



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

**BC Athletics Board of Directors Meeting – Oct 22, 2011
Minutes**

Attending in Person:

Greg White, Chair, Jim Hinze, Vice Chair, Sanda Turner, Dir Zones 3, 4, 5, Tom Dingle, Dir Prog/Tech Dev, Sam Collier, Mgr Reg/Mbrship Services, Brian McC Calder, Pres/CEO, Larry Harper, Past Chair, Carey Dillen, Dir Finance, Bruce Deacon, Dir Mktg/Comm, Barb Lund, Dir Zone 6, Roberta Tetlock, Dir Zones 1, 2, Denise Clements Dir Events & Promotions

Attending by Teleconference

No attendees by teleconference

Regrets

Claudia Richard, Athlete Dir, Ann Kirk, Recording Sec, Maurice Wilson, Tech Mgr Rd/XC Rg, Taunya Geelhoed, RJT Prog Coord, Ron Bunting, Chg Educ Coord. Nigel Hole, Athlete Dir,

1. Meeting was called to order at 9:30 am
2. Additions to the agenda:
 - a. Motions presented Aug 11, 2011 by Zone 6 Director, B Lund
 - b. BCA Harassment Policy in light of Scout Canada's current sexual abuse scandal
3. Adoption of the agenda – J Hinze/ T Dingle - passed
4. Brd Minutes of Aug 11, 2011 –
 - a. Review and Amended (B. Lund verbatim motions to be posted as a provided by Zone 6 representative) Brian to arrange updating. It was noted that in future as per Roberts Rules motions need to be tabled individually.
 - b. Minutes need to list all reports received
 - c. Aug 11, 2011 minutes received as per amendment items. Motion to accept – Jim Hinze, 2nd Denise Clement Passed – Abstaining as they were not present – Larry Harper & Sanda Turner
5. Receipt of the Minutes of Committees
 - a. Executive Committee meeting of 12, 2011
 - b. Junior Development Committee meeting of Sept 4, 2011
6. Reports received

See October 22, 2011 BCA Board of Directors Meeting agenda for list of reports submitted or distributed at the meeting. These reports were provided to all directors.

The following reflects specific outcomes from discussions related to specific reports:

- i. Chair Report – Greg White**
 - The Chair noted that he felt it important that the Board should have criminal records checks done to set a standard that it is expected of any individual in a position of authority who is working with youth or seniors at risk per current legislated age designations.

- ii. Vice Chair – Jim Hinze**
 - Provided a progress report on Board Nominations
 - Action Item – Attach a copy of current list of nominees as available and related policy bylaws to these minutes.
 - Noted that per AGM procedures resolutions need to be posted 30 days prior to the AGM.
 - Action Item - Standing directors and zone representatives requested to provide Sam with short bios within the next 15 days for publishing with the AGM meeting materials

- iii. Zone 1 & 2 Director - Roberta Tetlock**
 - Discussion around Zone Director succession planning resulted in a suggestion of putting this forward as a discussion for a Governance Conference / Roundtable meeting item. It was recognized that this is a complex issue that will require active participation by the zone clubs.

- iv. Zone 3, 4 & 5 Director – Sanda Turner**
 - Report provided. No discussion

- v. Zone 6 Director – Barb Lund**
 - Action Item – Staff to check if Coaching Certification requirements are on the Web site.
 - Brian reviewed how funding for Coaching Certification works.
 - There was a discussion about the importance that a member's membership type must match what an individual is doing to avoid any difficulties if a situation requires the insurance policy protection.

- vi. Other**
 - Chair noted that with the Athlete Director positions coming open that the current Athlete Directors will be helping in the recruitment process

- vii. Finance Director Report – Carey Dillen**
 - At Carey's request Brian reviewed the summary income statement and attached notes which projects a surplus of 42,483 for the 2011/12 fiscal year
 - Cary noted that the lease for BCA offices come due on March 31, 2012 which will require the following actions
 - Staff to start the process of looking at what is available in the market

- Next steps will be a recommendation coming to the Board on the lease and possible office relocation
- The draft budget for the 2012/13 fiscal year will be presented at the AGM and go to the Board for approval/revision at a Board meeting following the AGM.
- Brian noted that government funding for a Technical Manger, Track & Field contract position has been received and he will be filling that position shortly.

viii. Compensation Committee Report – Pam Medland, Chair, Human Resources Committee

- The compensation committee provided the following background information related to their review:
 - Used the Sport BC recent salary survey to establish salary ranges
 - The staff salaries, depending on length of service, will be slightly above the median ranges in the Sport BC salary survey for comparable positions
 - The budget includes a cost of living increase
 - After some discussion a motion was put forward to increase the overall staff salary budget by 4.2%. Moved Denise Clements Moved, Seconded Sanda Turner - Passed

ix. Marketing & Communications Director – Bruce Deacon

- Bruce had the Directors and Staff present at the meeting participate in an exercise to determine the key Marketing & Communications goals. It was noted that like all businesses time and funds are not unlimited therefore it is necessary to focus these scarce resources in an effective manager. The results of the exercise were that M & C committee should focus on:
 - Improving membership communication
 - Increasing public awareness
 Bruce will take these focus items away and develop a recommendation on the “how” and “timing” for moving forward with these tasks

x. Membership Manager – Sam Collier

- Motion put forward to accept the new applications for BCA membership as presented by Sam Collier. Moved by Tom Dingle and Seconded by Denise Clements. Passed
- Sam noted that the membership numbers report is difficult to relate year to year comparisons because of the change in membership year start dates. The membership start date has been moved back one month by board motion **to Sept 1, 2011**. This will work itself out when we move into the next membership year and comparisons will directly comparable.

- xi. Programs and Technical**
 - Maurice Wilson, Technical Manager, Road /XC Rg provided a document entitled “Guidelines for the inclusion of Para-Athletes in Road Races”. His request was to have the board move a motion that these guidelines be included with the documents that are part of BCA Road Race sanctioning process. There was some brief discussion around the importance in having this type of document.
 - The motion was put forward and moved by Barb Lund and seconded by Tom Dingle. Passed.

- xii. Officials Report – Barb Lund for Sanda Turner (Barb attended the Officials meeting for Sanda)**
 - Report reviewed including action items
 - Barb noted that the Officials were requesting the approval of the revised Officials Code of Conduct “guidelines. The guidelines were not available for review prior to or at the meeting.
 - Action Item - The guidelines are to be circulated after the meeting by email to seek input and ultimately board approval

- xiii. Coaching**
 - Reviewed the report.

- xiv. National Endurance Conference**
 - A short discussion around is attendance funded by BCA. The answer is that we have not budgeted funding for this conference

- xv. Events & Promotions – Denise Clements**
 - Committee is going to co-ordinate their activities to support the Marketing and Communications priority items and will work with Bruce Deacon on this.
 - There was a brief discussion around how world masters records are maintained as they relate to Canadian masters records and related problems with the current process. No action required.

- xvi. Athletics Canada**
 - Brief verbal update by Brian. No action required

- xvii. New Business**
 - Criminal Records Checks

It was noted that the Boy Scouts organization has been in the news for not reporting pedophiles and having problems with these individuals being able to move to different locations and then becoming active again that organization.

This situation highlights that we must communicate regularly to the clubs the importance of following and applying our harassment policies.

It should also be communicated that if anyone in the organization is concerned about possible inappropriate sexual actions around our athletes that the concerns must, by law, be reported to the police. It should not be investigated by individuals within our organization or by their clubs.

There was no specific action to be taken as these policies are in place but regular reminders in our on going communications strategy should be considered by staff.

- xviii. AGM December 2012 - Motions.
 - o All motions received by the deadline were presented and discussed. Recommendations were prepared for those motions that were to go forward to the AGM. Those motions that the Brd felt did not need to go the Brd or those that were still under review by Committees, were returned to the mover with clarification provided as to why they did not go forward to the AGM. The motions to go forward to the AGM will be posted on the website

- xix. Action List
 - o An updated action list is included as a separate attachment with this document.

Meeting adjourned at 4:30 pm

Next Executive Committee meeting – to be determined following the AGM

Next Board of Directors meeting – to be determined following the AGM

Director Signature _____

Director Signature _____