



**BC Athletics Executive Committee Meeting – April 8, 2014
Fortius Sport & Health/Athlete Development Centre
Minutes**

Attending in person: Greg White, Chair; Brian McC Calder, Pres/CEO; Jim Hinze, Vice Chair; Paul Mathias, Marketing & Communications

Attending by teleconference: Carey Dillen, Director Finance; Carey Nelson, Director Admin & Planning

Regrets: Denise Clements, Dir. Events & Promotions; Derrick Johnston, Programs & Technical Development

1. The meeting was called to order at 5:32 PM. Introductions were made.
2. No additions to the agenda
3. Adoption of the Agenda – J. Hinze/ C. Dillon – Passed
4. Approval of the minutes
 - a. Executive Committee Meetings Minutes of February 4, 2014 – C. Dillon/J. Hinze – Passed
 - b. Acknowledged receipt of the Board of Directors Meeting Minutes of March 22, 2014

Note: Carey Nelson, Director Administration & Planning joined the meeting (5:36pm)

5. Actions arising from the minutes
 - a. The Board Sub-committee on Officials Recruitment, Training and Retention has been formulated and includes Bill Koch, Greg Nicol, Brian Thomson, Maureen de St. Croix, Maurice Wilson, Brian Palesch, Brian McC Calder.
 - b. The contract has been signed with Marilyn Payne to facilitate the process with the sub-committee.
 - c. The Sub-committee will look to identify recruitment strategies, review training and examine existing retention strategies. Marilyn has set out a work plan to be reviewed on Thursday. The process has been started to schedule the first meeting, which will likely be held face to face with the remainder of the meetings held by teleconference.
6. Reports
 - a. Chair of the Board of Directors Report (Greg White)
 - i. Athletics Canada AGM
 1. There are seven board positions with Athletics Canada and four are up for election. BC Athletics has been involved in the process.
 - ii. Sport BC AGM
 1. Vacancies for Director positions.

- b. Vice Chair of the Board of Directors Report (Jim Hinze)
 - i. Sun Run & TC 10K are on the same day this year. There will be no BC Athletics booth at the TC 10K but Jim will be attending on the Saturday to represent BC Athletics.
 - ii. Jim will be attending the Vancouver Marathon to man the BC Athletics booth.
- c. Financial Management (Carey Dillen & Staff)
 - i. Brian continues to update the year end projections. Nothing further to report since the Board of Directors meeting.
 - ii. February month end balance sheet sent to Carey. March 31st financials are waiting on receipt of the bank statement.
- d. Administration and Planning (Carey Nelson/Staff)
 - i. Need to set up the Administration and Planning Sub Committee. Nothing further to report since the last meeting
 - ii. Strategic Plan (Brian McCaLder)
 - 1. Strategic Planning Committee to be established and then will follow up on the status of the strategic plan. It was recommended to set the meeting once the scorecard is generated at the end of April, maybe in June after the May Board of Directors Meeting is held. Committee will look at the strategic activities and objectives and will analyze to see if things are on track. Was noted that it will be important to do so in the next month or two. The outcome of the committee meeting(s) will be to compile recommendations to the Board.
 - a. Brian McCaLder will look at the Planning Committee Executive to identify similar attendees.
 - 2. Greg White noted the strategic plan was modeled after the Athletics Canada strategic plan and recommended looking at any progress noted from the Athletics Canada review of their strategic plan initiatives and outcomes.
 - iii. AGM 2014 updates (Sam Collier/Brian McCaLder)
 - 1. At the last Board of Directors meeting it was confirmed the AGM would remain at the Hilton Vancouver Airport Hotel.
 - iv. Human Resources (Brian McCaLder)
 - 1. The date of the next Human Resources Committee meeting was set to follow the May 3, 2014 Board of Directors meeting.
 - a. It was noted Carey Dillen will not be in attendance at the next Board of Directors meeting but will provide her input in advance of the meeting.
 - b. Attendees for the Human Resources Committee are the Chair, Vice Chair, Director of Finance, Director of Administration and Planning and the President/CEO.
 - v. Sport BC (Greg White/Brian McCaLder)
 - 1. Member meeting April 15, 2014 at 9am
 - 2. AGM May 31, 2014
 - vi. BCA Committee Board Members Liaisons– confirmation (Greg White)
 - 1. Chair still to appoint a board liaison to each of the six committees. Greg White advised he will confirm the appointments and then will distribute the information.
- e. Marketing, Sponsorship & Communications (Paul Mathias/Staff)
 - i. Nothing to add since the report at the Board of Directors meeting.

- ii. Few next steps were identified in the report and the intention is to follow up on those to see what can be actioned at this time.
 - iii. Carey Nelson knows of a company that may be interested in a marketing/sponsorship arrangement. Brian McC Calder advised they could contact him directly or a meeting could be set up for them to meet with Brian and Carey. Carey Nelson will look into the matter further and report back to Brian.
- f. Events and Promotions (Denise Clements)
 - i. No report
- g. Programs and Technical Development (Derrick Johnston/Staff)
 - i. Athlete Development – no report
 - ii. Athlete Support Programs
 - 1. BC Athletics Athlete Assistance – Brian McC Calder gave a brief update and noted we would like to eventually raise the amount of funding available in the program.
 - 2. BC Athletics IPS athlete list – No updates
 - iii. BC Athletics Team Program
 - 1. Selection criteria/standards – No updates
- h. Membership (Sam Collier)
 - i. Individual and Club Membership registrations – updated list since the March 22, 2014 Board Meeting provided
 - ii. Approval of individual memberships – as necessary - provided at the meeting.
 - 1. Motion to approve (2014) Individual Memberships as of March 22, 2014 through to April 6, 2014. J. Hinze /P. Mathias – Passed
 - iii. Approval of Club Memberships – as necessary – provided at the meeting
 - 1. Motion to approve (2014) 1 Club’s Membership that have completed renewal process and all requirements. P. Mathias /C. Dillen – Passed
 - 2. Motion to approve (2014) 2 Club’s Memberships pending completion of all requirements. J. Hinze/C. Nelson – Passed
 - 3. Motion to approve (2014) 1 School Club membership pending completion of all requirements. P. Mathias/J. Hinze – Passed

7. New Business

- a. Athletics Canada National Championships
 - i. Cross Country 2015 to 2018
 - 1. Kingston appealed to Athletics Canada as it was originally awarded to Guelph. Process found to be in error and championship was awarded to Kingston.
 - ii. Canadian 5km Road Race Championships
 - 1. BC Athletics appealed the awarding of the championship to a Toronto Race for a 5 year period.
 - 2. The appeal was upheld and the awarding of the 2014 Championship to the Toronto race was allowed with the stipulation that Athletics Ontario sanction the event, and
 - 3. That Athletics Canada put in place a rule to have a Canadian 5km Road Race Championship; and

4. That Athletics Canada put out a call for bids to the 2015 to 2018 5km Road Race Championship.
- iii. Canadian T&F Championships – Combining Senior/Junior 2015-2016
 1. Announcement combining the Jr and Sr championships to be hosted in Edmonton. Original call for bids was only for the Senior and only as a stand alone event. One club and four branches, including BC Athletics are appealing. BC Athletics is facilitating the appeal and has sent the draft out to the other parties and is awaiting feedback.
 - b. Review / feedback / discussion on the Committee Chairs presentations to the Board meeting of March 22, 2014 and meeting format.
 - i. Execution of the closing to the portion including the committee chairs found to be a little awkward. Greg noted it might be better to take a break before reconvening the meeting. Brian suggested holding the Board meeting portion first, concluding Board business, breaking for lunch and at that point including the Committee Chairs. Therefore when the portion of the meeting with the Committee Chairs concludes, the meeting would be adjourned.
 - ii. Positive feedback and appreciation received from the committee chairs on being involved in the meeting with the Board. Executive Committee members agreed the meeting was both positive and beneficial.
 - c. Junior Development Entry Fee – Rule Change proposal:
 - i. The JD Committee would like to bring the following championship entry fees to the board for consideration:
 1. Motion to set JD Pentathlon Championship fee to \$25/athlete, \$35 late fee.
Moved: Maureen de St. Croix, Seconded: Alwilda van Ryswyk. Passed.
 2. Motion to set JD Track and Field Championship fee to \$7/event with a set late fee of \$15/event, and to retain relay entry fee at \$8/team with no late fee, and to set BC JD X-Country championship fee \$7/athlete with a set late fee of \$15/athlete.
Moved: Alwilda van Ryswyk, Seconded: Birgit Weaver. Passed
 - ii. Motion to recommend approving the proposed rule changes to the Board of Directors. J. Hinze/C. Nelson
 1. Discussion took place. It was noted that the fee increase is not significant but there is a greater adjustment with the late fee. It was also noted there is already a late fee in Track & Field although not as high as this proposed late fee. At the JD level, the fees and paperwork is normally handled at the club level and either by the parent or the coach and sent to the host organizing committee. The entry deadline is approved in advance by the committee and the association staff which is clearly identified on the paperwork.
 2. The motion was Passed.

8. Motion to Adjourn – J. Hinze. The meeting was adjourned at 6:27 PM
9. Next meeting - Board Meeting Saturday, May 3, 2014, 9:00 am, BCA Office, Fortius Athlete Development Centre, Burnaby, BC