



**BC Athletics Board of Directors Meeting – April 6, 2022  
Video Conference Meeting  
Minutes**

**Attending by video conference:** Greg White, Chair; Marcus Wong, Vice Chair; Brian McCaldar, President/CEO; Jordan Myers, Director Events & Promotion (joined the meeting at 7:28pm); Jasmine Gill, Director Zones 3, 4 & 5; Darren Willis, Director Zone 6; 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 (joined the meeting at 7:07pm)

**Regrets** Ota Hally, Director Finance; Rebecca Dutchak, Athlete Director; Tyler Heisterman, Director Programs & Technical Development; Newton Hoang, Director Marketing & Communications; Richard Lee, Coach, BC Endurance Project; Jennifer Brown, Coaching Education Coordinator; Katie Miyazaki, Para Athletics Development Coordinator

1. **Call to Order** – The meeting was called to order at 7:05am.
2. **Introductions** – Introductions were made.
3. **Additions to the agenda** – There were no additions to the agenda.
4. **Adoption of the agenda – J. Myers/M. Wong – Passed**
5. **Approval of the Board of Directors Minutes of:**
  - a. January 22, 2022 – Circulated. **Motion to approve – J. Myers/M. Wong – Passed**
6. **Receipt of the BC Athletics Committee Meeting Minutes**
  - a. Junior Development Committee – January 30, 2022 – Circulated
  - b. Masters Committee – February 2, 2022 – Circulated
  - c. Officials Committee – March 10, 2022 – Circulated
  - d. Track & Field Committee – March 22, 2022 – Circulated
7. **Business Arising from the minutes**
  - a. Junior Development – Proposed Policy Change
    - i. Frustration with having to volunteer at championship events. With moving events around the province, may have to support some of the smaller clubs in the regions. Some push back with clubs. If you bid to host, it's your responsibility to have it covered. During discussion at the meeting, majority

voted in agreement, not required to have volunteers. Distinct change from the current policy around the championships. Bringing to Board for discussion.

1. Greg noted a couple years ago the general sense was that it was a burden to look for volunteers beyond the host committee, due to logistics. Host committee was happy to host and use their own volunteers.
2. Darren noted it was suggested to now leave it up to the host to request volunteers or not. Some clubs feel they have it under control and having to organize volunteers outside their club was more challenging. However, that was not part of the discussion this time; now about not wanting to volunteer at all. Push to put language in to say not allowed to ask for volunteers but felt that was going a little too far in the wording. Current wording to the Board is the compromise. So, proposing it's not up to the host club to require volunteer but up to the host committee to request them, if needed. Looking for the approval of the policy/rule change from the Board.
3. One Director raised concern that if the policy was put in place, that it would make it more challenging for a small club to host.
4. Marcus noted he's found there's a generational shift with parents in the club, wanting to pay, even if it's more, and not wanting to volunteer. They're more hands off, they like to drop off and pick up, maybe watch but not volunteer or get involved.
5. Brian noted the proposal doesn't eliminate the possibility of volunteers but does remove the requirement. Risk if not required, but it may be the best of the worst decisions. Highly unlikely of the championship going to a small community with a very small club. Going to be a higher degree of capacity to provide resources but does not eliminate people being asked to volunteer.
6. Some Committee members felt the islands series only runs because of the requirement for volunteers. That the requirement is useful to ensure well officiated and run events, but also bring parents and people together from different clubs that may be missed if they were only competing and leaving afterwards.
7. Brian noted, while a guide for all club hosted competitions, policy specifically for the championship. Policy only relates to a championship – multi events championship or the JD championships.
8. Jasmine noted that Universal's stand on this is the same, they want to take the time to enjoy the kids competing and not have the pressure to volunteer. Find many parents are not necessarily qualified or experienced to volunteer. Larger clubs do have the resources, but smaller don't. Also talked about co-hosting. Wording is a good compromise because it's not required.

9. Sam asked what if a club decides they do need the help but they don't get it. Want to encourage the smaller clubs to do things. Might not see with the smaller clubs but the medium sized clubs, with the shift in the parent's view on involvement, what if a medium sized club asks for help but the parents say no? Greg noted, before submitting their operations plan, will need to get some commitments in place. Sam agreed, offering that encouraging co-hosting will be helpful in those situations.

**10. Motion to approve the Junior Development policy change as presented – Passed**

a. Darren to relay the decision back to the new Committee Chair.

b. Officials – Proposed rate per kilometre adjustment

- i. Request to adjust the mileage charge. Staff has analysed and noted no adjustments have been made for about 10 years. Asking for a 5 percent increase on the current rate.
- ii. Marcus noted the rates are really low, even with the increase. At his club the rate is \$0.59 which is in alignment to CRA and increases as CRA rate increases.
- iii. The four categories seem complicated but it was noticed the Officials Committee did that because of the budget and what money they have available. Graduated scale was used so that there was an ability to live and support all the officials throughout the year that have to travel. If the increase was for everybody and anybody, would need to double a budget for officials. Upwards of \$130,000/year. This proposal is only a \$3,000 increase. Would have to bring more money into the budget but there is a lot of surplus at this point for the new fiscal year. Would also be retroactive to travel that starts the 1<sup>st</sup> of April.
- iv. Brian noted the mileage rate for the Board's travel is currently \$0.43 which is what Officials used to get. Then they had to live within the budget so they came up with the graduated scale. Marcus noted it might make more sense to be the same across the board which maybe will incentivise to drive to officiate meets.
- v. Greg suggested approving as presented, then look at option of increasing and where to find the money to do so.
- vi. **Motion to approve the Official's Committee rate per kilometre adjustment as presented – Passed**

c. Masters – Proposed increase in BC Athletics Masters Championships

- i. Greg attended the Masters Committee meeting and noted there was concern with fee structure of some of the championships and that the fee is not feasible.
- ii. It was noted that the club level does not have the authority to set the fee level, Board has the authority to set the entry fees. Has been a bone of contention at the past AGMs. Tried to keep reasonable as possible, for the younger members. Masters would be three levels - \$50/70/100 and then Nationals combined events – amount unknown.
- iii. Athletics Canada individual events is \$60 an entry for the first event then drops to \$55.

- iv. Greg said his impression from the masters committee that they need the fee structure to host the events. So, without it, they cannot hold events. Brian noted fees are rolled into the Track & Field Championships and the entry fees are \$20 an event. Hosting grant, awards and officials provided. Hearing from one club, bidding for a combined championship separate from the Track & Field championship and found themselves at a loss because of that. Significant increase and don't know if all the Masters in combined events would agree to it. They might or might not.
- v. Requesting direction on how to proceed, if Board would consider for approval or if it needs to be brought to the membership at the AGM. It was note that the Board could make a decision as a rule change and then would go to the AGM as Motions and Actions of the Board, which then can be rejected or approved.
- vi. Brian noted his opinion is that it requires a little more engagement, beyond the Masters Committee and the one club. Chair recommended getting more feedback and bringing it to the AGM. This would eliminate application to the current season.
- vii. Megann noted multi events are the same price as Canadian Nationals, \$60. At the multi event meet last year, 62 athletes competed; BC Masters Championships, 162 athletes competed. Athletes that go into combined events, also go into the individual events too so they like to have a separate event.
- viii. Greg asked, if denied, could hosting to the multi event this year be lost? Brian noted they could look into if the 62 people would pay the graded scale.
- ix. Board agrees a broader perspective may be a good idea and some further discussion necessary.
- x. **Motion to table the proposed increase in BC Athletics Masters Championships – D. Willis/J. Myers - Passed**
  - a. Try and gain more information and feedback through communication with the Masters athletes and clubs, and bring back in an email discussion with the Board in order to address it and make a decision for the 2022 championship.
    - i. Communicate through the mailing list to the Masters members.
    - ii. Communicate proposal received for a fee change, and ask, would they support this fee change.
    - iii. Go to the Masters committee and identify other groups (clubs that are specifically Masters or cater to more Masters athletes) to engage in the discussion.
      - 1. It was noted that there were none with a specific focus. Clubs have Masters athletes, so no opportunity for secondary layer of communication, however, maybe through the club registrars.

- iv. Brian to email to the master committee chair
  - d. BC Athletics Committee Members – 2022 – Circulated for Board approval
    - 1. It was noted that Darren was not listed as being the BC Athletics Board Representative. Sam noted she would add him.
    - 2. Sam noted that membership is a criteria to be on the BC Athletics Committees and noted Frank Stebner and Colin Dignum are included but have outstanding memberships. Clif noted he would follow up with them.
    - 3. **Motion to approve the BC Athletics Committees’ list of committee members and those pending completion of their 2022 membership, as amended for the inclusion of Darren Willis. – Passed**

## 8. Correspondence

- a. There was no correspondence received to date.

## 9. Reports:

- a. Chair of the Board of Directors – Greg White
  - i. No Report provided
  - ii. Greg and Brian will be attending the Athletics Canada AGM mid-May in Halifax, which is intended to be in person.
    - 1. Gender equity and diversity policy will be an agenda item at the AGM, which was circulated to the BC Athletics Board. Will be a discussion point at the upcoming branch meeting in April. Would like information from the branch to provide back to Athletics Canada. Greg noted the document refers to Athletics Canada’s intent and has been provided for feedback but asked not to be widely distributed as it is still in discussion. Please provide your feedback to Greg and Brian.
- b. Vice Chair of the Board of Directors – Marcus Wong
  - i. No Report provided
- c. Directors Reports:
  - i. Zone Directors
    - 1. Zones 1 & 2 – Vacant
    - 2. Zones 3, 4 & 5 – Jasmine Gill
      - a. No Report provided
        - i. Items of Note
          - 1. It was asked if it’s challenging to find a second person from zone 3, 4, 5 and if the person would also be from Zone 4 or if person was being looked for more in Zone 3 or 5. Jasmine noted the vacant position had not been communicated to the members yet so she was not sure of how many will respond. Greg noted there is no requirement that the person needed

to be from another zone but it would be helpful.

3. Zone 6 – Darren Willis
  - a. No Report provided
    - i. Items of Note
      1. Have recently experienced a shortage of officials
  4. Zones 7 & 8 – Vacant
- ii. Athlete Directors
  1. Rebecca Dutchak
    - a. No Report provided
- d. Finance Report – Ota Hally & Staff
  - i. Financial Summary to February 28, 2022 – Circulated
  - ii. Balance Sheet to February 28, 2022 – Circulated
    1. Items of Note
      - a. Notes have been included in revenue column/section.
      - b. Revenues are accrued and the March financial statements have not been reconciled yet. Gaming revenue transferred into operating revenue so will boost the special projects line item. Budgeted for membership revenue of \$327,115 for the fiscal year, and projecting in the range of \$367,000, based on what's been seen coming in, what is yet to be received, and where the association was at the end of February.
      - c. Considerable amount of revenue that is an unrestricted amount in deferred revenue that needs to be used in certain areas but also have an amount of revenue that is unrestricted. Need to discuss with Gerry, Ota, Greg and Marcus on how to move into the next fiscal year and not compromise the association in relation to gaming.
      - d. Budget leaves the association with a surplus but a short lived surplus unless able to generate that income again in another way – sponsorship, donations, etc. Trying to look down the road 2-3 years. Government funding critical. Core funding status quo for the next fiscal, though the amount has not been confirmed in writing. As of yesterday, enhanced funding of \$90,000, same as last year, has been confirmed in writing. Beyond 2022/2023 core funding unknown as are the implications of COVID, forest fires, flooding, etc.
      - e. Need to bump up the draft budget that was presented in September. Need to increase program support but also human resources support both in terms of individuals as well as additional staff needed. Ramping up of programming for 2022

and the increasing number of reports and documentation being asked to do is enormous this year. Good activity, but need to resource it and support it in a more robust way.

- f. Question was asked about the unrestricted revenues, if the association is somehow limited to the unrestricted revenues in the accounts or would it be more of a good thing for other areas. Brian noted there are two sides with government funding – gaming side restricts the amount you are able to hold and reserve, but also need to have a reserve fund to draw on if there is a lack of funding available in a year. Need to try and balance perspectives. Association has a reserve fund but wouldn't last more than 6-8 months if BC Athletics was cut off from government funding.

iii. Gaming – Report 2021-2022 and Application 2022-2023

iv. Audit Scheduled – May 9, 2022

e. Administration & Planning – Marcus Wong/Greg White/Brian McC Calder

i. Strategic Plan Update

1. Documents circulated and it was noted that Staff as completed and flushed out the details.
2. Will provide a road map for the next two years on what the association is going and hopes to do. In discussion with Brian and Greg, Board could meet separate to the board meetings, to look at the strategic plan and look at making updates. Will be a living document
- 3. Motion to adopt the BC Athletics Strategic Plan 2022-2024 – M. Wong/J. Myers – Passed**
4. Marcus thanked the staff and all who contributed for their hard work and assistance. Will send out the approved document to the membership and Brian suggested posting on the website, including it in the next newsletter (May) and posting it as a news item on home page; using all the various avenues to get it out to the membership.
5. Will have a check in with the Board six months from now, in a separate meeting to a future Board of Directors meeting. It was recommended that it be planned for a month to 6 weeks after the AGM.
6. Brian noted the strategic plan does not reflect what is done in the day to day. Brian noted staff will provide those details as a separate set of documents to Marcus.
7. Marcus will have the document stored online as a shared document, so sections can be highlighted when completed. Red/yellow/green. Mark as green when complete and then users can review quickly the yellow and green. Will be shared to the parties who will be able to log in to edit and update, limited to Staff and Board members. Brian to arrange.

ii. Human Resources

1. Human Resources Committee – To include Ota, Greg, Brian, Marcus and maybe one other. Greg to convene.
  2. Canada Summer Jobs – 2022 Update
    - a. Applied for 2 positions. Nothing heard back yet.
  3. Foreign Student Intern – April 16 to July 9, 2022 – Confirmed
- f. Membership Report – Sam Collier
- i. Written Report circulated
    1. Items of Note
      - a. Update on Criminal Records Check management
        - i. Nothing can be done until the ramifications to the responsibility to the office/Sam’s position is known.
      - b. Online townhall meeting was held
      - c. Membership status
        - i. Significantly up over the same time last year which was expected.
  - ii. Approval of Individual Memberships – Circulated
    1. **Motion to approve the list of individual memberships received from January 10, 2022 to April 4, 2022 as provided – G. White/D. Willis – Passed**
  - iii. Approval of Club Memberships – Circulated
    1. **Motion to approve the list of 2022 club membership renewals, including those which are complete (meeting all requirements) and those pending completion of all requirements – J. Myers/D. Willis – Passed.**
    2. It was noted that societies hold a different kind of membership than full clubs. Associations have a club membership and sign up as such and also post-secondary is another type of membership. They don’t have athletes but have sanctioned events so they are association members. Sea to Sky and UBC Okanagan are full clubs, other than just their university students so not a post-secondary membership.
- g. Marketing & Communications – Newton Hoang/Clif Cunningham/Brian McCalder
- i. Newton noted he requested to meet with staff for a meeting to discuss marketing and communications plan
    1. Brian asked Newton to clarify the time commitment and when meeting would be held.
  - ii. BC Athletics Newsletter Update
    1. None
- h. Events & Promotions – Jordan Myers
- i. No Report provided
    1. Items of Note
      - a. Represented at Ontario Athletics Race Directors. Co-hosted presentation

- 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. RJTW courses to support Track Rascals program
          - 2. Partnering with school districts to support teachers and students
          - 3. Working with Darren and new JD committee on some initiatives
    - 2. Junior Development Committee – Darren Willis, Director Liaison
      - a. Written Report circulated
        - i. Items of Note
          - 1. Transition to new leadership noted in report. Need some guidance from the Board due to potential change in operations policy by the Committee. Greg offered for Darren to reach out to him if he needed any assistance.
          - 2. Items under consideration by the committee at the next meeting.
            - a. Not doing JD awards, implies no JD banquet.
            - b. A lot of complication and need for Tom around statistics on the Junior Development side was for the awards. Carved out a portion of the meets as being the ones that were eligible to count toward the awards. Difficult thing to go back and find where these athletes had or had not competed. Proposals could simplify some of the work that goes into recognition. May free up some of the committee budget for other programs and support.
            - c. Asked if the Board could please review document and provide any feedback. Please let Darren know before the next committee meeting.
            - d. Brian noted decisions are made at the committee level as to holding banquet

or not, however BC Athletics operating policy for the committee is to prepare and host a banquet so it does come back to the Board. Brian asked Darren to please report back on committee decision as the Board will have to pass a motion to continue, not continue, or whatever is proposed.

- e. Comment earlier regarding masters, about maybe having a broader outreach to membership on this.
- f. Brian asked about the Junior Development AGM, aka annual meeting of the committee and if there was an intent to broadcast it more widely to get more engagement, or if not, what was the intent? It was further noted that it has been indicated to them that voting is not who shows up. It would either be a vote per club or a weighted by club like the BC Athletics AGM. Suggested take the matter offline to discuss but would like to hear more. Darren noted the Committee was having something akin to a separate BC Athletics AGM and opening the floor to proposals and voting from those that were not members of the committee. Found that the last few years, when hosting this, there are a select few that show up to the meeting but is not representative of the wider Junior Development community. Will look at other ways to engage that group.
- g. Holding meetings to select feedback at championship events. Could be limited with the number of clubs that attend. Discussing targeting some regional events with high participation at the Junior Development level and having committee representation there to try

and hear from parents and clubs in those areas.

- iii. Track & Field – Megann VanderVliet
  - 1. Written Report circulated
    - a. Items of Note
      - i. Meet Director for lululemon Pacific Distance Carnival - May 14, 2022
      - ii. Providing technical leadership for National Championships in June, Vancouver Sun Harry Jerome Track Classic, and Harry Jerome Track Classic, Victoria Track Classic, Kamloops.
      - iii. BC Teams – Anticipate U20 and Sr for BC team, Nationals and Summer Games team. Selection criteria published for all the teams. Hope to extend invites to selected coaches by the end of this week
      - iv. BC Summer Games – Prince George this summer. Debbie Foote is the Provincial Advisor. Getting Zone representatives ready to host their selection meets.
- iv. Para Athletics – Katie Miyazaki
  - 1. No Report provided
- v. Road and Cross Country – Clif Cunningham
  - 1. Written Report circulated
    - a. Items of Note
      - i. In the thick of it right now. Pacific Distance Carnival and Whistler 50 website work and advertising with the Vancouver Sun Run.
      - ii. All road criteria for national teams posted.
      - iii. All events are in person although the Sun run is running as a hybrid, so athletes can do both.
- vi. Masters – Track & Field/Road Running/Cross Country Running
  - 1. No Report provided
    - a. Items of Note
      - i. Brian noted 55+ games scheduled for Victoria in September. Last fall through to now, searching the host society in Victoria for a sport chair for athletics and a host organizing committee and so far no interest. Lots of good reasons why, just ramping up from 2 years of not doing much, personal family health issues, and a number of other things. Have not been able to find out who the host society engaged and got support from for bidding for the games. Likely no one. Other issues - equipment and a venue for throwing events.

- ii. Significant challenges. Made known to the staff with the BC 55+ games and has been reported to the Directors. Will continue to search for someone who can stand and will take the lead as the sport chair of athletics in Victoria. If doesn't happen, no track and field and no road running. Need a person or a club. Need to be on site. Need to pull together volunteers and organizers for a competition. Maybe can get support from officials, but pool of resources shrinks in the September timeframe. Not sure the date which will trigger a decision. Will be the 55+ Games Boards' decision. If have nobody by June then likely won't be proceeding.
        - iii. No financial return, no equipment legacy, no facility upgrade.
        - iv. It was asked if the track and field component needed to happen in Victoria? Brian noted it was unknown if they will allow a sport to move out of Victoria. Darren knew of hammer restrictions, but extended to hammer and javelin. Brian noted the soccer program and university year overlap so there's an impact on infield.
- vii. Officials – Jasmine Gill, Director Liaison
  - 1. No Report provided.
    - a. Items of Note
      - i. Working on level 1 & 2 officials. Emphasis on social media and newsletter to advertise. Hope to see more people to come into. 99 new officials last year. Expect to drop a bit. Will be interesting to see how many this year.
      - ii. Darren noted last year was the first year offering online courses. Jasmine also noted they still needed to do a practical at a meet but yes, a much more streamlined program.
- viii. Coaching – Jennifer Brown
  - 1. Written Report circulated
    - a. Very busy, lots of courses being offered.
- ix. Performance Hubs/Programs – Brian McCalders
  - 1. BC Sprints/Hurdles Project – Brian McCalders
    - a. Update provided as part of Track & Field Report
  - 2. BC Throws Project – Megann VanderVliet
    - a. Update provided as part of Track & Field Report
  - 3. BC Endurance Project – Richard Lee
    - a. Written Report Circulated

- b. Funding confirmed – government commitment of \$90,000 and then topped up by BC Athletics
- j. Athletics Canada Update – Greg White & Staff
  - i. Athletics Canada
    - 1. AGM – May 12, 13, 14, 2022
      - a. Provided as part of Chair’s Report
  - ii. Sport BC
    - 1. AGM – May 26, 2022

**10. New Business**

- a. BC’s Hall of Fame – None for 2020. Could bring forward twice as many inductees to induct two years’ worth in one year. If supported to be inducted, would be 7 in total. Panel is a director, past inductee, staff. Past director has been Greg and currently have a past Inductee.
  - i. Provided to the Board for information and to identify a director to sit on the panel. Will then forward the information and make a recommendation back to the Board by electronic means. Then will induct the nominees to the hall of fame. All still alive and all members. All still active in the categories they are nominated in.
  - ii. Greg volunteered.

- 11. Scheduled Board Meeting Dates** – The next Board of Directors meetings will be held on Wednesday, June 8 and Wednesday, August 3, 2022 from 7:00 – 8:30pm by video conference.
- 12. BC Athletics AGM** – The BC Athletics AGM will be held on Saturday, August 20, 2022 from 11:00am to 2:00pm by video conference.
- 13. Motion to Adjourn** – M. Wong/J. Myers– **Passed.** Meeting was adjourned at 8:58pm.

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

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