



**BC Athletics Board of Directors Meeting – March 22<sup>nd</sup>, 2014**  
**Fortius Sport & Health/Athlete Development Centre, Montreal Boardroom**  
**Minutes**

**Attending in person:** Greg White, Chair; Brian McC Calder, Pres/CEO; Jim Hinze, Vice Chair; Carey Dillen (on phone), Director Finance; Carey Nelson, Director Admin & Planning; Sanda Turner, Dir. Zones 3, 4, 5; Randy Longmuir, Dir. Zone 6; Neal Currie, Director Zone 7 & 8; Jessica Smith, Female Athlete Director; Chris Winter, Male Athlete Director; Meghan Butterworth, Run Jump Throw Coordinator; Sam Collier, Manager Registration and Membership Services; Richard Lee, Coach, BC Endurance Project; Garrett Collier, Technical Mgr Track & Field; Bill Koch, Officials; Birgit Weaver, JD Committee; Jake Madderom, Masters Committee; Jerry Tighe, Cross Country

**Regrets:** Denise Clements, Dir. Events & Promotions; Paul Mathaias, Marketing & Communications; Derrick Johnston, Programs & Technical Development; Roberta Tetlock, Director Zones 1 & 2; Graham Dodd – Director Zones 3, 4 & 5; Clifton Cunningham, Road Running Committee

- 1. Meeting was called to order at 9:01am**
- 2. Introductions were made**
- 3. Outline of the format for the meeting and the session with Committee Chairs (11am)**
- 4. No additions to the agenda**
- 5. Adoption of the agenda – J. Hinze/N. Currie – passed**
- 6. Approval of the Board of Directors Minutes – None**
- 7. Receipt of the minutes from the Executive Committee meeting minutes of:**
  - a. Executive Committee Meeting – February 4, 2014 – Circulated
  - b. BC Athletics 2013 Annual General Meeting – December 6, 7 – Circulated
  - c. BC Athletics Masters Committee Minutes – January 15, 2014 and March 19, 2014 – Circulated
- 8. Business arising from the minutes**
  - a. AGM – see minutes:
    - i. Updating of the BC Athletics Rules Section (in the policy manual)
      1. Midget 14/15 competing together and 1 set of awards

2. Amending records requirements, records and adding Jnr Women's 3000m s/c as an event for which records are to be kept.
3. BC Athletics Masters Indoor T&F Championship (Note: 1<sup>st</sup> one held Feb 2013 in Kamloops)
4. Hosting grants for Road Running Championships
- ii. Updating of the Junior Development Manual used by event organizers, coaches, athletes and parents
- iii. BC Athletics Spectator Code of Conduct (adding amendment and publishing policy)
- iv. Preparation of a DRAFT of fee schedules for implementation for the 2015 yr (membership, sanctioning, event participant, club) should the motion at the May 2014 Athletics Canada AGM pass.

## 9. Correspondence

- a. Notice of Athletics Canada AGM – May 22, 23, 24, 2014 – Ottawa
  - i. Proposed Rule Changes deadline March 15, 2014
  - ii. AGM Branch Reports deadline March 29, 2014
  - iii. Appeals Representatives (2) deadline April 1, 2014
    1. Two members of each Provincial Branch to sit on an appeals collective group (to determine national carding, national team selection, awarding national championships, formal appeals)
  - iv. Male Athlete Representative nominations deadline March 28, 2014
  - v. Board of Directors nominations deadline April 9, 2014
    1. Athletics Canada Board of Directors is composed of the Chair plus four members at large, two athlete representatives and appointed directors. Up for election are three of the members at large positions and the male athlete representative.

## 10. Reports:

- a. Chair of the Board of Directors – Greg White
  - i. Written report circulated
  - ii. Items of Note
    1. Challenges with the catch up time with new directors and getting up to speed on their new portfolios.
    2. Recruitment of Directors is a year round process. If you know someone who is interested, please let Greg know.
    3. Chair to start working more aggressively on succession planning.
- b. Vice Chair of the Board of Directors – Jim Hinze
  - i. Oral report given
  - ii. Items of Note
    1. Liaising with the Road Running Committee and working to have more representation at the Road Running events.
    2. Will be working on setting out the BC Athletics Policy & Procedures manual into a more organized fashion and to be in line with the Athletics Canada Policy & Procedures manual.
- c. Directors Reports:
  - i. Zone Directors
    1. Roberta Tetlock – Division 1 & 2

- a. No report. Chair will follow up with Zone Director
- 2. Sanda Turner & Graham Dodd – Division 3, 4, 5
  - a. Oral report given
  - b. Items of Note
    - i. Success with the February event in Richmond as the seven Olympians who attended shared how each of them has given back to the Track Community and it showed how important these people are to the sport. The athletes were well received and it would be nice to see more of this at future events.
    - ii. Would like to arrange a meeting to get an update on the fixtures and if the meeting were held before the next AGM, to circulate a new fixtures list to the organization.
- 3. Randy Longmuir – Division 6
  - a. Written report circulated
  - b. Items of Note
    - i. A couple of Meet cancellations on the island but with hope to resurrect a couple of the meets in the future.
- 4. Neal Currie – Zone 7 & 8
  - a. Oral report given
  - b. Items of Note
    - i. Increased interest in school Track & Field within Zone 7 but not sure about Zone 8. The looming teacher's strike may affect cancellations as it has in the past.
    - ii. Increase to the number of Zone clubs to 5: 2 Road Running and 3 Track & Field
    - iii. Does not expect the new club in Prince George will initially affect participation but potentially in the longer term. Not likely to see an issue with access to facilities but potentially access to equipment. Believe focus of Athletics North will be on Track & Field events.
- ii. Athlete Directors
  - 1. Chris Winter
  - 2. Jessica Smith
  - 3. Discussion Items of Note
    - a. Plan to discuss Track & Field matters and challenges further with Garrett Collier

- b. Seems to be a disconnect between the Board of Directors and the athletes in general and would like to see an introductions of the Athlete Directors to the membership.
  - c. In communication, the social media outlet and the blog seems very effective and reaches a strong percentage of the membership. Find the communication to be straightforward and to the point which is appreciated.
  - d. Chair looks to the to Athletic Directors to advise on better ways to connect with Athletes.
- iii. Finance Report – Carey Dillen
- 1. Budget Summary and detail for 2013-2014 Operating Budget to January 31, 2014 circulated.
  - 2. Notes to the budget – presented at the meeting
    - a. Some movements in Revenue and Expenses but still expecting a positive net income.
    - b. Less funds received from Run, Jump, Throw and will be reviewed.
    - c. Audit will be completed around June. Post audit, Finance will revise the draft budget and request approval from the Board. The revised budget then becomes the operating budget for the staff.
    - d. Request to Directors to submit any outstanding expenses by next Friday so it can be taken into account for this year end.
  - 3. Projections to Year End – March 31, 2014 – included in Budget circulated

Note: Carey Nelson, Director Administration & Planning joined the meeting at this point (10:00am)

- d. Membership Report – Sam Collier
- i. Report circulated
  - ii. Total Individual Membership #'s – YTD – Current (circulated)
  - iii. Total Club Membership #'s – YTD – Current (circulated)
  - iv. Approval of Club and Individual Membership
    - 1. 2014 New Club Memberships
      - a. Motion to approve the Athletics North Track & Field Club – J. Hinze/N. Currie – Passed
      - b. Motion to approve the BC Flyers Athletic Club – S. Turner/C. Winters – Passed
    - 2. 2014 Individual Memberships
      - a. Motion to approve the list of individual memberships for 2014 received to March 7, 2014 as provided – J. Hinze/R. Longmuir. Passed. Noted: N. Currie abstained.
    - 3. 2014 Affiliated Club Memberships
      - a. Motion to approve the list of full club membership applicants as provided and noted on the report as

“Complete / to be approved” – R. Longmuir/C. Dillon – Passed. Noted: S. Turner abstained

- b. Motion to approve the Coquitlam Cheetahs club membership as provided and noted on the report as “Complete / to be approved pending completion” – S. Turner/C. Winters – Passed

- i. It was noted the club membership for the Coquitlam Cheetahs is pending requirements and will not be formally noted as approved until all outstanding requirements are met.

4. School Memberships

- a. Motion to approve the two school memberships as provided – J. Hinze/R. Longmuir – Passed

v. Challenges

- 1. Trackie.me – Not fully functional yet and functionality of database is challenging due to facilitation of changes and corrections that are required. However once system is up and running, expect the fully functional system will be quote effective. Athletics Canada is also assisting with this. Still not able to print membership cards but membership look up is available online.
  - a. One lower mainland club has already taken on using the database to register their club memberships and Sam does see this increasing with other clubs and being a beneficial progression.
- 2. BC Event Registration site – Well received and would be nice to also have online event sanctioning included so it is tailored to BC Athletics events and technical specifications. Looking into adding on-line sanction applications through the site as well.
  - a. Sam does see the potential of having just one system but only if that system works well and is all encompassing (registrations, sanctioning, performances to National)

vi. Membership & Participation Update

- 1. Overview of membership growth plan target over 4 years, the 2013 target and the 2013 % change provided in report.

vii. Major Upcoming Initiatives – Get Trackie.Me on track. Inventory and Audit coming up. Setting a date for the AGM.

Note: Director of Finance, Carey Dillon left the meeting at this point (10:30am)

e. BC Endurance Project – Richard Lee

- i. Report circulated
- ii. C. Winters asked on behalf of the athletes how they could be a part of the project. Richard noted the mandate was set for athletes who want to be coached by him although there are no set rules but due to time, ability and budget restrictions, coaching is limited to a certain number of people.

- iii. B. McCaldar provided further background on the project, it's funding and marathon development.
- f. Programs & Technical Development – Staff
  - i. Run Jump Throw - Meghan Butterworth
  - ii. Report circulated
  - iii. Items of Note
    - 1. 2000 participants from January to March 2014 which is on track to the numbers last year. Target was 13,000 for the 2013/2014 year and currently at 12,000 so looking to grow for the upcoming year.

Note: Jerry Tighe, Cross Country; Birgit Weaver, JD Committee; Bill Koch, Officials; Jake Madderom, Masters and Garrett Collier, Track & Field joined the meeting at this point (11:00am)

#### 11. BC Athletics Committee Chairs:

- a. Introductions were made
- b. Request was made by S. Collier for all of the committees to send their full list of committee members to her please.
- c. Officials Committee – Bill Koch
  - i. Report circulated and graph on Officials Recruitment Strategies circulated
  - ii. With reference to the 2013-2016 BC Athletics Strategic Plan
    - 1. Focus of the committee – Current focus to encourage and support the officials, recruit and train officials, educate and advance current officials and increase retention, specifically after level 3. Looking forward to 2016 – Collaborating with BC Athletics on a officials sub committee and participating with Athletics Canada on NOC.
    - 2. Challenges – Short starters and photo finish operators for local meets.
    - 3. Committee Structure – Ten people on the committee are all volunteers. All zones represented except 1, 7 & 8 and members have a diverse background.
    - 4. Effectiveness of committee structure – Found to be very effective and without any gaps. Biggest issue is hard to get a replacement in time to Chair the committee.
- d. Masters Committee – Jake Madderom
  - i. Report circulated
  - ii. With reference to the 2013-2016 BC Athletics Strategic Plan
    - 1. Focus of the committee – Ongoing administration work including maintaining the masters records, find clubs to host the annual BCA & Track & Field Championships, help with the hosting of the championships, select the annual masters award winners (it was noted that the masters committee accepts names submitted by the members and clubs but to date has not received many), and be involved in the administration of the Master Athletics in Canada through Canadian Masters Athletics (CMA). Additionally to create criteria for the nomination of masters athletes to the BCA Hall of Fame and nominate athletes.
    - 2. Delivering on the Strategic Objectives of the plan – With regard to competition, encourage the inclusion of masters events in existing track meets and interface to the road running committee to help

with the selection of championship events and provincial and local road running series. With regard to organization capacity and recognition, to maintain records and select annual award winners.

3. Committee structure – Need younger members on the committee, need someone to provide more regular updates to the BCA website, need a change to the BCA website to make it possible to find masters information and do a good job of the essential on-going activities.
  4. What roles do you see the committee fulfilling – as outlined in the focus of the committee
  5. Other topics/questions that may arise
- e. Cross Country Committee - Jerry Tighe
- i. With reference to the 2013-2016 BC Athletics Strategic Plan
    1. Focus of the committee – Have seen an increase in recreational runners in trail runs and hoping to see more event participants taking part in events in the fall and hopefully joining BC Athletics. Athletics Canada added a youth division for the National Cross Country Championships. Looking at awards criteria, specifically to awarding the annual award to the most deserving person, not necessarily the highest point total. Given the changes at the high school level, hoping this will create new recruitment possibilities and a chance to have high school coaches added to Cross Country.
    2. Committee structure – Eight members mainly from the valley and lower mainland and meet and communicate mostly electronically. Would be nice to have a zone rep from each of the zones and the officials committee, however do have good representation from Junior Development Committee, junior and senior youth and Masters.
    3. Questions
      - a. Has the committee ever considered hosting NACAC. Jerry noted they have not although it was raised at a recent meeting. Jerry did note it was possible to look into, however due to logistics, budget and facilities, there may be challenges.
      - b. Has there been any consideration to moving the BC Athletics championships the week after the high school championships. Jerry noted the calendar has been discussed but there are challenges with scheduling due to the timing of regionals. This is still constantly brought forward and looked at.
      - c. With regard to hosting National championships, would recommend a three year model to Athletics Canada (not four). Also noted there were challenges with budget limitations when hosting.
- f. Road Running Committee – No representative present. Jake Madderom spoke to.
- i. With reference to the 2013-2016 BC Athletics Strategic Plan
    1. Focus of the committee – Assembles the criteria for the winning clubs of the championships which has lead to better participation although participation still low in the championships. Having the

championships exclusive to the BC Athletics members will encourage participants to become members of BC Athletics. Trying to organize a race directors seminar. Decides the junior and senior awards for road running.

2. The role you see the committee chair in helping to deliver on the Strategic Objectives of the plan
  3. Committee structure – Most of the committee members are involved as event organizers (vested interest) and represent all areas of the province. Meetings are held by phone and work well for the committee.
  4. Effectiveness of committee structure – Meetings are very direct and all the committee members are very active.
- g. Junior Development Committee – Birgit Weaver
- i. With reference to the 2013-2016 BC Athletics Strategic Plan and any Report/Outline provided for the Board:
    1. Focus of the committee – Improve communication between the committee and the coaches to better understand and respond to their needs. Would like to have a survey one or twice a year to facilitate mentoring. Look to create a survey for parents and athletes to get their input on events and the sport in general. Looking to identify individuals to coach and officiate and identify any barriers. Continue with the role to maintain the JD top 10 results and continue to organize the banquet. Review bids for the championships.
    2. Committee structure – Chair and Vice Chair and have reps for all the zones except Zone 8. Good representation throughout the province. Would like a liaison with the BC Athletics Board to strengthen communication. Chair noted Randy has stepped forward to be the liaison to the committee effective immediately.
    3. What roles do you see the committee fulfilling – Would like to see it made easier for navigation to JD on the website. LTAD is very important and concerned there is not enough being done to ensure continuity from JD to the higher age groups. Would like to have support from the board to reconsider the motion at the last AGM regarding the 14 and 15 year olds competing and being awarded together as it is felt that it is in opposition to the strategic plan. Disappointed there have not been updates to the JD manual on a regular basis (last updated 2009). Committee has been submitting updates but they have not been put in place.
- h. Track & Field Committee (Midget 15/Youth/Junior/Senior) – Garrett Collier
- i. With reference to the 2013-2016 BC Athletics Strategic Plan and any Report/Outline provided for the Board:
    1. Focus of the committee – Athlete development including training, reevaluating selection criteria, looking at team standards for selecting athletes. Work with the Team BC initiative. Recruitment and retention. Training in event specific camps and hosting through the different zones. Looking harder at state of competitions provincially and areas of improvement for more and quicker competitions but also having less strain on the membership. Looking at structure of provincial championships and having a combined events championships and other



championships. In charge of selection of the championships for the Jamboree. Looking at high performance competitions. Selects the awards for the Track & Field awards as well as the Track & Field coach awards. Focus this year on the nomination process (for annual awards) to nominate athletes on provincial and national teams, those in the top 3 of championships and their coaches being automatically on the nomination list as well as having general nominations open. Provide scoring for athletes on their performance and look to better communicate that with the membership. Have brought forward the need for a separate coaching award as it was felt a Junior Coach Award for coaches of youth and junior athletes was needed.

2. Committee structure & Effectiveness – Fifteen members, including representation for Blind Sports and a para representative this year. Have had two face to face meetings over the last year. Quality group with strong representation. Been able to delve into communication issues this year and items to be corrected. One change being recommended is a new person to take on the role of Chair due to Garrett's time limitations.

Note: Jerry Tighe, Cross Country; Birgit Weaver, JD Committee; Bill Koch, Officials; Jake Madderom, Masters left the meeting at this point (1:09pm)

## **12. Reports (cont.):**

### a. Administration & Planning

- i. Written Report circulated
- ii. Strategic Plan update – Carey Nelson/Brian McCalder
  1. Strategic Plan report/scorecard will be completed following year end March 31, 2014
  2. Committee will be compiled to undertake a review
- iii. Human Resources – Carey Nelson/Brian McCalder
  1. Committee will be formed to review staffing needs.
  2. Changes coming to the Non Profit Societies Act federally and will look at those changes and any requirements, including structure and responsibilities when and how it is put in effect provincially.
    - a. Changes to the Canadian anti-spam legislation and will need to look at how changes affect how the association communicates with the membership.
    - b. Athletics Canada is proposing a fee increase that will be voted on at the Athletics Canada AGM in May.
- iv. Officials Sub-Committee on Recruitment, Training and Retention
  1. Sub-committee identified and initial meeting date tentatively April 26, 2014.
  2. External facilitator, Marilyn Payne contracted.
- v. Organizational and Committee Structure Review – Strategic Plan Governance review section of the plan to be initiated in 2014
- vi. AGM – December 5, 6, 7, 2014
  1. Organizing committee

2. Venue for meetings and awards banquet – Discussion took place. S. Collier noted her recommendation to remain at the Hilton hotel due to the hotel's familiarity hosting the event as well as it's proximity to the airport. It was noted there is the option of holding the meetings and banquet elsewhere or the AGM at the Fortius Centre and the banquet elsewhere. It was noted that the banquet was at capacity last year and more tickets could have been sold.
  - a. Decided to keep the 2014 AGM and the Awards Banquet hosted at the Hilton Hotel in Richmond and noted to discuss the location of the 2015 events in December.
  - b. Feedback from the attendees from last year and past years that they miss the silent auction. Noted if it were to go ahead, a committee or person would be required to organize it as staff time could not be used. B. McC Calder noted the return on investment did not make continuing with the silent auction worthwhile.
- b. Programs & Technical Development – Derrick Johnston
  - i. No report
  - ii. Brian McC Calder noted a meeting was held with Derrick Johnston, Garrett Collier and Brian McC Calder March 11, 2014.
  - iii. Road and Cross Country Running – Maurice Wilson. Brian McC Calder spoke to.
    1. Written Report circulated.
- c. Marketing & Communications – Paul Mathias. Brian McC Calder spoke to.
  - i. Planned Initiatives:
    1. Continued work on:
      - a. Connecting with DOE members (Sun Run and Van Int'l Marathon and club hosted competitions).
      - b. BC School Sports and Track & Field and XC Commissions exploring joint membership.
      - c. Event sponsorship initiatives
    - ii. Members Only Page – Maurice Wilson initiated
      1. Initiated to enable enhanced benefits to be offered to BC Athletics members with the use of the membership # and date of birth.
        - a. Announced to the membership through news, blog, twitter and face book.
        - b. Found under Member Login
          - i. Enter BCA #
          - ii. Enter date of birth y/m/d
          - iii. Goes to BCA Members Only
            1. Provides information on enhanced benefits – i.e. store discounts, event discounts (greater than \$3.00) and others as arranged.

2. S. Collier asked if the Board would be interested in a Directors Only page for access to reports, agendas, notices, etc (including upload date). Board agreed it would be beneficial and Sam will look into it.

iii. Outcomes

1. Marketing and Communications Plan Initiatives:
    - a. BC Athletics link from the Van Sun Run email blasts to their contact list of current and previous entrants
  2. Members only website initiated and membership notified through website and social media.
- d. Programs & Technical Development – Staff
- i. Track & Field - J.D. to Masters
    1. Junior Development
      - a. Track & Field
    2. Track & Field (15 to 35 yrs) – Garrett Collier
      - a. See above/previously circulated
      - b. Item of Note
        - i. Would like to look at how information is circulated and finding the ideal ways to do so with athletes and coaches.
        - ii. The new online form of the BC Team Athlete Declaration Form and the BC Team Athlete Manual will be completed soon.
  - ii. Masters – Track & Field /Road Running/Cross Country Running – Denise Clements
    1. No report at this time
  - iii. Officials – Sanda Turner
    1. No report at this time
  - iv. Coaching – Jennifer Schutz
    1. Written report circulated
  - v. Centres – Brian McCalder
    1. National
      - a. Victoria National Endurance Centre
        - i. No announcement yet as to the Eastern HUB but the Western HUB will be in Victoria. Association has not yet voiced support of this and will be presenting to Athletics Canada the benefit and value of having the HUB in the lower mainland.
      - b. Kamloops National Throws Centre
        - i. No longer being referred to as a Thows Centre but rather a Coach based high performance training group.

- 2. B.C. Regional
  - a. Interior – Kamloops
  - b. Fraser Valley – Abbotsford – Ziggy Szelagowicz, Regional Coach
- e. Events & Promotions – Denise Clements
  - i. No report
  - ii. If any of the directors have any recommendations with regard to banners, etc., that have not already been noted, please advise Denise or Brian.
  - iii. Planned Initiatives – Meeting with BCA staff scheduled for April 4<sup>th</sup>, 2014 to review needs and identify companies to submit a RFP.
  - iv. Outcomes projected to be:
    - 1. Identification of needs
    - 2. Identification of possible suppliers
    - 3. Identification of Draft Budget
    - 4. Circulation of RFP (request for proposals)
- f. Athletics Canada Update – Greg White and Staff
  - i. Eastern HUB presentation
  - ii. Draft Fee schedule
- g. Sport BC update – Greg White and Staff
  - i. Sport BC AGM – Saturday, May 31, 2014 – 9:00 am – BCIT Downtown Campus, 8th Floor Atrium – 555 Seymour Street, Vancouver, BC
  - ii. Positions Available for Nomination (Article 4, Section 4.2 iv)
    - 1. Director, Finance and Audit – 2 Year Term
      - a. B. McCalder or G. White will ask Carey Dillon if she will be putting her name forward for Director, Finance and Audit for another term
    - 2. Director at Large – 2 Year Term
    - 3. Director at Large – 1 Year Term

**13. New Business:**

- a. None

**14. Next Board of Directors meeting will be held on Saturday, May 3<sup>rd</sup>, 2014 at 9:00am**

**15. Motion to adjourn – J. Hinze/R. Longmuir – passed. Meeting was adjourned at 2:20pm**

Director Signature \_\_\_\_\_

Director Signature \_\_\_\_\_