

**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING
HELD OCTOBER 24, 2009 AT THE SPORT BC CAMPUS, RICHMOND, B.C.**

Action By

1. **CALL TO ORDER**

The meeting was called to order at 9:35am. Present: Larry Harper (Chair), Greg White, Liz Jones, Jim Hinze, Tom Dingle, Diana Hollefreund, Steve Martin, Tom Hastie, Tom Masich, Brian McCaldar, Sam Collier, Maurice Wilson and Ann Kirk (Recorder). Regrets: Denise Clements

2. **AGENDA**

2.1 **Additions:** Technical Congress, AGM Preparation, Risk Management

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

3. **MINUTES**

3.1 **Board of Directors Meeting**

MOVED (White/Clements) THAT THE MINUTES OF THE AUGUST 15, 2009 BOARD OF DIRECTORS MEETING, AS CIRCULATED, BE ADOPTED. CARRIED

3.2 **Executive Committee Meeting**

September 21/09 Meeting: Verbal report from Sam Collier. A quorum was not present at the meeting. The only item discussed was the Masters age change for non-stadia competitions. Since this was an urgent matter requiring action to get a resolutions prepared by the AGM resolution deadline, it was agreed that it be referred to Larry, Maurice and Sam Collier to recommend the necessary change to the BCA Membership Categories and that this change be circulated to the Board via email for approval. The recommended changes were sent out and received the required approval. (*Note: Subsequently, other changes were recommended and are incorporated in the Membership Review Report which will be discussed later in the meeting.*)

3.3 **BCA Committee Meetings**

- Minutes from the BCA Officials Committee September 12/09 Meeting were received.

4. **BUSINESS ARISING FROM THE MINUTES**

The ongoing Action List was reviewed and updated.

- Resolution re: BCA Membership Categories and Fees has been prepared.
- Incorporation of the 2009 AGM resolutions in the BCA Policy Manual is underway.
- Format and template review is underway re: BCA registration with "myBackCheck.com".
- Jim Hinze will assume responsibility for the Silent Auction at the AGM.
- A "Projection to Year End" column has been added to the Financial Statement and will be updated throughout the year.
- A separate tab for "BC Summer Games" has been added to the BCA website.
- Membership Review is continuing. A great deal of work has been done resulting in an extensive report being circulated for discussion at this meeting.
- A move of 14 year olds from the JD Committee to the Track & Field Committee has been discussed by the JD Committee and will be reviewed by the Track & Field Committee.
- In reviewing the proposed changes re: Road Running Awards it was noted that these are already covered in the BCA Rules and will be followed. No further action is required.
- Adding a "Special Offers and Incentives" tab to the BCA website is underway. Also, the BCA webmaster has been requested to create a "Members Only" page on the BCA site. This would be viewed as an added member benefit.
- A resolution to increase the Sanction Fees has been prepared for the AGM.

5. **CORRESPONDENCE**

- Received information on government funding. The grant from Gaming for this year has been reduced to \$27,000 (from \$90,000 last year). Core funding final installment was received. The total core grant for 2009-10 is \$183,329, and reflects a 2.135% claw back from what was previously announced in May but is approximately \$9,000 more than was received last year.

6. **REPORTS**

6.1 **Chair, Board of Directors** (Larry Harper)

- Have been discussing issues re: a proposed closer relationship/amalgamation between the Canadian Masters Association and Athletics Canada.
- Will be preparing for the upcoming AC Technical Conference to be held in Richmond (Nov. 14-16) and the BCA AGM. (Dec. 4-6).

6.2 **Vice Chair, Board of Directors** (Greg White) – Nothing new to report at this time.

6.3 **Finance** (Liz Jones)

6.3.1 **Financial Statements**

- A detailed Financial Statement to Sept. 30/09 was circulated and reviewed.
- In future, the budget on the Financial Statement will be divided on a time period of expenditure rather than by 12 as is done presently. This will present a more accurate Year to Date picture.
- Brian circulated a document providing an overview of 2009/10 Funding vs 2008/09 Funding and gave an indication of the possible impact the reductions in funding will have relative to various programs (i.e. In-Province Travel, Athlete Assistance, Athlete Development (Event/Discipline Group Camps), Leadership (Coaching Education, Officials Training and Education, RJT), BC Team Program (uniforms, entry fees, travel, administration) and In-Province Competitions).
- Projections to year end based on the new funding amounts will be calculated and included in the next Financial Statement.
- Brian has advised the Clubs re: BCA's financial situation and, in order to determine the Province-wide impact to Athletics programs and services, has requested that they completed and returned a survey indicating the status of their applications for BC Government Gaming Grants and the impact cuts will have on their activities.
- It was agreed that BCA should follow the diplomatic approach Sport BC is taking relative to dealing with government about the funding cuts. All clubs will be encouraged to contact their local MLAs and provide them with precise information how these cuts will affect their programs.
- It was suggested that Sport BC give consideration to heading a major fund raising initiative. This matter could be raised at the SBC AGM.

Larry

6.3.2 **Reserve Fund**

- The transfer of funds from the previous two years "additional revenue over expenses" is under review. Currently due to late arrival of government funding these monies have been used to supplement cash flow.
- Katherine is reviewing our future cash flow need and will make a recommendation for a payment schedule to move the required amounts to the Reserve Fund.

6.3.3 **Accounts Receivable**

- Pressure will be put on those with outstanding accounts. Any Club with outstanding debts will be required to pay up before being able to renew their membership in December.

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

6.4.1 **Strategic Plan (2008-2012)**

- No further update since August 15th Meeting.
- Brian noted that a new AC/Branch MOU includes some things that are not part of the BCA Strategic Plan in terms of the Tactics and Objectives so this needs to be discussed to determine how this may or may not fit into the BCA Plan.
- A full Strategic Plan report will be available at the AGM.

6.4.2 **Human Resources/Risk Management**

6.4.2.1 **Staffing:**

- In view of the current financial situation, our search for a Track & Field Technical Manager (to take over from Ron Bunting) has been on hold. We will continue with our contract with Ron who provides Coordination of Coaching Education and the overall Track & Field Program.

6.4.2.2 **Risk Management Policy**

- Diana circulated information re: a Risk Management Policy and the use of a BCA "Offense Declaration Form". Lengthy discussion ensued. It was felt some areas needed further clarification and possibly a legal opinion.

Action: Referred back to Diana to make suggested amendments and re-circulate to Directors.

Diana

6.4.3 **Organizational Structure** - No further update.

6.5 **MARKETING AND COMMUNICATIONS** (Staff)

6.5.1 **H2H** - Preparations are going well and registrations to date indicate an increase in number of teams over last year.

6.5.2 **AGM Sponsorship** – Brian is attempting to get sponsorships for the breakfast and lunch.

6.5.3 **Coaches Association of Canada Internship Program**

- Unfortunately, the BCA application for a grant to be used for the RJT program was denied.

6.6 **MEMBERSHIP REPORT** (Sam Collier)

6.6.1 A written report from Sam providing current membership numbers by category was circulated.

- Information on the Masters Membership has been circulated and AC Direct has been updated.

- Membership invoicing will be done the end of each month.

- Clarification needed for SBC Insurance re: situation of unattached coaches.

Referred to Track & Field Committee and Sam

Sam/Ron

6.6.2 **BCA Membership Review**

- Diana circulated an extensive report which included the following documents:

. Background and Terms of Reference for the Membership Review Committee

. Key Points of the Membership Review

. Feedback from BCA Committees re: proposed Membership Types and Fees

. Proposed BCA Membership Types and Fees to take effect in 2010

. Proposed BCA Membership Benefits for each Membership Type

. Athletics Canada Long Term Athlete Development Model

. Fee Category Comparisons 2008 to 2010

- The documents were reviewed with Directors and Staff providing feedback.

Action: - Need clarification re: definition of University/College Membership Type

Sam

- Suggested amendment re: the Masters Membership Types be referred to Sam and Maurice to finalize.

Sam/Maurice

- For information and comment, the Board and BCA Committees are to be sent a copy of any amendments to the Membership Types/Fees/ Benefits documents previously sent to them.

Sam

- Sam and Maurice to finalize the Membership Types, Fees and Benefits documents for presentation at the AGM.

Sam/Maurice

6.7 **PROGRAMS AND TECHNICAL DEVELOPMENT**

6.7.1 **Track & Field**

. 6.7.1.1 **Run Jump Throw**

- Taunya Geelhoed was introduced and spoke to her written report. Items covered included:

. an overview of activities that have been held and a schedule of upcoming events.

. statistics re: number of direct delivery events and participants, Instructor courses, NCCP Training courses held to date compared to 2008 numbers.

- The number of participants (6032) and Trained Instructors has increased significantly this year. Taunya was congratulated on the work she is doing.

6.7.1.2 **Junior Development** (Tom Dingle)

- The JD Annual Awards Presentation and Luncheon will be held November 1st.

- More discussion to happen re: the move of age 14 athletes.

6.7.1.3 **Track & Field**

Brian spoke to a written report from Ron Bunting which covered Track & Field and Coaching.

- Ron has done a BC Team program event analysis with respect to medals, placings and performances pre and post Championships/Games which will provide valuable information for personal coaches and the Track & Field Committee.

6.7.2 **Road and Cross Country Running** (Maurice Wilson)

- A written report from Maurice providing a summary of completed activities and list of upcoming planned activities was circulated and reviewed.

. It was noted that participation in major road races remains strong, while smaller events have experienced mixed results.

. The Royal Victoria Marathon race weekend saw record numbers and was an extremely well organized event.

- A budget request was made to implement and maintain BC Road Running Rankings.

Action: Staff to investigate the feasibility of budgeting to implement and maintain Road Running Rankings.

Brian/Maurice

- Maurice advised that BC athletes made up half of the Athletics Canada Team to the World Mountain Run held in Italy in early September. BC athletes stayed and competed in a Commonwealth Mountain Run Championship in England in late September. The men won two bronze medals and one individual medal.

6.7.3 **Officials** – No Report

6.7.4 **Coaching** (Ron Bunting)

- Written report from Ron was circulated.

- The first session of the AC Competition Development Course (old NCCP program) will be in conjunction with the AC Technical Congress in Richmond in November. BCA will provide some financial assistance to the coaches accepted to attend the second session of this course to be held in Ottawa in December.

6.7.5 **Centres** (Brian McCalder)

National (Victoria) – Nothing new to report at this time.

Regional: - Funding is in place for the Interior (Kamloops) and Fraser Valley (Abbotsford) Centres

6.8 **EVENTS AND PROMOTIONS** (Jim Hinze)

- Jim has agreed to look after the Silent Auction at the AGM. Clubs will be requested to donate items for the Auction.

6.9 **ZONE DIRECTORS**

6.9.1 **Zones 1 and 2** – To date no Director has been named.

6.9.2 **Zones 3, 4 and 5** (Tom Hastie/Steve Martin)

- Considered hosting the Canadian Masters Track & Field Championships but after due consideration declined due to concern of possible financial loss.

6.9.3 **Zone 6** (Denise Clement)

- Tom Dingle provided a verbal report:

. Zone holds 2 meetings per year with representation from the Island Clubs. At the Sept./09 meeting plans for next year's track and field season were made.

. The Cross Country Series is dying. People feel that the travel costs and time taken do not justify attending events for just 1 race. Victoria had only 30 athletes at one event. Only 3 races are planning for this year.

6.9.4 **Zone 7 and 8** (Tom Masich)

- A written report from Tom was circulated.

- Due to key personnel moving away, the only club in Zone 7, 5450 in Smithers, and the Sub Zero Club in Fort St. John are no longer registered.

6.10 **ATHLETICS CANADA**

6.10.1 The AC Technical Congress will be held November 14-16/09 in Richmond.

- There will be excellent speakers and the event offers a great opportunity to network with colleagues and AC staff. All BC coaches should be encouraged to attend.

- BCA will support 50% of the registration fee plus travel for a select number of coaches to attend.

6.10.2 Masters

- Larry and Brian submitted a BCA response to the Proposal re: an amalgamation or closer relationship between the CMAA and AC.

6.10.3 AC Facility - AC is looking at the possibility of purchasing their own facility.

7. **NEW BUSINESS**

7.1 **AGM Preparation**

7.1.1 Resolutions

- All Resolutions received were reviewed and all were supported by the Board.

7.1.2 Format

- Recommended that the format be the same as last year.

. All reports are to be posted on the website

- opportunity provided to question writer and/or request to ask question at the meeting

- majority of reports to be dealt with Friday evening, a few major reports on Saturday morning.

. Hosted reception Friday evening. Hosted Breakfast and Lunch if sponsors can be found

. Congress topics and discussion format to be determined by staff. Suggested topics:

Funding

Marketing/Sponsorships

Club Development

Incorporating RJT in Club Track Rascal Programs

Impact of HST

Risk Management and Liability

Sport Tourism (how it affects Athletics, impact on economy)

7.1.3 Give-Away for Delegates

- Sam was authorized to secure some type of give-away for delegates.

Sam

7.1.4 Nominations

- Larry to Chair Nominations Committee

Larry

- Resolution to amend BCA By-laws to have 1 Male and 1 Female Athlete Rep on the Board of Directors.

Brian

- Remind Clubs of Zone Caucuses at AGM to elect Zone Reps

Sam

7.1.5 Banquet

- It was agree that there did not need to be a guest speaker

- Have a slide show highlighting year's activities – to run continuously

Greg

8. **ADJOURNMENT** - ***MOVED (Dingle/Hastie) THAT THE MEETING BE ADJOURNED (3:20pm). CARRIED***

**NOTE: THE NEXT EXECUTIVE MEETING WILL BE HELD ON TUESDAY, NOVEMBER 24
5:30pm – Sport BC Administration Centre**

Respectfully submitted,
Ann Kirk, Recording Secretary
Oct. 29/09

Director _____

Director _____