



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING
HELD NOVEMBER 25, 2006 AT THE SPORT BC BUILDING, VANCOUVER, B.C.**

Action By

1. CALL TO ORDER

The meeting was called to order at 10:00 am. Present: Tom Hastie (Chair), Larry Harper, Tom Dingle, Richard Collier, Tom Masich, John Bird, Brian McCalder, Sam Collier and Ann Kirk (Recorder). Jerry Tighe and Greg White joined the meeting in progress. Regrets: Diana Hollefreund, David Polisi, Gustav Allander, John May and Ron Bunting.

2. AGENDA

2.1 **Additions:** Under New Business – Jane Swan Award Presentation (Tom Dingle)

2.2 **Adoption: *MOVED (Dingle/Masich) THAT THE AGENDA, AS CIRCULATED PLUS ADDITION, BE ADOPTED. CARRIED***

3. MINUTES

3.1 Board of Directors Meeting – August 26, 2006

3.1.1 **Amendment:** #6.6.2 – Trey Henderson Canadian Youth Hammer Record should read 67.47m (not 67.5m)

3.1.2 **Adoption: *MOVED (Dingle/Masich) THAT THE MINUTES OF THE AUGUST 26, 2006 BOARD OF DIRECTORS MEETING, AS CIRCULATED AND AMENDED, BE ADOPTED. CARRIED***

3.2 **Executive Committee Meeting – October 25, 2006** – The Meeting Minutes were received.

3.3 BCA Committee Meeting Minutes

3.3.1 Minutes of the September 16, 2006 and October 15, 2006 Branch Officials Committee Meetings were acknowledged.

3.3.2 Minutes of the October 4, 2006 BCA Masters Committee Meeting were acknowledged.

4. BUSINESS ARISING

4.1 August 26, 2006 Board of Directors Meeting

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

4.1.2 **Criminal Records Ad Hoc Committee Update**

- A draft document prepared by Diana Hollefreund titled “BC Athletics Criminal Record Check for Volunteers and Employees” was circulated and discussed at length.

MOVED (Harper/Dingle) THAT BCA SET UP MANDATORY CRIMINAL RECORD CHECK AND SCREENING CHECK PROCESSES AND POLICIES FOR VOLUNTEERS AND EMPLOYEES. CARRIED

Actions:

- a) *That the draft document be returned to Diana requesting she come back to the next meeting with recommendations re: the sections marked with a question mark.*
- b) *That the requirement of a CRC applicant to have their fingerprints taken be checked for accuracy. (This has not been a requirement in the past.)*
- c) *That BCA clubs be advised that they must have Criminal Record Checks and Screening Checks done. (Workshops to train people in conducting Screening Checks are available through Sport BC and other agencies). This could be addressed at the BCA AGM.*
- d) *That having Criminal Record Checks done be a Condition of BCA Membership and Clubs be required to sign off on this every year as is done with other Conditions of Membership.*

Diana & Staff

- e) That a well prepared Membership Package go to Clubs in 2007 enclosing all the required forms and indicating clearly all the steps necessary relative to Conditions of Membership.
- f) That consideration be given to adding a “Child Protection Section” under the BCA Harassment Policy and that a volunteer be sought to create an appropriately worded document.
- g) That confidentiality of returned Criminal Record Check and Screening Check reports be assured.
- h) That any proposed documents (re: processes or policies) be referred to the BCA lawyer for a legal opinion.

4.1.3 **Silent Auction Update**

- Items are starting to come in. *Action: Need to contact past donors and would welcome assistance from everyone in providing contact information on other potential donors.*

Board

4.1.4 **Ad Hoc Committee (from BCA Executive/Road Running Committees) Dealing with Sanctioning, Policies and Fees** – Update

- Larry Harper reported that the committee has met and will be meeting again next week. Progress is not

as

fast as had been hoped but there are some very good ideas being considered. Objectives for the process and the desired outcome have been identified, which includes matching the current revenue to BCA with the potential to grow revenue. Looking to repackage current sanctioning and DOE fee policies. It is the view of some Road Race Directors that the present situation does not provide good value. It is the opinion of the Sub-Committee that there should be collective agreement by the sub-committee members on the Policy going to the AGM.

4.1.5 **Sport BC Relocation – Update**

- Sport BC is negotiating with the Bank to get a loan to cover any necessary build out costs at the new location.
 - Current lease expires March 31, 2008. Not all sports at the present location support the move to the new site. If a number of sports wanted to retain space in the current building the rent would increase by 30/40%. At this time the rent at the new location is not known. BCA has not yet committed to moving with Sport BC.

Action: BCA will have to include moving costs and potential rent increase in next year’s budget

Brian.

4.1.6 **Event Participants and Survey Update** (David Polisi) – No report.

4.2 **October 25, 2006 Executive Committee Meeting**

4.2.1 **BCA AGM**

- Richmond Oval presentation (focused on post 2010) has been confirmed.
 - Other workshops being considered include:
 . Club Registrars
 . Long Term Athlete Development (LTAD)
 . WebAlive
 . Volunteer Screening Checks
 . Athletes with a Disability program integration

Action: Consideration be given to video taping the AGM workshop sessions with a view to posting one or more on the BCA website. Referred to Tom Dingle to provide additional information including estimated costs.

Tom D.

4.2.2 **Sport Funder – In Province Youth Sport Travel Program**

- Under the In-Province Youth Sport Travel Program \$37,475 has been allocated to Athletics for this fiscal year (retroactive to April 1/06). Up to \$500 of this amount can be used for administration of the program. From a Government prospect, this program is very much designed to assist athletes and clubs with travel from and to rural areas

Action: BCA needs to determine criteria and process for how these funds will be allocated. Referred to Brian to submit recommendations for Board approval.

Brian

4.2.3 **Haney to Harrison – Link to Food Banks**

- On short notice, approximately 150 lbs of food plus \$5,020 cash was split between 3 Food Banks that service the areas which the Haney to Harrison Relay affects. Very positive feedback has been received.

Action: - Suggested that BCA request donations for the Food Bank be brought to the BCA AGM and/or Banquet and to Championships Events.

- As part of the BCA Marketing Plan, consideration be given to the concept to have BCA support a specific type of charity (i.e. Food Bank).. Referred to David Polisi

David

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 to November 23, 2006 were circulated.

- The final 2006 Audit is still pending.

Action: *The 2006 Audit must be completed by December 15/06 to have it available for presentation at the AGM. Referred to Brian*

Brian

- A detailed financial statement was not available for the meeting. The Board should receive statements on a monthly or at least a quarterly basis.

Action: *Referred to Brian to consider ways to improve accounting and bring it more up to date.*

Brian

- A copy of the BCA 2006/07 Budget (approved by the Executive Committee 10/25/06) was circulated.

Action: *The Compensation Committee (Larry, John and Tom H.) to meet asap.*

Larry

- Core Grant Update: Installment #3 of 3 in the amount of \$44,684.50 has been received.

- Western Canada Games preparation and development grant - \$16,953

. Enhanced funding for WCG – application submitted for \$93,500 – under consideration by PacificSport

6.2 **ADMINISTRATION AND PLANNING**

6.2.1 **BCA Strategic Plan – Update**

- Progress on the Plan is stalling and time lines are not being met. Need to develop strategies and actions to achieve the goals and objectives.

Action: *Find someone with experience to guide us through the process and keep to deadlines.*

Consider hiring externally. Referred to Brian to attempt to secure an appropriate person.

Brian

Present status of the Plan and the proposed strategy to move forward to be reported to the 2007 AGM.

6.2.2 **Staffing Update**

- Advertised for an Administrative Assistant (to be split between BCA and RJT). Some applications have been received. Interviews will be set up for the beginning of December.

6.3 **MARKETING AND COMMUNICATIONS**

6.3.1 **BCA tents** – have been purchased

6.3.2 **Canadian Cross Country Championships** – being held December 2 at Jericho Beach

6.3.3 **Membership Report**

- Under new AC Direct unable to give the same type of a membership report as was done previously. However; it appears membership is up 61 over last year (4198).

- Clubs are working on the AC Direct. There are some concerns. There will be a workshop for Club Registrars at the BCA AGM.

- AC working on how to standardize definition of membership types. Branch Registrars need to communicate more.

6.3.3.1 **Approval of Club Membership Application**

MOVED (Dingle/Harper) THAT THE BCA CLUB MEMBERSHIP APPLICATION FROM SPEED STUDIO (Port Alberni) BE ACCEPTED. CARRIED

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:

Western Canada Summer Games, BC Athlete Assistance, PacificCanada Series and Coaching Clinics.

6.4.1.2 **Run Jump Throw** – BCA is presently in negotiations with Athletics Canada re: proprietary rights fee (bag/equipment). AC is also open to hearing a proposal on a R & D contract.(retainer fee plus a fee for research and development of other equipment).

Action: Recommended that the Agreement with AC be on the basis of a royalty on the total sales (bag/equipment) rather than on a percentage of the profit margin basis.

Brian

- AC will return to a Branch 25% of the funds from bags/equipment sold in that Branch.

6.4.2 **Road and Cross Country Running**

6.4.2.1 Written report from Jerry Tighe. Items covered included:

Haney to Harrison Relay, Cross County Events, Timex BC Road Running Series, BC Road Running Committee, National Road 10KM Championships and Technical Coaching Congress.

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

- The Officials AGM has been held and the Committee for 2007 has been named.

- A Level II Officials Clinic is being held today.

6.4.4 **Centres**

- Victoria Centre Agreement has been done.

- There will be a conference call next week re: clarification around contributions of partners.

- There will be a greater degree of accountability (national, provincial, regional centres alignment) – benchmarks of targeted athletes evaluated against what actually happens.

- There are some concerns and accountability issues to be resolved dealing with conflict/duplication of performance enhancing team services and present national centre positions which already provide these services.

- Provincial Coach position has been finalized and been assigned to Ron Bunting which provides \$40,000 to match BCA contribution.

- The three regional centres have each received \$10,000. Need to do review with them in terms of the integrated performance model as well as what their benchmarks and targets will be.

6.5 **EVENTS AND PROMOTIONS**

6.5.1 **2006 National Cross Country Championships**

- Letters of support have been received from Mayor Sullivan, Premier Campbell and Prime Minister Harper.

Action: Letters will be used in the program and possibly enlarged and displayed at the Championship venue.

Greg

6.5.2 **Haney to Harrison Relay**

- Pleased with BCA involvement with the event: Tom Hastie, David Polisi and Greg White from the Board plus Brian, Sam and Jerry from staff.

- Donations to Food Bank were successful and well received. BCA should get good PR return for this investment.

6.5.3 **Road Running Awards Ceremony**

- Presentation of Awards within one hour was well done.

6.5.4 **Jackets**

- Delayed till January - will be reconfirming sizes required. Looking at BCA screening on the back with logo embroidered on the front.

6.5.5 **Events Department**

- Bringing in events creates a great amount of work for already overworked staff.

Action: Recommend forming an Events Department for BCA to handle presently owned events and to consider additional events. Could also assist with Member Club Events which would be an added membership benefit.

Greg/Staff

- An interest has been expressed in holding a Cross Country Series in the Fraser Valley starting in 2007.

Action: Referred to Jerry

Jerry

- Any possibility of a BCA event to support the Olympic movement prior to the 2010 Games?

Action: Referred to Greg

Greg

- Would be desirable for BCA to host the 2009 and 2010 Canadian Cross Country Championships.

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/John Bird) – written report to be submitted for circulation with Minutes.

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

- Held Cross Country Series, including the Championships, in the Fall – numbers were up.
- Track & Field Series schedule set up for the Spring.
- Working on in-house officials training and upgrading.

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

- Cross Country season over and most athletes involved in school activities or winter club athletics.
- Hoped that the University of Northern BC Sport Centres comes on stream and the proposed recreation track may be conducive to earlier spring training programs. Copy of Centre Plan was available to view.
- Four JD athletes achieved marks in the All Time Top 10 Listings and were in attendance at a very well organized and enjoyable JD luncheon on Oct. 15 in Vancouver. Thanks to those involved in the event for their dedication and organization in making the season a memorable one for all high achieving athletes, as well as an excellent season of competition.
- Held several Terry Fox Runs.
- Will be setting the groundwork throughout the City to prepare for the 2008 Senior Games coming back to Prince George by popular demand.

6.7 ATHLETICS CANADA

6.7.1 National Carding

- A document showing the approved carding list for the 2006-2007 Athlete Assistance Program was circulated. 14 able bodies BCA athletes plus 5 BC athletes with a disability (wheelchair, amputee, CP and Blind) are listed. Also a listed athlete from Quebec and one from Manitoba are currently training in BC.

6.7.2 Technical Congress

- BCA supported 17 coaches and staff to attend. Some presentations were very good. 2007 Congress will be held in Toronto.
- IAAF looking at the idea of all National Outdoor Championships being held during a certain time frame (the same 1-2 weekends) during the year.
- NACAC (USA, Canada, Central America, Caribbean) is looking at a Youth Championship, Junior Championship (to replace the Pan-Am Juniors) and a Senior Championship to qualify for the World Track and Field Championships.
 - . This could have some positives but would result in a compressed season and less competitive opportunities for athletes.
 - . BCA would need to look at creating other competition opportunities for our athletes.
 - . AC has representation on NACAC. Opinions can be expressed to AC for referral.
- It should be noted that BCA support of coaches to the Congress is another membership benefit.

Action: Suggested that a point form "Highlights of the Year" document noting things that BCA has done for members be prepared and presented to the BCA 2007 AGM.

Staff

6.7.3 AC 2007 AGM - Meeting will be held in May.

6.7.4 AC Committees and Board – There will be a call for nominations in Jan/Feb/07.

6.7.5 Planning Committee update from the Nov. 19-20/06 Meeting

- Discussed what are the 5 key elements in the 2004-2008 Plan that need to be priorities:
 - . podium support program (2 medals in Athletics at the 2008 Olympics)
 - . nationally sponsored and delivered RJT program by 2008
 - . agreement for the joint support of development programs with a goal of identifying 90 athletes from which to produce 12 athletes for the Canadian Olympic Team.

- . agreement on club development and professional development of coaches plus coaching education
- . nationally sponsored and fully integrated Senior National Championships.

7. **NEW BUSINESS**

7.1 **Jane Swan Award Presentation**

Action: The Board approved the request from the JD Committee that the Jane Swan Award be presented at the Annual BCA Awards Banquet. Referred back to the JD Committee through Tom Dingle.

Tom D.

7.2 **PST**

- BCA has been advised through the BC Ministry of Provincial Revenue, Consumer Taxation Branch that BCA is legally obligated to charge PST on items sold.
- A document from Brian outlined the actions taken to date, the advice received from the BCA Accountants and the implications for BCA.

MOVED (Dingle/Masich) THAT BCA REGISTER TO RECEIVE A PST NUMBER. CARRIED

Staff

Action: Payment of PST to be effective as of November 1, 2006.

8. **ADJOURNMENT**

MOVED (Dingle/Bird) THAT THE MEETING BE ADJOURNED (3:40 pm). CARRIED

Respectfully submitted,
Ann Kirk (Recorder)

Director _____

Director _____