



**BC Athletics Board of Directors Meeting – May 8<sup>th</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, Director Finance; Graham Dodd – Director Zones 3, 4 & 5; Paul Mathias, Marketing & Communications; Chris Winter, Male Athlete Director; Sam Collier, Manager Registration and Membership Services; Richard Lee, Coach, BC Endurance Project; Garrett Collier, Technical Mgr Track & Field

**Attending by teleconference:** Roberta Tetlock, Director Zones 1 & 2; Neal Currie, Director Zone 7 & 8; Derrick Johnston, Programs & Technical Development; Carey Nelson, Director Admin & Planning; Randy Longmuir, Dir. Zone 6

**Regrets:** Denise Clements, Dir. Events & Promotions; Sanda Turner, Dir. Zones 3, 4, 5; Jessica Smith, Female Athlete Director; Maurice Wilson, Technical Manager Road and Cross Country Running; Meghan Butterworth, Run Jump Throw Coordinator, Jennifer Schutz, Coaching Education Coordinator

- 1. Meeting was called to order at 5:33pm**
- 2. Introductions were made**
- 3. No additions to the agenda**
- 4. Adoption of the agenda** – J. Hinze/G. Dodd – passed
- 5. Approval of the Board of Directors Minutes of**
  - a. March 22, 2014 – minutes received/reviewed. Motion to approve – J. Hinze/P. Mathias - passed
- 6. Receipt of the minutes from the Executive Committee meeting minutes of:**
  - a. Executive Committee Meeting – April 8, 2014 – Circulated
  - b. Junior Development Committee Meeting – April 6, 2014 – Circulated
  - c. Masters Committee meeting – March 19, 2014 – Circulated  
Motion to receive – R. Longmuir/C. Winters – passed
- 7. Business arising from the minutes**
  - a. AGM – see minutes:
    - i. Updating of the BC Athletics Rules Section (in the policy manual)

1. Request for the Junior Development Championships Entry Fee and Late Entry Fee changes/updates for Pentathlon, Track & Field and Cross Country. – Document Circulated
  - a. Discussion – Executive moved that this be adopted and recommended to the Board. Motion was amended to table the Cross Country entry fees until Cross Country brings forward the entry and late entry fees. It was noted that Maurice will do so at the next Executive meeting or Board of Directors meeting, well before the Cross Country Provincials in 2014. Therefore motion to table Junior Development Cross Country entry fee schedule and late entry fee schedule and to move forward with Pentathlon, Track & Field and Relay.  
Motion to table portion – J. Hinze/C. Winters. No additional discussion. – Passed  
Entry fee schedule and late entry fee Junior Development Pentathlon, Junior Development Track & Field and Junior Development Relay entry fees as distributed. Motion to amend – J. Hinze/C. Nelson. Brian McC Calder noted the change to there being no entry fee for teams that enter on the day of the event. – Passed

Note: Carey Dillen joined the meeting at this point (5:47pm)

2. Midget 14/15 competing together and 1 set of awards. There has been a request put forward by Randy Longmuir to initiate discussion at the Board with regard to this New Rule passed at the December 2013 BC Athletics AGM. – Document circulated
  - a. Discussion – JD Committee is looking for discussion and confirmation. It was noted Midget is incl as 14/15 per membership and at the time of the AGM, 14 was under the JD Committee and 15 year olds were under the Track & Field Committee. Rule change combines them into competition for one set of awards and national championship rankings. Argument from JD Committee is the development of athlete given influence of competing with older athletes may not be beneficial. JD Committee felt it was really intertwined with Athletics CCanada groupings but as a provincial jurisdiction, should be able to make a decision. Desired outcome is the separation of the 14 and 15 year olds.  
It was noted the AGM vote numbers were not available but there was overwhelming support by clubs and opposition seemed to be only from the JD Committee. Chair does not see any new evidence to support ungrouping or grouping the categories and noted membership voted strongly in keeping them together and recommended board should support that. Randy suggested the AGM may be a better avenue to discuss this matter.  
Chair will provide Randy with comments from the Board for response to the JD Committee and Randy will also advise the JD Committee that there may be an opportunity to

raise the matter at the next AGM if there is something substantial to the arguments already made.

- ii. Updating of the Junior Development Manual used by event organizers, coaches, athletes and parents – underway with final adjustments to be done.
- iii. BC Athletics Spectator Code of Conduct – finalize/updated. To be circulated. Will be posted and sent to the event organizers, included in meet documents and will request inclusion in technical packages. Will also look at having as a rack card available at competitions.

## **8. Correspondence**

- a. None

## **9. Reports:**

- a. Chair of the Board of Directors – Greg White
  - i. Written Report circulated
  - ii. Items of Note
    - 1. For the 2014 year, six directors have been assigned as the Board Liaison to the six working committees.
    - 2. Included a list of events attended this season in both Track & Field and Road Running.
- b. Vice Chair of the Board of Directors – Jim Hinze
  - i. Written Report circulated
  - ii. Items of Note
    - 1. Road Running Committee had a good meeting. Nothing requested to bring forward to the Board.
- c. Directors Reports:
  - i. Zone Directors
    - 1. Roberta Tetlock – Division 1 & 2
      - a. Written Report circulated
      - b. No Items of Note
    - 2. Sanda Turner & Graham Dodd – Division 3, 4, 5
      - a. No report provided
    - 3. Randy Longmuir – Division 6
      - a. Oral Report given
      - b. Items of Note
        - i. Facilities are well positioned in Zone 6. Excellent resurfacing of track in Port Alberni. It is likely the meet will happen again in the Comox Valley due to the new track. However still waiting on Peninsula track and Victoria always a challenge for Centennial Stadium (used for Track & Field meets).
    - 4. Neal Currie – Zone 7 & 8
      - a. Written Report circulated
      - b. Items of Note

- i. Participation in the North seems to be improving at the school level and hoping to see that increasing the club level.
    - ii. Initiate discussion with Special Olympics BC to look into coordination of athletics beyond just the BC Summer Games. Trying to get a sense of if that was expanded into some of the club meets, what the level of participation would be.
  - ii. Athlete Directors – Chris Winter & Jessica Smith
    - 1. Written Report circulated
    - 2. Items of Note:
      - a. BC Carding – Garrett noted they are working on better communication. Brian commented the fee schedule is set by the government that funds the program. They set limits for working, post secondary and secondary school upper limits. Recommended FAQ for athletes. Garrett noted the documents are being drafted for next year and will be widely accessible.
      - b. Senior National Championships Travel – BC Athletics Handbook will provide information, including travel information including general policies and is starting circulation tomorrow on website, blog, twitter. Athletes with specific needs should be to speak to Garrett.
      - c. Western Hub – Victoria named as the BC. Brian reported nothing official has been received, however BC Athletics has submitted support to have the lower mainland as the Western Hub and are looking forward to the upcoming discussion with Athletics Canada regarding this option.
      - d. Athletics Canada Athlete Rep – Announcement provided on the blog.
- d. Finance Report – Carey Dillen
  - i. Budget Summary and detail for 2013-2014 Operating Budget – draft pre-audit year end circulated.
  - ii. Notes to the budget summary
    - 1. Positive net income. Auditors will be in on Monday for fiscal year end. Budget was approved at AGM (for fiscal 2015) and are half way through current fiscal year. Will proceed with audit then will revise the budget and bring forward to the board for approval of the operating budget for management.
  - iii. Updates on funding projections for 2014-2015 (Govt)
    - 1. Progress update – Informal meeting yesterday with ViaSport and other organizations. Comments on funding was “status quo”. Nothing further

- e. Administration & Planning
  - i. Oral Report given
  - ii. Strategic Plan Update – Carey Nelson/Brian McCaLder
    - 1. Strategic Plan report/scorecard is currently underway.
    - 2. Strategic plan was discussed with the staff to reconstitute the planning committee to review the strategic plan objective with attention to the tactics, activities and timeline and to address anything for adjustments. Will also look at the scorecard and advise if all items are being captured.
  - iii. Human Resources – Carey Nelson/Brian McCaLder
    - 1. Staffing – summer student grant (1)
      - a. Application deadline for Friday with a start date of May 15<sup>th</sup>. Looking at how to accommodate a second student for the track and road running areas in the summer
    - 2. HR Committee meeting date still to be determined but to be set within the next 30-60 days.
  - iv. Officials Sub-Committee on Recruitment, Training and Retention
    - 1. Working to set a date for the meeting(s)
  - 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. No update
- f. Membership Report – Sam Collier
  - i. Written Report circulated
    - 1. Items of Note
      - a. Following up on the unattached members as thirty seven have not submitted their criminal records checks. Will be given one month to submit or membership will be suspended until completed.
      - b. Twenty five unattached coaches listed in the membership database. Unattached coaches can sign up online but do not submit any information as to where and who they coach. Suggested for Board to approve a policy to collect the missing information and recommended adding a restriction to Trackie to ask for further information when registering as an unattached coach. It was noted that no confirmation of credentials are required when registering (until March 2015).  
Motion for Membership to reach out to the currently registered unattached coaches to request information for their training location, who they are coaching and if there are any minors, if they have received sign off by parents. – J. Hinze/C.Winters – Passed
  - ii. Total Individual Membership #'s – YTD – Current (circulated)

- iii. Total Club Membership #'s – YTD – Current & Previous Year (circulated)
- iv. Approval of Club and Individual Membership
  - 1. 2014 New Club Memberships & School Memberships
    - a. Motion to approve the new club memberships (Penticton Athletics) and the new school memberships (Gibsons Elementary School, Revelstoke Secondary School and Walnut Grove Secondary School) as provided – R. Longmuir/P. Mathias– Passed
  - 2. 2014 Individual Memberships
    - a. Motion to approve the list of individual memberships for 2014 received to March 7, 2014 as provided – G. Dodd/C. Winters – Passed
  - 3. Trackie
    - a. S. Collier provided an update on the Trackie database, changes are still to be made and there is still a large amount of time still being spent on making changes manually. Athletics Canada has requested a part time person to assist with hope that the modifications still necessary will speed up
- g. Programs & Technical Development – Derrick Johnston/Garrett Collier
  - i. Oral Report given
  - ii. Items of note
    - 1. Communication plans are being evaluated and areas of improvement being identified.
    - 2. Ramping up Team BC and Western Canada Games initiatives and performance plan.
    - 3. Looking at Athlete long list to create a talent identification list for the younger age categories and to invite them to a fall camp.
    - 4. Officiating issue related to competition schedule is straining the limited number of current officials. Recommend coming up with a mandate of clubs responsible for generating a set number of officials in a defined time period. Chair recommended this valuable input be provided to the new sub committee. Additionally Bill Koch asked to meet with Garrett to address some of these issues and are hoping to meet in June.
    - 5. Competitions – What is expected of a competition, having the proper number of officials, and staying on time. Needs to be a checklist to assist with those objectives being met and potentially setting repercussions when not met.
    - 6. AGM breakout sessions resulted in recommendations to have a way for athletes to provide constructive feedback to meet organizers about their schedule and are working on this item right now. Creating an essential registration site (possible through Trackie) for a one stop shop on or parallel to the website for event

coordinators to request adding an event to the calendar of events, set up meets through Trackie and ideally having the sanctioning and payment online. This would provide ability to track data, for event directors to have the information from year to year and to submit on time. Conversation also took place for future format of meets, mapping out the competitions and scheduling.

h. Marketing & Communications – Paul Mathias/Brian McC Calder

i. Planned Initiatives:

1. Continued work on:

- a. Connecting with DOE members (Sun Run and Van Int'l Marathon and club hosted competitions). No further engagements since the initial contact.
- b. BC School Sports and Track & Field and XC Commissions exploring joint membership. Best targeted to the fall with the new school year and any new fee policy changes.
- c. Event sponsorship initiatives

ii. Outcomes

1. Marketing and Communications Plan Initiatives
2. BC Athletics link from the Vancouver Sun Run emails blasts to their contact list of current and previous entrants
  - a. Newsletter type format sent by email to participants featuring events that are sanctioned and coming in the future. My Next Race was used as the template. Idea is to use BC Athletics as the caretaker of the database to send out newsletter blasts to participants in events. Will be reviewed with staff.
3. Sponsorship programs at the Credit Unions. Confirmed involvement with Athletics events. Will provide information to Brian electronically.
4. Letter received from the parent of a child who attended a camp in Arizona with College and Olympic coaching involvement. The parent would like to establish a similar camp in BC and would like to invite some of the same coaches. He asked if BC Athletics was interested in being involved or participating in some way. Letter provided to Garrett. Brian commented that the optimal time for camps like these is not to be held in the middle of competition season but preceding that season. Brian and Garrett will reach out to the parent who wrote the letter and discuss the idea with him.

i. Programs & Technical Development - Staff

i. Run Jump Throw - Meghan Butterworth

1. Written Report circulated

ii. Track & Field - J.D. to Masters

1. Junior Development
  - a. Track & Field

2. Track & Field (15 to 35 yrs) – Garrett Collier
  - a. Written Report circulated
  - b. Item of Note
    - i. Looking for athlete representatives on the Track & Field Committee. Chris and Jessica will assist.
    - ii. There is currently a Senior Coach of the Year award and the High Performance Coach of the Year award. Recommend a Junior Coach of the Year, ideally for the upcoming awards which would need to be done by the August Board of Director's meeting for implementation. Garrett will draft official request with further details.
3. Road and Cross Country Running – Maurice Wilson
  - a. Written Report circulated.
  - b. Items of Note
    - i. 5K championship – BC Athletics appealed the awarding of the 5K championship to a Toronto race for a 5 year period. Appeal was upheld on the condition that for 2014 only, the race be in Toronto but it had to be sanctioned. A call for bids has to go out for 2015-2018 and a rule will be put in place to establish a 5K road championship. Some effort has been made to erode that decision but the matter is on the agenda of the Athletics Canada AGM.
    - ii. Athletics Canada has added the new position of Road Running Coordinator to their staff.
    - iii. For 3 events, promotional space has been comped to BC Athletics.
- iii. Masters – Track & Field /Road Running/Cross Country Running – Denise Clements
  1. No report
- iv. Officials – Sanda Turner
  1. No report
- v. Coaching – Jennifer Schutz
  1. No report
- vi. Coached Based Training Groups (no longer called Centres) – Brian McC Calder
  1. National
    - a. Victoria National Endurance Centre
    - b. Kamloops National Throws Centre
      - i. Still without a regional coach.
  2. B.C. Regional
    - a. Interior – Kamloops



