



Track and Field
Road Running
Marathons/Ultras
Cross Country Running
Race Walking

**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING
HELD JANUARY 30, 2010 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), Liz Jones, Tom Dingle, Diana Hollefreund, Steve Martin, Denise Clements, Pam Medland, Claudia Richard, Brian McC Calder, Sam Collier and Ann Kirk (Recorder). Regrets: Greg White, Jim Hinze, Tom Hastie, Tom Masich, Nigel Hole, Maurice Wilson and Taunya Geelhoed

2. **AGENDA**

- 2.1 **Additions:** Under Reports: Implementation of changes to JD and Youth Events.
Under New Business: Presidents Award (Sport BC) and Meeting Dates.
- 2.2 **Adoption:** *MOVED (Clements/Dingle) THAT THE AGENDA, AS CIRCULATED PLUS ADDITIONS, BE ADOPTED. CARRIED*

3. **MINUTES**

- 3.1 **Board of Directors Meeting** – October 24, 2009
- Amendment: Liz Jones should be listed as being on the phone (not present).
MOVED (Jones/Martin) THAT THE MINUTES OF THE OCTOBER 24, 2009 BOARD OF DIRECTORS MEETING, AS CIRCULATED AND AMENDED, BE ADOPTED. CARRIED
- 3.2 **Executive Committee Meeting**
- Minutes of the December 15, 2009 Executive Committee Meeting Minutes were received.
- 3.3 **BCA 2010 AGM**
- Minutes from the BCA 2010 Annual General Meeting held December 4-5, 2009 were received.

4. **BUSINESS ARISING FROM THE MINUTES**

- An updated Action List to December 15, 2009 was circulated. Outstanding items will be addressed under Reports.

5. **CORRESPONDENCE** - none

6. **REPORTS**

6a **Implementation of changes to JD and Youth Events**

- Concern was expressed relative to the proposed April 1/2010 implementation date for the changes to JD and Youth events.
- . While these changes were discussed last year and have been addressed by the JD Committee, it appears from feedback received that if these changes are implemented this year there will be problems. Apparently not enough information has been circulated to the membership resulting in confusion and resistance from clubs, coaches and parents.
 - . All the fine details have not been thoroughly thought out, i.e. how to handle 9 year olds, the multi events – new scoring tables, midgets for the summer games.
 - . 2010 being a Canada Games year, a decision needs to be made in order that an accurate schedule can be prepared and circulated to the Zones.
 - . The Legion will be adopting the changes for the 2010 Championships.
- A lengthy discussion ensued to determine what action should be taken to resolve the concerns.

MOVED (Dingle/Hollefreund) THAT ALL TRACK AND FIELD EVENT CHANGES BE ADOPTED FOR

MIDGET AND YOUTH ATHLETES (14 AND 15 YEAR OLDS) EFFECTIVE APRIL 1, 2010 AND THAT ALL TRACK AND FIELD EVENT CHANGES BE ADOPTED FOR JD ATHLETES (9 TO 13 YEAR OLDS) EFFECTIVE APRIL 1, 2011. CARRIED

Note: It is understood that this motion means that for the transition period April 1/2010 until March 31/2011 some younger athletes will be competing in races of a longer distance than some older athletes

MOVED (Hollefreund/Medland) THAT MIDGET ATHLETES, 14 AND 15 YEAR OLDS, WILL COMPETE AS ONE AGE CATEGORY AT THE 2010 PROVINCIAL CHAMPIONSHIPS AT THE BC CHAMPIONSHIPS JAMBOREE. CARRIED

- There will be only one award category at this Championship

Action: Referred to the JD Committee to approve this Championship to qualify the 14 year olds for JD Awards.

*Staff/Tom
Staff*

Action: The necessary steps need to be taken to have 14 and 15 year olds placed in the same category.

- Implementation of the new system in schools is going to be challenging because there is no national authority for schools. Brian has had one discussion with Bill and Jennifer McNulty from the BC Secondary School Track and Field Commission and dialogue will continue.

BC Elementary School Championships event: Consideration be given to putting a notice in the coaches' packages advising them to be prepared for the changes coming into effect in 2011 for 9-13 year olds.

Sam/Brian

Action: - Suggested that staff prepare a notice providing information and rationale re: the event changes (to be approved by the JD and Track & Field Committees and signed by a representative from BCA, JD and Track & Field Committees) for circulation to clubs, meet directors, in coaches' packages at meets, etc.

Sam

Action: Diana and Staff to implement marketing plan to address the event change concerns including the Board motions.

Sam/Diana

Action: Tom Dingle, Diana and staff will consider how to deal with other issues (i.e. 9 year olds, multi events, point tables, relays) for consideration by the JD Committee.

Tom/Diana/Staff

6.b Cross Country Distance Changes:

MOVED (Clements/Martin) THAT THE FOLOWING CROSS COUNTRY EVENT DISTANCES FOR AGE CATEGORIES RECOMMENDED BY THE BCA CROSS COUNTRY COMMITTEE BE ACCEPTED:

<u>Age</u>	<u>Male</u>	<u>Female</u>
9	1.5k	1.5k
10	2k	2k
11	2k	2k
12	2k	2k
13	3k	3k
14	3k	3k
15	3k	3k
16/17	5k	4k
18/19	7k	5k
20+	10k	6k
Masters	8k	6k

CARRIED

6.1 Chair, Board of Directors (Larry Harper)

- Larry reported on some of his recent activities:

. Attended a SBC "Sustainability Forum". Good presentations. Well attended by representatives from Sport & Rec, the Media and Sports. Sat on a panel re: "Is it about the money". Board members were encouraged to look at the notes from the Forum that will be posted on the Sport BC website and the Crawford Report on the internet.

. Attended the Valley Royals and JD Banquets.

. Attended the BCA Gaming Audit. The 20 page report required a great deal of staff time to prepare. It was reviewed at a 6 hour meeting with the Auditor. A few items were questioned and may need to be dealt with. BCA will receive an overall assessment.

. Attended a SBC Session dealing with Fraud - Good information is posted on the SBC website.

. Met with the newly elected Athlete Representatives, Nigel and Claudia, to discuss how they could best work with the Board.

6.2 **Vice Chair, Board of Directors** (Greg White)

- No report. Greg has been busy working at his job with the Winter Olympics.

6.3 Finance (Liz Jones)

6.3.1 **Financial Statements**

- A detailed Financial Statement to December 31, 2009 was circulated and reviewed.
- Liz expressed some concern re: the “To Date” figures and stressed the need for updated projections to Year End

Brian/Liz

6.3.2 **Reserve Fund**

- Liz recommended that up to the equivalent of 6 months operation expenses should be the maximum amount in the Reserve Fund

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

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

- No further update to the BCA Plan since the December/09 AGM.
- A document was circulated regarding the feasibility of having one National Strategic Plan.
- BCA has attempted to align with the AC Plan.

Action: Board members were requested to look at the Athletics Canada Strategic Plan (posted on the AC website under “About Us” “Governance”), the BCA Plan (circulated at the AGM) and the questions in the document and then provide feedback to Larry by email before February 19th.

Board Members

6.4.2 **BCA Office Staffing**

- Due to limited access to the Office because of road closures during the Olympics, there will be reduced staffing at the Office during that time.

6.4.3 **Organizational Structure**

Cross Country Committee – Looking at reorganizing the committee structure with some level of regional representation.

Track and Field Committee – Considered 4 different committee structures but decided to retain the status quo because of the pending event changes. Will continue to look at future restructuring. Currently working to fill vacant positions on the committee. .

6.4.4 **2011 Annual General Meeting**

- Based on survey results from the 2010 AGM, consideration is being given to having future AGMs in December rather than January.
- The BCA Bylaws currently state that the AGM shall be held in January each year. A Bylaw amendment could be made through a membership vote via an e-mail AGM.

Action: Referred to the AGM Committee to do further research and recommend a date.

Sam

6.5 **MARKETING AND COMMUNICATIONS** (Staff)

6.5.1 **BCA Blog - <http://bcathletics.wordpress.com>**

A document providing information on the BCA Blog was circulated and discussed.

- . Will use the Blog to replace the weekly BCA Bulletin (target April 1/2010). This will allow for more timely posting and circulation of information to the members.
- . The management of information posting and deleting can be done by Staff and others in a more efficient manner.
- . Links from the BCA website are being developed with the BCA Webmaster
- . There will be information on the website about the blog and how to sign up.
- . Subscribers can determine how often they want updates sent to them.
- . Can include link to Athletics Canada News and other sites as identified.
- . The comment feature on the blog will be disabled because monitoring feedback on every blog entry would be too time consuming. Feedback via existing email and other communication channels is welcome

- It was suggested that consideration be given to using Facebook, especially for the younger athletes and BC teams. Problem would be it takes a lot of work to keep it current.

6.5.2 **Director, Marketing and Communications position**

- Claudia has written up an information posting for this position and been in contact with some Marketing Association to have it put up – are hoping for some response.

6.6 **MEMBERSHIP REPORT** (Sam Collier)

A written report from Sam was circulated and discussed.

6.6.1 **Acceptance of 2010 Club Membership Applications**

MOVED (Clements/Martin) THAT THE 2010 BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING BE ACCEPTED.

Alberni Valley T & F Club, Bowen Island Rock Runners, Burnaby Striders, Campbell River Comets, Capilano Eagles Running Club, Deerfoot Athletic Club, Kamloops T & F Club, Kelowna Running Club, New West Spartans, Pacific Road Runners, Peninsula T & F Club, Penticton Pounders, Prairie Inn Harriers Racing Team, Racwalk West, Royal City T & F Club, Rupert Runners, Trail T & F Club, Vancouver Island Runners' Assoc., Vancouver Olympic Club, Vancouver Thunderbirds, Victoria Marathon Society **CARRIED.**

MOVED (Clements/Martin) THAT THE 2010 BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING BE ACCEPTED PENDING RECEIPT OF THE ITEMS INDICATED:

<i>Cowichan Valley Cougars</i>	<i>need 5 members, Post Event Submission Form/Fee</i>
<i>Coquitlam Cheetahs</i>	<i>need 5 members, Post Event Submission Form/Fee, BC Fin. Report/Payables</i>
<i>Island Road Racers</i>	<i>need 5 members</i>
<i>Hershey Harriers</i>	<i>need 5 members, Post Event Submission Form/Fee, BC Champs Fin. Report</i>
<i>Kajaks T & F Club</i>	<i>2009 Post Event Submission Fees</i>
<i>Kelowna T & F Club</i>	<i>Outstanding Payables</i>
<i>Langley Mustangs</i>	<i>2009 Post Event Submission Fees</i>
<i>NorWesters T & F Club</i>	<i>2009 Event Forms/Fees</i>
<i>Ocean Athletics</i>	<i>2009 Event Forms/Fees</i>
<i>Oceanside T & F Club</i>	<i>2009 Event Form/Fees</i>
<i>Pacific Athletics</i>	<i>2009 Event Forms/Fees</i>
<i>Prince George Road Runners</i>	<i>need 5 members, Outstanding Payables</i>
<i>Prince George T & F Club</i>	<i>2009 Event Form/Fees</i>
<i>Sunshine Coast Athletics</i>	<i>Outstanding Payables</i>
<i>Surrey Athletic Club</i>	<i>need 5 members</i>
<i>Universal Athletics Club</i>	<i>Outstanding Payables</i>
<i>University of Victoria</i>	<i>Outstanding Payables</i>
<i>Vancouver Falcons Athletic Club</i>	<i>2009 Event Form/Fees</i>
<i>Vernon AAA T & F Club</i>	<i>need 5 members, Club fees</i>
<i>Wheelchair Race Series</i>	<i>need 5 members</i>

CARRIED

6.6.2 **Individual Membership Renewals**

- A list of individual membership applications processed to date was circulated.

MOVED (Clements/Dingle) THAT THE BCA INDIVIDUAL MEMBERSHIP APPLICATIONS AS LISTED BE ACCEPTED. CARRIED

Action: Consider a BCA Bylaw amendment to change the need for the Board to accept each Individual Member.

Staff

6.6.3 **Unattached Coaches**

- Sam identified several issues dealing with unattached coaches that require attention, i.e. insurance coverage, what is required to be a coach (coaching certification requirements) and Criminal Records Check.

Action: Referred to Diana for consideration under Risk Management with report back to the Board. Any input from the Board should be sent to Diana.

*Diana/Sam
Board Members*

6.6.4 **1st and 2nd Claim Rule**

- Sam noted various circumstances where the 1st and 2nd Claim Rule is being used and suggested that amendments to the Rule should be considered to prevent possible future problems.

Action: Referred to Sam to report back to the Board with recommended amendments.

Sam

6.7 **PROGRAMS AND TECHNICAL DEVELOPMENT**

6.7.1 **Track & Field**

6.7.1.1 **Run Jump Throw**

- Taking confidentiality rules into consideration, how can BCA follow up with RJT participants who are not affiliated with a club to encourage them to become BCA members.

· could provide participants with a postcard containing information on BCA

Action: Referred to staff to pursue ways to encourage RJT participants to become involved with BCA.

Tauyina

6.7.1.2 Junior Development (Tom Dingle) – Items covered under 6a.

6.7.1.3 Track & Field

- Written report from Ron Bunting was circulated and reviewed.

6.7.2 Road and Cross Country (Maurice Wilson)

- Written report from Maurice was circulated and reviewed.

Road Running Prize Money

- The base amount of prize money for Road Running Championships needs to be determined.

Action: Referred to Staff to consult and come back with a recommended dollar amount that fits into the budget.

Brian.

6.7.3 Officials (Diana Hollefreund)

- Committee is working hard.

- Took a “Thumbs Up” picture of the committee.

Note: Brian indicated that there has been a good response to the “Thumbs Up” program from the organization. Pictures are posted on the BCA website.

6.7.4 Coaching (Ron Bunting)

- Written report from Ron was circulated and reviewed.

6.7.5 Centres (Brian McCalder)

- At this point, there is no indication that the \$70,000 from Canadian Sports Centre Pacific is going to be available for the 2010-2011 year. (\$40,000 for the Provincial Coach, Technical Manager Track & Field position and \$30,000 for Regional Centre Coaches – 1 in Kamloops, 3 in Abbotsford). Decision will not be known until sometime in March when the budget is known.

Action: Need to alert the Regional Athletics Centre Managers of the possibility that this money will not be available for 2010-11

Brian

6.8 EVENTS AND PROMOTIONS (Jim Hinze)

- Jim will be starting work on the AGM Silent Auction next week.

6.9 ZONE DIRECTORS

6.9.1 Zones 1 and 2 (Pam Medland)

- Good ad on TV re: World Masters Indoor Championships in Kamloops. There is alarm at the low number of Canadian registrations for this event. The registration deadline has been extended.

6.9.2 Zones 3, 4 and 5 (Steve Martin)

- This is the quiet part of the year with only limited road running activities but expecting things to crank up soon.

6.9.3 Zone 6 (Denise Clement)

- Will be having meeting in February to finalize the Calendar of Events for the Island.

- Everything appears to be going well.

6.9.4 Zone 7 and 8 (Tom Masich) – no report

- The pros and cons for using electronic technology for meetings was discussed and it was felt that it may not be feasible for Board Meeting. However, consideration may be given to experiment how it could be used.

6.10 ATHLETICS CANADA – No report

7. NEW BUSINESS

7.1 Event Sanctioning and Risk Management

- A “Risk Management – What is required to approve sanctioning” document was circulated and discussed.

MOVED (Jones/Richard) THAT THE ADDITIONS RECOMMENDED IN THE DOCUMENT BE APPROVED FOR INCLUSION IN A REVISED BCA SANCTIONING APPLICATION FORM. CARRIED

7.2 Presidents Award (Sport BC)

- The Board selected a recipient for this award which will be presented at the Sport BC Awards Banquet.

7.3 RJT Summer Camps

- Consideration is being given for BCA to run a RJT Camp in the Summer as a business opportunity.

7.4 AC Meeting

- Brian, Maurice and Ron will be attending a meeting in Ottawa in March to deal with Planning, Coaching Education and Membership Data Base. Sam will participate by phone.

7.5 Meeting **Dates**

Board Meetings:

SATURDAY: APRIL 10 AUGUST 14 OCTOBER 16

Board Members

Executive Committee Meetings:

WEDNESDAY: MARCH 24

Other dates to be confirmed at the March Meeting.

7.6 **BCA Talent Identification**

- A document listing the names and contact information of clubs/coaches and schools in various regions of the province was circulated. Thanks were extended to Nigel Hole for producing this document.

This initiative consists of:

- Identifying the ages and corresponding grades where participation drops off (Midget 14/15-grades 8-9/ Youth 16/17-grades 10/11 / Junior 18-19-grades 12+)
- Identifying the 1st and 12th Male and Female ranked performance in BC for 2009 in Track & Field for the age groups of:
 - Midget 14/15 – grades 8-9
 - Youth 16/17 – grades 10-11
 - Junior 18/19 – grade 12 +
- Identify the High School (T&F) Zones in BC
- Identify the High School T&F Zone Representatives
- Identify the Clubs and Club contacts in the High School Zones (Note: these do not all correspond with the BC Games Zones that BC Athletics uses)

Next Proposed Steps:

- Review the results from the Zone Track & Field Meets
- Identify, as is possible, the current BCA members and non members whose performances fall into identified range of 1st to 12th per 2009 age group rankings
 - **Note:** The information collected from the above steps will begin to identify the numbers and percentage of participants in Zone T&F competitions that continue beyond the school season and/or beyond their High School years
- Identify the dates and locations of the HS Zone qualifying meets
- Set out strategies to provide information to Zone T&F participants on the program opportunities, club contacts in their Zone
- Communicate with Zone reps and Club contacts with regard to this initiative and gain their support in providing or allowing for distribution of the program and club contact information to the athletes – too include:
 - To all Clubs:
 - Send a copy of the relevant Zone Results from the previous year
 - Send a copy of the member athletes from the current and previous year in their Zone
 - Send a letter encouraging them to actively recruit non BCA mbr athletes whose performances are within the 1 to 12 performance rank or within 10% of the 12th place ranking.

Possible Outcomes:

- Greater awareness of Track & Field programs beyond the school season and post high school years
- Increased retention of Track & Field athletes
- Increased participation in the Club and Provincial T&F competitions
- Increased membership in Clubs
- Increased membership with BC Athletics
- Increased # of Clubs
- Increased number of competition opportunities
- Increased opportunities for talent identification

8. **ADJOURNMENT** – The meeting was adjourned at 2:15 pm.

Respectfully submitted,
Ann Kirk, Recording Secretary
01/03/10

Director _____

Director _____