



**BC Athletics Board of Directors Meeting – March 18, 2021  
Video Conference Meeting  
Minutes**

**Attending by video conference:** Greg White, Chair; Jim Hinze, Vice Chair; Brian McC Calder, President/CEO; Ota Hally, Director Finance; Jordan Myers, Director Events & Promotion; Marcus Wong, Director Administration & Planning; Jacob Emerson, Director Zones 3, 4 & 5; Jasmine Gill, Director Zones 3, 4 & 5; Darren Willis, Director Zone 6; Nathan Reich, Athlete Director; Sam Collier, Manager Registration and Membership Services; Clif Cunningham, Technical Manager Road and Cross Country Running; Sabrina Nettey, Run Jump Throw Wheel Coordinator; Megann VanderVliet, Track & Field Program Manager

**Regrets:** Tyler Heisterman, Director Programs & Technical Development; Newton Hoang, Director Marketing & Communications; Rebecca Dutchak, Athlete Director; Richard Lee, Coach, BC Endurance Project; Barb Drake, Director Zones 1 & 2; Cathy Johnson, Director Zone 7 & 8; Jennifer Brown, Coaching Education Coordinator; Katie Miyazaki, Para Athletics Development Coordinator

1. **Call to Order** – The meeting was called to order at 7:03am.
2. **Introductions** – Introductions were made. The Chair welcomed Megann VanderVliet, the new Track & Field Program Manager and Megann gave a overview of her history with sport and joining as BC Athletics staff.
3. **Additions to the agenda** – There were no additions to the agenda.
4. **Adoption of the agenda – J. Hinze/M. Wong – Passed**
5. **Approval of the Board of Directors Minutes of:**
  - a. January 23, 2021 – Circulated. **Motion to approve – D. Willis/M. Wong – Passed**
6. **Receipt of the BC Athletics Committee Meeting Minutes**
  - a. Junior Development Committee Draft Meeting Minutes– January 31, 2021 – Circulated
  - b. Officials Committee Meeting Minutes – February 21, 2021 – Circulated
7. **Business Arising from the minutes**
  - a. BC Athletics Championships – Track & Field and Cross Country – Registration and Entry Fee Management

- i. Brian explained that this was presented by Chris Winter at the January 2020 Board Meeting for consideration of having BC Athletics take over the registration and management of Track & Field and Cross Country entry fees, versus being managed by the Clubs. There was discussion during the January meeting, however the matter was not voted on or noted as being tabled. Brian noted the item was included under New Business of this meeting for the Board to revisit and approve or advise on action to be taken.
  1. Brian noted that monies to the club may need to be addressed, with regard to the entry fees, as an amount may need to be advanced to the Host Club before the final financials of the meet are determined.
  2. Jim noted that he liked that the proposal as it includes recommending the registration deadlines are observed.
  3. **Motion to approve that BC Athletics take back “ownership” of the meet entry/registration process, as presented – J. Hinze/O. Hally – Passed**

## 8. Correspondence

- a. viaSport COVID-19 PHO Orders and Sport Activity to March 18, 2021 – Brian McC Calder
  - i. Engagement with CSI Pacific, viaSport, and Athletics Canada there seems to be an idea as to how to manage both internally and with competitions in clubs and varsity but also the athletes coming in from outside BC for high performance.
  - ii. Megann noted the biggest change is adults 22+ can meet outdoors to train in groups of up to 10. There is some confusion around athletes from outside BC requesting to come into BC. Clarification was received from CSI-P recommending not having athletes come from outside BC to train and compete in BC. Although high performance training exemptions are being given by CSI-P.
  - iii. Meeting next week with Athletic Canada to streamline process and clarify the information in order to share the information with athletes.
  - iv. Clarification from viaSport that officials are not supposed to travel from club to club for meets. Only allowed to officiate within the clubs they are members of. Now looking at how to officiate some meets as this will not be met with the officials scheduled.
  - v. Chair noted some officials are not members of any clubs and wondered if they should look at assigning them to a Club. Megann noted she has been speaking with Carol Cull about how to allocate officials to clubs and Brian noted most officials have an affiliation to a Club.
  - vi. If officials training is essential, for example training to be an electronic distance measurer, might be something to manage and include. Officials are currently doing those training sessions in Richmond in groups of 5.

Could use the same idea into a performance competition, as could be deemed to be essential.

- vii. Chair asked, if Club members are at the event, could they assist officials, and Brian noted that was correct.
- viii. Question was asked if the restriction on officials related to high performance as well? Clif noted they are able to travel for high performance, but only at that level, not varsity or club meets.
- b. Provincial & Federal Government Local Sport Relief Funding – Second Intake Announcement, Information and Application – Brian McC Calder
  - i. Brian noted, yes for clubs and sent to all members registered for this year.

## 9. Reports:

- a. Chair of the Board of Directors – Greg White
  - i. No Report provided
- b. Vice Chair of the Board of Directors – Jim Hinze
  - i. No Report provided
- c. Directors Reports:
  - i. Zone Directors
    - 1. Zones 1 & 2 – Barb Drake
      - a. No Report provided
    - 2. Zones 3, 4 & 5 – Jasmine Gill/Jacob Emerson
      - a. No Report provided
      - i. Items of Note
        - 1. Meeting held February 26<sup>th</sup> with some club members. Concern around high performance and high school competitions to get standard of time in. Golden Ears put forward an idea for BC Athletics to do some sort of survey to then present a case forward to viaSport but not sure timing is feasible or resources are available.
          - a. Brian noted there is one blanket for all sport and that getting an exemption for BC Athletics would likely be impossible.
    - 3. Zone 6 – Darren Willis
      - a. Written Report circulated
      - i. Items of Note
        - 1. All planning for competitive events on Vancouver Island at this point in 2021 are for the high performance athletes.
    - 4. Zones 7 & 8 – Cathy Johnson
      - a. No Report provided

- ii. Athlete Directors
  - 1. Rebecca Dutchak
    - a. No Report provided
  - 2. Nathan Riech
    - a. No Report provided
      - i. Verbally Noted
        - 1. Couple questions received from different athletes trying to understand, if they are not on the lists, when they will be able to compete. Wondering if there is any timeline. Megann noted she would be interested to know what information athletes need and the best way to communicate to them.
- d. Finance Report – Ota Hally & Staff
  - i. Financial Summary
    - 1. Documents circulated:
      - a. Financial Summary to January 31, 2021 – Circulated
      - b. Balance Sheet to January 31, 2021 – Circulated
        - i. Items of Note
          - 1. Just over \$500,000 cash in the bank, with short term payables just over \$30,000. Healthy and robust, liquid position.
          - 2. Income statement – Less revenue but less expenses as well. Subsidies have kept expenses in check. Year to Date still a positive net income of over \$100,000. Budgeted net income was more positive, but given reduction in activities and the revenue line items, still a good outcome.
          - 3. Chair noted there is normally more cash in the bank this time of the year, but a lot of uncertainty with future funding. Good position to be in.
          - 4. Brian noted there have been recent discussions relative to core funding and gaming. Gaming is on track and there hasn't been any indication of any reductions. However it's not guaranteed that you get what you apply for or that you will get what you received the previous year. Core funding is going to be status quo into the next fiscal year as of a month or two ago.
          - 5. Monitoring membership revenue on an ongoing basis and as of today, sitting at

\$144,100 of membership revenue against a budget \$235,980. Significantly off, but there is also approximately \$32,000 that is either being held by Trackie or is part of invoices that should be paid out by the end of April. Will likely increase for those registered as of March 31. Will continue to monitor.

6. Extremely grateful to the support from the federal government. Receiving support for the rent as well. Need to be cautious as not sure if membership will come back in any substantial way for the next fiscal. Seeing, right now, an estimate of about a 80-90% range of the target.
7. Question was asked as to the revenue amount compared to historic memberships for this time of year and if we're seeing only training memberships. Sam noted the membership report details memberships compared to same time last year. A lot of athletes are signing up as training, daily athletes and younger athletes, but believe when things open up a little more, they will upgrade to competitive memberships. Those who signed up in late 2020 have already upgraded to JD memberships. Down overall but steady. Brian noted, in comparison, year to date last year was \$352,800 and this year is \$144,731.
8. Chair thanked the staff for all their work.

e. Administration & Planning – Marcus Wong/Brian McCalder

i. 2021 BC Athletics AGM August 21, 2021

1. Noted that the AGM will be in a similar format to last year. If things change with restrictions, might be able to hold in person but won't know until closer to.

ii. BC Athletics Office Location Update

1. Brian noted that things are stable. They are currently working on the outside and a lot City of Burnaby staff will be moving in during the month of April.

iii. Strategic Plan update

1. Marcus noted he and Brian have started conversations concerning the strategic plan. Marcus would like to propose to the Board, a slight revision to the strategic plan. It's normally been a Quad to Quad comparison and nothing really changes from one quad to

the next and the PSO mandate never really changes. Marcus would like to propose that he looks at all the data and prepared a draft strategic plan. Once the Board reviews and provides their approval, a public consultation with the membership would be held. This proposed method would skip the consultant process and move to discussions with the membership. Marcus is bringing the idea to the Board in hopes for guidance and direction to the next steps.

2. Chair noted it was the decision of the working committee but looked to staff and the Board for feedback on the idea.
3. Brian noted his agreement, in developing the proposal, and noted there was engagement and it being critical to support Marcus, but also to capture what they think needs to be done and what is being heard from the membership as to what needs to move forward. If the proposal is vetted, then it can go out to the members.
4. It was noted that the current strategic plan goes to the end of this quad. So there would be an interim strategic plan and then a new one for the full quadrennial.
5. Chair noted seeing agreement, in concept, from the Board and noted approval was normally at the committee level, however was no committee at the time and usually is established when the process is underway. Marcus recommended skipping the committee and just bringing back the draft strategic plan to the Board for vetting, then it could be tweaked and revised, then taken to the membership.

iv. Human Resources

1. Track & Field Program Manager – Megan VanderVliet was introduced as the new Track & Field Program Manager during the introductions.
2. Canada Summer Jobs – 2021 Update
  - a. Brian noted they are waiting on approval.
3. BC Athletics Para Athletics Development Coordinator
  - a. Katie Miyazaki
  - b. Offered contract to Katie Miyazaki, who was a candidate for the Track & Field Manager position, for two days per week. Coordinator position created with the \$15,000 grant received and additional BC Athletics revenue. Looking to apply more para funds as would be critical position for outreach to clubs.

- f. Membership Report – Sam Collier
  - i. Written Report circulated

1. Items of Note
  - a. Marcus asked if it would be possible to see the membership numbers by club. Sam noted the information was included in the annual report and was reposted to the AGM page on the website. The report includes a 10-11 year history for each club, including those that are not in existence anymore. Sam noted she would update the report to include this year and send it out. Marcus noted he was curious to see the impact to other clubs as his club has seen an increase to membership due to COVID.
- ii. Approval of Individual Memberships – Circulated
  1. **Motion to approve the list of individual memberships received from January 11, 2021 to March 9, 2021 as provided – M. Wong/J. Gill – Passed**
- iii. Approval of Club Memberships – Circulated
  1. **Motion to approve the list of 2021 club membership renewals, including those which are complete (meeting all requirements) and those pending completion of all requirements – J. Hinze/J. Emerson – Passed.**
  2. Sam gave an update on the Coast Athletics Canada Club noting it was still pending as she's asked the questions and is waiting on response. Will advise the Board once received.
  3. Refund Requests
    - a. Peninsula Track & Field Club requesting that the memberships in February and March 2020 are cancelled. Mid Island Distance Club requesting that one Training membership and one Competitive membership be refunded in full.
    - b. Sam explained that the clubs paid at the time, pending the Board's decision, so that they could meet all requirements and have their club memberships in place. The two Mid Island memberships were paid before the directive was given. Sam also noted that it was her advice to Mid Island, at the time, that paying was the best thing to do.
    - c. Sam further explained that this is coming forward due to the Board's decision on the Comox club. Brian noted the difference with the Comox club situations was that the request to cancel the membership was for an unpaid invoice. The Board agreed to the cancellation of the membership and voiding the appropriate amount of the invoice so they were never a member at all. Peninsula is holding invoices yet to be paid for these people whereas Mid Island has paid and is asking for a refund. Brian noted

the Board could issue refund or issue a credit for future membership.

- d. The Chair noted he felt it was clear last year that there are no refunds and this falls under that decision. Same principle. Board agreed.
- e. The Chair also noted that Peninsula is asking not to pay the invoices as the February and March 2020 invoices are still outstanding. Darren mentioned his conversation with the Club, who does not want to jeopardize their club status and not pay, but are looking for a decision similar to the Comox club. The challenge being that they waited longer to follow through on request. The Chair noted that the motivation behind the Comox decision was to have the club pay for their other outstanding invoices in agreement to having the ones requested cancelled, which they did. Peninsula already paid their other memberships, so there is no other invoices outstanding and are asking for not having to pay the February 2020 invoice for \$60 and the March 2020 invoice for \$328.50.
- f. Marcus asked what other clubs might be in a similar situation as he is worried about the ramifications of other clubs, having invoices outstanding, to come back later and say that they don't want to pay. Sam noted she didn't know who might come with such a request, if any, but that there are a few that have outstanding invoices. Brian noted there was \$3,156 in unpaid invoices up until the end of December. Sam noted the amount was actually \$2,468 without the unattached, and that amount includes club fees. Sam noted she wasn't worried about not collecting the \$2,468, but rather clubs coming back saying a refund was issued to Comox and Peninsula, so why is it not being done for their club's memberships in March and April. Chair noted his concern about relationship with other Clubs.
- g. The Chair asked Brian how different Peninsula's situation is to the Comox situation and Brian noted it was no different.
- h. Brian agreed there was a risk taken with Comox, and now it's coming back with Peninsula, so if the Board wishes to hold to that principal, Peninsula hasn't paid so the invoices should be cancelled. With Mid island, Brian would not like to see a refund made, but could look at an alternate solution like a credit. Board agreed it sets a bad precedence.

- i. One director recalled, with the Comox club, the fees were waived but they were not allowed to use the 25% discount. It was used as a way of forgiving the situation but not giving what everyone else had access to and gave consideration to those who had to pay.
  - j. Darren noted that on Trackie, a club could put payment on hold, while waiting on the decision from the Board, so they're not forced to lose out on money. Sam noted she was not aware of anything in the system that can hold things up and the moment you enter a membership, you need to pay. Darren advised that the club said they had made an arrangement with Trackie but Sam said she was not aware of anything. Marcus said if you enter 50 athletes you don't need to pay, but if you are entering one or two athletes, you have to pay upfront. Might be a glitch or issue in TrackieMe. Brian suspected the Nanaimo club maybe set up TrackieReg that would have to be moved into TrackieMe to make them an official member. Sam agreed and said they need to be on TrackieMe to be considered a member and that insurance coverage is not valid/provided unless they have membership through TrackieMe. Darren noted they were looking to hold until they knew they could be out on the track.
  - k. The chair asked, that if the Board forgave the Peninsula's amount outstanding, there was therefore \$3,000 at risk of collection, less the unattached and the club memberships. It was confirmed that was correct. The Chair further noted he can't see how the Board couldn't do the same since the situations are the same. Brian noted he believes they are obligated by the precedence set and noted that he could see it happening again.
  - l. **Motion to approve Peninsula Track & Field Club's request to cancel the unpaid balance of the February 2020 and March 2020 invoices adding up to \$388.50. – M. Wong/D. Willis – Passed**
  - m. **Motion to approve referring Mid Island Distance Club to the previous decision of the Board of Directors, to not issue refunds – J. Myers/M. Wong – Passed**
  - n. Chair asked the staff to communicate the decisions to the Clubs.
- g. Marketing & Communications – Brian McC Calder/Newton Hoang
    - i. BC Athletics Newsletter – No update at this time
    - ii. Communication review and feedback
      - 1. Brian noted Newton is discussing with Staff

- h. Events & Promotions – Jordan Myers
  - i. Written Report circulated
- i. Programs & Technical Development
  - i. Director, Programs & Technical Development – Tyler Heisterman
    - 1. No Report provided
  - ii. Introductory Programs – Sabrina Nettey
    - 1. Run Jump Throw Wheel & Junior Development
      - a. Written Report circulated
        - i. Items of Note
          - 1. Junior Development Committee – more concern with the Club Meet Directors about competition for high school and high performance athletes. Looked at a potential timing device but feedback received from the Officials Committee was that it was not the best option for this year.
        - 2. Junior Development Committee – Darren Willis, Director Liaison
          - a. Written Report circulated
  - iii. Track & Field – U16 to Masters
    - 1. Track & Field – U16 to Senior – Megann VanderVliet
      - a. Written Report circulated
  - iv. Para Athletics – Katie Miyazaki
    - 1. Written Report circulated
  - v. Road and Cross Country – Clif Cunningham
    - 1. Written Report circulated
  - vi. Masters – Track & Field/Road Running/Cross Country Running – Jim Hinze, Director Liaison
    - 1. No Report provided
  - vii. Officials – Jasmine Gill, Director Liaison
    - 1. No Report provided. Everything of note included in the Officials Committee Meeting Minutes circulated to the Board.
  - viii. Coaching – Jennifer Brown
    - 1. Written Report circulated
  - ix. Performance Hubs/Programs – Brian McCalder
    - 1. BC Sprints/Hurdles Project – Brian McCalder
      - a. No Items of Note
    - 2. BC Throws Project – Megann VanderVliet
      - a. Excited to host the Throws component for high performance.
    - 3. BC Endurance Project – Richard Lee
      - a. Written Report Circulated
- j. Athletics Canada Update – Greg White & Staff
  - i. Athletics Canada
    - 1. Currently discussing Tokyo and the team selection process.

- ii. Sport BC
  - 1. Athletes of the year award to be held virtually in a couple of weeks.

**10. New Business**

- a. Peninsula TFC letter requesting the cancellation of 2020 BC Athletics Membership – Circulated
  - ii. Discussed and voted on as part of Membership Report
- b. Officials Development Proposal for staff support – Not received for the circulation to the Board yet.
  - i. Question if this will be a new position or added to an existing portfolio. Brian confirmed this position would be the latter.
- c. BC Athletics Championships – Track & Field and Cross Country – Registration and Entry Fee Management
  - i. This proposed change to the BC Athletics Championships (T&F and XC only) Registration and Entry Fee Management rule/process was presented at the January 25, 2020 Board of Directors meeting by Chris Winter however there is no record of it being voted on or tabled to the next Board meeting.
  - ii. Be It Resolved: That BC Athletics take back “ownership” of the meet entry/registration process in order to ensure:
    - A fair registration process for all competing athletes
    - Appropriate entry fees are charged to all participants
    - The recommended registration deadlines are observed
  - iii. Note: BC Athletics would retain 25% of the entry fees and return 75% of the entry fees, along with the BCA Hosting Grant, upon receipt of a completed Income Statement and Post Event Submission Form. To be received within 30 days of the Championship.
  - iv. Note: B.C.A. Road Running Championships are exempt from revenue sharing agreement.
  - iii. Motioned and approved under Business Arising from the Minutes.

**11. Scheduled Board Meeting Dates** – The next Board of Directors meetings will be held on Thursday, June 10, 2021 and Thursday, August 5, 2021 from 7:00 – 8:30pm by video conference.

**12. BC Athletics AGM** – The BC Athletics AGM will be held on Saturday, August 21, 2021 from 10:00am to 1:00pm by video conference.

**13. Motion to Adjourn – J. Hinze – Passed.** Meeting was adjourned at 8:31pm.

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

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