



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING
HELD MAY 14, 2011 AT THE SPORT BC CAMPUS, RICHMOND, B.C.**

Action By

1. **CALL TO ORDER**

The meeting was called to order at 9:40am. Present: Greg White (Chair), Jim Hinze, Pam Medland, Denise Clements, Tom Dingle, Roberta Tetlock, Barb Lund, Sanda Turner, Claudia Richard, Larry Harper, Brian McCaLder and Ann Kirk (Recorder). Carey Dillen and Nigel Hole joined the meeting in progress. Regrets: Sam Collier, Maurice Wilson, Taunya Geelhoed and Ron Bunting.

2. **AGENDA**

Additions: Addition of due dates for Action Items (Barb)

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

3. **MINUTES**

3.1 **Board of Directors Meeting**

MOVED (Hinze/Clements) THAT THE MINUTES OF THE MARCH 19, 2011 BOARD OF DIRECTORS MEETING, AS CIRCULATED, BE ADOPTED. CARRIED

3.2 **Executive Committee Meeting** – Minutes of the April 27, 2011 Executive Committee Meeting were received.

3.3 **BCA Committees**

Minutes from the Officials Committee April 1, 2011 Meeting and the Masters Committee April 20, 2011 Meeting were received.

4. **BUSINESS ARISING FROM THE MINUTES**

An Action List to April 27, 2011 was circulated.

4.1 **Addition of due dates and status reports to Action List**

Action: Recommended that due dates and updated status notes be included for items on the Action List. Directors/Staff

4.2 **Risk Management - Criminal Record Checks**

- Discussion took place on some issues and concerns raised by Barb regarding CRCs (i.e. clubs are not fully aware of policy or what is required, obtaining of necessary letters, relative to officials, where CRC reports are kept, etc.)

Action: Full information on CRC Policy which should clarify these matters will be posted big and bold on the BCA website. Referred to staff to have this posted by May 31/11.

Brian/Sam

5. **CORRESPONDENCE** – None

6. **REPORTS**

6.1 **CHAIR, BOARD OF DIRECTORS** (Greg White)

- Attended the Sun Run and Vancouver International Marathon.

- Will be attending the AC AGM/Congress along with Brian and Maurice, May 27-29

Brian is on the AC Planning Committee, Maurice on the AC Run Canada Committee

Greg will attend the Branch Presidents Meeting.

- Jennifer Joyce (Kamloops) has been elected by acclamation to the position of Female Athlete Rep. on the AC Board.

- Will be representing BCA at the Sport BC AGM on June 4th. Larry Harper is running for the position of Sport BC Board Chair.

Canadian Masters Athletic Association (CMAA) and Athletics Canada (AC) - Membership Proposal

A copy of a proposal that will be addressed at the upcoming AC AGM was circulated.. Based on a BCA 2011 AGM resolution and a motion from the BCA Masters Committee (*The Masters Committee proposes that BC Athletics vote in favour of the CMAA/AC proposal with the understanding that only registered BCA Masters members are to be included in the proposal.*)

Action: BCA reps at the AC AGM will support this proposal in principle.

Greg

Masters Age – A document received from Danny Daniels indicated the IAAF will recommend to the full IAAF Congress that the age for Masters be 35+ for stadia and out-of-stadia events.

6.2 **VICE CHAIR, BOARD OF DIRECTORS** (Jim Hinze)

- Attended the TC 10K in Victoria. Participants liked the new course and everything went well.

6.3 **ZONE DIRECTORS**

Zones 1 and 2 (Roberta Tetlock) – Verbal and written report

- Has spent most of her time trying through various methods to communicate with clubs but has met with little or no success. Since no clubs have replied with questions or concerns to bring to the BCA Board, can only assume all clubs are working towards a successful season.
- Has done research on clubs to gain an understanding of their history/activities.
- BCA information is forwarded to clubs as it is received. Continually promoting BC Athletics, the website and Blog. Key news points from the Zone are on the BCA website.
- Planning to physically attend club practices/events to meet members.
- Working on turning some ideas into a proposal for an Athletics Awareness Campaign to initially help clubs and grow into an event to build and bond all aspects of Athletics in B.C.

Action: *Roberta to communicate her ideas for an Athletics Awareness Campaign to Denise.*

Roberta/Denise

Zones 3, 4 and 5 (Sanda Turner) – Verbal and written report

- Langley has been selected as the site of the Legion Meet in 2013 -2014
- Have phoned all clubs. They are up and running for the outdoor section of the track year. Everyone had a good time at the indoor meet in Richmond. Zones may now have a winter season
- May have 2 more clubs in Zone 4.

Issues: - Poor communication between club coach and elite athlete and coaches at Training Camps

- Need more coaches, helpers in clubs. Small group of people doing everything
- Communication between clubs
- Number of BCA athletes dropping, high school athletes expanding.

Zone 6 (Barb Lund) – Verbal report.

- Barb presented the Zone 6 BC Athletics members observations on the following topics and offered suggestions.
- . **Zone Director Reports** should be posted on the BCA website and sent to Directors with the meeting agenda.
- . **Meeting Agenda** should be circulated several days before the meeting
- . **BCA Booth at events** – Spent some time at the BCA booth at the TC10K
 - There needs to be something more than printed handouts to attract people to the booth, i.e. pictures, power point presentation, etc.
 - Need to have up to date registration forms available.
 - Directors should have name tags and business cards to hand out.
 - Staff should also have name tags when attending events
 - Referring people to the BCA website is not effective – need personal contact. Maurice does a good job talking with people, unfortunate that more people don't stop at the booth.
- . **Pictures depicting event participants** – Pictures being used (i.e. on shirts) don't symbolize what races have become and the variety of participants currently entering events, i.e. disabled person (wheelchair), parents (strollers), out of shape people.

Action: *Recommended that Barb forward her suggestions to Denise (Director, Events and Promotion)*

Denise

- . **Para Olympics** – Had 30 wheelchair athletes, most ever, at the Dogwood meet from all over North America.
- . **Emergency Preparedness** – George Dean Meet: A serious accident resulted in the closure of the highway and many people going up Island were stuck either having to stay overnight or stay in the long lineup. This raised the issue of Event Directors being prepared for emergencies.

Action: *Consider holding an emergency preparedness workshop at the BCA AGM*

Staff

- . Appears some areas of the province are forming their own groups, i.e. VIAA, VIRR, Lower Mainland, Kamloops and are starting to see signage that doesn't promote BCA.
- . **HS Schools** – It appears that there is a change in the way schools are operating and we are starting get more access with them. Suggest that BCA use this window of opportunity to work on alignment with them.

Zone 7 and 8 - no report

6.4 **ADMINISTRATION AND PLANNING** (Pam Medland)

6.4.1 **Unattached Coach Issue** - Will work on finalizing the issues relative to unattached coaches.

6.4.2 **Personnel Committee**

- *A Committee was struck to meet as soon as possible to deal with a review of staff salaries and benefits. Committee members to be Pam Medland (Chair), Greg White, Carey Dillen and Jim Hinze with Brian McC Calder being included when required.*

*Pam/Greg
Carey/Jim/Brian*

- Committee reviews CEO (Brian) and Brian reviews the other staff.

6.4.3 **BCA Committees**

Action: It was requested that a list of BCA Committees and Committee members be published.

Staff

6.4.4 **BCA Board Meeting Packages**

Action:- It was deemed that Directors need to get their meeting information earlier, ie. the Tuesday before a Saturday meeting.

Greg/Brian

6.4.5 **BCA T&F Technical Manager Position** – Job description being reworked and will be posted.

6.4.6 **Summer Student for BCA Office** – Position was advertised and applicants have been short listed. Should know by next week about Government funding.

6.5 **FINANCE** (Carey Dillen/Brian McCalder)

- Carey and Brian met with Katherine to consider what the financial report to the Board should include and how it should be presented. Some changes have been made to the financial statement but it is still a work in progress.

- A Financial Statement Summary Page, including notes to explain variances to budget, was circulated and reviewed. A document noting Financial Risks, Challenges and Opportunities for 2011-2012 was also circulated.

- Roberta suggested consideration be given to events for seniors similar to RJT as a potential fundraiser for BCA.

Action: It was recommended that any suggestions for fund raising events be sent to Denise (Events and Promotion) for consideration.

Directors

6.6 **MARKETING AND COMMUNICATIONS** (Staff)

- Continuing to look for someone to fill the Director, Marketing and Communications position.

- Opportunities for marketing have been listed by the Finance Committee for considered.

6.7 **MEMBERSHIP REPORT** (Sam Collier) - A written report from Sam was circulated.

6.7.1 **MOVED (Dingle/Clements) THAT THE RENEWAL BCA CLUB MEMBERSHIP APPLICATIONS FROM THE VERNON AMATEUR ATHLETICS ASSOCIATION AND VICTORIA INTERNATIONAL RUNNING SOCIETY BE APPROVED. CARRIED**

6.7.2 A list of BCA 2011 Individual Membership Applications received since the last meeting was presented.

MOVED (Hinze/Clements) THAT ALL INDIVIDUAL MEMBERSHIP APPLICATIONS AS LISTED BE APPROVED. CARRIED

6.7.3 Currently there are 4,167 individual members, an increase of 89 over last year and 70 clubs, 2 more than 2010.

6.7.4 **Silent Auction** – *Reminder that the Board agreed to strike a committee to be chaired by Denise to take over and develop the Silent Auction for the Annual Awards Banquet on December 5th. Work should start asap.*

Denise/Greg

6.7.5 **ACDirect** – The AC Statistics and Membership Committee continue with improvement to ACDirect and the Results/Rankings systems, however; alternatives are being considered and a new database will be developed over the next few years.

6.8 **PROGRAMS AND TECHNICAL DEVELOPMENT**

6.8.1 **Track & Field (JD to Masters)**

6.8.1.1 **Run Jump Throw** (Taunya Geelhoed)

- A written report from Taunya was circulated.

Hershey's Track & Field Games Day in Canada: - The plan Taunya submitted for this event was one of the 4 National events chosen by AC. The BC event is taking place today at North Surrey Secondary School.

National Coordination of "First Contact Athletics"; - As directed at the March Board Meeting, BCA submitted a proposal and application on behalf of Taunya. Brian was pleased to report that AC has selected Taunya to head up this initiative. Next step is dealing with how to bring children from the RJT and Hershey programs into the club structure. Another individual in Ontario will be working with Taunya on this. The status of the BCA proposal is not known at this time.

6.8.1.2 **Junior Development** (Tom Dingle)

New JD Events: -The new JD events are now in place and information has been posted on the BCA website.

6.8.1.3 **Track & Field (15-35 years) and Coaching** (Ron Bunting)

- A written report from Ron was circulated.

Track & Field - Working on finalizing section standards, selection criteria, confirming team staff, etc. for Western Canada Summer Games in Kamloops (Aug. 5-9/11) and other BC Teams.

Coaching - Continuing to work on Coaching Certification and the National Endurance Coaching Conference to be held in Richmond Dec. 9-11/11.

- Barb reported that some of the coaches who attending the clinic in Victoria though it was well done but felt that some senior coaches were not in sync with the Long Term Athlete Development plan and were not able to answer questions for different age groups. Also thought a component of the coaching program should be on how to talk and communicate positively with children.

- Pam noted that Gary Reed did a fantastic camp in Kamloops that was geared to H.S. athletes.

It was suggested a Masters Report be added to the agenda for future meetings.

Brian

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

- A written report from Maurice was circulated.

- Been very busy attending various Runs and staffing the BCA booth at major events.

- Sun Run registration was down but many other events are experiencing growth, especially in Trail and Prince Rupert.

- Working to define the Timex BC Road Running Series in 2012 or 2013 as the provincial high performance series, with the regional series distinguished as age group participation series.

- Working on guidelines for inclusion of Athletes with Disability in Road Running races.

- Collaborating with TriBC and Cycling BC as PSOs that sanction events held on public highways, to review what common problems we face and investigate possible solutions.

- Whistler 50 Relay & Ultra – Rack cards have been produced, working on route details, registration is expected to open in June.

6.8.2 **Officials**

- For recruiting new officials have found that personal contact and handing out business cards is better than any signage.

- Draft II of Code of Conduct for Officials is being finalized.

6.8.3 **Centres** (Brian McCalder)

- Working on finding a replacement for Jarett McLean as Coach at the Interior Regional Centre

6.9 **ATHLETE DIRECTORS** (Claudia Richard and Nigel Hole)

- Where there is conflict between club and school teams, Claudia felt that athletes who make a commitment to their school program should fulfill that commitment. Barb noted that If training is not available at the school, then the athlete needs to make an ethical decision.

- Claudia and Nigel feel that communication between club coaches and their elite athletes attending training camps is the responsibility of the athletes.

. Brian noted that it is hoped that in future athletes' coaches will be invited to attend National Training Camps with their athletes.

- BC Team Uniforms – Recommendations for changes to the BC Team Uniforms will be given to Brian for next year.

6.10 **EVENTS AND PROMOTIONS** (Denise Clements)

- *Need to start work on the Silent Auction for the AGM.*

- *Will consider suggestions from Roberta and Barb re: business cards, name tags, etc.*

. Brian advised that business cards are presently being worked on through the BCA Office.

6.11 **ATHLETICS CANADA UPDATE** - Covered under Chair's Report (Item 6.1)

7. **NEW BUSINESS**

7.1 **BC Inductees into the Athletics Canada Hall of Fame**

- It was noted that AC now has an Athletics Canada Hall of Fame and has recently named the first inductees.

Action:- It was suggested that the Chair send a letter of congratulations to the BCA Inductees to the AC Hall

of Fame and that they be recognized at the BCA Athlete of the Year Banquet.

Greg/Brian

7.2 **Personal Audio Devices**

- Jim reported that at the TC 10K there was an incident that required emergency vehicles to be on the course. A problem was created when an official tried to get an athlete who was using a PAD out of the way. Since the athlete had not heard the siren he was upset with the official for trying to move him.
- At one time the USA banned the use of PADs in races but later changed the rule and turned it back to individual races to make the decision. Athletics Canada does not have an official position on the use of PADs.
- Risk Management – It is believed to be the responsibility of the individual if they choose to use a personal audio device.

Action: *Consider having something in the BCA Risk Management Policy regarding use of personal audio devices.*

Pam

8. **ADJOURNMENT:** *(Hinze/Clements)) THAT THE MEETING BE ADJOURNED (12:40pm). CARRIED*

Respectfully submitted,
Ann Kirk, Recording Secretary
May. 20, 2011

Director _____

Director _____

NEXT EXECUTIVE MEETING: WEDNESDAY, JUNE 22, 2011 – 5:30pm

NEXT BOARD MEETING: CONFERENCE CALL – THURSDAY, AUGUST 11, 2011 6:00pm – 8:00pm