



BC Athletics Executive Committee Meeting – March 8, 2016
Fortius Sport & Health/Athlete Development Centre, BC Athletics Boardroom
Minutes

Attending in person: Greg White, Chair; Brian McCaldar, President/CEO

Attending by teleconference: Carey Dillen, Director Finance; Chris Winter, Marketing & Communications; Randy Longmuir, Director Programs & Technical Development;

Regrets: Jim Hinze, Vice Chair; Paul Mathias, Director Administration & Planning; Delores Sebellin, Director Events & Promotions; Sam Collier, Manager Registration and Membership Services

1. The meeting was called to order at 5:34 PM. Introductions were made.
2. Additions to the agenda – Anti-Doping was added to the agenda.
3. Adoption of the Agenda – R. Longmuir/C. Dillen – Passed
4. Approval of the minutes
 - a. Acknowledged receipt of the Board of Directors Meeting Minutes of January 23, 2016.
 - b. Acknowledged receipt of the Officials Committee Meeting Minutes of January 23, 2016 and March 5, 2016.
5. Actions arising from the minutes
 - a. None
6. Reports
 - a. Chair of the Board of Directors Report (Greg White)
 - i. Written Report circulated – Touched on the relationships with the umbrella organizations. Refugee membership idea has been well received. Waiting on decision as a national initiative or just provincial. Athletics Canada will match by waiving the \$15.00 fee.
 - b. Vice Chair of the Board of Directors Report (Jim Hinze)
 - i. No Report provided
 - c. Financial Management (Carey Dillen/Brian McCaldar)
 - i. Key Indicators
 1. Membership revenue comparison – Year to date January 2016 to Year to date 2016: Variation of (\$7,500).
 2. Membership Fee – Operating Budget YTD – 4 year average of when membership revenue has been received. Outlined as comparative with the Total Year's Revenue divided by 12 (months).
 - a. Accountant asked to look at the average revenue per

- month, versus dividing by 12 months. Provides a better sense of when membership funds are received and a better reflection/more accurate financial forecasting. Will continue to provide comparison for February and March and then from April on, the regular format for membership revenue will just be the averages. Will be looking at expenses as well, where clustered around certain months (July and August with Provincial team travel and the issuance of Athlete Assistance).
- b. Notes to financials – Variances from Operating Budget YTD due to timing of membership income. Final payment for government funding expected mid March. Run Jump Throw Wheel revenue adjusted down by \$5,000 and expenses has been increased by \$500. Overall amendment to net income.
 3. Projection to YE amended February 2016 – Run Jump Throw Wheel projected revenue shortfall from Budget. Modest increase of \$500 on Run Jump Throw Wheel Expense.
- ii. Financial Summary to March 31, 2015 – circulated
 1. 2015-2016 Draft Budget Summary
- d. Administration and Planning (Paul Mathias/Brian McCaldar)
- i. No written report provided
 - ii. Strategic Plan Update
 1. Planning Committee – Action needs to be taken on planning. Need to reach out to individuals to be involved in the working group.
 - a. Governance Review update – Will report on at the full Board meeting.
 - iii. AGM 2016 (Dolores Sebellin/Sam Collier/Brian McCaldar)
 1. Planning for 2016 AGM
 - a. To date, have not been successful finding a location closer to the BC Athletics office. May be back at the Hilton and recommend putting a tentative booking on the dates.
 - iv. Human Resources (Brian McCaldar)
 1. Summer Student Application – Applications submitted and hoping to hear back by end of April. Start date targeted for May 9th.
 - v. Sport BC (Greg White/Brian McCaldar)
 1. Update
 - a. 2016 America's Masters Games – Soft agreement with the Vancouver Thunderbirds with hopes to confirm the agreement by end of next week.
 - b. Athlete of the Year Awards Banquet March 10, 2016
- e. Marketing, Sponsorship & Communications (Chris Winter/Brian McCaldar)
- i. Initiatives
 1. W50 – \$10,000 committed from the Municipality of Whistler for W50 2016.
 2. Provincial Road Running Series – BC Super Series Race contributions of \$9,000 for the 2016/2017 financial year.
 3. Run Jump Throw Wheel – BC Sport Participation application submitted for a \$30,000 grant.
 4. Vancouver Sun Run E-blast – Sent 1st week of March for discount

for Sun Run entrants who are first time members of BC Athletics and link to BC Athletics website (for being a Silver sponsor).

- f. Events and Promotions (Delores Sebellin)
 - i. No report provided
 - ii. AGM Venue – Still unknown and needs to be confirmed as soon as possible. See AGM 2016 under Administration and Planning.
- g. Programs and Technical Development (Randy Longmuir)
 - i. Brian provided an oral report on behalf of Garrett Collier. Randy spoke to a little further.
 - ii. Athlete Development
 - 1. Junior Development Committee – Request for year of birth only on entry forms and results. May just proceed and deal with one offs by grade as they come in.
 - 2. Hershey Youth Track & Field Series – AC has not scheduled a Hershey Youth Series event for BC in 2016. On the agenda for tomorrow's branch meeting. Looking at alternative program support for Run Jump Throw Wheel.
 - iii. Athlete Support Programs
 - 1. BC Athlete Assistance – Update provided at the meeting.
 - iv. Officials
 - 1. Re-initiate the working group on Officials Recruitment, Training and Retention March 2016.
 - 2. Receipt (March 7, 2016) of the Officials business plan (activities and targets for 2016/2017)
- h. Membership (Sam Collier)
 - i. Reports
 - 1. Manager Registration Services Report to the Board – Circulated
 - a. Item of Note – Looking to enhance Trackie capabilities and have begun speaking with Tracking regarding setting up a BC Registration site similar to Trackie.Reg. Considerations for registration site noted in report and to be brought up with Athletics Canada given the possible application for other branches. Will look to get costing from Trackie.
 - 2. Club Membership approvals
 - a. Motion to approve the Club Memberships to March 6, 2016 as provided, pending completion of requirements. R. Longmuir/C.Dillen – Passed
 - 3. Individual Member approvals
 - a. Motion to approve the Individual Memberships from October 25, 2015 to March 6, 2016 as provided. R. Longmuir/C. Winters – Passed.

7. New Business

- a. Anti-Doping (Chris Winter) – Should BC Athletics show take a leadership stance and bring it to the forefront, potentially with a communication piece with information on the website. Chris noted he could not find any information on the Athletics Canada website or their stance on the matter.
 - i. Brian noted there is an anti-doping policy and the BC Team website has information and links, however they have not been

updated with the new ban list. Just need to create a link on the BC Athletics website to their website.

- ii. Chris suggested maybe considering a yearly anti doping session/workshop/talk.
 - iii. Chair recommended a joint portfolio between Marketing & Communications and Programs & Technical Development and asked Chris to bring forward a 1-page summary of what should be included to Randy and Brian.
8. Next meetings:
- a. Board Meeting, Saturday, April 2, 2016, 9:00am
 - b. Executive Committee Meeting, Tuesday, June 7, 2016, 5:30pm
 - c. Board Meeting, Tuesday, July 26, 2016, 5:30pm
 - d. Executive Committee Meeting, Tuesday, August 23, 2016, 5:30pm
 - e. Board Meeting, Saturday, October 22, 9:00am
 - f. Board Meeting, Wednesday, November 16, 2016, 5:30pm
9. Motion to Adjourn – C. Dillen/R. Longmuir. The meeting was adjourned at 6:20 PM

Director Signature _____

Director Signature _____