• **Presentation of Q1 Financial Report** • Finance and Audit Committee to work further on KPIs and targets to bring back to the Board. By July 22, 2026.	Complete. From Jan. 28, 2026.
	• **CEO Report (Q3)** • Megann to: • Check with the Office of Commissioner—do they have a policy on handling complaints (e.g., initial screening)? • Discuss with the Risk Committee to determine if a policy on handling complaints is needed. • Bring recommendations to the Board. By October 24, 2026.	Open. From July 22, 2026.
	• **AC Proposed Road & Trail Sanctioning Framework** • Megann to come back to the Board with recommendations. By next Board meeting on July 22, 2026.	Complete. From Apr. 4, 2026.
Updates, Communications and Administration	• **Recognition of Contribution of Past Board Members** • Megann to consider ideas for a recognition item. Board members are welcome to send suggestions to Megann. By July 22, 2026.	Complete. From Jan. 28, 2026.
Wrap-up	• **Board meeting dates** • Megann to send out a poll for soliciting director's availability for a Board meeting in August. By July 31, 2026.	Complete. From July 22, 2026.
Safe Sport	• **Update on Civil Claim # 2—vicarious liability** • Tara to review and approve the BC Athletics response to the case (when available from lawyer).	Complete. From Jan. 28, 2026.
Other	• **Commit to Kids Training** • All Board members must complete Commit to Kids Training by March 31, 2026.	Complete. From Jan. 28, 2026.

	• **October (in person) Board Meeting** • Megann to check availability of Chris and Britany to attend an October 24, in person, Board meeting. By April 30, 2026.	Complete. From Apr. 4, 2026.

Appendix 2—Board of Directors Meetings (2026)

Month	Date	Format
January 2026 (Q2 FY26)	January 28 | 7-9pm	Virtual
March 2026 – Budget Meeting	March 9 | 12-1:30pm	Virtual
April 2026 – Q3 FY26	April 4 | 10am-2pm	In person
July 2026 – Q4 FY26	July 22 | 7-9pm	Virtual
August 2026– Q4 FY26	August 20 | 7-9pm	Virtual
October 2026 – Q1 FY27	October 24 | 10am-2pm	In person
December 2026 – Q2 FY27	December 16 | 7-9pm	Virtual
January 2027 – AGM	January 27 | 7-9pm	Virtual
February 2027 – Q2 FY27	TBD	Virtual