



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING
HELD MARCH 24, 2007 AT THE SPORT BC ADMINISTRATION CENTRE, VANCOUVER, B.C.**

Action By

1. CALL TO ORDER

The meeting was called to order at 9:30am. Present: Larry Harper (Chair), Diana Hollefreund, Liz Jones, David Polisi, Steve Martin, Jim Hinze, Dale Trenholm, Brian McCalder, Jerry Tighe, Sam Collier and Ann Kirk (Recorder). Regrets: Tom Hastie, Tom Dingle, Greg White, Tom Masich, John Bird, Gustav Allander and Ron Bunting.

2. AGENDA

- 2.1 **Additions:** Under New Business – (e) Summer Games (Diana), (f) Trust Foundation (Larry), (g) Governance (Larry), (h) SportsFunder (Larry), (i) Internet (Larry) and ((j) Board responsibilities (Larry)
- 2.2 **Adoption:** *MOVED (Hollefreund/Martin) THAT THE AGENDA, AS CIRCULATED PLUS ADDITIONS, BE ADOPTED. CARRIED*

3. MINUTES

3.1 Board of Directors Meetings

- 3.1.1 **November 25, 2006** - Adoption of these Minutes to be an agenda item for the next Board Meeting. *Brian*
- 3.1.2 **March 6, 2007** - *MOVED (Jones/Hinze) THAT THE MINUTES OF THE MARCH 6, 2007 BOARD OF DIRECTORS MEETING, AS CIRCULATED, BE ADOPTED. CARRIED*

3.2 **Executive Committee Meetings** - Minutes from the December 6, 2006, January 10, 2007 and February 21, 2007 Executive Committee Meetings were received.

3.3 BCA Committee Meeting Minutes

MOVED (Hollefreund/Trenholm) THAT THE MINUTES FROM THE FOLLOWING BCA COMMITTEE MEETINGS, AS CIRCULATED, BE RECEIVED:

Branch Officials Committee January 21, 2007 Meeting
BCA Senior, Junior, Juvenile Track & Field Committee December 10, 2006 and January 21, 2007 Meetings
BCA Road Running Committee December 6, 2006 Meeting. CARRIED

4. BUSINESS ARISING

4.1 Board of Directors November. 25/06 and March 6/07 Meetings

4.1.1 Criminal Records Ad Hoc Committee - Update

- An updated document prepared by Diana Hollefreund titled “BC Athletics Criminal Record Check for Volunteers and Employees” was circulated for consideration.
- Points clarified:
 - . BCA Officials will not require a Criminal Records Check since it is assumed that no official will be in a one on one situation with an athlete under 18 years of age.
 - Action: The Branch Officials Committee is to ensure that all officials are made aware that they must not be in the position of being alone with an athlete under 18 years of age.*
 - . Having a Criminal Record Check applicant’s fingerprints taken is only required if the volunteer cannot produce photo ID.
 - . It is not policy to have “Checks” renewed every several years.

Action: - The BCA Criminal Records Check Policy to be referred to the BCA Lawyer for review prior to implementation.

- *A draft CRC information package for BCA member clubs is to be prepared and available*

Tom D.

Brian

- for the next Board Meeting (June 9)*
- *BCA Clubs to be made aware of all the screening processes available through Sport BC.*

*Diana/Brian
Staff*

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

- A following documents were circulated:
 - . “BC Athletics Sanctioning Policy and Fees”, amended as of March 12/2007 from the Sanctioning Sub-committee meeting
 - . “BC Athletics Alternative Liability Insurance Waiver and Indemnification for BC Athletics Sanctioned Events”
 - . “BC Athletics Alternative Liability Insurance Checklist for BC Athletics Sanctioned Events:”
- Brian explained that problems have arising relative to (a) how to present the fee for insurance to be in compliance with the Insurance Act and (b) clarification whether GST is applicable to all sanctioning and participation fees or only portions thereof. These matters need to be resolved before implementation of the new policies which is scheduled for April 1st, 2007.
- It was suggested that the Fees be named “Competitive Registrants Fee” for the participants in the competitive portion(s) of an event and “BCA Participation Fee” for participants who are not current BCA members.
- Sam has redone all the sanction forms to comply with the new policies and has prepared a form to be used for submitting fees. This form will be sent out with the Sanction Application along with information on a “link” which outlines what is required under the new policies.
- Action:** *The Board approved the documents in principle as circulated and referred them back to the Sanctioning Sub-committee for clarification and re-presenting of the GST and insurance issues and the addition to the “Waiver” as noted.*

Brian

4.2 **Executive Committee Dec. 6/06, Jan. 10/07 and Feb. 21/07 Meetings**

4.2.1 **Development of an Actions List**

A list of items requiring action from each Board and Executive meeting will be prepared for circulation to all Directors and Staff. The list will show the Minutes item number, the action required, who is responsible for the action and the status of the action.

Ann

5. **CORRESPONDENCE**

- Received a letter from the Vancouver Olympic Club requesting BCA waive the \$55.00 JD Annual Membership Fee for children who VOC register under the KidSport program. **Referred to New Business**

6. **REPORTS**

6.1 **FINANCE**

- A statement providing the following financial information was circulated for information and review:
 - . Operating Budget 2005/06
 - . Pre Audit Year End, March/06
 - . Budget 2006/07
 - . Projections to Year End, March 31/07
 - . Year to Date Actuals, March 23/07
 - . Draft 2007/08 Budget, January 20/07
- Brian noted that the team fee invoicing and a review to ensure that all team expenses are coded under the correct account item has yet to be completed.
- Staff needs to know what financial information is required on a consistent basis for Board and Executive Committee Meetings. **Action: Referred to Liz**
- When the income variables (e.g. Direct Access and SportsFunder grants) are known the 2007-08 Operating Budget will be prepared and presented to the Board for approval.
- Larry would like to see the Operating Budget items broken out on a detailed monthly basis rather than on a monthly percentage basis. **Action: Referred to Liz and Brian.**

Liz

Liz/Brian

6.2 **ADMINISTRATION AND PLANNING**

6.2.1 **Strategic Plan – Update**

- Athletics Canada has been approached re: securing the services of a facilitator to help work through the planning process. Awaiting confirmation back from AC.
- Need to initiate a strategy to identify activities that will achieve the identified objectives to achieve the identified goals. Need to discuss the Plan with BCA committees and clubs to get input.
- Action: Greg to set a date for a Planning Committee Meeting and confirm the Committee members.**

Greg

- 6.2.2 **Staffing and Organizational Design** – report from sub-committee
- Larry, Greg and Brian met to discuss the Association’s design and staffing needs within the context of the major activity areas of the Strategic Plan.
 - Next step is to meet individually with staff to review their job descriptions and determine what else they may be doing which is not listed
 - Larry noted that the BCA organizational design needs to tie into Athletic Canada programs/objectives as well as meet the requirements for Provincial Government funding.

- 6.2.3 **Sport BC/BCA Relocation – Update**
- Current lease expires March 31/08. Sport BC has signed an Agreement to lease space at the BCIT Aeronautical Space Campus in Richmond. For Phase I, sport organizations wishing to sub-lease from Sport BC should confirm by April 31. For Phase II, should confirm by May-July. Leases would be for 3, 6 or 12 years at an estimated \$32 per sq. ft. “Infigo Imaging “(print shop),”Gravity “ (computer company), Premier’s Sport and several PSOs have indicated their intention to move with Sport BC. The outer walls of the leased space would be provided by Sport BC, any internal work required would be at the sport’s expense. Some sports are seeking space in a building at 8th and Hemlock at a rate of \$28-30 per sq. ft. There would be space for BCA at either location.
- Action:**
- *Staff to review the list of pros and cons that they developed re: the Richmond location.*
 - *Brian to make a recommendation to the April 25th Executive Committee.*
 - *Executive Committee to make a recommendation to the Board.*

*Staff
Brian
Executive*

6.3 **MARKETING AND COMMUNICATIONS**

6.3.1 **BCA Website**

- David reported on his discussions with Peter Ogilvie relative to the reasons why Athletics Alberta decided to update their website and how they proceeded to achieve the new site they now have.
 - . wanted to replace outdated equipment and technology
 - . wanted something “cool” to compete with other sports’ networks
 - . wanted to improve their corporate image and increase sponsorships
 - . budgeted a substantial amount of money for overall technology and communication plans
 - . used the company *Creative Solutions* to redesign their site
 - David has requested “The Active Network”/”Sporg” look at the BCA website to see what they could offer BCA to improve the current site and make it possible for all staff to have the ability to add, amend or delete site information as required.
- Action:** *David to report to Brian and Larry when he hears back from “The Active Network”.*

David

6.4 **MEMBERSHIP REPORT**

- A written report “Registration & Membership Services March 24, 2007 Board Meeting” from Sam Collier was circulated and reviewed.

6.4.1 **2008 BCA AGM**

- The Board agreed that the 2008 BCA AGM should be held on January 25, 26 and 27, 2008 in Richmond. Sam to negotiate with appropriate hotels and make a booking.

Sam

6.4.2 **AC Direct – On-line National Database**

- System is working well for BCA and club registrars are able to get their memberships done at any time and are getting their payments in. 58 clubs are now using the system.
- Sam will be meeting with Metasport next week to go over additional changes/additions that need to be made to the system

6.4.3 **Individual Memberships**

- There are 2,312 individual memberships, 365 over the same period last year. AC Direct appears to be helping to get memberships processed quicker.

6.4.4 **Club Memberships**

- 6.4.4.1 ***MOVED (Hinze/Trenholm) THAT THE BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING CLUBS BE ACCEPTED:
Campbell River Comets, Chilliwack Track & Field Club, Coquitlam Cheetahs, Cowichan Valley Athletics Club, Kajaks Track & Field Club, Kamloops Ridge Runners Society, Kamloops Track & Field Club, Langley Mustangs Track & Field Club, Pacific Athletics, Pacific Road Runners, Peninsula Track & Field Club, Powell River Track & Field Club,***

Trail Track & Field Club, Valley Royals, Vancouver Falcons Athletic Club and Vancouver Thunderbirds. CARRIED

6.4.4.2 **MOVED (Jones/Hollefreund) THAT THE BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING CLUBS BE ACCEPTED PENDING FULL COMPLIANCE OF THE MEMBERSHIP PROCESS (as noted).**

<i>Alberni Valley Track & Field Club</i>	<i>Payment of Fees</i>	
<i>Ocean Athletics</i>	<i>Payment of Fees</i>	
<i>Vancouver Olympic Club</i>	<i>Completed Application Form</i>	
<i>West Vancouver Track Club</i>	<i>Payment of Fees</i>	CARRIED

6.4.5 **New Club Membership Application**

- A BCA Club Membership Application has been received from the “New West Spartans Track & Field Club”

- The Royal City Track & Field Club has provided reasons why they are against the formation of a new track club in New Westminster.

- The Royal City Track & Field Club and individuals associated with the applying club “New West Spartans Track & Field Club”, have presented matters to BC Athletics that need to be reviewed.

MOVED (Jones/Hollefreund) THAT THE BCA CLUB MEMBERSHIP APPLICATION FROM THE NEW WEST SPARTANS TRACK & FIELD CLUB BE TABLED. CARRIED.

Rationale: Further investigation and the initiation of the process to resolve the issues raised and that are linked to the application is to be undertaken.

Action: Referred to Larry and Brian to discuss what action, based on BCA Policies, needs to be taken. Larry/Brian

6.4.6 **2007 Club Membership Deadline**

- A reminder for clubs to get their 2007 membership applications in prior to the March 31, 2007 deadline has been in the BCA Electronic Bulletin for several weeks and a second email reminder went out on March 22 to all club registrars. As of April 1st if a club has not registered, the club and its members are no longer covered by BCA Insurance.

6.4.7 **New Sanctioning Policies**

- Updated hardcopy sanction forms are in the process and will be available by April 1st.

- The on-line Calendar of Events system will be suspended until the required functional corrections and additions as well as re-formatting to reflect the new sanctioning policies has been completed.

6.4.8 **School and School District Membership Category Review**

- No progress to date. Sam will try to work on this over the summer.

6.4.9 **Child Tax Credit**

Sam is working on creating a template for clubs to use for the Child Tax Credit. The template will be posted on the BCA website.

6.5 **PROGRAMS AND TECHNICAL DEVELOPMENT**

6.5.1 **Track & Field**

6.5.1.1 A written report from Ron Bunting was circulated. Topics covered included the following:

- Selection Criteria & Standards for 2007 BC Provincial Teams are posted on the BCA website.

- Dual Meet with Team Alberta for the BC Western Canada Games Team is being organized for July 21/22

- Pacific Canada Series – Four Meets: Richmond, June 3; Victoria, June 6; Burnaby June 8; Abbotsford, June 10. Men’s and Women’s 10,000m Track Championship will be held at Abbotsford. Events for each meet will be posted on the BCA website when finalized.

- BC Athlete Assistance & Pacific Sport Bronze carding: AAP applications have been processed and cheques mailed out. The final stages of Bronze Carding have been completed.

- BC 2007 Championship Meets - refer to BCA website for dates/locations

- Track & Field Series – refer to BCA website for events and dates

- Coaching Clinics – refer to BCA website for information on upcoming clinics

Action: Larry requested that staff do an analysis on clinics to determine the break event point.

- It was felt that clinics would be affordable to all members

6.5.1.2 Run Jump Throw: - The Program is becoming more and more successful and is being conducted in a number of communities around the province.

- A very successful launch of the RJT program from a National Initiative on Sport Participation was held in Surrey. Good report back from AC staff about the quality of presentation and ability of the instructors (especially Thelma) to deliver programs that are meaningful, exciting and inclusive of all children.

Staff

- The equipment developed for BCA has been adopted by AC as the official RJT equipment. BCA now has an Agreement with Athletics Canada re: propriatory rights. BCA will receive a percentage on all equipment sold. Each Branch also receives 25% return from AC on all equipment sold in the province.
- Have also set up a 2 fee schedule for research and development of other equipment with certain deliverables by BCA

6.5.1.3 BC Senior, Junior, Juvenile Track & Field Committee

MOVED (Martin/Hollefreund) THAT THE FOLLOWING MEMBERS BE APPROVED FOR THE SENIOR, JUNIOR, JUVENILE TRACK & FIELD COMMITTEE FOR 2007:

<i>Ian Cameron, Sprints</i>	<i>Richard Collier, Throws</i>	<i>Rob Connors, Distance</i>
<i>Gerry Dragomir, Walks</i>	<i>Graeme Fell, Middle Dist.</i>	<i>Tom Nielsen, Throws</i>
<i>Barb Vida, Jumps</i>	<i>Al Johnston, Walks</i>	<i>Byron Jack, Jumps</i>
<i>Sue Northey, Distance</i>	<i>Ron Parker, Hurdles</i>	<i>Greg Peters, Combined Events</i>
<i>Laurier Primeau, Combined</i>	<i>Tara Self, Sprints</i>	<i>Gerry Swan, Middle Distance</i>
<i>Mike Murray, Hurdles</i>	<i>Ron Bunting, Chair</i>	CARRIED

6.5.2 Road and Cross Country Running

- A written report from Jerry Tighe was circulated. Items covered included:

6.5.2.1 Cross Country

- Results from NACAC meet where Canada dominated the competition winning 3 of the 4 titles.
- List of team members for the IAAF World Cross Country Champ. March 24 in Kenya
- 2007 Championships to be held in Victoria, October 27
- Request for letter of intent to host the 2008-2009 BC Cross Country Championships will be out soon.

Road Running

- Canadian Half Marathon Championship has been cancelled for 2007. Refer to the Athletics Canada website re: request for Letter of Intent to Host the 2008 Canadian Half Marathon Championships.
- Online registration is now available for the 2007 TransCanada 10K Canadian Championships and the TransCanada 10K Run with the Champions to be held October 13 in Ottawa. The race also hosts the Timex Series Final. All proceeds raised benefit AC's Junior Development Fund.
- There will be an IAAF Road Race Course Measurement Workshop in Abbotsford on April 14/15/07. Information available from Jerry Tighe at the BCA office.
- Sun Run, April 15: 41,000 registrations to date, expecting 50,000. BCA will have booth space at the event.
- Victoria Times-Colonist 10Km, April 29: Expecting 10,000. BCA will have booth space at the event.
- Haney to Harrison, November 3 – 26th Anniversary
- BCA Road Running Championships held March 11/07 Lakeside 5 km, Penticton. Very well organized event with 300 runners.
- BC Road Running Timex Series: Series events throughout the province have all commenced.

6.5.3 Officials

- January 21/07 meeting minutes received.
- Major concern appears to be recruitment.

6.5.4 Centres

National: **Victoria** – Hosting a Long Term Athlete Development Seminar for local track and field coaches next week which is a great initiative on their part.

Regional: **Interior (Kamloops)** – Centre is working fine. They are able to match their \$10,000 grant through funding from the Kamloops Track & Field Club. Presently have 2 paid staff.

Okanagan (Penticton) – Penticton Athletics Club will no longer be providing the funding to match the grant therefore it will be a challenge for the Centre to raise the require \$10,000. Discussions are still underway.

Fraser Valley (Abbotsford) – Have 2 coach changes. Harold Willer has returned to replace Ron Bunting and Kim Chapdelaine is moving to Edmonton and leaving her position. Presently interviewing for a replacement.

- Need to initiate discussions with all regional coaches re: the Integrated Performance System for all Centres.

6.6 EVENTS AND PROMOTIONS

- Jim advised that he has not yet had a discussion with Greg relative to the status of any ongoing projects.
- BCA Brochure - *Action: Production of a BCA Information brochure to be investigated.*

Jim

6.7 ZONE DIRECTORS

- 6.7.1 Zones 1 and 2 (Gustav Allander) – no report
- 6.7.2 Zones 3, 4 and 5 (John Bird and Steve Martin)
 - Steve noted that he needed time to understand the responsibilities of a Zone Director and become familiar with the clubs in his zone.
- 6.7.3 Zone 6 (Dale Trenholm) – written report circulated
 - Six meet Track and Field Series scheduled for VI this year plus one VIAA Pentathlon/Throws meet.
 - Comox Meet will be a one day, rather than two day meet.
 - Each club to have a sign up sheet available so parents can select a time to help at meets.
 - Electronic timing could be available for four meets if people are available to operate it. If using electronic timing, electric starting gun is required.
 - Campbell River Comets are organizing a community event for the summer.
- 6.7.4 Zone 7 and 8 (Tom Masich) - written report was circulated.
 - 13 student coaches were taught a RJT program, it was very well accepted and embraced by the young coaches who can't wait to put their new knowledge to the test with the younger athletes next month.
 - Letter of support for Brent Helland and his group who are attempting to get interest for a new facility in Vernon has been sent to the "Vernon Morning Star" newspaper.

6.8 ATHLETICS CANADA

- 6.8.1 Nomination for AC Board of Directors
 - A nomination for Tom Hastie to the position of Director at Large has been submitted to AC.
- 6.8.2 AC 2007 Technical Congress – will be held November 23, 24 and 25.
- 6.8.3 AC Committees
 - A nomination for Jerry Tighe to the Run Canada Committee has been submitted to AC.
 - A nomination for Brian McCalder to the Planning Committee has been submitted to AC.

7. NEW BUSINESS

7.1 Letter from the Vancouver Olympic Club

- VOC has requested that BCA waive the \$55 JD annual Membership Fee for children whom VOC register under the KidSport program.

MOVED (Hinze/Jones) THAT VOC BE ADVISED THAT THE BCA BOARD IS UNABLE TO SUPPORT THEIR REQUEST TO WAIVE BCA FEES. CARRIED

Larry/Brian

Rationale: BCA does not have a policy in place which would allow for the waiving of these fees.

If such a policy was to be considered, it would have to be applicable province wide for all BCA member clubs.

7.2 Board of Directors and Executive Committee Meeting Dates

The following meeting dates were confirmed:

Board:	June 9, 2007	Executive Committee:	April 25, 2007
	August 18, 2007		June 20, 2007
	November 17, 2007		October 24, 2007
			December 5, 2007
AGM:	January 25, 26 and 27, 2008		January 9, 2008

*Directors
& Staff*

7.3 Board of Director Liaison to BCA Program/Age Group Committees

- Directors were assigned to liaise with BCA Committees as follows:

Junior Development Committee	Tom Dingle
Senior, Junior, Juvenile Track & Field Committee	John Bird
Cross Country Committee	Liz Jones
Road Running Committee	Greg White
Masters Committee	Jim Hinze
Officials Committee	Steve Martin

- Mary Hinze will be approached to server as the Female Harassment Office. If she is not available, the position will be advertised in the BCA electronic bulletin.

Jim/Staff

7.4 **Athletics Canada Appeals Panel**

- BCA identified Diana Hollefreund, Bruce Deacon and Jake Madderom to be on the Athletics Canada Appeals Panel list.

7.4 **Summer Games**

- Diana Hollefreund was named to be the BCA Summer Games Advisor. Diana will name her own Assistant.
- It was felt it is important for the BCA Technical Director for Track & Field to be involved with the Games.

7.5 **Trust Foundation**

- It has been suggested that BCA set up a Trust Foundation.

Action: *Brian to request Moira Gookstetter of Sport BC to do a presentation to the BCA Executive on setting up a Foundation following which the Executive is to make a recommendation to the Board.*

Brian

7.6 **Governance**

BCA was selected as one of the sports to be interviewed on how sports should move ahead on government issues. Larry and Brian were interviewed.

7.7 **SportsFunder**

- The SportsFunder has been a good revenue source for BCA. This should be acknowledged to the membership.
- Funds are to be used for an In-Province Travel Program

Action: *Staff to develop draft policy which will be emailed to all Directors for input and be an agenda item for the April 25 Executive Committee Meeting.*

Brian

7.8 **Board Responsibilities**

- Larry will be contacting each Director to discuss what they can contribute to the Board.

Larry

8. **ADJOURNMENT**

MOVED (Hollefreund/Hinze) THAT THE MEETING BE ADJOURNED (2:40 pm). CARRIED

Respectfully submitted,
Ann Kirk, Recording Secretary
07/03/29

Director _____

Director _____