



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING
HELD MARCH 8, 2008 AT THE SPORT BC ADMINISTRATION CENTRE, VANCOUVER, B.C.**

Action By

1. **CALL TO ORDER**

The meeting was called to order at 9:40am. Present: Larry Harper (Chair), Greg White, Diana Hollefreund, Jim Hinze, Denise Clements, Brian McCalder, Sam Collier and Ann Kirk (Recorder).

Regrets: Liz Jones, Tom Dingle, Steve Martin and Tom Masich

1.1 **Appointment of Director, Administration & Planning**

MOVED (Clements/White) THAT THE BOARD ENDORSE THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE TO APPOINT DIANA HOLLEFREUND TO THE POSITION OF BCA DIRECTOR, ADMINISTRATION AND PLANNING. CARRIED

2. **AGENDA**

2.1 **Additions:** - Under Reports: Template for Reports
CEO Report

Letter from Frank Stebner

Under Administration & Planning:

AGM Resolutions Deadline

Appointment of Committee re: Membership Fee increase

Deadline for circulation of material for Executive Committee and Board Meetings

Appointment of Personnel Committee

Under Membership Report: Membership numbers in 5 Year Increments

Membership Category Changes

Under Programs & Technical Development: Use of personal audio devices

Under New Business: Confirmation of Meeting Dates/Times

Office Move

2.2 **Adoption:** ***MOVED (Clements/Hinze) THAT THE AGENDA, AS CIRCULATED PLUS ADDITIONS, BE ADOPTED. CARRIED***

3. **MINUTES**

3.1 **Board of Directors Meeting**

MOVED (White/Hinze) THAT THE MINUTES OF THE NOVEMBER 17, 2007 BOARD OF DIRECTORS MEETING, AS CIRCULATED, BE ADOPTED. CARRIED

3.2 **Executive Committee Meeting** - Minutes from the February 27, 2008 Executive Committee Meeting, were received.

3.3 **BCA Committee Meeting Minutes**

Minutes from the following Committee Meetings were received:

January 27, 2008 BCA Road Running Committee Meeting

January, 2008 Branch Officials Committee Meeting

February 6, 2008 BCA Masters Committee Meeting

4. **BUSINESS ARISING FROM THE MINUTES**

- A list of action items arising from the 2008 BCA AGM and the February 27, 2008 Executive Committee Meeting was circulated as a reminder to Directors and Staff.

Directors & Staff

5. **CORRESPONDENCE** – none

6. **REPORTS**

- To have reports relate to the Strategic Plan, the Chair advised that the following template for reports has been developed. It is recommended that in future all Director and Staff reports include, as appropriate, the topics noted:

- Summary of activity
 - improvements, challenges
- Planned activity (ies)
- Key indicators – emerging trends with your program area or area of the province
- Major Initiatives – that are planned/are being considered
- Urgent matters – that need to be dealt with at the earliest possible opportunity

6.1 **CEO** - The Chair recommended that in future a report from the CEO be included as an agenda item.

Brian

6.2 **CHAIR, BOARD OF DIRECTORS** (Larry Harper)

- Larry will try to get out to various areas of the province during his term and hopes that other Board and staff members will also be able to reach out more.
- Recently attended the Valley Royals Awards Dinner
- Also attended the Sports BC Presidents' Awards Reception and Athlete of the Year Awards Dinner where BCA had a Table. The Athletics President's Award recipients for this year were Doug and Diane Clement.
Action: An acknowledgement of the Athletics winners and nominees to be posted on the BCA website.
- As per AGM Resolution #7 (Masters Age change), will be having the necessary AC AGM Resolution Form completed and submitted.
- The letter from Frank Stebner was deferred to the Road Running Committee Report.

Staff

6.3 **VICE CHAIR, BOARD OF DIRECTORS** (Greg White)

- Have been busy working on the Strategic Plan

6.4 **FINANCE** (Brian McCalder for Liz Jones)

6.4.1 **Financial Statement**

- A detailed financial statement, including a Draft 2008/09 Budget, was circulated and reviewed.
MOVED (Clements/Hinze) THAT THE DRAFT 2008/09 BUDGET, AS PRESENTED, BE APPROVED. CARRIED

6.4.2 *Action: Chair requested that a one page document noting any significant budget changes from the past year, along with rationale, be prepared for the next Board Meeting.*

Liz/Brian

6.5 **ADMINISTRATION AND PLANNING** (Diana Hollefreund)

6.5.1 **Strategic Plan (2008-2012)-- Update** (Greg White)

- Goal is to complete the Plan by May/08. Planning is currently on target but it is a lot of hard work.
- Held a weekend session involving all the committee members and Rose. Great participation and input from the athletes on the committee.
- Have identified Draft Goals and Objectives - 6 major imperatives are:
 1. Coaching
 2. Athlete Development
 3. Competition
 4. Club Development
 5. Promotion and Marketing
 6. Management and Operations
- Mission and Vision are under consideration.

Action: Need to have an interim meeting to discuss some input received after the weekend Meeting.

Action: 30 minutes to be included on the agenda for the next Board Meeting for a Strategic Plan presentation.

Greg/Brian

Greg

6.5.2 **Human Resources**

- Staffing: Finding it a challenge to fill the Manager, Track & Field position.

6.2.3 **Organizational Structure**

- A draft BCA Organizational Chart was circulated. May need to be adjusted to fit into the Strategic Plan.
- At some point, will need to attached a dollar cost and time line for filling the positions.

6,5.4 **AGM Resolution Deadline**

- In order to comply with policy and have the resolutions circulated at least 30 days prior to the 2009 AGM, it is necessary to set a deadline date of **NOVEMBER 15/08** for resolutions to be received at the BCA office. *Action: Membership to be notified of the deadline date.*

Sam

6.5.5 **Committee re: Membership Fee Increase**

- A Notice of Motion was given at the 2008 AGM indicating that a resolution to increase BCA Membership Fees would be presented at the 2009 AGM.
- It is possible that AC will increase Branch fees at their upcoming AGM. BCA increases would have to take into account any AC increases.

Action: Referred to Sam Collier and Diana Hollefreund to review membership fees and report back. Sam/Diana

6.5.6 **Deadline for circulation of material for Executive Committee and Board Meetings**

Action: Diana to consider this matter and report back to the next Board Meeting with a recommendation.

Diana

6.5.7 **Personnel Committee**

- Committee to be appointed.
- Should have process in place for an annual review of staff.
Action: Referred to Larry and Diana to appoint a Committee.

Action: A budget for the Committee to be developed and presented to Brian

Larry/Diana
Diana

6.6 **MARKETING AND COMMUNICATIONS**

- As requested, information re: the Athletics winners and nominees of Sport BC Awards will be posted.

6.7 **MEMBERSHIP REPORT** (Sam Collier)

- A written report from Sam providing update information re: the following was circulated and reviewed.

2008 Membership Year numbers	Move to Richmond
2008 Club Membership Applications received	Fiscal Year End
BCA Membership Categories	ACDirect Results Management System
School and School District Memberships	Meet Directors Manual
ACDirect (Membership data base)	2009 AGM
On-Line Calendar of Events	Weekly Accounting
BCA Website	

6.7.1 **BCA Membership Year**

- It was confirmed that the BCA Membership Year is January 1 to December 31.

6.7.2 **Club Memberships**

MOVED (Hinze/Hollefreund) THAT THE BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING BE ACCEPTED:

<i>Capilano Eagles Running Club</i>	<i>Kajaks Track & Field Club</i>
<i>Track 45.50</i>	<i>Victoria Track & Field Club CARRIED</i>

MOVED (Hinze/Hollefreund) THAT THE BCA CLUB MEMBERSHIP APPLICATION FROM OCEAN ATHLETICS BE ACCEPTED PENDING RECEIPT OF THE REQUIRED FEES. CARRIED

6.7.3 **Membership numbers in 5 year increments**

- As requested at the AGM, Sam will prepare a report providing membership numbers in 5 year increments for athletes aged 20+.

6.7.4 **BCA Membership Categories**

6.7.4.1 ***MOVED (Clements/Hinze) THAT THE CURRENT BCA "JUVENILE" MEMBERSHIP CATEGORY BE CHANGED TO "YOUTH" TO FALL IN LINE WITH IAAF CATEGORIES. CARRIED***

6.7.4.2 **Other BCA Membership Categories**

- BCA Membership categories should be changed to align with AC categories for reporting purposes.
- Consider moving 14 year olds from JD Committee to Senior Track & Field Committee

- Need to look at School and School District Memberships. Schools and Districts should be advised why these memberships are important to BCA and themselves.
Action: Referred to Sam and Diana to consider these matters and report back to the Board with recommendations.

Sam/Diana

6.7.5 ACDirect – Invoices/Payments

- It was noted that some club invoicing and payments are late.

Action: The Board authorized Sam to take whatever steps are deemed necessary to have ACDirect invoices and membership fee payments processed in a timely manner.

Sam

6.7.6 BCA Website

Action: Investigate if there are any grants available for website revamping.

Sam

6.8 PROGRAMS AND TECHNICAL DEVELOPMENT

6.8.1 Road Running Committee AGM Resolution #3 re: Eligibility at Championships (Greg White)

- Have tentatively set date of April 23 (7:30pm) for a joint BCA Committee Chair meeting to hold preliminary discussions re: AGM Resolution #3 (Eligibility at Championships)

Action: Committee Chairs to be notified of the meeting and provided with information re: the impact of this resolution on the Association.

Greg/Brian

6.8.2 Frank Stebner Letter

Action: Letter to Larry Harper from Frank Stebner was referred to Larry and Brian.

Larry/Brian

6.8.3 Track & Field

6.8.3.1 Run Jump Throw

- Thelma and Jessica have submitted two proposals for up to \$15,000 additional funding to provide extensions to the RJT program that is funded in part through LegaciesNow.

1. Outreach to inner schools through Britannia Community Centre and Britannia School – training of youth leaders to deliver RJT within the Britannia after

Secondary school

day care program; and

2. On an ongoing basis through the BC Sports Hall of Fame – RJT be presented to visiting students on school tours.

- Some concerns have been raised re: the contract BCA has with AC re: distribution and sale of RJT bags and equipment. Unfortunately, as yet, AC does not have an order form for RJT items on their website.

6.8.3.2 JD Steeplechase Hurdle Height

- JD has questioned if the height of the steeplechase hurdles should be reviewed for 14 year old boys. Brian has suggested that this matter be referred to the Sr. Track & Field Committee Endurance Group to talk about progression heights and what is appropriate for that age group.

6.8.3.3 AAP

- Waiting for final approval from Ron Bunting to initiate writing cheques to the athletes receiving funding. Athletes must advise the name of their Coach and submit information on

their

annual training plan prior to receiving their funds.

6.8.3.4 2009 Canada Summer Games

- Initiatives underway for athlete identification, training camps, team staff, etc. as required by the Sports Branch of Government for Canada Games preparation and development.

Compliance

with these requirements leads to funding support.

6.8.3.5 2009 Canadian Legion Camp/Championships

- Provincial Command Team will again be 40 athletes (25 + 15).

- The Champions this year will be open to athletes not named to provincial teams. These athletes will be restricted from taking part in information/technical camp sessions prior to the championships.

to . BC Athletics is not in favour of restricting the Technical Camp and information sessions only those athletes selected to the Regional Teams from each Province. The camp should be inclusive of all those who are eligible to take part in the National Youth Track and Field Championships as this is a critical age for athletes in their development in our sport

6.8.3.6 2009 Police and Firemen Games

- Meetings have been schedule with them for next week.
- Track & Field will be held at Swangard Stadium and Road Running at Stanley Park.

6.8.4 Road and Cross Country Running

- A written report from Maurice Wilson was circulated and reviewed.

6.8.4.1 2010 Olympics Impact

- It was noted that race events that would normally be scheduled for late 2009 or early 2010 could be affected due to preparations/decommissioning related to the Winter Olympics; therefore, date changes or cancellations may have to be considered. The Sun Run is looking at moving to a date later in the year.
- The BCA Calendar of Events should be updated to include tentative dates or possible changes due to the Olympics.

6.8.4.2 Road Running AGM

- The Road Running AGM is scheduled for Wednesday, March 19th – 6:00 pm. at Sport BC Room 201 – 1367 West Broadway, Vancouver.

6.8.4.3 Use of personal audio devices

- Greg will be posting an article on the BCA website re: safety issues related to use of audio devices while running.
- Tom Hastie has been requested to discuss this issue with Athletics Canada.

Greg

Tom H.

6.8.5 Officials

- Budget – the committee budget was submitted and has been included in the BCA budget.
- Rule Books – the little red rule books are not available; therefore, officials are receiving the big rule books.

6.8.6 Coaching

- Clinic information is posted on the BCA website.
- There have been computer breakdowns which have created problems in communication with Ron Bunting.

6.8.7 Centres

National: - Brian provided an update. Meetings are scheduled for the beginning of April with Athletics Canada, Canadian Sport Centre Pacific and PacificSport -Victoria to discuss the funding partnerships, changes to the partnerships and plans for the 2009-2012 quadrennial with respect to funding and partnerships.

Regional: - Kamloops and Abbotsford are doing fine.
- Waiting for confirmation of funding so that bidding process can begin for a new Centre to replace the one closed in the Okanagan.

6.9 EVENTS AND PROMOTIONS

6.9.1 BCA Brochures

- Jim to confirm with Jessica that the Brochure is now ready to go to the printers. Suggest ordering 25,000.
- Arrangements have been made with All Sport Marketing to distribute the brochures to stores and to stuff them in event packages. Some brochures will be kept in the BCA office and All Sport Marketing will store the rest for use as needed. BCA will have a booth at the Sun Run to hand out the brochures.

Jim

6.9.2 BCA Tents

- A copy of the proposed signage for the 3 BCA E-ZUp tents was circulated. Discussion ensued.
- Suggestions: - the BCA website be printed on the top edge panels on all the tents
- the signage on the back panels be printed on the inside and outside
- order 3 side panels for each Division – Track & Field, Road Running, Cross Country
- the signage on the top of all tents be BCA only

Jim/Brian

6.10 **ZONE DIRECTORS**

6.10.1 **Zones 1 and 2** – no report

6.10.2 **Zones 3, 4 and 5** (Steve Martin) - no report

6.10.3 **Zone 6** – Verbal report from Denise Clements

- The VIAA held a meeting of clubs in February. Actions of the VIAA (11 Track & Field Clubs) include:

- . meet twice a year
- . hold 2 series of meets
- . have funds to rent electronic timing at events
- . produce a newsletter
- . share coaching, hold coaching clinics
- . officiate at meets, hold officials clinics
- . fundraise for equipment and share it
- . deal with problems as they arise

- Zone had a great representation at the 2007 BCA AGM.

- Cross Country Series in difficulty due to distance and cost of travel. The In-Province Travel Fund should be of assistance.

- Talked to Road Runners at the BCA AGM – they are not involved with track and field but have indicated they may assist with Cross Country.

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

Reminder: The Board needs to appoint the following Directors:

Director, Zones 1 and 2

Director, Zones 3, 4 and 5

Director, Marketing and Promotion

Larry/Brian

6.11 **ATHLETICS CANADA**

- AC 2008 AGM will be held in Ottawa on May 23, 24 and 25. Larry Harper will attend to represent BCA.

7. **NEW BUSINESS**

7.1 **Meeting Dates/Times**

The following Meeting Dates and Times were approved:

Board Meetings: All meetings will be held on a Saturday from 9:30am to 4:00pm.

MAY 31 AUGUST 16 NOVEMBER 15

Meeting location to be confirmed later.

Directors/Staff

Executive Meetings: All meeting will be held on a Wednesday starting at 5:30pm

APRIL 23 JUNE 25 JULY 16 OCTOBER 22 DECEMBER 10 JANUARY 14/09

Executive/Staff

The April meeting will be held in Room 190J – Sport BC Campus, 3820 Cessna Drive, Richmond. The location for other meetings will be confirmed later.

2009 BCA AGM – JANUARY 30, 31 AND FEBRUARY 1

7.2 **Office Move**

- **March 31** is moving day for the office: **New Address: 190B – 3820 Cessna Drive, Richmond V7B 0A2**

Phone: (604) 333-3550 Fax: (604) 333-3551

- A diagram of the new office facility was circulated.

- The Board authorized closure of the office from March 30 to April 2 to allow staff time to deal with the move.

8. **ADJOURNMENT** - ***MOVED (Clements/White) THAT THE MEETING BE ADJOURNED (2:00 pm). CARRIED***

Respectfully submitted,
Ann Kirk, Recording Secretary
Mar. 10/08

Director _____

Director _____