

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING
HELD ON FEBRUARY 22, 2006 AT SPORT BC, VANCOUVER, B.C.**

Action By

1. **CALL TO ORDER**

The meeting was called to order at 5:35 p.m. Present: Tom Hastie (Chair), Larry Harper, Diana Hollefreund, Tom Dingle, Greg White, Brian McC Calder and Ann Kirk (Recorder). Regrets: David Polisi

2. **AGENDA**

MOVED (Dingle/Hollefreund) THAT THE AGENDA, AS CIRCULATE BE ADOPTED. CARRIED

3. **MINUTES**

3.1 **Minutes of the January 11, 2006 Executive Committee Meeting**

MOVED (Hollefreund/Dingle) THAT THE MINUTES OF THE JANUARY 11, 2006 EXECUTIVE COMMITTEE MEETING, AS CIRCUALTED, BE ADOPTED. CARRIED

3.2 Minutes of the 2006 BCA Annual General Meeting were received.

4. **BUSINESS ARISING**

4.1 **Vacant Positions on the BCA Board of Directors**

4.1.1 **Director Events and Promotions**

- By and email vote, the Board of Directors approved the appointment of Greg White to the position of Director Events and Promotions for the 1 year remaining of the 2 year term.

4.1.2 **Director Administration and Planning** (2 year term) – this position is still vacant.

4.2 **January 11, 2006 Executive Committee Meeting**

4.2.1 **GST**

- The voluntary declaration of past GST due and implementation of charging GST in the future was discussed.

*Action: It was agreed that the implementation date for charging GST on all eligible items be April 1, 2006. Brian
BCA's Accountant to be requested to determine the accurate amount of past GST due. Larry*

Discussion to take place with Gerry Dragomir and BDO relative to:

(a) how to approach government and take care of payment of past GST due

(b) confirmation of the items on which GST must be charged

(c) clarification of when an athlete needs to be charged GST on their annual BCA membership.

(i.e. effective on their 15th birthday date or in the year they turn 15?)

(d) how best to incorporate GST in BCA forms and data bases.

4.2.2 **Training/Social Affiliate Membership**

- How to eliminate the confusion over this type of membership and clarify what it can and can not be used for was discussed at length.

*Action: An Ad Hoc Committee (Sam Collier, Tom Hastie and Greg White) was struck to consider this issue and report back to the March Board Meeting with a draft membership registration form for use effective April 1, 2006. Sam
Tom
Greg*

4.2.3 **Club Membership Application**

MOVED (Harper/Dingle) THAT THE EXECUTIVE COMMITTEE RECOMMEND TO THE BOARD THAT THE BCA CLUB MEMBERSHIP APPLICATION FROM THE WHITE ROCK ATHLETIC CLUB BE ACCEPTED. CARRIED

4.2.4 **BCA Meeting with the Prairie Inn Harriers held on January 28, 2006**

- Brian reported that this meeting provided an opportunity for a good exchange of information. The PIH reps outlined the challenges faced in being a BCA Member Club and thereby having to abide by all current BCA rules and the BCA reps provided some clarification as required.

- Subsequent to the meeting, the PIH submitted a proposed interim arrangement re: club membership until a more permanent solution could be considered at the BCA 2007 AGM.

- The PIH proposal was discussed at length and some suggestions will be presented to the BCA Board for consideration.

Action: A letter to go to the PIH acknowledging receipt of their proposal and indicating that it is under consideration and will be addressed at the March Board Meeting after which a response will be provided.

Brian

4.2.5 Sport BC Athlete of the Year Awards Banquet (March 8, 2006)

- Brian noted that 8 of the 10 seats at the BCA table need to be filled. 2 seats have gone to the President's Award Recipient Pat Marsh and her daughter.

- Athletics Nominees are: Brit Townsend, Coach; Kelly Smith, Wheelchair Athletics Athlete; Elizabeth Gleadle, High School Female Athlete; Tyrell Mara, High School Male Athlete (T&F/Basketball); Justin Marpole-Bird, High School Male Athlete; Julia Howard, University Athlete; Gary Reed, Senior Male Athlete

Action: The Executive recommended that Tom Hastie and wife and Brian McC Calder and wife attend on behalf of BCA and that Brian select 4 other appropriate people to take the remaining seats.

Brian

4.3 2006 BCA AGM

4.3.1 BCA AGM Resolutions

- Brian noted that the timeline is very tight re: resolutions passed or tabled for review by committee and referral to the Board of Directors for subsequent submission to Athletics Canada. (March 15 is the deadline date for proposed rule changes to AC or IAAF Rules). No response has been received from the Road Running or JD Committees.

Action: Need process to deal with submission of proposed rule changes to AC.

Tom/Staff

5. REPORTS

5.1 Finance

- The following documents were circulated for information.

- Detailed Trial to 2/16/06

- Aged Receivables to 2/16/06 – **Action: Some items need attention**

- Deferred Revenue to 1/31/06

- The 2006-07 Draft Budget was included in the AGM Finance Report

Brian

5.2 Administration and Planning

5.2.1 BCA Strategic Plan (2006-2012) - A copy of the notes from the AGM workshop groups was circulated for information.

Action: Tom to contact John Bird re: setting a Committee Meeting date asap.

Tom/John

5.3 Marketing and Communications

5.3.1 BCA Tent and Banner system

- Brian stressed the need for BCA visibility and image identity at events and for different identity for the different divisions of BCA.

Action: Referred to staff to arrange for appropriate tent/banner/signage to be purchased.

Staff

5.3.2 Calendar of Events

Action: Consideration of timing (i.e. 6/12/15 months) and possible contracting out of advertising to be agenda items for the next meeting.

Staff

5.4 Membership

5.4.1 **MOVED (Dingle/Hollefreund) THAT THE RENEWAL BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING CLUBS BE ACCEPTED:**

Alberni Valley Track Club, Alouette Achilles Running Club, Campbell River Comets, Central Park Trail Blazers Running Club, Chilliwack Track & Field Club, Delta Ground Pounders, Golden Ears Athletics, HersheyHarriers, Kajaks Track & Field Club, Kamloops Ridge Runners Society, Nanaimo & District Track & Field Club, Oceanside Track & Field Club, Pacific Road Runners, Pacific Athletics, Peninsula Track & Field Club, Phoenix Athletics Association, Powell River Track & Field Club, Prince George Road Runners, Prince George Track & Field Club, Roads & Runners Racing, Rupert Runners, Semiahmoo Sun Runners, Track 54.50, Trail Track & Field Club, Universal Athletics Club, Vancouver Falcons Athletic Club, Vancouver International Marathon, Vancouver Thunderbirds, Victoria Track & Field Club, West Vancouver Track & Field Club. CARRIED

5.4.2 *Action: A letter to go to all clubs when their membership is accepted, acknowledging their membership application has been approved and reminding them of their responsibilities such as: sanctioning of events hosted by the club.*

Staff

5.4.3 **MOVED (Dingle/Hollefreund) THAT THE RENEWAL BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING CLUBS BE ACCEPTED UPON COMPLIANCE WITH THE MEMBERSHIP REQUIREMENTS AS NOTED:
KELOWNA RUNNING CLUB – AWAITING NAMES OF 5 CLUB MEMBERS
SOUTH FRASER TRACK CLUB – AWAITING PAYMENT OF MEMBERSHIP FEE. CARRIED**

6. **NEW BUSINESS**

6.1 **Insurance re: clubs, individual, DOE, club executive** – *Referred to the next meeting*

Tom

6.2 **Sanctioning Rules**

6.2.1 - Do we need to set out a new set of guidelines/incentives for events to sanction? - *Referred to the next meeting.*

Tom

6.2.2 - Do we need to fall in line with other provinces sanctioning guidelines? - *Referred to the next meeting.*

Tom

6.3 **Elite Racing**

- Brian advised that background information and concerns re: the Elite Racing proposal to host an event in the July/August time period are available through the Vancouver International Marathon circulation to sponsors, benefactors and corporate suppliers.

- Subsequent information received indicates that the event will be held in August.

6.4 **Meeting Dates**

The Executive approved the following Meeting Dates:

Executive: Wednesday April 26, 2006	Board: Saturday March 25, 2006
June 21, 2006	May 13, 2006
October 25, 2006	August 26, 2006
December 6, 2006	November 18
January 10, 2007	

Executive Meetings are scheduled for 5:30 to 7:30 pm. Board Meetings are scheduled for 9:30am to 3-4:00 pm

6.5 **Clarification on Conflict of Interest**

6.5.1 Re: A Director whose services are contracted from time to time for events - There is nothing in the BCA Bylaws to prevent this.

Action: Need to confirm if there is anything about this in the Direct Access (Gaming Funding) regulations. Staff

6.5.2 Re: A paid Regional Centre Coach being a Director - There is nothing in the BCA Bylaws to prevent this.

6.6 **Centres (National, Provincial, Regional) Program**

- (a) New Format – regional, Provincial, National)
- (b) New Funding)
- (c) Funding Partners (potential))
- (d) Agreement terms and length)
- (e) Timelines (for approval and new agreements))

Referred to the next meeting

Brian

7. **ADJOURNMENT**

The meeting was adjourned at 8:15pm

Submitted by Ann Kirk, Recording Secretary
26/02/06