



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING
HELD AUGUST 16, 2008 AT THE SPORT BC CAMPUS, RICHMOND, B.C.**

Action By

1. CALL TO ORDER

The meeting was called to order at 9:40am. Present: Larry Harper (Chair), Diana Hollefreund, Liz Jones, Tom Dingle, Steve Martin, Jim Hinze, Brian McCaldler, Maurice Wilson and Ann Kirk (Recorder). Greg White joined the meeting in progress.

Regrets: Denise Clement, Tom Masich and Sam Collier

2. AGENDA

2.1 **Additions:** - Under New Business: Policies for BCA Committees
AGM Committee Meeting

2.2 **Adoption:** *MOVED (Martin/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 JUNE 14, 2008 BOARD OF DIRECTORS MEETING, AS CIRCULATED, BE ADOPTED. CARRIED

3.2 **Executive Committee Meeting** - Minutes from the July 16, 2008 Executive Committee Meeting, were received.

4. BUSINESS ARISING FROM THE MINUTES

Action: Larry Harper will contact each Director relative to Action Items assigned to them that are not covered under this meeting Agenda Items.

Larry

5. CORRESPONDENCE – none

6. REPORTS

- To have reports relate to the Strategic Plan, in future all Director and Staff reports should include, as appropriate, *Directors/Staff* 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

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

- Larry attended the Junior National Championships in Abbotsford.

. Very well run meet.

. The opportunity to meet and talk with various people from across the country was worthwhile. Had an interesting discussion with the Chair of the large Ottawa Lions Club.

- Brian noted that unfortunately the event does not get the attention it deserves in the media outside of Abbotsford or with spectators.

6.3 **VICE CHAIR, BOARD OF DIRECTORS** (Greg White) – no report

6.4 **PRESIDENT/CEO** (Brian McCalder) – Information will be provided under the various Agenda Items.

6.5 **FINANCE** (Liz Jones)

6.5.1 **Financial Statement**

- A detailed financial statement, including Year to Date Actuals, a Draft 2008/09 Budget and Projected 2007/08 Year End figures was circulated and reviewed.
 - . Projected Year End March 31/08 figures indicate a small profit.
 - . Brian explained that the larger variances (actual to budget) shown on the statement are because of targeted grants from government which overlap fiscal years.
 - . Sponsorship was down – need to focus on this for the future
 - . Day of Event income from Road Running was down. Need to increase number of sanctioned events or increase fees. It does appear there will be a slight increase in number of event for this year.

Action: Greg and Maurice to report on the potential for increasing the number of events and report back to the November Board Meeting.

Greg/Maurice

- The Audited Statement is on target for completion by August 31.
- Brian noted that this year's funding from Gaming has been received and is less than last year. He plans to seek clarification re: some items on the application form.

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

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

- Staff input from Maurice and Ron has been submitted, awaiting input from Sam and Brian.
- Will have report for the November Board Meeting.
- Once the Plan is finalized, quarterly updates will be done.

6.5.2 **Human Resources**

- Staffing: - To date, have not been successful in filling the Manager, Track & Field or Administration Assistant positions.
- The summer student will be in the office until the end of August.

6.6 **MARKETING AND COMMUNICATIONS**

6.6.1 **Sponsorships**

- Maurice is working on sponsorships for the H2H and Timex Series.

6.6.2 **On-Line Calendar of Events**

- Have taken the Calendar of Events off line because of hackers injection attacks over the last two weeks.
- Working through FilmRobot to have updates done and everything fixed.

6.7 **MEMBERSHIP REPORT** (Sam Collier)

- A written report from Sam providing update information was circulated and reviewed.
 - . Membership up 311 over same period last year
 - . Biggest increase is in the 15 year olds and BC Summer Games 15 membership due to the Games being held this year. The Junior Category (18/19) is down by 8.
 - . Have 71 affiliated clubs this year – up 3 from last year

Action: - Need to have a discussion with the JD Committee about keeping 14 and 15 year olds together (as is done with the Summer Games) and how they fit into Long Term Athlete Development.

Tom D.

6.8 **PROGRAMS AND TECHNICAL DEVELOPMENT**

6.8.1 **Track & Field**

- A written report from Brian McCalder providing update information on BC Championships, the BC Track & Field Team Program and giving a summary of BC athletes placing at National Track & Field Championships was circulated and reviewed.
- This was a bad year for conflict of meets which resulted in challenges getting enough officials and volunteers for some events.

6.8.2 **Run Jump Throw**

- A written report from Jessica outlining the RJT Initiatives for Fall 2008 was circulated and reviewed.

6.8.3 **Junior Development** (Tom Dingle)

- Next meeting will be held on September 7th.
- Tom advised that updates (set of standards) for the JD Awards Program have been done and will be posted on the BCA website. He is continuing to work on updating this Program.
- The JD Championships were held in Nanaimo with 370 participants. Event went very well.
- Victoria held a Weight Pentathlon (shot put, discus, hammer, javelin and/weight throw) in which 19 athletes participated (about 50/50 male/female) Was a great event, easy to run and well received.

6.8.4 **Road and Cross Country Running**

- A written report from Maurice Wilson providing a summary of activities, key indicators, planned activities, major initiatives and urgent matters was circulated and reviewed.
- Confirmed that the BC Cross Country Championships will be held in Stanley Park on Oct. 25/08
- Looking at restructuring the Timex Series. Considering having Regional Series in the Lower Mainland, Island and Interior with nominated athletes advancing to a Provincial Series. Initial feedback has been positive. Need to work on details.
- Concern expressed that to date Senior Competitive Membership numbers for Road/Cross Country Runners are low making a very shallow pool from which to potentially select teams to attend national championships.
 - . Some renewals/upgrades may come in before the Championships.
 - . In the past selection for Road Running teams has been a challenge but not for Cross Country.

6.8.5 **Officials**

- The Vancouver Island Officials Training Program has recruited and certified 25 new officials which were of great assistance with the BC Junior Championships, Summer Games and Indigenous Games.
- Draft #4 of the Track & Field Directors Manual will be on the BCA website for feedback. Hope to have a final draft available for the Officials Committee AGM in November.

6.8.6 **Coaching**

- A written report from Ron Bunting providing updates re: Coaching Courses and 2009 Canada Games Preparation and Development was circulated and reviewed.
- BCA has renewed Ron's contract which expires in August and will set up a contract with him for Canada Games preparation and development.

6.8.7 **Centres**

- Have an Agreement for the National Training Centre in Victoria. They are now a split off from the Canadian Sports Centre Pacific but are still associated with them.

6.9 **EVENTS AND PROMOTIONS**

6.9.1 **Promotions**

- The BCA brochures are going out to Running and Sporting Good Stores and are being distributed at event.
- The tents and spring up signs are being used successfully at events.

Action: Jim to research the feasibility of BCA purchasing "in the air banners".

Jim

6.9.2 **Kudos**

- Staff received a compliment from parents who have been involved in various sports indicating that the BCA Legion Team concept was the best they had ever seen.

6.10 **ZONE DIRECTORS**

6.10.1 **Zones 1 and 2** – no report

6.10.2 **Zones 3, 4 and 5** (Steve Martin)

- A lot of events have been held.

Action: Steve to attempt to seek out and recommend a nominee to fill the vacant Director, Zone 3/4/5 position on the BCA Board and advise Larry.

Steve

- Maurice noted that the host of the BC High School Cross Country Championships has indicated that the meet will be sanctioned this year.

6.10.3 **Zone 6** (Tom Dingle for Denise Clement)

- Held 7 Track & Field Meets from April to August (first day was snowed out).
- Held Weight Pentathlon event.
- Held camp for Zone 6 Summer Games athletes
- Officials Training Program has been very successful. Looking at expanding it to include a similar version for Level 2 Officials. For the Track & Field Series, clubs are responsible for supplying officials for the meets.
- Have a joint collection of some equipment which is available for use by all clubs for meets.
- Have expressed concern re: condition of the track facilities in the Victoria areas and the need for a new track. Duncan now has a new track as a result of the Indigenous Games.

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

6.11 **ATHLETICS CANADA**

- Larry had a fact finding and information sharing meeting with Joanne Mortimer.
 - The next phase of the AC Strategic Plan is to get Memos of Understanding
 - To get things going, they want to start with two initiatives, one in the East and one in the West.
- Larry has agreed that BCA will be one of the test first initiatives starting in the Fall.
- Larry is sitting on a Committee re: increase in AC Membership Fees. The AC proposal for fee increases presented at the 2008 AGM was defeated. Committee has had their first meeting and will be presenting a new proposal at a Special AC AGM at the time of the Technical Congress in November. The fee increases would take effect in the next fiscal year.

Action: - *Larry to keep Diana informed of any fees increases in order that she can incorporate these changes in her report and subsequent resolution re: BCA fee increases which is to be presented at the 2009 BCA AGM.*

Larry

6.12 **SPORT BC**

- Brian reported on the presentation Sport BC made to the new Minister of the Sport & Healthy Living Ministry. He expressed some concerns that the presentation made no reference to such things as Long Term Athlete Development, the need for investing in Coaches and Athletes or the need for Facilities.

7. **NEW BUSINESS**

7.1 **BCA AGM COMMITTEE**

- The 2009 BCA AGM and Governance Congress will be held January 30, 31/08 and February 1/09 at the Hilton Vancouver Airport Hotel, Richmond.
- The AGM Committee (Larry/Greg/Sam/Brian/Maurice/Ann) needs to meet as soon as possible to discuss the meeting format and other details.

Action: *Larry to set a meeting date and location and advise the committee members.*

Larry

7.2 **STAFF VACATIONS**

- Sam will be back in the office on September 2.
- Brian will be away from the office from September 8 to October 6.

8. **ADJOURNMENT** - **MOVED (Hinze/Jones) THAT THE MEETING BE ADJOURNED (1:30pm). CARRIED**

Respectfully submitted,
Ann Kirk, Recording Secretary
Aug. 19/08

Director _____

Director _____