



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING  
HELD AUGUST 26, 2006 AT THE SPORT BC BUILDING, VANCOUVER, B.C.**

**Action By**

**1. CALL TO ORDER**

The meeting was called to order at 9:45 am. Present: Tom Hastie (Chair), Larry Harper, Tom Dingle, Richard Collier, Tom Masich, Brian McCalder, Jerry Tighe and Ann Kirk (Recorder). Regrets: Diana Hollefreund, Greg White, David Polisi, Gustav Allander, John Bird, John May, Ron Bunting and Sam Collier.

**2. AGENDA**

2.1 ***MOVED (Dingle/Masich) THAT THE AGENDA, AS CIRCULATED, BE ADOPTED. CARRIED***

**3. MINUTES**

3.1 **Board of Directors Meeting – May 13, 2006**

***MOVED (Dingle/Masich) THAT THE MINUTES OF THE MAY 13, 2006 BOARD OF DIRECTORS MEETING, AS CIRCULATED, BE ADOPTED. CARRIED***

3.2 **Executive Committee Meeting – June 21, 2006** – The Meeting Minutes were received.

3.3 **BCA Executive and BCA Road Running Committee July 12 and August 23, 2006 Meetings** – The Minutes from these meetings were received.

3.4 **BCA Committee Meeting Minutes**

3.4.1 Minutes from the Branch Officials Committee May 28, 2006 Meeting were received.

**4. BUSINESS ARISING**

4.1 **May 13, 2006 Board of Directors Meeting**

4.1.1 **School and School District Club Membership – Review of Definitions Update** - No report

4.1.2 **GST update**

- BCA voluntarily paid GST deemed to be owed.
- A Government GST audit has confirmed that no additional GST is owed from past transactions.

4.1.3 **Criminal Records Ad hoc Committee Update** – no report

4.1.4 **Silent Auction Update**

- Alana Donnelly and Lisa Matthews (Ryder Trucks) in partnership with Diana Hollefreund will be working on securing items for the BCA AGM silent auction.

***Action: Directors are encouraged to advise Diana or the BCA office the names of any companies or individuals who may be likely to donate items for the Auction***

***Directors***

4.2 **July 21, 2006 Executive Committee Meeting**

4.2.1 **Run For Canada Events**

- Events were sanctioned under an arrangement with BCA.

4.3 **June 12 and August 23 Combined BCA Executive Committee and BCA Road Running Committee Meetings**

- The meeting minutes were circulated for information.
- The Road Running Committee proposed amendments to the current sanctioning and DOE fees and want BCA to allow optional insurance for sanctioned events.
- The ramifications to BCA, board members, staff members, race organizers and other individuals if a sanctioned event does not have appropriate insurance were noted. If optional insurance was allowed,

the current BCA policy through Sport BC Insurance would have to be rewritten and someone in the BCA office would have to review any optional insurance policies to ensure that BCA was adequately covered.

- A small committee with representation from both the BCA Executive and Road Running Committees will be reviewing such things as: (a) the current policies re: sanctioning, insurance, DOE, etc.; (b) the proposed changes submitted by the Road Running Committee; (c) the information received from the BCA insurance agent; (d) information on how other provinces/states deal with these issues and (e) financial concerns. This committee will then submit proposals to the Board for consideration with a view to having a resolution ready for presentation to the BCA 2007 AGM in January.

Larry

5. **CORRESPONDENCE** – to be dealt with under the agenda items to which it relates.

## 6. **REPORTS**

### 6.1 **FINANCE**

- A list of Aged Receivables and a Detail Trail Balance 18/08/ to 24/08, 2006 were circulated.
- The Accounts Receivables appear to be in order.
- A July Statement has not yet been received from the accountant.
- The final 2006 Audit is still pending.
- Core Grant Update: Installment #2 of 3 in the amount of \$44,684.50 has been received and will be accrued as income when used.
- Director Access Gaming Grant: \$126,500 on an ask of \$211, 930 has been received. \$58,500 is specific to the 2007 Western Canada Summer Games (travel and Team BC uniforms) leaving \$68,000 which is \$2,000 less than amount received last year and what was budgeted for this year.
- BC Athlete Assistance: \$63,800 (1<sup>st</sup> installment). 2<sup>nd</sup> amount, yet to be determined, will be distributed in November. Government has added \$700,000 to AA to be shared with Post Secondary Institutions and PSOs – not sure how this will be distributed.

### 6.2 **ADMINISTRATION AND PLANNING**

#### 6.2.1 **BCA Strategic Plan – Update**

- Critical Elements and Goals have been developed. Now need to develop Objectives and Actions. BCA Committees need to own the Plan therefore it would be advantageous to have the committees develop the Objectives to meet the Goals and the strategies required to meet the Objectives.

**Action:** *BCA Committees to be asked to put aside time on their meeting agendas to deal with the Plan. The Committee Board Liaison member plus a member from the Planning Committee to act as facilitators at these sessions at Committee Meetings*

John/Board/Staff.

#### 6.2.2 **Staffing Update**

- Hired an Administrative Assistant (for BCA and RJT) - unfortunately she left to take another job.
- Have had a summer student for two months, will be leaving in September.
- Definitely need additional staffing, possibly an Accountant/Administrative Assistant.

**Action:** *Do a review of staff job descriptions, consider additional positions, and determine what would be the best model for BCA.*

Brian/Larry.

#### 6.2.3 **Sport BC Relocation**

- Information on a proposed Sport BC relocation was circulated. Presently considering leasing space in the BCIT Aerospace Technology Campus currently under construction in Richmond.

**Action:** *Brian was asked to provide the Board with a recommendation as to whether BCA should relocate with Sport BC or find another location.*

Brian

## 6.3 **MARKETING AND COMMUNICATIONS**

### 6.3.1 **BC Team Uniforms and the Branding/Image of BC Athletics**

- Currently looking into the purchase of new team uniform. Possibly Board identification item(s) could be worked into the same agreement.

### 6.3.2 **H2H** – continuing to work on sponsorships

### 6.3.3 **Canadian Cross Country Championships**

- Athletics Canada has guaranteed 40 shirts for technical officials and 120 for volunteers. Have asked AC for long sleeved shirts for sale but if no commitment from them then BCA will do these shirts.

#### 6.3.4 **Urban Athletics Concept**

- The Thunderbirds club held a successful Pole Vault competition at Jericho Beach
- Event Groups, Committees and Clubs should be encouraged to do such events (i.e in front of the Art Gallery, at shopping centres, PNE or community events, etc. (Reminder: Permits are required)

**Action: Referred to Ron Bunting**

**Ron**

#### 6.3.5 **Membership Report**

##### 6.3.3.1 **Approval of Club Membership Applications**

**MOVED (Dingle/Harper) THAT THE BCA RENEWAL CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING CLUBS BE ACCEPTED:**

***Race Walk West, Women in Motion, Vancouver Strength Sports Association, BC Wheelchair Sports Association and Vernon Amateur Athletic Association. CARRIED***

**MOVED (Harper/Collier) THAT A BCA CLUB MEMBERSHIP APPLICATION FROM THE PRAIRIE INN HARRIERS RACING TEAM BE ACCEPTED PENDING VALIDATION OF AN APPLICATION FORM AND PAYMENT OF THE CLUB MEMBERSHIP FEE. CARRIED.**

**Action: Change name on the BCA website from “Prairie Inn Harriers: to “Prairie Inn Harriers Racing Team”.**

**Sam**

#### 6.4 **PROGRAMS AND TECHNICAL DEVELOPMENT**

##### 6.4.1 **Track & Field**

6.4.1.1 Written report from Ron Bunting was circulated... Item covered included: BC Dual Meet Team: BC vs Alberta; BC Teams at Juvenile/Junior/Senior Levels, Western Canada Games, Management of Coaches and Officials Education and Training

6.4.1.2 Legion Championships – SFU not providing and setting up all the required equipment (specifically the hammer cage) resulted in additional costs to BCA and extra work for BCA staff and others.

**Action: In future, BCA will not endorse an application to host a national event unless the Applicant has a proven record for putting on an event.**

**Staff**

##### 6.4.2 **Road and Cross Country Running**

6.4.2.1 Written report from Jerry Tighe. Items covered included: BC Road Running Series, Cross Country Event Update, Road Running Update, H2H.Committee.

6.4.2.2 H2H (this will be the 25<sup>th</sup> Anniversary of the H2H)

- Rack cards and posters are ready to go out. Garments have been selected. All required permits and acknowledgements have gone out and some have been received back already. Have hired a person on contract to assist with the event organization.

- The technical aspects of this event would make it difficult to offload out of the office however there is a possibility in the future of having someone hired to work on marketing/sponsorship of the event.

6.4.3 **Officials** – Committee Meeting Minutes were circulated

##### 6.4.4 **Coaching**

- Working on workshops/clinics for the Fall and looking at holding a certification symposium in the Lower Mainland in October at the Level II category to bring all four event areas together to deal with common elements and then break out into their individual areas to deal with technical matters.

6.4.5 **Centres** – Waiting from \$70,000 from PacificSport. (\$10,000 each for Regional Centres – Kelowna, Penticton and Abbotsford and \$40,000 for the Technical Manager Track & Field and Director Power Speed position.

#### 6.5 **EVENTS AND PROMOTIONS** – no report

6.6 **ZONE DIRECTORS**

6.6.1 **Zones 1 and 2** – (Gustav Allander) – no report

6.6.2 **Zones 3, 4 and 5** (Richard Collier – verbal report)

- Championships hosted: BC JD – Chilliwack; BC Juvenile/Senior – Valley Royals; BC Junior – NorWesters; Canadian Legion Juvenile – SFU. Valley Royals have been awarded the 2007 Juniors
- Team Selections: World Junior Team – 6 athletes, 2 coaches; NACAC – 6 athletes, 3 coaches
- Records: Christabel Nettey – BC Summer Games Long Jump 6.12m; Trey Henderson – Canadian Youth Hammer 67.5m and Reed Gustavson – Canadian Jr. Decathlon 7080 pts.
- Several Road Races and an All Comers Meet held
- Hammer Cage: The Kajak’s hammer cage was deemed not to be legal – steps are being taken to correct this.

***Action: It was suggested that all hammer cages be checked since it is likely they may not be legal. For insurance purposes all equipment should be certified.***

6.6.3 **Zone 6** – (Tom Dingle on behalf of John May)

- Programs underway. Some concerns re: Cross Country events – due to the price of gas and the distances between events (2-3 hour drives), some parents are opting out, will have to resolve this.

6.6.4 **Zone 7 and 8** (Tom Masich) - Written report was circulated.

6.7 **ATHLETICS CANADA**

Staffing Update: Les Gramantik officially named Head Coach  
Martin Goulet named Chief High Performance Officer

6.8 **SPORT BC**

Move of Administration Centre by March, 2008 (refer to Minutes Item #6.2.3)

7. **NEW BUSINESS**

7.1 **Committee Structure and seeking members to committees**

Zone Directors were urged to assist in identifying people to sit on BCA Committees which have zone representation, such as the Road Running Committee.

*Directors*

7.1.2 **Calendar of Events**

- Action:***
1. Produce printed Calendar by December. Use web site/phone to gather information.
  2. Expand to include pages specific to BCA Committees (of value additional information) Committee responsibility to advise what information they would like included.
  3. Mail copy to individual BCA members

*Staff*

7.1.3 **Membership, Event Participants and Event Directors Survey**

***Action: A sub committee to be struck to develop a survey to evaluate the Association. Referred to David Polisi***

*David*

8. **ADJOURNMENT**

***MOVED (Dingle/Masich) THAT THE MEETING BE ADJOURNED (2:10 pm). CARRIED***

**NEXT EXECUTIVE COMMITTEE MEETING – OCTOBER 25**

**NEXT BOARD OF DIRECTORS MEETING – NOVEMBER 18**

Respectfully submitted,  
Ann Kirk (Recorder)  
16/09/06

Director \_\_\_\_\_

Director \_\_\_\_\_