



**BC Athletics Board of Directors Meeting – June 26, 2019**  
**Fortius Sport & Health/Athlete Development Centre, BC Athletics Boardroom**  
**Minutes**

**Attending in person:** Greg White, Chair; Jim Hinze, Vice Chair; Brian McC Calder, President/CEO; Chris Winter, Technical Manager Track & Field; Clif Cunningham, Technical Manager Road and Cross Country Running; Jasmine Gill, Director Zones 3, 4 & 5; Jacob Emerson, Director Zones 3, 4 & 5

**Attending by teleconference:** Ota Hally, Director Finance (left the meeting at 6:22pm); Mark Harding, Director Marketing & Communication; Tyler Heisterman, Director Programs & Technical Development; Sabrina Nettey, Run Jump Throw Wheel Coordinator; Sam Collier, Manager Registration and Membership Services

**Regrets:** Jordan Myers, Director Events & Promotion; James O’Kane, Director Zones 1 & 2; Darren Willis, Director Zone 6; Cathy Johnson, Director Zone 7 & 8; Katelynn Ramage, Female Athlete Director; John Gay, Male Athlete Director; Jennifer Brown, Coaching Education Coordinator; Richard Lee, Coach, BC Endurance Project

1. Meeting was called to order at 6:10pm.
2. Introductions were made.
3. No additions to the agenda.
4. **Adoption of the agenda** – J. Hinze/T. Heisterman – Passed
5. **Approval of the Board of Directors Minutes of:**
  - a. April 30, 2019 – Circulated. Motion to approve – J. Hinze/M. Harding – Passed
6. **Receipt of the Executive and BCA Committees meeting minutes of:**
  - a. Masters Committee Meeting minutes of June 12, 2019 – Circulated
    - i. Items of Note
      1. Mark Harding referred to the matter of residency and the BC Athletics membership as brought up at the meeting. Mark asked how an athlete can set a record if they live outside of Canada, left due to unforeseen circumstances and require a BC Athletics membership; that this seemed out of step with Canadian Masters Athletics. Brian noted that BC Athletics rules, which are the same as the Athletics Canada rules, do not require residency. Mark

further noted that the membership eligibility on website notes it is open to all residents of BC as well as those living temporary outside of BC. Suggested this needs to be updated. Brian and Sam noted they would look into the matter.

- a. Following the Board of Directors Meeting, on June 27, 2019, Brian responded to Mark, and advised the Board of Directors by email, that the current website reads:  
Who can be a BC Athletics member?
  - Membership is open to Individuals whose:
    - Residence is in BC
    - Residence is outside of BC
  - Individuals who hold a current, competitive membership with another Athletics Canada Provincial/Territorial Branch of Athletics Canada and reside in BC do not need to take out a membership with BC Athletics.
  - If you do not reside in BC but need to be a member of BC Athletics/Athletics Canada in order to take part in programs regulated by the requirement to be either a Canadian citizen or Landed Immigrant - i.e. BC And Canadian Team programs and funding programs please contact the BC Athletics office.
- b. Sam Collier clarified, the third point was what Mark was referring to, which directs people to contact Sam directly if they did not reside in BC. Sam confirmed people in that situation do contact her directly and she's able to tell them if they are eligible and to let them know what they need to do to get a BC Athletics membership.
- c. Brian noted there has never been, in the time he has been with BC Athletics (since 1974), any restrictions other than those provided through BC Athletics or Athletics Canada By-laws, Rules and Policies on (a) Who can be a member of BC Athletics, and (b) Where the individual lives. The issued raised through the Masters Committee appears to relate to the Eligibility for BC Records and the non-alignment with Canadian Masters Athletics (CMA) Rules for Records. The Board approved the BC Athletics Rules for Records earlier this year, which as a member Branch of Athletics Canada, aligns with the Athletics Canada Rules for Records. Without the Masters Committee including the full content of the eligibility section for BC Athletics membership it presented an incorrect interpretation. Staff would encourage the Masters Committee to contact the BC Athletics staff should there be questions relating to the

interpretation of BC Athletics By-laws, Policies and Rules and to provide to staff before the Board Meeting.

**7. Business arising from the minutes**

- a. April 30, 2019 Board Meeting
  - i. BC Athletics Junior Development – Rule change regarding Junior Development Championship Relays and eligibility for Championship Awards and Junior Development Age Group name changes – information circulated to all Coaches and Officials.
    - 1. Brian and Greg noted feedback, both positive and negative, has been received. Will be left to the members to bring up at the AGM, if someone wishes to do so.

**8. Correspondence**

- a. viaSport
  - i. Notice of PSO/MSO/DSO – Sportscape 1pm to 4 pm July 17, 2019 – Presentation and discussion on Government’s plan for Sport in BC.
    - 1. Session is held to present what they think they want to do, based on government’s plan for the sport sector. Open to any staff from the PSO/MSO/DSO to attend. Two staff from BC Athletics will be attending to hear the presentation, ask questions, and if the opportunity presents itself, to discuss.
      - a. BC Athletics is looking to include para to support additional funding.

**9. Reports:**

- a. Chair of the Board of Directors – Greg White
  - i. Written Report circulated
    - 1. Items of Note
      - a. Update on events attended. Meeting with new CEO, Dave Bedford, with BC Athletics. Meeting details provided as part of Athletics Canada under Athletics Canada Update.
- b. Vice Chair of the Board of Directors – Jim Hinze
  - i. No Report provided
- c. Directors Reports:
  - i. Zone Directors
    - 1. Zones 1 & 2 – James O’Kane
      - a. No Report provided
    - 2. Zones 3, 4 & 5 – Jasmine Gill/Jacob Emerson
      - a. Written Report circulated
        - i. Items of Note
          - 1. Track & Field strategy progressing; defined three decent classifications of track. Comparing tracks to municipal population, however not considering recreational tracks. Working towards providing one competitive track for every 100,000 residents.

2. BC High School Championships went well. BC Endurance Carnival was also a huge success.
3. Jasmine added, participation has been down in various areas, noticeably in Coquitlam and Langley. Also an issue with lack of officials for meets.
  - a. Chair noted the crisis with the lack of officials might be a discussion for the Calendar Congress. Chris noted nothing has brought forward to him.
  - b. Jim noted the Officials do discuss the challenge with the long days given the number of meets.
3. Zone 6 – Darren Willis
  - a. No Report provided
  - b. Tyler noted that meet participation on the island has also been down. A lot of High School meets in Victoria and therefore may not be attending Club meets.
4. Zones 7 & 8 – Cathy Johnson
  - a. No Report provided
- ii. Athlete Directors
  1. Female Athlete Director – Katelynn Ramage
    - a. No Report provided
  2. Male Athlete Director – John Gay
    - a. No Report provided
- d. Finance Report – Ota Hally & Staff
  - i. Financial Summary to March 31, 2019 – Circulated
    1. Items of Note
  - ii. Draft Audited Financial Statement – Circulated
    1. BC Athletics Finance Committee to meet Auditor on July 3, 2019 to review and finalize. Will update the Board at the next meeting.
      - a. No Items of Note
  - iii. Financial Statement 2019-2020 Summary to May 31, 2019 – Circulated
    1. Items of Note
      - a. Brian noted, the draft operating budget year to date (second column) is set up to be an average based on what the bookkeeper sees from last year by the end of May. Is an approximate average/estimate as to what the YTD operating budget should look like. Good picture of how well and if on track.
      - b. Brian also noted the draft operating budget for the 2019-2020 will change as gaming and grant money is received. There may also be minor changes once the audit for the

previous year is finalized. Will come back to the Board when all the information is received, requesting Board approval for the current year's operating budget. Aiming to do so in mid to late July. Board will need to meet by teleconference or email to consider the budget, ask questions, if necessary amend, and then approve.

- c. Ota explained, the financial statements are two months into the new fiscal year and the cash position is quite strong. In good shape and well positioned with payables.
  - d. Income statement - Revenues and expenses don't always align due to timing and will even out as the year progresses. Revenue of approximately \$200,000 and expenses of approximately \$228,000.
  - e. Brian added, that cash flow is good. There was a significant deficit last year; due to membership revenue income being affected by when the clubs have their sign up time and with Easter being later, there is a bump in income after March 31<sup>st</sup>. There is also a significant drop in revenue from day of event for Road Running.
  - f. Aiming for a profit at the end of the year. Two years in a row now that a profit has not been achieved. Will need more funds from events and sponsorship or may have to look at event fees to increase at membership fees to incur a more positive balance. To be in effect for 2020, an increase to membership fees would have to be approved at the upcoming AGM, to be in place for January 1.
- e. Events & Promotions – Jordan Myers
    - i. Written Report provided
      - 1. No items of Note
  - f. Administration & Planning – Brian McCaldar
    - i. No Report provided
    - ii. Strategic Plan
      - 1. Looking to set up a committee for the 2021/2024 Strategic Plan.
    - iii. Human Resources
      - 1. No update at this time
  - g. Membership Report – Sam Collier
    - i. Written Report circulated
      - 1. No Items of Note
    - ii. Approval of Individual Memberships – Circulated
      - 1. Motion to approve the list of individual memberships received from April 16, 2019 to June 19, 2019 as provided – M. Harding/T. Heisterman – Passed

- iii. Approval of School and School District Club Memberships – Circulated
  - 1. The only School District Membership noted for approval was Richmond SD #38.
    - a. Motion to approve Richmond SD #38 school district membership – J. Hinze/J. Gill – Passed
- iv. Approval of Club Memberships – Circulated
  - 1. The only new club renewal to approve is the Kootenay Chaos Track & Field Club. Sam noted everything was in place with the exception of meeting the five member minimum requirement. Approved pending the 5 member requirement.
    - a. Motion to approve Kootenay Chaos Track & Field Club 2019 club membership renewal, pending completion of their requirements – J. Emerson/J. Hinze – Passed
- v. 2019 BC Athletics Annual General Meeting Update
  - 1. Saturday, September 7, 2019 11:00 am – 3:00pm
    - a. Brian noted the business portion of the meeting is to start at 11am with potentially post AGM sessions. Asked it was appropriate to have someone present around SafeSport and to have it lead into the business section of the AGM instead of at the end. Would be about an hour presentation including questions and answers.
      - i. Recommended to set up registration and breakfast at 9am, hold the SafeSport presentation, then start the business portion of the AGM at 11am, advertising as a 10am start.
      - ii. Questions was asked as to those attending from the island and outside the lower mainland. The recommended change would require an overnight stay. Felt 11am was reasonable and suggested registration for 10/10:30 am with no lunch break. Decided to stay with 11 am to 3 pm and would start with SafeSport at 11:00 am. Sam confirmed registration would be at 10/10:30 am and good would be served at that time.
    - b. It was asked if the Calendar Congress was planned for after the AGM. Chris noted he would discuss with Brian.
  - 2. Call for Resolutions – Information and form available on the website. Formal call for resolutions will go out tomorrow. Will have until Friday, August 16<sup>th</sup> at 5:00pm to submit and then Board will need to review the following week.
    - a. Board of Directors teleconference to be held Wednesday, August 21, 2019 at 5:30pm to discuss resolutions submitted.
  - 3. Delegate Registration – now open on the website.

4. Elections – Ready to post once information has been approved by Greg, Jim and Brian. Nomination forms are also ready.
  - a. For the Board members currently in the positions noted below, who wish to stand again, please let Sam know.
    - i. Director Administration & Planning – 2 year term
    - ii. Director Marketing and Communications – 2 year term
    - iii. Director Events and Promotions – 2 year term
    - iv. Director Zone 1 & 2 – 2 year term
    - v. Director Zone 3, 4 & 5 – 2 year term
    - vi. Director Zone 6 – 2 year term
    - vii. Female Athlete Representative – 2 year term
  - b. Appears Chair and Vice Chair will both come up at the following AGM. It was noted the Director of Finance also comes up at the same time. Recommend staggering the elections of the two positions at the next election with one for a one year term and the other for a two year term.
    - i. It was suggested to bring the matter forward at this AGM and it was noted that it would require a special resolution.
5. Nomination Committee – Jim will chair.
- vi. Membership Fees
  1. Chair noted, if an increase was being considered, it could be a one time increase, or something could be put in place to be adjusted over time, if feasible. Preference in Zone 3, 4 & 5 for a small increases each year. Chair agreed with the addition of readdressing it every five years.
  2. It was noted, to include an increase as part of the AGM, it needed to go out as part of the resolutions. Confirmed it would be reasonable for staff and the Director of Finance to look at and come up with suggestions. Brian noted the last time membership rates were increased, there was an extensive presentation, which helps rally the support of the membership, but a presentation would take some time to prepare. Estimates it might take until the middle of August to do so.
  3. Mark suggested creating more noise with membership on a more regular and general basis. More visibility would be a good reminder of what BC Athletics is doing for them.
  4. Chair noted someone was needed to drive the process – staff and someone at the Board level; maybe even someone from the Club level but would need to be put together quickly. Sam noted information would need to go out as soon as possible as the Clubs would be setting up their membership fees to and would need to take this into consideration (it was noted that the BC Athletics

membership is rolled into the club fees). Chair asked Jasmine or Jacob if they would like to participate in communicating to the membership that the Board is looking at membership fees and putting together a proposal. Also asking what the Clubs options are of the fee increase and their willingness to put forward ideas or suggestions. Greg and Jim to spearhead and will discuss with Jasmine and Jacob.

- h. Marketing & Communications – Mark Harding
  - i. Marketing Plan Update to April 2019 – Circulated
    - 1. Items of Note
      - a. No updates specifically.
      - b. Mark noted, in an email conversation with Brian, SportBC is considering a meeting with MLAs later this year. Would like to recommend requesting an invite to attend. If received, will need to look at who attends, what is to be discussed, and that follow ups are done after the meeting.
        - i. Brian confirmed, if it goes forward, all PSOs will be invited to attend but likely the number attending from each PSO will be limited.
      - c. Marked noted a conversation was going to be had with Adam about the website update. Brian advised information was sent but not yet addressed with Adam.
      - d. Mark also noted BC Athletics needed to be proactive with communications with members. Recommend an e-blast/newsletter every couple of months to increase visibility.
  - i. Programs & Technical Development – Tyler Heisterman
    - i. Director, Programs & Technical Development – Tyler Heisterman
      - 1. No Report provided
    - ii. Introductory Programs – Run Jump Throw Wheel and Junior Development – Sabrina Nettey
      - 1. Written Report circulated
        - a. Items of note
          - i. Couple courses held recently, one this weekend and then quiet until the fall with the school programs.
          - ii. Direct deliveries through the early summer months, and then partnerships with other camps and organizations to deliver through their programming. Includes new partnerships this year.
          - iii. Currently planning for the next school year. Working on lots of outreach and connecting with school districts and PE teachers, which has received good responses so far.



- iv. The Summer student has been contacting all the elementary school to determine their track and field programming, what is delivered, how they are training the teachers, and opportunities for BC Athletics or local clubs.
  - v. Junior Development – Trying to promote the Pentathlon and the Track and Field Championships. Want to maintain registration numbers this year for the Pentathlon given it is outside the school year.
  - vi. Couple of grant applications have been submitted and waiting on decisions.
- iii. Track & Field – J.D. to Masters
- 1. Junior Development – Darren Willis, Director Liaison
    - a. No Report provided
  - 2. Track & Field (15 to 35 yrs) – Chris Winter
    - a. Written Report circulated
      - i. Items of Note
        - 1. Well into track season. Championships coming up in Kamloops, July 6 & 7<sup>th</sup>. Registrations good with over 600 athletes entered which is on par with last year.
        - 2. AAP Criteria has been posted for a few months now.
        - 3. BC Throws Project – Met with leadership and received additional budget this year. Early discussions on throws summit, and athlete coach development camp for the end of September.
        - 4. BC Sprint/Hurdles Project – No update
        - 5. BC Endurance Project – Whistler XC Camp registration open and expected to sell out.
    - b. Pacific Distance Carnival & Canadian 10,000m Recap Document – Circulated
      - i. Chris gave a big thank you to everyone in the organization, Mile2Marathon and the BC Endurance Project for all their hard work and making the event a success.
      - ii. Sponsors, with the exception of Hertz, signed for two years.
      - iii. Was by donation for admission. Raised \$850 for the Run Jump Throw Wheel program.

- iv. Chris also thanked the Sponsors. Great partners for year one and looking forward to a second year. Also looking to bring Hertz back for a second year.
  - v. Looking forward to 2020. Feedback has been really positive.
  - vi. Finances – After year one, ahead by about \$13,500. Not categorizing as revenue quite yet given it's a two year bid. Two grants were received for year one and will apply again.
- iv. Road and Cross Country – Clif Cunningham
- 1. Written Report circulated
    - a. Items of Note
      - i. Busy spring with the 10K Championship and the Marathon Championship. Two Championships left to go. Planning looks good, as does course and set up. Will be meeting in the coming weeks to start planning for the spring. National Championships coming up as well.
      - ii. Notified by Athletics Canada that they are not hosting a National 5K Championship this year. Requesting bids so Clif to put out to members for consideration.
      - iii. Road Running Committee selection of the hosts for the 2020-2021 BC Athletics Road Race Championships.
        - 1. 5k – St. Patrick's Day 5km, March, Vancouver
        - 2. 8k – Pioneer 8k, January, Saanich (Victoria)
        - 3. 10k – Vancouver Sun Run, April, Vancouver
        - 4. Half – Scotiabank Vancouver Half Marathon, June, Vancouver
        - 5. Marathon – Goodlife Fitness Victoria Marathon, October, Victoria
        - 6. Motion to approve the five selected hosts for the 2020-2021 Championships as presented – J. Hinze/J. Gill – Passed
  - 2. Road Running Committee Report – Jordan Meyers
    - a. Written Report circulated
- v. Masters – Track & Field/Road Running/Cross Country Running – Mark Harding, Director Liaison
- 1. No Report provided
- vi. Officials – Jim Hinze, Director Liaison
- 1. No Report provided

- vii. Coaching – Jennifer Brown
  - 1. Written Report circulated
    - a. No Items of Note
      - i. Brian noted staff were going to be looking at how to manage the coach developer lead, currently managed by Jen Schutz, as Jen is not going to be continuing. Jen Brown to bring forward recommendations to Brian.
- viii. Performance Hubs/Programs – Chris Winter/Brian McCaLder
  - 1. BC Endurance Project – Richard Lee
    - a. Written Report Circulated
      - i. No Items of Note
  - 2. BC Sprints/Hurdles Project – Chris Winter
    - a. Update provided as part of Track & Field Report under Programs & Technical Development.
  - 3. BC Throws Project – Chris Winter
    - a. Update provided as part of Track & Field Report under Programs & Technical Development.
- j. Athletics Canada Update – Greg White & Staff
  - i. Athletics Canada
    - 1. Meeting with Dave Bedford, new CEO, Athletics Canada
      - a. Summary of topics discussed:
        - i. Membership engagement and collective decision making
        - ii. Athletics Canada Strategic Plan – next quad development targeted to be initiated for Fall 2019
        - iii. Operational process of some Athletics Canada Committees
        - iv. Membership – need to increase, identifying the following as potential sources for new members:
          - 1. Road Running in Canada
          - 2. Cross Country Running in Canada
        - v. Membership Revenue: Need to increase
        - vi. Mutually beneficial programs with the Athletics Canada Branches
        - vii. Athletics Canada Domestic Programs – need to fill the gap between club and branch championships and Athletics Canada National High Performance Programs
        - viii. Need for an Athletics Canada Manager of Domestic Programs – currently not possible within the budget
        - ix. Enquiry and investigations currently looking at 200 to 250k in expenses

1. Brian further explained that this relates to the investigations of the two individuals related to the Ottawa Lions Track Club for sexual harassment and sexual interference. Will be upwards of \$150,000 for the investigation and have received notice of two potential actions against Athletics Canada as a result of this. Athletics Canada has reached out to Sport Canada, with the Federal Government, to assist with offsetting the cost.

ii. Sport BC

1. Greg White was re-elected to the Board of Sport BC

**10. New Business**

- a. None

**11. Next Board of Directors meeting** will be determined based on the timing of the finalization of the Draft operating budget for 2019-2020, which will require Board approval. A Board of Directors teleconference will also be held on Wednesday, August 21, 2019 at 5:30pm to discuss the AGM Resolutions.

**12. Motion to Adjourn** – J. Hinze/J. Gill. Meeting was adjourned at 7:45pm.

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

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