

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING
HELD ON DECEMBER 6, 2006 AT SPORT BC, VANCOUVER, B.C.**

Action By

1. **CALL TO ORDER**

The meeting was called to order at 6:00 p.m. Present: Tom Hastie (Chair), Larry Harper, Greg White, Brian McCaLder and Ann Kirk (Recorder). On the phone in Victoria: Tom Dingle Regrets: David Polisi and Diana Hollefreund

2. **AGENDA**

2.1 **Additions:** Report from the Compensation Committee (Larry)

2.2 **Adoption:** *MOVED (Dingle/White) THAT THE AGENDA, AS CIRCULATE PLUS ADDITION, BE ADOPTED. CARRIED*

3. **MINUTES**

3.1 **Minutes of the October 25, 2006 Executive Committee Meeting**

MOVED (Dingle/White) THAT THE MINUTES OF THE OCTOBER 25, 2006 EXECUTIVE COMMITTEE MEETING, AS CIRCUALTED, BE ADOPTED. CARRIED

3.2 Minutes of the November 25, 2006 Board of Directors Meeting were received.

4. **BUSINESS ARISING**

4.1 **October 25, 2006 Executive Committee Meeting**

4.1.1 **BCA Executive and Road Running Sub Committee Update**

- Brian and Larry reported on the December 5th meeting.

. Discussed allowing for more DOE membership fee revenue to be returned based on added value initiatives such as prize money, seminars, training clinics, BCA program support, support of charities, events for young age groups, media promotion and expos.

. Considered a document, prepared by Maurice Wilson, suggesting what market value should be, based on a similar type of agreement that BCA currently has with the Sun Run and on the size of an event (e.g. number of participants).

- The committee will meet again on December 19th to continue working towards a cohesive proposal to go to the BCA AGM.

4.1.2 **BCA 2007 AGM Update**

- Sessions identified to be part of the business meeting:

a) 2010 Richmond Speed Skating Oval – Pre-Games, Games and Post Games Use (Gerry DiCicco, City of Richmond

b) GST and PST – Implications for Event Organizers (Gerry Dragomir)

- Workshops identified to be held on Sunday

a) Club Registrars (Sam Collier)

b) WebAlive - pending discussion between BCA and WebAlive

c) Long Term Athlete Development (re: athletes from 9 years and over plus Track Rascals as part of the RJT program).

- Some BCA Committee meetings

5. **REPORTS**

5.1 **Finance**

- A draft of the 2005-06 Audit will be available by December 14 with the final document being ready for the AGM.

5.2 **Administration and Planning**

5.2.1 **BCA Strategic Plan (2006-2012)**

- As discussed at the Board Meeting, Brian advised that he has been in contact with Athletics Canada and Sport BC re: finding a facilitator to lead the Planning Committee through the necessary steps for the development of strategies and actions to achieve the identified goals and objectives within specified time lines.

5.2.2 **WebAlive**- Update - Tom noted that he and Brian will be meeting with Rob from WebAlive next week.

5.2.3 Staffing Update re: Administrative Assistant position – Will be interviewing two candidates before the Christmas break with a view to having a person start in January.

5.2.4 Staffing and Organizational Structure Review – *Action: Referred to Brian and Larry.*

Brian/Larry

5.3 Marketing and Communications

5.3.1 Calendar of Events Update

- In order to meet the deadline to have the printed version of the Calendar of Events published earlier, the request for fixture list information to be entered on line by the end of November has resulted in far fewer events being listed than in the past.
- Jerry is in the process of soliciting advertising for the publication.

5.3.2 Board of Director Jackets/BCA Visibility at Events

- Greg advised that due to other commitments (i.e. H2H and Canadian Cross Country Championships), he has not had time to finalize the purchase of jackets; however, he will now be working on this and will be considering other ways to promote BCA visibility at events.

Greg

5.4 Events and Promotion

5.4.1 H2H Follow up – Need to have wrap up of this event done asap. *Action: Referred to Jerry*

Jerry

5.4.2 Canadian Cross Country Championships - Hosting

- 2007 event went very well, especially considering the snow.
- Letter to be sent to the AC National Competitions Committee with a request that in view of the 2010 Winter Olympics being held in Vancouver/Whistler that special consideration be given for BC to host the 2009 and 2010 Cross Country Championships. *Action: Referred to Brian*

Brian

5.5 Membership

5.5.1 AC Direct database – BCA

- .Sam Collier is working with Metasport to get the type of reports necessary for the audit and AGM.

6. NEW BUSINESS

6.1 BCA 2007 AGM

6.1.1 BCA Board of Directors

6.1.1.1 Clarification on the overlapping of terms

- It was noted that due to a past circumstance the Chair and Vice Chair terms are both completed this year. Since it is desirable (and was past policy) to have these positions open for election in alternate years, it was recommended that Brian check on what would be necessary to allow for the Vice Chair term to be for 1 year (2007) then back to 2 year terms after that (ie 2008 and 2009). The Chair term would remain at 2 years.

Brian

6.1.1.2 Positions open for election

- A document was circulated confirming the current status of Directors terms. The following positions are open for election:

Chair	2 year term
Vice Chair	1 year (subject to approval as noted above)
Director, Finance	2 year term
Director, Events & Promotions	2 year term
Director, Programs & Technical Development	2 year term
Director, Administration & Planning	1 year (to complete vacancy)
Director, Zones 3/4/5	2 year term
Director Zone 6	2 year term

- Current Directors whose terms are up will be contacted by the Nominating Committee (chaired by Tom Hastie) to determine their intentions for the 2007 elections. Any suggestions for other nominees should be submitted to Tom.

6.2 **Compensation Committee Report**

- The Compensation Committee met prior to the Executive Committee Meeting and then presented their recommendations to the Executive at an in-camera session.

MOVED (White/Hastie) THAT THE EXECUTIVE COMMITTEE ACCEPT THE COMPENSATION COMMITTEE RECOMMENDATION THAT BCA BOARD, STAFF, COMMITTEE MEMBERS AND INDIVIDUALS ON ASSOCIATION PROJECTS AND PROGRAMS BE REIMBURSED AT THE FOLLOWING RATES, EFFECTIVE DECEMBER 6, 2006:

MILEAGE	43 CENTS PER KILOMETER	
MEALS/PER DIEM	\$50.	CARRIED

MOVED (White/Hastie) THAT THE EXECUTIVE COMMITTEE ACCEPT THE COMPENSATION COMMITTEE RECOMMENDATION RE: BASE SALARIES FOR STAFF, AS PRESENTED AT THE IN-CAMERA SESSION, RETROACTIVE TO APRIL 1, 2006. CARRIED.

- A letter, signed by Larry, is to go to the Sport BC Payroll Department confirming the new staff salaries.
- Larry to discuss with Brian how best to handle the retroactive salary payments.
- At the request of the Executive Committee, the Compensation Committee will meet to review and make recommendations, in discussion with the CEO, re: future staff merit bonuses, base salary ranges and potential for pension contributions.

**Larry
Brian/Larry**

6.3 **Resolutions received to date for the 2007 AGM**

6.3.1 Resolutions from the Officials Committee to amend the BCA Operating Policies Section 25 - Officials

6.3.1.1 Whereas: BCA Officials participation in sanctioned events is not limited to Track and Field competitions, and the same policies are applicable to all events

Be it resolved that the term "event" will be substituted in Section 25 for any other more specific term, e.g. "meet", or "Track and Field meet".

6.3.1.2 Whereas: BCA Officials require clear and consistent policies regarding expenses, the following series of resolutions are recommended

6.3.1.2.1 ***Be it resolved that Section 25.2 (a) be amended to read "Major events, including a significant number of National and International level athletes"***

6.3.1.2.2 ***Be it resolved that in Section 25.2 (c) the word "club" be removed.***

6.3.1.2.3 ***Be it resolved that in Section 25.4 the paragraph beginning "Assignments outside the local area" be amended to read "An official assigned to work at an event requiring travel outside their local area, e.g. requiring overnight accommodation may be reimbursed for authorized expenses."***

6.3.1.2.4 ***Be it resolved that Section 25.4 be amended by removing the sentence beginning "Receipts are not required" from the final paragraph.***

6.3.1.2.5 ***Be it resolved that Section 25.5 be re-titled as "Responsibility for Officials expenses at Athletics Events".***

6.3.1.2.6 ***Be it resolved that paragraph 2 of Section 25.5 be re-titled as "Provincial and National Championships".***

6.3.1.2.7 ***Be it resolved that paragraph 3 of Section 25.5 be re-titled as "All other Sanctioned Events".***

- 6.3.1.2.8 *Be it resolved that the following sentence be added to Section 25.5, paragraph 3.
“High Performance or International events may require travel and accommodation for officials from outside the local area. Responsibility for authorized expenses at these events follows the same formula as other events in this class.”*
- 6.3.1.2.9 *Be it resolved that the existing bullet points from Section 25.5, paragraph 3 be removed and substituted with*
 - . Accommodation 100% covered by the host*
 - . Meals 100% covered by the host*
 - . Local travel 100% covered by BCA through the Officials budget*
 - . Other travel 100% covered by the host*
 - . Expendables 100% covered by the host*

MOVED (Harper/White) THAT THE EXECUTIVE COMMITTEE ON BEHALF OF THE BCA BOARD SUPPORT THE MOTIONS FROM THE OFFICIALS COMMITTEE. CARRIED

- Any additional resolutions received will be circulated to the Board for consideration.

7. ADJOURNMENT

MOVED (White) THAT THE MEETING BE ADJOURNED (8:10pm). CARRIED

NEXT EXECUTIVE COMMITTEE MEETING - JANUARY 10, 2007 – AGM Review (resolutions, agenda, banquet, etc.)

Submitted by Ann Kirk, Recording Secretary
07/12/06

Director _____

Director _____