

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING  
HELD ON FEBRUARY 21, 2007 AT SPORT BC, VANCOUVER, B.C.**

**Action By**

**1. CALL TO ORDER**

The meeting was called to order at 5.45 p.m. Present: Larry Harper (Chair), Liz Jones, Brian McCalder and Ann Kirk (Recorder). On the phone in Victoria: Tom Dingle. Regrets: Tom Hastie, Diana Hollefreund and Jim Hinze  
Greg White and David Polisi joined the meeting in progress via phone in Vancouver.

Larry noted that cards of thanks to BCA were received from Alice Kubek for BCA acknowledging her at the Awards Banquet as part of the BC contingent at the Commonwealth Games and from the Mondor family for the donation in memory of Emily.

**2. AGENDA**

- 2.1 **Additions:** Under New Business: Office Relocation (Brian); Action List (Larry), Meeting Dates (Larry)  
2.2 **Adoption:** *MOVED (Jones/Dingle) THAT THE AGENDA, AS CIRCULATE PLUS ADDITIONS, BE ADOPTED. CARRIED*

**3. MINUTES**

3.1 **Minutes of the January 10, 2007 BCA Executive Committee Meeting**

- 3.1.1 Correction: *The date shown was January 10, 2006, this should be changed to January 10, 2007)*  
*MOVED (Dingle/Harper) THAT THE MINUTES OF THE JANUARY 10, 2007 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED AND AMENDED, BE ADOPTED. CARRIED*

*Staff/Board*

**4. BUSINESS ARISING**

4.1 **January 10, 2007 Executive Committee Meeting**

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

- Larry reported that progress is being made. After considering several options, one is being worked on which will be discussed with the BCA's insurance agent and legal counsel. The Committee will have something finalized for consideration by the Board at the March 6<sup>th</sup> Special Board Meeting.

*Larry*

- 4.2 At this time, Greg White joined the meeting for a brief time to advise that he was unable to stay but would be meeting with Brian and Larry on March 15<sup>th</sup> to discuss Administration and Planning topics.

*Greg/Larry  
& Brian*

**5. REPORTS**

5.1 **Finance**

5.1.1 **Statements**

- Detailed Trial Balance and Aged Receivables statements to February 15<sup>th</sup> /07 were circulated.
- At present cannot produce type of current operating statement that previously had been available to Directors.
  - old software system causes extra work
  - staffing issue re: coding, invoicing and keying in data.

*Action: Referred to Liz to look into the software situation and report back. Staffing issue to be addressed in the Staffing and Organizational Structure Review.*

*Liz/Larry*

- In order to make financial statements easier to understand, Tom questioned if it would be possible to have the "flow through" items reported differently (e.g. a separate statement).

*Action: Larry to discuss this matter with Liz.*

*Larry/Liz*

5.1.2 **Draft Budget 2007-08**

*Action: The Draft Budget needs to be reviewed prior to the March 24<sup>th</sup> Board Meeting.*

*Brian/Larry  
& Liz*

5.1.3 **Reserve Fund Guidelines for Non-Profits**

- Gamings perception re: PSO's reserve funds will be a topic at the upcoming PSO Round Table Meeting.
- Action: Larry to review the Reserve Fund Guidelines for Non-Profits and discuss these with Liz.*

*Larry/Liz*

5.2 **Administration and Planning**

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

*Action: Brian is continuing to seek someone who can look at the Plan and lead us through the next steps. Greg to name a Chair of the Planning Committee and arrange to have a*

5.2.2 **WebAlive Update**

- BCA now has an agreement with WebAlive.

*Action: Need to get a WebAlive link up on the BCA website so that BCA member clubs can contact them re: buying technical assistance to create/operate a club website.*

*Staff*

5.2.3 **Staffing Update**

5.2.3.1 Ron Bunting has moved to Kamloops. BCA has retained him in his current position until at least the end of March. He will work in a remote capacity and also be in the office 1 or 2 days a week.

5.2.3.2 Brian is very committed to getting the Administrative Assistant position in place. It may be a better fit to look at 2 separate people – 1 half or full time for BCA and 1 half time for Run Jump Throw.

5.2.3.3 Larry, Greg and Brian will be working on the Staffing and Organization Structure Review.

*Larry/Greg  
& Brian*

5.3 **Marketing and Communications**

5.3.1 **Calendar of Events Update**

- The last of the material is being assembled and the Calendar should be at the print shop by the end of February.

5.3.2 **BCA Website**

- It was suggested that perhaps the BCA website was due for a face lift. However, it was agreed that keeping it up to date is more important than its appearance. Areas to consider:

- . an easy to use process in place whereby things can be updated by multiple parties as required.
- . upload all information from desktop onto site
- . portal for each BCA Division using each Division's logo.
- . different sites for different audiences.
- . identifiers to get to the sections different individuals are most interested in.
- . opportunity to sell merchandise on site.
- . identify a web master

*Action: Referred to David Polisi to check the Athletics Alberta website and contact Peter Ogilvie to ask how they tackled the revamping of their website. David to report back to Brian and Larry, prior to the March 24<sup>th</sup> Board Meeting, with recommendations for updating the BCA website.*

*David*

5.4 **Events and Promotion**

5.4.1 **Vancouver Sun Run and Times Colonist 10K**

- Preparing to have BCA visibility at each of these events. Hope to have the BCA tents available.

- Also pursuing involvement of the Run Jump Throw program at the pre Run events and a kids' participation area.

5.4.2 *Action: JimHinze to arrange a meeting with Staff to discuss current BCA events and suggestions for other events that BCA could take on.*

*Jim/Staff*

5.5 **Membership**

5.5.1 **AC Direct database – BCA**

- Still some challenges with the AC Direct database. Will be an agenda item at the upcoming AC AGM.

- Club Registrar registration for the online AC Direct database is moving forward with more clubs now using it.

- Membership cards have been printed and sent out. Up to date to the end of January/07.

6. **NEW BUSINESS**

6.1 **Richmond 2010 Skating Oval update**

- Pleased to hear that they are revisiting the possibility of installing a permanent Pole Vault box and Long Jump pit at the Oval.

6.2 **PST Registration update**

- A BCA PST Registration Number has been received and BCA is now completely PST compliant.

6.3 **Office Relocation update**

- A document compiled by staff listing the pros and cons of moving with Sport BC and the pros and cons of working remotely was circulated.

- To be in on Phase 1 of the move, BCA has to commit by March 1. For Phase 2, have to commit by June.

BCA has not done any searching for space around the current location but some sports are looking in the Broadway corridor. **Action: Brian will be making a recommendation to the Board.**

*Brian*

6.4 **Action List**

- A draft of an Action List document to keep track of meeting items requiring attention was circulated for consideration. Several changes were suggested and staff input will be sought.

**Action: Referred to Ann Kirk to consider revisions to the document and submit a draft to Larry and Brian for consideration.**

*Ann*

6.5 **Meeting Dates**

Executive: The following Executive Committee Meeting dates were confirmed:

**April 25      June 13      October 24      December 5      January 9/08**

Board: **March 6<sup>th</sup>** - Special Board Meeting (teleconference for those outside the Lower Mainland)

**March 24<sup>th</sup>** - first full Board Meeting at Sport BC Building, Vancouver

Other Board Meeting dates to be confirmed at the first Board Meeting.

6.6 **BCA 2008 AGM**

- Larry met with staff on February 1/07 at which time the schedule for the 2008 AGM was addressed.

It was agreed that all reports (except Finance, Planning, Run/Jump/Throw, Tech. Mgr. Road Running & Cross Country, Tech. Mgr. Track & Field/Dir. Power/Speed Evens and President/CEO) will be dealt with on the Friday evening which will allow more time on Saturday for Resolutions and Educational Sessions.

**Action: Greg to receive a copy of the Feb. 1/07 meeting notes for consideration when planning for the 2008 AGM.**

*Staff/Greg*

6.7 **Director, Zone 6**

**Action: The appointment of the Director for Zone 6 to be an agenda item for the March 6<sup>th</sup> Special Board Meeting. Tom Dingle to have the name of the nominee confirmed and submitted to the BCA office prior to the meeting.**

*Tom/Brian*

7. **ADJOURNMENT**

**MOVED (Dingle/Jones) THAT THE MEETING BE ADJOURNED (7.25pm)      CARRIED**

Submitted by Ann Kirk, Recording Secretary  
25/02/07

Director \_\_\_\_\_

Director \_\_\_\_\_