



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING  
HELD JUNE 9, 2007 AT THE SPORT BC ADMINISTRATION CENTRE, VANCOUVER, B.C.**

**Action By**

**1. CALL TO ORDER**

The meeting was called to order at 9:45am. Present: Larry Harper (Chair), Liz Jones, Greg White, Jim Hinze, Tom Dingle, Tom Hastie, Brian McCalder and Ann Kirk (Recorder). Jerry Tighe joined the meeting in progress. Regrets: Diana Hollefreund, David Polisi, Steve Martin, John Bird, Dave Trenholm, Tom Masich, Ron Bunting and Sam Collier.

**2. AGENDA**

- 2.1 **Additions:** Calendar (Larry); Haney to Harrison (Larry); Sanctioning (Tom H.)  
2.2 **Adoption:** *MOVED (Dingle/White) THAT THE AGENDA, AS CIRCULATED PLUS ADDITIONS, BE ADOPTED. CARRIED*

**3. MINUTES**

**3.1 Board of Directors Meeting**

*MOVED (Hinze/Jones) THAT THE MINUTES OF THE MARCH 24, 2007 BOARD OF DIRECTORS MEETING, AS POSTED ON THE BCA WEBSITE, BE ADOPTED. CARRIED*

3.2 **Executive Committee Meetings** - Minutes from the April 25, 2007 Executive Committee Meetings, as posted on the BCA website, were received.

**3.3 BCA Committee Meeting Minutes**

3.3.1 *MOVED (Hinze/Jones) THAT THE MINUTES FROM THE FOLLOWING BCACOMMITTEE MEETINGS, AS POSTED ON THE BCA WEBSITE, BE RECEIVED:  
Branch Officials Committee March 11, April 1 and May 6, 2007 Meetings  
BCA Road Running Committee March 28, 2007 AGM and March 28, 2007 Committee Meeting  
BC Athletics Masters Committee April 4, 2007 Meeting. CARRIED*

3.3.2 **BCA Road Running Committee AGM:**

*MOVED (Dingle/Hinze) THAT THE FOLLOWING BE ACCEPTED AS BCA ROAD RUNNING COMMITTEE MEMBERS:*

<i>Chair</i>	<i>Frank Stebner</i>
<i>Secretary</i>	<i>Jake Madderom</i>
<i>Treasurer</i>	<i>Bob Reid</i>
<i>BCA Board Liaison</i>	<i>Greg White</i>
<i>Members-at-Large</i>	<i>Geoffrey Buttner, Clifton Cunningham Maurice Wilson and Rick Jekner</i>

*CARRIED (1 abstention)*

*Action: Greg to (a) check these committee members against list of recommended committee positions to determine if any additional members may be required;  
(b) seek clarification re: the "Run Canada Liaison" position listed in the Minutes;  
(c) request the Committee to elect a Vice Chair as soon as possible.  
and report back to the August Board Meeting.*

**Greg**

*(Note: A copy of all minutes are posted on the BCA website under Governance)*

**4. BUSINESS ARISING**

**Agenda adjustment:** It was agreed that Business Arising from the Minutes be deferred until after Reports.

**5. CORRESPONDENCE**

**Zone 1 and 2 Director Position** - Gustav Allander has tendered his resignation as the BCA Zone 1 and 2 Director.

**Action:** *Letter to go to Gustav accepting his resignation.*

**Brian**

**Action:** *Process to fill this position*

- 1. Let the Clubs in Zones 1 and 2 know of the vacancy on the BCA Board and the process normally*

followed.

2. Identify an individual in the Zone(s) to assist in coordinating the process.

3 BCA (Board and Staff) assist in facilitating: a) a call for candidates; b) a zone caucus and c) the election of the individual

Staff

## 6. REPORTS

### 6.1 FINANCE

6.1.1 Financial Statements - The following documents were circulated for information and review:

- March  
and 2007/08
- a) Detailed Financial Statement, including Operating Budget 2006/07, Projection to Year End 31/07, 2006/07 Year to Date Pre Audit, 2007/08 Year to Date Actuals to May 31/07 Draft Budget
  - b) Detailed Trial Balance to June 7, 2007
  - c) Aged Receivables to June 7, 2007

**Action:** *It was agreed that any action re: outstanding Receivables is to be determined by Liz and Brian.*

Liz/Brian

### 6.1.2 Reserve Fund

- three
- Liz reported that from discussions with Sport BC it appears that there are no CRA requirements re: the amount a non-profit organization can have in their Reserve Fund. The onus is on the organization to determine the surplus they maintain as long as they can justify that amount.
  - Sport BC uses the amount they would need to cover overhead for six months. Athletics Canada uses months.

**Action:** *Referred to Liz to determine an appropriate maximum Reserve Fund amount for BCA.*

Liz

### 6.1.3 Audit

- The last of the information required is being complied.

**Action:** *- Referred to Brian to request a time line (2-3 months) to have the audit completed.  
- BCA target a yearly Audit completion date process.*

Brian  
Staff

### 6.1.4 Grants

- Brian reported that this year's BCA Core Grant will be \$78,738. 50% has been received.
- BCA's Direct Access submission has been sent. Request included \$20,000 for relocation.

## 6.2 ADMINISTRATION AND PLANNING

6.2.1 Staffing and Organizational Design – report from sub-committee

- The committee has been meeting to determine a course of action. It was determined there is a need to bring in a consultant and approaches have been made to potential people. Two responses have been received, one with a hard copy quote.

**Action:** *Securing of consultant to be referred to the Executive Committee (June 20 meeting) to make a recommendation and move forward.*

Greg/Brian

### 6.2.2 Strategic Plan – Update

- The Strategic Plan will move ahead parallel to the Staffing and Organizational Design.
- Greg White will act as Chair of the Planning Committee.

### 6.2.3 Sport BC/BCA Relocation – Update

- BC of
- Brian circulated information giving a comparison between the current office space costs and the new Sport BC Sport Campus in Richmond.
  - It appears to date that the print shop (Infigo), Insurance, Premier's Sports, Wheelchair Sports and 16 PSOs have either committed or given letters of intent to relocate with Sport BC. Several other PSO's (as a group) are seeking space in the vicinity of the current location. Brian will have to advise Sport BC of BCA's intentions.

**Action:** *Sub-committee (Brian/Larry/Greg/Tom H.) to engage a realtor to look for appropriate space for BCA in the current area and work to have a formal decision at the August Board Meeting.*

Brian/Larry  
Greg/Tom

H.

## 6.3 MARKETING AND COMMUNICATIONS

### 6.3.1 BCA Website

- Continuing to work on some problems re: getting the new sanctioning rules implemented and the calendar on-line submissions working again.
- Need to have internal content management.
- Information on "SMARTWeb" (previously "WebAlive") has not yet been posted on the BCA website. Those who are using it feel that "SMARTWeb" would be very useful for BCA Member Clubs.

6.3.2 Media Plan for Haney to Harrison (and other BCA events)

- It was recommended that BCA develop a Media Plan to promote events.
  - . determine who stake holders are
  - . do regular press releases
  - . keep communities advised through local newspapers, councils, etc.
  - . work with food banks and consider participation in other public service projects

**Action:** *Referred to Liz and Staff to work out a possible budget.*

*Jerry to contact someone who may be interested in working on this plan.*

*Liz/Brian  
Jerry*

#### 6.4 **MEMBERSHIP REPORT**

- A written report from Sam Collier was circulated and reviewed. Items covered included BCA Club Membership Applications, ACDirect Update, Individual and School/School District Membership numbers, Sanctioning Update, 2008 AGM booking and Child Tax Credit info.

##### 6.4.1 **Club Renewals**

**FROM** *MOVED (White/Jones) THAT THE RENEWAL BCA CLUB MEMBERSHIP APPLICATIONS THE FOLLOWING BE ACCEPTED:*

*Ridge Rockets Track & Field Club, Central Park Trail Blazers Running Club, Prairie Inn Harriers Racing Team, Prince George Road Runners, Shuswap Hill Runners, Roads & Runners Racing and Achilles International Track & Field Society. CARRIED*

##### 6.4.2 **New Club Applications**

*MOVED (Dingle/White) THAT THE NEW BCA CLUB MEMBERSHIP APPLICATIONS FROM THE VICTORIA MARATHON SOCIETY AND THE VANCOUVER ISLAND RUNNERS' ASSOCIATION BE ACCEPTED. CARRIED*

##### 6.4.3 **Incomplete Renewals**

*MOVED (White/Hinze) THAT THE RENEWAL BCA CLUB MEMBERSHIP APPLICATION FROM THE VICTORIA INTERNATIONAL RUNNING SOCIETY BE ACCEPTED PENDING RECEIPT OF THE FEES OWING. CARRIED*

##### 6.4.4 **School and School District Membership Category Review**

*Action: Referred to sub-committee (Sam and Tom H.)*

*Sam/Tom*

##### 6.4.5 **BCA 2008 AGM**

The Hilton Vancouver Airport Hotel has been booked for the BCA AGM to be held January 25, 26 and 27.

##### 6.4.6 **Child Tax Credit**

Information has been circulated to member clubs through the club registrars signed up with ACDirect. A template for clubs to modify for their use has been created and once it has been approved it will go up on the BCA website with accompanying information and sources to use.

#### 6.5 **PROGRAMS AND TECHNICAL DEVELOPMENT**

##### 6.5.1 **Track & Field**

A written report from Ron Bunting was circulated. Items covered included Canadian National Team Selection Criteria and Standards, BC Team Selection Criteria and Standards, BC Athlete Assistance and Pacific Sport Bronze Carding, 2007BC Championship Meets, Track & Field Series, PacificCanada

Series,

Corner

BC Juvenile, Junior, Senior Track and Field Committee Update, Rising Stars in Athletics/Coach's and Run Jump Throw.

6.5.1.1 **Media Plan** - It was noted that the Rising Stars in Athletics and Coach's Corner items with items on Officials, Coaches, Club Executives, RJT program, etc. could all be used Media Plan package.

along  
in the

Also suggested that a short presentation on what BCA has done over the year be prepared for the AGM/Banquet.

*Greg/Sam  
& Thelma*

##### 6.5.1.2 **Run Jump Throw**

- A written report from Thelma Wright and Jessica Olfert noting the number of courses presented, the number of individuals in the courses and other measurable activities was circulated.

- Need ongoing funding. Presently awaiting confirmation re: a bi-lateral funding request.

##### 6.5.1.3 **JD Committee – Revised Awards Criteria**

*MOVED (Dingle/Jones) THAT EFFECTIVE IN 2007 THE NEW CRITERIA AND STANDARDS FOR AWARDING JD AWARDS, AS ACCEPTED AT THE JD COMMITTEE APRIL 1, 2007 MEETING, BE ACCEPTED. THE STANDARDS*

**ARE TO BE REVIEWED ON AN ANNUAL BASIS AND AMENDED BY THE JD COMMITTEE AS DEEMED NECESSARY. CARRIED**

(The new criteria and Standards are posted at [www.pentrack.org/JDAwards/summary.htm](http://www.pentrack.org/JDAwards/summary.htm))

6.5.1.4 **JD Events**

- There appears to be some confusion re: what events are acceptable at JD competitions.  
*Action: Tom Dingle to prepare an item to be posted on the BCA website confirming events for JD competitions (as accepted at the AGM) and giving reasons for these events being accepted and other events being eliminated.*

*Tom D.*

6.5.2 **Road and Cross Country Running**

- A written report from Jerry Tighe was circulated. Items covered included Timex BC Road Running Series, Haney to Harrison, Road Running Committee, Cross Country Championships, Bid Process for 2008-09 BC X-C Championships, Run Canada/AC AGM.

Application

6.5.2.1 **Haney to Harrison**

- Jerry has resigned his position with BCA however he feels that with on-line registrations, Miranda Reece as Race Director and the committee and volunteers put in place from previous years there should not be any problems running the 2007 H2H event successfully.
- The Board extended Congratulations and Thanks to Jerry for his efforts and results in making the H2H such a success.

*Action: Jerry to give Brian and Greg a briefing on all aspects of H2H.*

*Jerry/Brian & Greg*

6.5.3 **Officials**

6.5.3.1 **BCA Fee**

- The Officials Committee question why officials have to pay a BCA Membership Fee.
  - . As members, officials have insurance coverage for Liability, Sport Injury and Accident. Level II and over get a free Rule Book every second year.

*Action: Recommended that Diana, in consultation with Brian, speak to this issue.*

*Diana/Brian*

6.5.3.2 **Junior Officials Program**

*Action: Diana to advise the Officials Committee that the Board encourages them to Continue working hard on the development of a Junior Officials Program.*

*Diana*

- 6.5.3.3 Tom Dingle reported that he is working on a recruitment project for Island Officials. After it has been tried, he will advise the Officials Committee how successful it is and make recommendations on how it could be improved.

6.5.3.4 **Off Track Officials**

- The question was raised re: the need to have certified officials at sanctioned Road Race events.  
*Action: Referred to Diana and Greg to discuss Off Track Officiating with the BCA Officials and Road Running Committees.*

*Diana/Greg*

6.5.4 **Coaching**

- Refer to Ron Bunting's Track & Field Report.
- Ron has done an excellent job with Coaching Education this year.
- Have applied for \$10,000 SportFunder monies for Coaching. Awaiting response.

6.5.5 **Centres**

National: **Victoria** - No Management Committee Meetings have been held due to changes in AC personnel. One is necessary to deal with questions re: the financial status.

Regional: - Report submission is due by June 15 re: the Integrated Performance System for Provincial and Regional Centres.

**Interior (Kamloops)** - Centre is functioning very well.

**Okanagan (Penticton)**

- Have been advised by the Penticton Athletic Club that they will not be able to support the Centre for the 2007-08 year. No other club(s) in the area are in a position to do so.
- Reviewing the possibility of introducing a regional centre coach to another area in the

Province.

**Fraser Valley (Abbotsford)**

- Coaching is back on track. Harold Willes replaced Ron Bunting and Ziggy Szelagowicz has now replaced Kim Chapdelaine.

6.6 **EVENTS AND PROMOTIONS**

6.6.1 **BCA Jackets**

Jim displayed samples and confirmed sizes. He will now finalize a supplier and the cost.

*Action: The Board empowered Jim, in consultation with Brian, to proceed with the purchase of appropriate jackets for Board and Staff.*

*Jim/Brian*

6.6.2 **BCA Brochures**

*Action: Jim is hoping to have a one page brochure available by December/January.*

*Jim*

6.6.3 **BCA Give-away Item**

Jim is investigating the possibility of securing a small BCA give-away item to go out with memberships.

*Jim*

6.6.4 **BCA Tents**

- Would like to have the BCA tents available for the Junior Nationals in July.

*Action: Referred to Jim*

*Jim*

6.7 **ZONE DIRECTORS**

6.7.1 **Zones 1 and 2**

Gustav Allander has resigned as Director, Zones 1 and 2. A replacement will be sought.

6.7.2 **Zones 3, 4 and 5** (John Bird and Steve Martin) – no report

6.7.3 **Zone 6** (Tom Dingle for Dale Trenholm)

- Six of the seven Island Series Meets have been held and were quite successful.

6.7.4 **Zone 7 and 8** (Tom Masich) – no report

6.8 **ATHLETICS CANADA**

6.8.1 **AC AGM**

Tom H., Brian and Larry attended the AC AGM and gave a verbal report on the proceedings.

- This year's meeting had a different format – half day business meeting, rest a congress providing membership education, information exchange and workshops – a very valuable format.

- Tom Hastie was elected to the position of Director-at-Large on the Athletics Canada Board

- *Congratulations were extended to Tom.*

- A presentation on "True Sport" (Ethics in Sport) was well received.

- Suggested that consideration be given for incorporation in B.C.

*Action: Consider "True Sport" as a BCA AGM presentation.*

*Greg*

- AC doing good job on Strategic Plan. BCA needs to align with this Plan

*Action: Larry to give Greg a copy of the AC Plan*

*Larry/Greg*

- AC's outstanding debt has now been paid in full.

- Funding: The Podium Program (Canadian Olympic Association and Sports Canada) is targeted to possible 2008 Olympic finalists and the Team 12 program is targeted to possible 2012 Olympic Athletes. Funding is performance based - athletes have to produce excellent performances to meet tough standards for the sport to get money. Would like to see more funding at the development level however AC has very little discretionary money.

- RJT has caught on well.

- Computer programs implemented by AC are going to provide better information to meet Federal and Provincial governments' needs for statistics.

7. **BUSINESS ARISING FROM MINUTES**

7.1 **From the March 24, 2007 Board Meeting**

7.1.1 **Criminal Records Check**

The BCA Policy was referred to the BCA Lawyer on June 8<sup>th</sup> for review prior to implementation.

7.1.2 **Action List from Meetings** – has been prepared and will be kept up to date

7.1.3 **Required Financial Information** – Brian will discuss with Liz what financial information is required on a consistent basis for Board and Executive Committee Meetings.

7.1.4 **BCA 2007-08 Operating Budget** – Being prepared on an ongoing basis as income variables are known.

7.1.5 **New West Spartans Track & Field Club** - The required action to be taken re: Club Application has been determined and done.

7.1.6 **VOC request to waive BCA Fees** – VOC has been advised that BCA is unable to support their request.

- 7.1.7 BCA Harassment Officer – Mary Hinze has accepted the position of BCA Harassment Advisor.
- 7.1.8 BCA Endowment Fund – Moira Gookstetter of Sport BC has agreed to give a presentation on setting up an Endowment Fund at the June 20 Executive Committee Meeting.
- 7.1.9 Draft Policy for an In-Province Travel Program - A Draft Policy is currently being developed and will be presented for approval at the June 20<sup>th</sup> Executive Committee Meeting

Staff

8. **NEW BUSINESS**

8.1 **Staffing Update**

- Two summer students are on board – Cloe Hewitt and Camille Richard.
- Jessica Olfert has been hired full time for May through Aug. '07 and part time from Sept '07 to April '08. Her duties are split 50% as an assistant with the Run Jump Throw Program and 50% as an Admin. Assistant BCA.
- Jerry Tighe has resigned from BCA to accept a full time job at SFU as an assistant coach with the Cross Country and Track & Field program. Arrangements have been made for him to continue with BCA on a time basis through to July 31/07. A review of the job description for the BCA Cross Country and Road Running Technical Manager position is underway and the BCA Cross Country Committee, BCA Road Running Committee and the BCA Personnel Committee will be consulted.
- Ron Bunting continues full time until August/07. He is in the BCA office 2-3 days a week and works remotely the rest of the week from Kamloops where he has relocated. He is often present during the weekends at competitions representing BCA. Discussion will continue with Ron to see what may be possible after Aug./07 and the various age group Track & Field Committees will be consulted.

**Action:** *An attempt to be made to fill the Cross County/Road Running and Track & Field Manager positions before September/07.*

Brian

8.2 **Sanctioning**

- Tom Hastie suggested that a letter go to all non-sanctioned charity events indicating the value of sanctioning. Discussion ensued but no action was recommended at this time.

8.3 **BCA Calendar of Events Publication**

- The Calendars have now been sent to all members. Unfortunately it was not possible to meet an earlier production date.

**Action:** *Need to re-think the Association's policies re: the Calendar. Referred to a sub-committee (Brian, Larry, Tom H. and Jerry (as a consultant)).*

Brian/Larry  
Tom

9. **ADJOURNMENT**

***MOVED (White/Hinze) THAT THE MEETING BE ADJOURNED (2:25 pm). CARRIED***

**NOTE TO DIRECTORS RE: ACCESS TO MEETINGS**

**If at any time you experience a problem gaining entry to the Sport BC Administration Centre Building for a Board or Executive Committee Meeting, you can call (604) 831-3660 (Larry Harper's cell phone) and someone will come to let you in.**

Respectfully submitted,  
Ann Kirk. Recording Secretary  
07/06/10

Director \_\_\_\_\_

Director \_\_\_\_\_