



**BC Athletics Board of Directors Meeting – March 19, 2020  
Held by Teleconference  
Minutes**

**Attending by teleconference:** Greg White, Chair; Jim Hinze, Vice Chair; Brian McCaldar, President/CEO; Ota Hally, Director Finance; Jordan Myers, Director Events & Promotion; Barb Drake, Director Zones 1 & 2; Jasmine Gill, Director Zones 3, 4 & 5; Jacob Emerson, Director Zones 3, 4 & 5; Darren Willis, Director Zone 6; Rebecca Dutchak, Athlete Director; Sam Collier, Manager Registration and Membership Services; Chris Winter, Technical Manager Track & Field; Clif Cunningham, Technical Manager Road and Cross Country Running; Sabrina Nettey, Run Jump Throw Wheel Coordinator; Jennifer Brown, Coaching Education Coordinator

**Regrets:** Tyler Heisterman, Director Programs & Technical Development; Cathy Johnson, Director Zone 7 & 8; Nathan Reich, Athlete Director; John Gay, Athlete Director; Richard Lee, Coach, BC Endurance Project

1. Meeting was called to order at 6:00pm.
2. Introductions were made.
3. No additions to the agenda.
4. Agenda adopted as presented.
5. **Approval of the Board of Directors Minutes of:**
  - a. January 25, 2019 – Circulated. **Motion to approve – D. Willis/J. Hinze – Passed.**
6. **Receipt of the Executive and BCA Committees meeting minutes of:**
  - a. None presented
7. **Business arising from the minutes**
  - a. January 25, 2019 Board Meeting
    - i. Rules (presented to the Board so that they are in place going forward):
      1. Eligibility for BC Athlete Assistance: Proposed amendment to the rule change passed at the January 25, 2020 Board meeting.
      2. Eligibility for BC Team Selection and Funding and Support Programs: The proposal presented at the January 25, 2020 Board meeting has, because of questions arising at the meeting and recorded vote on the rule change, been reviewed and amended

from the previous proposal and is presented for consideration by the Board.

3. It was noted that there was no formal vote at the last Board Meeting and so now presenting a revised rule change, which was circulated to the Board. Chris explained changes have been made to the *Be it Resolved* which was revisited to suggest that athletes who are eligible for BC Athlete Assistance Program Funding and BC Athletics Team be updated to include they must not be a current/active member of another Athletics Canada Provincial/Territorial Branch or International Athletics Association.

- a. Jim noted he is in favour of the change and like that if a person who is not a citizen, can still be eligible; that if an athlete comes to Canada and is a landed immigrant but still a member of another association, then they cannot be eligible.

**b. Motion to approve both rule changes as presented – J. Hinze/J. Ermerson - PASSED**

- b. Board Sub-Committee Updates
  - i. Track & Field Competition Format – Jasmine Gill and Jacob Emerson
    1. Committee has been meeting. Brainstormed ways to change the order of events and reorganize the meets. Have not spoken to any of the clubs yet. Still a work in progress.
  - ii. Recruitment Policy (Code of Conduct) – Jim Hinze
    1. No update at this time. With Brian to provide some recommendations

**8. Correspondence**

- a. Provincial Government – Lisa Beare, Minister of Tourism, Arts & Culture, responsible for Sport – Circulated
  - i. In communication with viaSport and working with the Ministry. Hoping to make an announcement, mid next week, to let the Provincial Sport Organizations know the status of the funding, going forward for 2021.

**9. Reports:**

- a. Finance Report – Ota Hally & Staff
  - i. Financial Summary for:
    1. January 31, 2020 – Circulated
    2. Balance Sheet to January 31, 2020 – Circulated
      - a. In good shape. \$111,000 cash and about \$70,000 short term payables.
    3. GL Listing for the Operating Account – Circulated
      - a. Current bank balance of \$77,901.47
        - i. Includes the payment of April rent and the April payroll advance.
        - ii. Does not include the deposit for \$3,984 that was made yesterday.

- iii. Significant financial impact with the cancellation of events. Estimates are being calculated. Finance Committee to review and will come back with recommendations to the Board. Waiting on Provincial Government to advise on supporting the core funding given membership, sponsorship and service fees are not being received.

4. Items of note

a. Other account balances:

- i. Gaming \$6.63
- ii. BMO Mastercard \$2,621.71
- iii. TD GIS (reserve) \$28,665.9 + \$83.50 accrued interest
- iv. TD Mutual Fund \$507.34 (not able to know of increases or decreases in value, no statements)

- ii. Finance Committee (Ota Hally, Greg White, Brian McCalder plus Gerry Dragomir, BC Athletics Accountant - To meet and will prepare a report to the Board no later than April 15<sup>th</sup>. Staff will send a date to the Board if it's outside of the regularly scheduled Board meetings.

- 1. Ota noted they would hopefully look at the fixed costs and what can be adjusted. Might need to forecast 3-4 months out.

b. Membership Report – Sam Collier

i. Written Report circulated

1. Items of Note

- a. Kootenay Chaos Track Club, Sea To Sky Athletics and South Fraser Track & Field Club, as highlighted on the report, have started the renewal process and need to be approved pending the fulfillment of all the requirements. Sam confirmed most of the clubs on the list have paid, which are the ones noted as 2020 for the status. Some may have additional members coming in but are waiting to hear the status of possible refunds given the COVID-19 situation.

ii. Approval of the Club Memberships – Circulated

- 1. **Motion to approve the list of 2020 club membership renewals, including those which are complete (meeting all requirements) and those pending completion of their requirements – J. Emerson/D. Willis – Passed**

iii. Approval of Individual Memberships – Circulated

- 1. **Motion to approve the list of individual memberships received from January 20, 2020 to March 18, 2020 as provided – J. Emerson/J. Hinze – Passed**

iv. Questions on:

1. Individual memberships refunds and recommendation to take requests into consideration in 60 days – May 30<sup>th</sup>, 2020
  - a. It was noted there is no current policy regarding refunds. The business practise is that there are no refunds for any reason. If an error is made within two weeks and funds have not been provided to BC Athletics, then a refund can be processed, however this is not an official policy. Clubs deal with on a case by case basis given the refund requests received.
  - b. Chair suggested deferring any decision on requests for refunds until the end of May when more information is known. The second option is, if the season doesn't happen, upon request the membership fee could be applied to the following year.
  - c. Sam noted she is receiving emails regularly requesting refunds, however she noted the Board needs to take into consideration that the they have been training and taking part in activities up until now and although they haven't competed yet, the insurance has been in place. Sam noted that unattached members are different from Clubs but even the Clubs have been asking for their fee back. Sam further noted that in the past, they have been told BC Athletics will not be refunding the membership but in some cases will defer it to the next year. All current requests being received are told that the Board is meeting and the matter will be discussed. Sam noted her personal option is that making a decision in 60 days is a good one given the uncertainty of the current situation. She also encouraged continuing to register people as they are registering for future events.
  - d. Brian agreed that the decision in 60 days is a good one and that after the 60 days the Board will meet to consider the next steps, whether a refund will be provided, if the membership year will be extended past December 31<sup>st</sup>, of it the membership will be deferred to the next year. Felt it was best to give it some time to see where the situation is going and then an informed decision can be made upon recommendations to the Board. Brian also noted that in some cases, clubs are training in small groups, with coach approval, if they can access a training venue and keep their social distance or they are training on their own.
  - e. Insurance coverage is in place and that was confirmed last week. Asking for reconfirmation again this week and

expect a reply tomorrow or early next week as the insurance company has been inundated with requests from all kinds of the Public Sport Organizations.

- f. Brian called the question on the Board considering the options for handling memberships, with regard to refunds, extensions or deferrals, until after May 30<sup>th</sup>. There was unanimous agreement to defer the decision on membership refunds until May 30<sup>th</sup>.

- i. Motion from the Board to Consider the question on refunds by May 30<sup>th</sup> – J. Emerson/D. Willis - Passed**

- 2. Club Operations

- a. Brian noted the same applies to club operations as well. Clubs have contacted BC Athletics, with regard to confirming the insurance is in place, as facilities are asking to confirm such and that they are noted as a named insured. Brian noted he planned to send out confirmation of such in the next update to the members and clubs.

- b. Motion from the Board to Support the clubs' continuing operation, where there is safe protocols in place, as directed by the Provincial Government and that any changes could happen on the direction of the Provincial Government. – G. White/J. Hinze – Passed**

- 3. Club Training – groups up to 50 – Social Distancing – Club/coach directed coaching for those training on their own.

- a. It was noted that Alberta had temporarily suspended club operations but was due to indoor training and BC does not have that issue.
  - b. Chair noted competition is different from training and ensuring small groups and social distancing is possible in training but cannot be done with competition. Brian noted, for the training environment, he could send out a bulletin early next week around this.
  - c. Chris noted he is still receiving requests to put on events and clubs are curious about still being able to do so. Chris advised those who contact him that he was waiting on direction from the Board. Restrictions are on groups of more than 50, so could still do it if events are kept under 50. Chris asked the Board if BC Athletics wanted to permit those events to still take place if they follow those rules. Chair was in agreement as long as the association could still get insurance and Brian noted he has confirmed their insurance is still in place. Those organizing events will need to show no negligence, follow the rules and

communicate them to attendees and participants. It was noted that some regions outside BC have changed to no more than groups of 10 so it could change for BC at any time.

- i. With social distancing, throws event is still possible. They have their own equipment and recommendations could be made that only their own equipment is used. Could put together some best practises, like if poles are to be used by a single athlete, if realistic. It was noted it's possible to change IAAF rules or have the flexibility to do so if it were to be modified for safety and social distancing, etc. For example, the rule to have equipment available for everyone on the field, provided competition is by the rules, locally could use the discretion to change the rule to allow for individual implements to be used as long as they are the same weight and size. Jim offered his perspective by noting that officials weigh and measure the implements, athletes throw them and then you have retrievers. So multiple people handling the implement. So do meet organizers need to be told to have disinfectant wipes with each of the retrievers to wipe down as the equipment is handled? Chair asked, if it was possible in throwing events to have only the athlete handle the implements, so that the athletes would be the one to retrieve it. Jim confirmed it was possible for the athlete to both throw and retrieve as it does happen when there are no volunteers. Chair confirmed this could be the local rules that are put in place during this time. Chris noted the other challenge with officials, is the older demographic as it has been suggested that they are at more risk. Does that then put officials in an uncomfortable or potentially dangerous situation? Chair thought there might be a larger pool of officials given the more limited number of events. Brian noted, a discussion needed to be held with the Chair of the Officials Committee and Chris noted that events in March are cancelled and still waiting on those scheduled for April so it would be good to know as soon as possible. Chris also noted the potential optics as the level of risk is relatively low, but a lot of events

are being cancelled and some associations have closed. Does BC Athletics risk looking like they are stepping out of line by holding events even if they are under gatherings of 50.

- ii. Brian noted BC Athletics needs to ensure events are not in contravention of the government orders and potentially run the idea but by the government officials to ensure the association is not publically criticized or will compromise with funding. Suggested a similar worded email as was passed for club operations.
- iii. Darren raised the concern of having enough control over an event organizer so ensure they aren't going to do something that puts the sport or BC Athletics in a bad light. If something happens at one of the events, is BC Athletics prepared to have that level of trust with the event organizers.
- iv. Jordon confirmed there is a Public Health Order in place until the end of May and a ban on events with on groups of more than 50 until end of June.
- v. Jen offered her opinion that it would look bad and most organizations are shutting down until May 20<sup>th</sup>. Jen feels it's a high risk for BC Athletics to put on an event.
- vi. Chair suggested putting a moratorium on events until May 30<sup>th</sup> , which is in direction with the order issued by the Provincial government and would review the decision at the next Board meeting, subject to listing or extension by the provincial government.
  1. The Chair clarified that this was just for events. Training still meets the criteria of the government's regulations of social distancing and groups of no more than 50, then are okay to proceed.
- vii. **Motion from the Board to Suspend events until May 30<sup>th</sup> or the date set by the Provincial Government, subject to listing or extending by the Provincial Government – J. Hinze/D. Willis – Passed**
  1. **Motion to amend: Suspend all events, courses, competition and workshops until May 30<sup>th</sup> or the date set by the Provincial Government, subject to listing**

**or extending by the Provincial  
Government – J. Hinze and D. Willis  
agreed to the friendly amendment.**

- d. Currently moving events on the schedule that have already been or are in the process of being sanctioned. In discussion with Chris for any new events, if BC Athletics receives the go head from government, there would be the ability to put events on the calendar in the next 30 days, which allows people to get things in place. Events need to appear on the calendar in order to go ahead, so may want to look at getting events on the calendar as of June 1<sup>st</sup>, as a shortened series. Might not be able to reschedule all the events and might have to get creative as to when events are held.
  - e. Brian noted, with regard to events and the performances being made, will require further discussion with Athletics Canada. Chair recommended deferring the discussion and decision until the April 28<sup>th</sup> board meeting for considerations of alignment with the Athletics Canada rule. Will need to get some support from Athletics Canada and Chris noted he would work with Brian to get this information ahead of the next board meeting.
- c. Marketing & Communications – Brian McCaldar
- i. BC Athletics Updates – Coronavirus (COVID 19) – Updates 1, 2, 3
    - 1. Plan is to have another one for Friday, March 20, 2020
    - 2. Updating website but not all member clubs are looking at the website. Brian confirmed they are going out to all members of the association through Mailchimp, as long as they have an email.
- d. Programs & Technical Development
- i. Introductory Programs – Sabrina Nettey
    - 1. Report on Cancellations/Postponements
      - a. Run Jump Throw Wheel
        - i. With schools closed, all spring, in school and spring break deliveries have been cancelled. Workshops are still on the calendar. Haven't been able to cancel yet as the events were to be co-hosted and the partnering organizations still need to meet with their Board to see what their season is going to look like or if they offer the workshops later in the year. Looking to the BC Athletics Board for guidance on the 3-4 workshops scheduled for RJTW. Having a gathering of less than 50 people is not an issue however the facility and social distancing is. Chair summarized that holding the

workshop and keeping within the guidelines appears to be an issue.

- ii. To align with the directives made regarding competitions, **Motion to approve the workshops to be held up to and including May 30<sup>th</sup>, unless held by virtual means, not be held – J. Hinze/D. Willis – Passed**

b. Junior Development

- i. Next committee meeting scheduled for Sunday, April 5<sup>th</sup>. Will connect with Chair and Darren following this board meeting. Committee likely wants to know how the season is going to look and the status or criteria for the JD awards. Reached out to the host clubs for the July and August events and they confirmed they are still interested in hosting. May 5<sup>th</sup> meeting is a conference call, so May meeting will also still proceed.

2. Junior Development Committee – Darren Willis, Director Liaison

a. Items of Note

- i. Darren noted he spoke to Dawn before the Board meeting and agrees the Committee wants to discuss what the season will look like and the JD awards given COVID-19.

ii. Track & Field – U16 to Masters – Chris Winter

1. Report on Cancellations/Postponements

- a. Will be speaking with the Track & Field Committee soon to discuss updates from this board meeting.
- b. The Combined Events Championships criteria will have to be amended. Waiting to see if Athletics Canada finds another option for hosting or will be cancelling entirely.

iii. Road and Cross Country – Clif Cunningham

1. Report on Cancellations/Postponements

- a. Probable revenue loss of \$35,000 for March, April, May. Few events looking to postpone but not sure if will be able to. Will review with the finance committee.
- b. A lot is managing communication with events and what plans are being made. A lot of work looking toward the fall season.
- c. Brian noted that cancellations, postponements, etc. are being put up on calendar on the website and will continue to update the calendar for any of the other events scheduled through to the end of May, that are courses, workshops and competitions.

- d. Clif noted looking at some events in July and August that also will not be going ahead. Asked everyone to refer to the calendar for more information as it is being updated daily.
- iv. Masters – Track & Field/Road Running/Cross Country Running – Jim Hinze, Director Liaison
  - 1. Staff Update on World Masters in Toronto
    - a. Has not been determined yet if the event is going forward or will be cancelled. Concerned with older demographic. Will continue to monitor and advise the Board.
- v. Officials – Jasmine Gill, Director Liaison
  - 1. Cancellation/Postponements of Officials Training and Workshops
    - a. Will be cancelling training and workshops up to May 30<sup>th</sup>.
    - b. Hoping June 7<sup>th</sup> workshop will still proceed.
- vi. Coaching – Jennifer Brown
  - 1. Report on Cancellations/Postponements
    - a. Coach education courses are postponed, however there were only a few confirmed anyway as courses were not yet advertised publically.
    - b. Potential online courses to be hosted with a series of online professional development courses for coaches. Reaching out to coaches for ideas and looking to offer them for free. Also looking at hosting some NCCP theory courses online as well. Would subtract the fee for the technical portion if it has already been taken.
    - c. Working with Athletics Canada to see if they are interested in doing any online projects as it would be good to partner for nationwide courses.
- vii. Performance Hubs/Programs – Chris Winter/Brian McCaldar
  - 1. BC Endurance Project – Richard Lee
    - a. All athletes are back and are self quarentining.
  - 2. BC Sprints/Hurdles Project – Chris Winter
    - a. Sprints hurdles and jumps camp cancelled. 45 individuals were registered. Will look to hold later in the spring or next year.
  - 3. BC Throws Project – Chris Winter
    - a. Nothing scheduled for the spring. Good discussions around the fall and continuing with the annual throws summit. Looking at potential speakers now and to have another throws development camp at some point as well.
- ii. **Refunds on:**
  - 1. Course / Workshop fees
    - a. Chair asked what the cost there might be when the fees have been prepaid and we cancel. Brian noted there might

be some credit card fees. Sabrina noted, for the RJTW courses, the facility was free and the facilitator honorariums were not paid yet. Sam noted that any transaction has a charge so there would be a fee lost from the original transaction as well as when the refund is processed, though Sam is not sure of the percentage. Sam noted she could find out but they differ all the time and will depend on the credit card. Chair asked if there was a reasonable holdback and Sam noted she would have to look at the bank statements and suggested that Adam might be able to give an idea of the fee if they signed up through Trackie.

- b. Asked if a motion should be considered to refund the fees if an event was cancelled and the Chair suggested maybe doing so less processing costs and wondered if it was reasonable for recovering that small percentage. Brian didn't think doing so was in good faith and the cost should be absorbed as it was no fault of their own that the event was cancelled. Brian recommended refunding the full amount being paid. Chair noted he sees the decision as an operation one and staff should just advise the Board as to what is being done.

2. Sanction fees for cancelled events

- a. Noted that it was approximately \$26.25 for club events and \$52.50 for a non club, \$105 if sanctioning and using their own insurance.
- b. Never had these refunded before but would be in good faith of the organization given the situation. Question was asked if this should be done on request or automatically. It was noted that some events may postpone, so sanctioning fees or their application could be applied to future event.
- c. Chair felt this was also an operational decision and staff could just advise the Board as to what is being done. Brian noted this was collectively discussed with staff.

3. Equipment rental fees

- a. Chair reiterated that this too was an operational decision.
- b. It was indicated that would prefer to refund than holdback, if requested. Chair agreed courses and workshops were more automatic but again an operation decision to be left with staff.

e. Planning and Administration

i. Computer System Upgrading

- 1. Brian noted upgrading the whole system is estimated at \$10,000-\$12,000. Would provide a robust system that can be relied upon

and supported by Microsoft. Will bring forward to the Finance Committee in hopes of getting some traction on moving forward, if possible.

- f. Events & Promotions – Jordan Myers
  - i. Nothing further, than what has already been discussed, to report.
- g. Athletics Canada Update – Greg White & Staff
  - i. Athletics Canada
    - 1. Meeting earlier today and there are still a lot of unknowns. Staff working hard and communicating as changes happen. Have also been passing along communications to members.
  - ii. Sport BC
    - 1. Sport BC Athlete of the Year Banquet: March 2020 – Decision was made to cancel. Information was just starting to arise about a possible presence of the virus at the dental conference that was held a week earlier which raised concerns. Communication then came from the Provincial Government that morning that no events with more than 250 people was to take place. Facility for the banquet was at the convention centre so the Board made a decision to cancel that morning based on guidelines from the Province. Wording provided was that the event was cancelled, with hopes of being rescheduled later this year.
      - a. Due to the media being cued up to announce the award finalists following the banquet, the Surrey Leader could not hold back their release following the cancellation of the event. Lynn Kanuka from Ocean Athletics in Surrey was announced as the recipient for Female Coach of the Year and Jasneet Nijjar from Universal Athletics in Surrey was announced as the recipient of Female High School Athlete of the Year. Sport BC is not prepared to release any other finalists names at this time.

**10. New Business**

- a. None

**11.** Next Board of Directors meeting will be held on Tuesday, April 28, 2019 at 6:00pm.

**12. Motion to Adjourn – J. Hinze/G. White.** Meeting was adjourned at 7:42pm.

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

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