



**BC Athletics Board of Directors Meeting – September 17, 2020
Held by Teleconference
Minutes**

Attending by teleconference: Greg White, Chair; Jim Hinze, Vice Chair; Brian McCalder, President/CEO; Jordan Myers, Director Events & Promotion; Newton Hoang, Director Marketing & Communications; Marcus Wong, Director Administration & Planning; Jacob Emerson, Director Zones 3, 4 & 5; Darren Willis, Director Zone 6; Rebecca Dutchak, Athlete Director; Nathan Reich, Athlete Director; Clif Cunningham, Technical Manager Road and Cross Country Running; Sabrina Nettey, Run Jump Throw Wheel Coordinator

Regrets: Ota Hally, Director Finance; Tyler Heisterman, Director Programs & Technical Development; Barb Drake, Director Zones 1 & 2; Jasmine Gill, Director Zones 3, 4 & 5; Cathy Johnson, Director Zone 7 & 8; Sam Collier, Manager Registration and Membership Services; Chris Winter, Technical Manager Track & Field; Jennifer Brown, Coaching Education Coordinator; Richard Lee, Coach, BC Endurance Project

1. Call to Order – The meeting was called to order at 7:05pm.
2. Financial Update on Funds
 - a. Brian gave an informal update on incoming and received funds:
 - i. \$20,533 received from the wage subsidy
 - ii. \$196,865 for the balance of core funding for 2020/2021 deposited
 - iii. Canadian heritage funding, which was from the Federal government to all the provinces, BC Athletics will receive \$79,250 of which \$71,410 is in the bank now
 - iv. Community Gaming Grant arrived today, \$160,000, plus \$24,863 for the Canada games ceremonial uniforms for the 2021 Canada Summer Games, which have been postponed to 2022
 - v. Total notified of and partially deposited is \$481,511.75
3. Membership Fee Cancellations:
 - a. A request from Comox Valley Cougars Track and Field Club to cancel 2020 BC Athletics memberships (28 Junior Development membership and 6 Training membership) who were registered prior to March 31, 2020 but have not been paid for

- i. Documents circulated to the Board for review
 1. Correspondence from and to Graham Morfitt
 2. BC Athletics Policies relating to membership cancellations and refunds
 3. Legal opinion
- ii. It was noted that:
 1. These athletes were registered on Trackie prior to the end of March 2020
 2. Payment for those memberships was not received prior to the 2020 BC Athletics AGM.
 3. The BC Athletics Board of Directors, noting the BC Athletics By-law, upheld the by-law that clubs with outstanding invoices for the financial yr ending March 31, 2020, are not in good standing and therefore not eligible to vote at the AGM.
 4. The outstanding invoices totalling \$2,644.25, of which \$1,774.50 relates to the request to cancel the 34 memberships, have not been paid as of September 15, 2020
- iii. Summary
 1. The Chair highlighted that the Board made a decision on refunds for the 2020 season at the end of May. It was decided that refunds would not be given but would offer, those with a 2020 membership, a 25% discount for the 2021 season in consideration for the missed part of the 2020 season and given the association services still provided to the members. Staff received an email from Graham Morfitt on June 22, 2020 requesting clarification on the email sent from BC Athletics June 12, 2020 regarding 2020 BC Athletics Membership Fees. Four days before the 2020 AGM staff received the formal request to cancel the memberships, which included 28 Junior Development and 6 training memberships. As the request was for a cancellation of the memberships and the club had an outstanding balance due for fees, the Board Executive reviewed the matter and has recommended a proposal for Board's consideration.
- iv. The Board Executive proposed:
 1. That BC Athletics shall propose the following to the Track and Field Club in question:
 - a. The 34 athlete registrations in question will be cancelled effective immediately.
 - b. Any of those 34 athletes registering for the 2021 season will do so as new athlete registrations (ie. will not be eligible for the 25% COVID discount
 - i. *Which was noted follows the policy already agreed upon, at the time the Board made the decision regarding the discount*

- c. The Clubs' membership with BC Athletics shall be reinstated to "In Good Standing" upon the payment of the estimated \$869.75 owing from outstanding membership invoices.

v. Discussion

1. Darren gave some background as to the timing of the request from the club as some clubs withheld doing club registrations and then the lockdown happened.
2. Chair commented, on behalf of the Board Executive, that of \$1,774 related to the request to cancel the 34 membership, \$869 is still owed for the current members they didn't want cancelled and the association wants to see that paid. With not paying the \$1,774, there is little recourse except that the Club is not in good standing.
3. Brian noted that up to the end of March \$4,593 was outstanding in terms of memberships, so there are other clubs and members with balances as well. June and July are likely looking at another \$1200, over and above the \$4,593 in arrears at this point. Brian noted that Sam's concern is that if you absolve the debt or cancel the memberships for the club and athletes who have registered and not paid, what do you do with the other members who have not paid but have not requested cancellation.
4. Darren asked for some context in relation to what this time of year normally looks like for uncollected fees and Brian noted there is always a bit of a balance from past months, beyond the 30 days. Brian further noted that it has run higher in the past than it is currently. The last statement, as of September 9, 2020, \$18,673 was outstanding and \$6,000 was paid directly to Trackie, so \$12,669 would normally come in by credit card payments or cheque. Brian noted Sam had indicated that they could be running a bit less because fewer people have joined or renewed as of September 1st. Brian also noted they were running a bit less but still to the end of July there was about \$5,800 still owing.
5. Darren asked, traditionally what kind of accounts are carried over annually or gone unpaid and Brian commented that for memberships there is a rush when they are told the liability insurance will no longer be in place. So not a great deal are carried over from membership year to membership year.
6. Brian reminded the Board, that if they do it for one, they do it for all as it's a small community and word will get around quickly, regardless of any confidentiality. The matter is not going to remain an item within the track and field club. Another director noted there has been wide discussion with a number of the clubs in the region.

7. Chair reminded the Board that this was a cancellation versus a refund and that right now the club was not in good standing, however with the payment of the \$869 they have the opportunity to come back to being in good standing.
8. Marcus asked if there was another club in this situation, asking for a cancellation, and the athletes registered in March still get the discount, wouldn't BC Athletics still get the money. Brian noted that this would show as a shortfall for the last fiscal year. Marcus asked if there would then be a surplus showing in the subsequent fiscal year and Brian advised the membership fee was owing at the end of March and BC Athletics did not receive the \$4600. BC Athletics would get the money in September, if they registered for the new year but that would be for the new financial year. BC Athletics would get the full membership fee but would still be out the fee for the previous year.
9. A Director felt that as this was a cancellation it would not open the flood gates for request as there was no refund.
10. It was also noted that the policy of association is not to refund memberships but there is no reference to cancellations in the associations' policies or bylaws. So this is a Board decision and once decided, there will need to be a policy statement noted for future reference.
 - a. A Director noted that there was not specific policy on refunds but at a staff level there was a practise of not giving refunds. Asked if the Board will be discussing the specifics related to this and will build out the policy? The Chair clarified that the Board and/or Membership decide upon a policy and then the staff uphold that policy. No policy is put in place by Staff. Brian agreed and noted the information was stated in the Membership Q&A but was not a policy under the operating policies. Darren requested that the Board write that in to the policy so that it is clear to the membership.
 - b. Marcus noted that cancellation could have been a result of COVID as a force majeure, even with no cancellation policy. So the association could have still been in the same situation even if a policy was in place. The Chair noted that, to date, no one has implemented that, as far as he is aware of.
11. Jacob noted, in the legal opinion, the lawyer recommend a statement to be members and wondered if this was still being discussed. Chair noted the minutes of the Board meeting were not In Camera and therefore would be available to the members. Brian confirmed there was no statement drafted, that could be

published, should the decision be to allow the cancellation of the membership.

12. Brian noted this was the only request received for cancellation and it was received three days before the AGM. Brian further noted that there have only been two requests received for the refund of membership fees from one individual and one club.
13. One Director noted most clubs are in a position that they want to support sport and get back to sport. So they don't foresee a run on other clubs asking for the same. Another noted that the sense from the clubs at the AGM was to pay their membership fees and they are happy with the services provided. Another Director noted the clubs are in favour of what the association is doing and understands it is to keep sport going.
14. It was noted that for the Comox Valley Cougars, they were cancelling the Junior Development aged athletes and training members of the same age. Darren advised that the Comox Valley Cougars runs a JD program from April 1st to the end of June. The Training members are likely the group they wanted to do a camp with over spring break through the local parks and recreation division.

vi. **Motion to accept the proposal of the Board Executive, as presented.**

D. Willis/M. Wong – Passed

1. Chair noted staff would communicate the decision back to the Comox Valley Cougars Track and Field Club.

4. Membership Fee Payments – Acceptable payment types

- a. Chair gave a summary of the current registration and payment process, highlighting that Clubs and Members can register and not have to pay the balance outstanding right away.
- b. The Board Executive proposed requiring payment immediately upon registering for a BC Athletics Membership (Individual and Club) to avoid the issues of month end invoices, unpaid invoices and necessary follow up with outstanding accounts.
 - i. Using:
 1. Credit Card
 2. Pay Pal
 3. Other acceptable and immediate payment types
- c. Discussion
 - i. Jim suggested changing the third payment type to read Other Acceptable *online* and immediate payment types but Brian noted opposition to the change as he noted if someone walked in with a cheque, he didn't want to turn them away. Chair suggested it read Other acceptable immediate payment types (removing *and*).

- ii. Marcus suggested implementing the change to the timeline for payment immediately due to the current financial strains from the pandemic and the association not being able to carry outstanding balances.
- iii. It was noted that inquiries are already being made with Trackie but would think that with the Board agreement to implement and to give the Clubs enough lead time, could be effective as of January 1st.
- iv. Marcus noted there was a current glitch in the system that you can pay by visa but you don't always have that option. Recommends removing the option to be invoiced later.
- v. Jordan agreed with using the current situation with COVID to push forward immediately and if there was any push back, misunderstandings, discrepancies or challenges, within the current financial year, then could give some leeway. However the end of the financial year would be the final deadline. Jordan suggested not providing too much notice, implement now and if any Clubs are struggling, to work with them and communicate that by March 31st there would be no further leniency. Agreed that a four to six months grace period is more than enough.
- vi. Darren noted that some club bank accounts require a second signature on checks before payments like this can be made. Asked, for those or members without a personal account or credit card to do an immediate payment with, what options would be provided. Marcus suggested put on personal credit card and expense back to club. Brian suggested payment by EFT but Darren noted that would be an additional cost to the Club and still would require two people at the bank at the same time to send which is more work for the Club. Brian noted they could look at options for debit card or Pay Pal but Darren said it still didn't address those that may require a second signature and that's how their Club operated their finances. Would BC Athletics still accept a duly signed cheque from a club? Marcus noted the association could still be in the same position where clubs are behind in payments.
- vii. Darren asked if the payment policy was for a specified period of time and still gets abused, by how much? Brian noted it's a problem every year however they are seeing less this year but fewer people are registering for memberships right now. Darren noted he wanted to ensure BC Athletics is keeping the clubs in mind and not just reacting to the current financial situation.
- viii. Another Director suggested looking at the ones that only write cheques and seeing if staff can work with those Clubs. They agreed it was best to change the business process but if it was delayed or prolonged, it would still be problematic in the future. Most things are online now so the ones that are having difficulty could be reviewed on a case by case basis, not imposing the policy but helping them to work through the process.

- ix. It was agreed that the proposal would be in effect for January 1, 2021 with communications sent out to the members before November 1, 2020, to provide at least 60 days notice.

d. Motion to accept the proposal of the Board Executive, as presented. M. Wong/J. Hinze – Passed

5. Clarification on the 25% discount for 2020 members renewing for 2021

- a. That the discount of 25% would apply to only the 1st membership type taken out for 2021.
 - i. Example: A 2020 BC Athletics Member renewing in 2021 as a Training Member (\$15.00 + .75 GST) gets the 25 % discount and pays \$11.25 + .56 GST = \$11.81. If that member wants to upgrade their membership during 2021 to a Junior Development Membership, they would not get the 25% discount on the membership upgrade.
 - 1. Note: it would need to be determined what the cost of the upgrade would be:
 - a. The difference between the regular price of the Training membership for 2021 and the full price of the upgrade to a Junior Development membership; or
 - b. The difference between the discounted price of the Training membership for 2021 and the full price of the upgrade to a Junior Development membership.

b. Discussion

- i. It was noted that this is based on whatever membership is originally signed up for and then the membership being upgraded to, during the year and paying the difference.
- ii. Brian noted the Board needed to decide between the two options being presented.
- iii. Marcus asked if the 25% discount applies to both components as in their Club they have a separate race license. So a member pays for the training membership and then before the meet in January, they pay the balance of a JD membership which they refer to as the race license.
- iv. Brian confirmed the discount is only on the first membership taken out, regardless of the membership type. If they upgrade to a JD membership, option A would have them paying the difference between the regular price of a training membership and the different between the regular price of the JD membership, rather than difference between the discounted price of the training membership and the full price of the JD membership. So option A is a discount on the first membership you take, and then the difference between the membership types. The difference is between the regular cost of the two memberships, not the discounted cost.
- v. Brian noted having the upgrade also applicable to the discount was not financially sustainable as would lose 50% of the total amount of membership fees. Whereas a training member pays the discount price of

\$11.25 and the JD membership is \$60, there's a \$45 difference to upgrade or does the Board want to increase that amount?

- vi. Recommended to do the membership credit once and not do a second time during the year.
- vii. Marcus noted he was trying to understand the situation for purposes of the messaging to their club athletes as they were under the impression that they would still get the 25% discount as they were likely to upgrade halfway through the year when they decide to run meets. Understands meets are approved for phase 3, but wondering if, realistically, BC Athletics thinks that regular meets will happen in the spring? Brian noted can current hold competitions with up to 50 people at one time in a venue. So if an even was held in Coquitlam, at the track venue, with total of 50 people – athletes and officials, then in the Throws area they could have the same as there are two distinct competition sites. Same in Kamloops.
- viii. It was asked how many athletes upgraded their memberships this year? Brian noted, due to COVID, athletes didn't upgrade but maybe 50 would normally upgrade. It was also noted that some clubs pay one fee and it's all rolled in.
- ix. A Director agreed that clarification was important going into the spring and that it was clear whatever is first signed up for will get the discount, that it is a one time discount.
- x. Brian provided the calculation to Marcus' example. If discounted both memberships, payment is \$56.25. If only discounting the first membership, fee would be \$71.25. Difference of \$15. A Director wondered if they would miss the incentive to take out a full membership later in the year? Brian noted he doesn't think so, as members have upgraded throughout the year, in prior years.
- xi. A Director noted, due to COVID, it's likely people will be cautious. However if there are meets, then they will sign up regardless of getting the discount as they will want to compete.

c. Motion to accept the clarification that the discount of 25% would apply to only the 1st membership type taken out for 2021 and the cost of the upgrade would be the difference between the regular price of the first membership for 2021 and the full price of the upgrade to a new membership. G. White/J. Emerson – Passed

- i. It was reiterated that there would be no 25% discount on the membership upgrade.

6. New Business

- a. Jim thanked Brian, Greg and Staff for all their work on the refund request.

7. Next Board of Directors meeting – Marcus requested if the Board meetings could be set in advance. The Chair noted he would review the calendar with Brian and then will send the dates out to the Board next week for consideration and to review for any conflicts.

8. Motion to Adjourn – M. Wong/J. Hinze – Passed. The meeting was adjourned at 8:10pm

Director Signature _____

Director Signature _____