



### **BC Athletics Board of Directors Meeting – October 30, 2013 Minutes**

**Attending in person:** Greg White, Chair; Brian McCalder, Pres/CEO; Jim Hinze, Vice Chair; Sanda Turner, Dir. Zones 3, 4, 5; Graham Dodd – Dir. Zones 3, 4,5

**Attending via conference call:** Pam Medland, Dir. Admin & Planning; Denise Clements, Dir. Events & Promotions; Roberta Tetlock, Dir. Zone 1, 2; Randy Longmuir, Dir. Zone 6; Neal Currie, Dir. Zone 7 & 8; Bruce Deacon, Dir. Marketing & Communications; Sam Collier, Membership

**Regrets:** Carey Dillen, Dir. Finance; Taunya Geelhoed, Run Jump Throw Coordinator; Maurice Wilson, Road and Cross Country Running; Garrett Collier, Technical Manager Track & Field;

- 1. Meeting was called to order at 5:43pm**
- 2. Additions to the agenda** – Nomination Committee update added to the Vice Chair Report
- 3. Adoption of the agenda** – G. Dodd/J. Hinze – passed
- 4. Approval of the Board of Directors Minutes of**
  - a. July 30, 2013 – minutes received/reviewed. Motion to approve – J. Hinze/P. Medland – passed
- 5. Receipt of the Executive and BCA Committee meeting minutes of:**
  - a. August 29, 2013 – BC Athletics Board Executive Committee Meeting – circulated
    - i. Further clarification provided on the Endurance Project
- 6. Business arising from the minutes**
  - a. Action Items from the July 30, 2013 Meeting arising out of the BCA Committee Reports:
    - i. Forming of a Nomination Committee – Completed
- 7. Correspondence** – None
- 8. Reports:**
  - a. Chair of the Board of Directors
    - i. Oral report given
    - ii. Items of Note:
      1. Continuing to work on aligning the format of the reports in line with the strategic plan

2. Addressed events and meetings attended and noted the upcoming events
  3. Reviewed potential candidates to reach out to for the Board of Directors positions and will touch base with the nominations committee.
- b. Vice Chair of the Board of Directors
- i. Oral report given
    1. Road Running Meeting is November 7<sup>th</sup>, 2013
  - ii. Report from Nominations Committee – Please advise the Nominations Committee if you know of anyone interested in the Board positions. Positions to be filled:
    - Director Planning & Administration (Pam Medland, incumbent)
    - Director Marketing & Communications (Bruce Deacon, Incumbent)
    - Director Programs & Technical Development (vacant)
    - Director Zone 1 & 2 (Roberta Tetlock, incumbent)
    - Director Zone 3, 4 & 5 (Graham Dodd, incumbent)
    - Director Zone 6 (Randy Longmuir, incumbent)
    - Director Zone 7 & 8 (Neil Currie, incumbent)
    - Female Athletic Director (vacant)
    - Male Athletic Director (vacant)
- c. Marketing & Communications – Bruce Deacon/ Brian McC Calder
- i. Planned Initiatives
    1. Re-Branding & Website Launched
      - a. Overview of website (searching) planned as a session at the upcoming AGM
      - b. Feedback so far has been positive
      - c. Thank you to the staff for their hard work
    2. Day of Event Members – Discussed
    3. Governance Review – to be added to the agenda for discussion in 2014
- d. Finance Report – Carey Dillen
- i. Budget Summary and detail for
    1. Financial Statement Summary to Sept 30/13 – circulated
      - a. Notes to budget:
        - i. Unearned revenue still to be transferred
        - ii. Request made for reconsideration of gaming grant
    2. 2013-2014 Budget Update
      - a. Draft budget to be reviewed and will be circulated around the second week of November
- e. Directors Reports:
- i. Zone Directors
    1. Roberta Tetlock – 1 & 2
      - a. Oral report given
        - i. Items of Note:

1. Broke ground on Vernon Sports complex and aiming for completion November 2014
2. Sanda Turner – 3 & 4; Graham Dodd – 5
  - a. Zone 3 & 4 oral report given
    - i. Items of Note:
      1. Feedback received about the tight timing of events, being too close together, as a few clubs are struggling financially.
      2. When arranging times for events, is it feasible to meet with the applicable directors to go over the details so they have the information in advance?
    - b. Zone 5 oral report given
      - i. Items of Note:
        1. May miss runners due to high schools feeling the season is completed for them by November and they don't continue with other events
        2. Growing support in Zone 5 for indoor meets (January/February timeframe).
        3. UBC's Review of sports at UBC may see changes to Track & Field and some others
  3. Randy Longmuir – 6
    - a. Written report submitted
    - b. Items of note:
      - i. Continued track problems at Parkland, however Port Alberni and Courtney did get new track surfaces this year

Note: Director Zone 6, Randy Longmuir left the meeting at this point (6:39pm)

4. Neal Currie – 7 & 8
  - a. Oral report given
  - ii. Athlete Directors – Still to be appointed
- f. Administration & Planning – Pam Medland/Brian McC Calder
  - i. Oral report given
  - ii. Strategic Plan Update – circulated in August
    1. Feedback – Nothing received to date.
      - a. Thank you to Brian and staff for working with Marilyn.
      - b. Reporting back template – Will be ready for presentaiton at the AGM
    2. Benchmarks for 2013 – Not likely to hit 100% due to the large number of benchmarks for the year.
  - iii. Human Resources
    1. Staffing Update

- a. Jennifer Schutz joined BCA August 1, 2013 and much improvement has been seen. Jennifer is also moving forward with the establishment of the Coaching Education Advisory Committee. Named to Athletics Canada Coaching Advisory Committee. Jennifer is also on the Coaching BC Board of Directors and Coaching Advisory Group to ViaSport.
  - b. Richard Lee joined BCA August 15, 2013 and is providing great leadership in the program, engaging service providers and centralizing the training provided. Richard is assisting with establishing partnership agreements with the City of Burnaby and the Burnaby School District.
- 2. BC Endurance Project Outline & Quarterly Report – circulated
- 3. HR Committee Report – Staff Policies (need to initiate the review and update to BC Employment Standards)
- iv. Organizational and Committee Structure – ongoing
  - 1. Governance and Board Review as noted under Marketing & Communications
- v. Office Space – Update: Under budget on the relocation costs
- vi. AGM – Dec 6, 7, 8, 2013
  - 1. Awards Banquet – Promotional flyer and VIP guest list circulated
  - 2. AGM Committee – Please provide reservation requirements to Sam and please have all reports in and up on the website as soon as possible
  - 3. AGM Sessions – Athletics Canada Staff member could not be arranged for Club Excellence presentation. Brian announced the 3 sessions targeted for the Saturday afternoon (2 to run at the same time) and will confirm with the presenters.
  - 4. AGM Format – All key reports (committee, regional, directors) will be on Friday night along with the President’s Reception. Saturday 8:30 – 10am Athletics Canada to speak and then will go into the business matters (Finance, Strategic Plan, CEO), motions, resolutions and elections (until 1pm). To be followed by lunch and then the afternoon workshops will begin. Meeting will be as paperless as possible as the information will be posted to the website. Wifi will be available again.
  - 5. Resolutions – Circulated for review (deadline was October 6, 2013)
    - a. Resolutions summarized, discussed and feedback given:
      - i. Midget Age Category – JD Committee will be made aware of the resolution and will be given the opportunity to speak to at the AGM.
      - ii. Junior Women Steeplechase – Resolution will be amended to remove the wording that the current BC record to be held by Alycia Butterworth. Neal will speak to the resolution at the AGM.

- iii. BC Athletics Record Form Requirements – Resolution requires a seconder and staff should not be noted as submitting a resolution. Resolution to be amended to note Greg White as mover and Neal Currie as seconder. Garrett still to speak to at the AGM.
- iv. Road Running Championships Hosting Budget – Jim will convey Board’s support of the resolution and will request further clarification and possibly a more defined resolution
- v. Sanctioned Events Conflicts – The Board recognizes this is an issue but does not support this resolution as it is seen as problematic for organizing events.

Note: Director Administration & Planning, Pam Medland and Director Events & Promotions, Denise Clements left the meeting at this point (7:41pm)

- vi. Officials Membership Fees – Challenge seen in the \$5.00 portion of the membership fee as is hard cost to Athletics Canada. Noted that more than 50% of officials are members of clubs. Board does not support motion and list of support provided to officials will be provided.
  - vii. Masters Indoor Track & Field Championships – Board provides their support of the resolution.
- g. Membership Report – Sam Collier (Staff)
    - i. Written report submitted
    - ii. Total Individual Membership #'s – 5,304 individual members as of October 28, 2013
    - iii. Club Membership – Motion to approve the club membership as provided in the membership report – J. Hinze/G. Dodd – Passed
    - iv. Approval of Individual Membership applications – Motion to approve the list of individual memberships as provided in the membership report – J. Hinze/N. Currie – Passed
    - v. Membership statistics – Included in report
  - h. Programs & Technical Development – Staff
    - i. Track & Field – J.D. to Masters
      - 1. Run Jump Throw
        - a. Written report submitted
      - 2. Track & Field (15 to 35 ys) & Junior Development – Track & Field – Garrett Collier
        - a. Written report submitted
    - ii. Road and Cross Country Running – Maurice Wilson
      - 1. Written report submitted
        - a. Items of Note:
    - iii. Masters – T&F/Rd Rg/ XC Rg – Denise Clements

1. No report
- iv. Officials – Sanda Turner
  1. Oral report given
  2. Spectator Code of Conduct – Circulated
- v. Coaching – Jennifer Schutz
  1. No report
- vi. Centres – Brian McCalder
  1. National
    - a. Victoria National Endurance Centre
      - i. Nothing to report at this time
    - b. Kamloops National Throws Centre
      - i. Nothing to report at this time
  2. BC Endurance Project – Richard Lee – Circulated
  3. B.C. Regional
    - a. Interior – Kamloops – Bruno Mazzotta, Regional Coach, Endurance
      - i. Written report submitted
    - b. Fraser Valley – Abbotsford – Ziggy Szelagowicz, Regional Coach
      - i. Written report submitted
- i. Events & Promotions – Denise Clements
  - i. No report
- j. Athletics Canada Update – Greg White
  - i. Report on the Athletics Canada Mid Year Meeting, October 4 & 5, 2013 in Richmond
  - ii. Athletics Canada visit and presentation, December 2<sup>nd</sup> through 7<sup>th</sup> in Kamloops, Victoria and Vancouver – HR Plan, Strategic Plan, Membership Fee Proposal
    1. Athletics Canada Membership Fee Review – Summary circulated. Proposal to increase the fees to Athletics Canada by \$10 (to revert to a previous funding model of ~\$15.00 per member) which provides a direct opportunity to use the fee revenue towards the self-funded teams. Athletics Canada requested the Branches review the proposal to their membership at the AGM and provide a resolution for implementation for 2015 (Note: Athletics Canada will speak to as part of the High Performance presentation to be made at the AGM).
      - a. Maurice Wilson’s recommendations (circulated) were discussed as well as other options for collection which may include increases to some of the BCA membership fees.
      - b. Request from Board for more information and further BCA numbers to determine potential implications.
      - c. Brian will send out further information and potential options for a model/resolution for the Board’s review and feedback as a

resolution must be drafted for presentation to the membership at the AGM.

Note: Director Marketing & Communications, Bruce Deacon left the meeting at this point (8:28pm)

- iii. Sport BC Update – Nothing since last meeting. Continuing with Athlete of the Year awards (in early March), separate to ViaSport.

**9. New Business**

- a. None

**10. Next Board of Directors meeting (date and time) to be announced.**

**11. Motion to adjourn – J. Hinze/S. Turner – passed. Meeting was adjourned at 8:29pm**

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

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