1. **CALL TO ORDER**
The meeting was called to order at 5:40 p.m. Present: Larry Harper (Chair), Greg White, Liz Jones. Brian McCalder and Ann Kirk (Recorder). On the phone in Victoria: Tom Dingle and Diana Hollefreund. Regrets: Jim Hinze and Tom Hastie

2. **AGENDA -MOVED (Dingle/Jones) THAT THE AGENDA, AS CIRCULATE, BE ADOPTED. CARRIED**

3. **MINUTES**
   3.1 **Minutes of the October 24, 2007 BCA Executive Committee Meeting**
   
   **MOVED (White/Dingle) THAT THE MINUTES OF THE OCTOBER 24, 2007 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED**
   
   3.2 Minutes of the November 17, 2007 Board of Directors Meeting were received.

4. **BUSINESS ARISING** – Agenda was amended to deferred Business Arising to be the last item on the agenda.

5. **REPORTS**
   5.1 **Finance**
   
   5.1.1 **Statements**
   - A Financial Statement to October 31/07 showing 2007/8 Year to Date, Annual Budget YTD, 2007/08 YTD Variance, 2007/08 Annual Budget and 2006/07 Audited Year End figures was circulated. Brian provided an explanation of some variances over last year’s figures.
   
   5.1.2 **Audit Update**
   - The April 1/06 to March 31/07 Fiscal Year Audit has been completed.
   
   5.1.3 **Steps re: Accounting and Reports**
   - Liz noted that she has some suggestions to improve account reporting which could be considered when there is more office staff available.
   
   **Action: Liz to pass on her suggestions to Brian.**
   
   5.1.4 **Reserve Fund – Maximum Amount**
   - Liz has done some checking and found that what satisfies most auditors and Revenue Canada is to have a Reserve Fund that the organization can justify, i.e. should the organization shut down there should be enough money in the Fund to cover operating expenses for several months, possibly 6 -12.
   
   **Action: Liz to discuss this with Sport BC.**

5.2 **Administration and Planning**
   5.2.1 **Strategic Planning**
   - The proposed Planning process to be undertaken will include:
     . Interviews with Planning Committee members
     . Interviews with Key external individuals – linked to Athletics as: Funding Partners such as Government; Contract Agents of Government; Sport BC; PacificSport; LegaciesNow; etc.
     . Survey of BC Athletics Board of Directors
     . Meeting(s) with Key stakeholder groups
     . Meeting(s) with BC Athletics Staff
     . Face to face and teleconference meetings with the Planning Committee
     . 2008 AGM session(s)
     . Draft and Working Plans
     . Final Plan to 2012 with interim 2 year segments leading to an annual rolling Plan
     . Organization design and operations model
     . Staff and committee structure alignment with the Plan.

---

**Action By**
5.2.2 Staffing

5.2.2.1 Road/Cross Country Technical Manager
- Interviews with the short listed candidates to be held on December 7. Interview Panel – John Bird, Geoffery Buttner and Brian McCalder

5.2.2.2 Track & Field Technical Manager
- Interviews with short listed candidates to be held on December 8. Interview Panel – John Bird, Ron Parker and Brian McCalder

5.2.2.3 Accounting Clerk
- Need to contract for services to provide financial reports to the Board in a more effective way.
  - Services to consider have been identified
  - Do a review with Katherine Ruffen and Sam Collier
  - Meet with Sport BC Financial Services or other companies if necessary to look at their ability to meet the needs as identified.
  - Move forward with this on a soon as possible basis.

5.2.2.4 Office Space
- Concerned re: lack of potential sites being identified by the Realtor.
- With time for move getting closer, need to take more aggressive action.
  **Action:** Larry to discuss this with Tom Hastie. **Larry/Tom**
- Brian will check with Sport BC to determine if space is still available in Richmond.

5.2.2.5 2008 BCA AGM
- The 2008 AGM will be held January 25-27 at the Hilton Vancouver Airport Hotel, Richmond
- A copy of the information that has been posted on the BCA website and a copy of the proposed order of Reports was circulated.
- The draft of the proposed schedule was discussed.
  Suggestions for Saturday:
  - 8:30 – 10:30am Reports (to 10:45 if necessary)
  - 10:30 – 11:00 Coffee (10:45 – 11:00 if Reports go longer)
  - 11:00 – 12:30 Strategic Plan Session with Rose Mercier (to go to 1:00 if necessary)
  - 12:30 – 2:00pm Lunch (or 1:00 – 2:00 if Planning Session goes longer)
  - 2:00 – 4:00 Elections and Resolutions

  **Actions:**
  - Brian to confirm the amount of time Rose requires for Planning Session **Brian**
  - Chair to devise way to control amount of time spent on each report. **Larry**
  - Staff to have each report numbered. **Sam**
  - Greg to prepare a Power Point with the report number and report presenter **Greg**
  - Consider doing a Power Point for Resolutions **Greg**
  - Format/Schedule to be finalized and posted on website **Sam**

  **Banquet:** It was decided that there will not be a Pre-Banquet Reception for guests.
  **Action:** An appropriate number of tables to be “Reserved” for Guests and Board **Sam**
  - Guests are to be asked to meet a Board “host” at the Registration Desk **Sam**
  - Guests to be assigned to a Board “host” **Larry**
  - Board members are to be advised of their hosting duties. **Sam**

  **Election of Officers** – Positions Open for 2 year terms:
  - Director Administration and Planning (incumbent Greg White)
  - Director Marketing and Communications (currently vacant)
  - Zone Directors: Zone 1 & 2 (currently vacant)
    - Zone 3, 4 & 5 (incumbent John Bird)
    - Zone 6 (incumbent Dale Trenholm)
    - Zone 7 & 8 (incumbent Tom Masich)
  - Diana Hollefreund has indicated she will resign her position as Vice Chair; therefore, this position will be open for a 1 year term.
Action: Larry to appoint a Nominating Committee with Tom Hastie as Chair. Ann Kirk to serve on the Committee and confirm with current incumbents that they will run again for election.

5.3 Marketing and Communications
5.3.1 Calendar of Events
- FilmRobot Ltd. has been contracted to review and correct the online Calendar of Events listing system.
- Propose to offer a contract position to work exclusively on the calendar, responsible for:
  - Promoting the calendar to clubs and events
  - Insure the listings are up to date and complete
  - Connect with committee chairs and committee members and online calendar users
  - Calendar advertising sales
  - Manage format design and layout
  - Oversee production

5.3.2 BCA Website Update
- Have encountered some problems in the move over to the new system - presently using parts of both the old and the new systems. Hoping to have everything sorted out shortly.

5.4 Events and Promotion
5.4.1 BCA Brochure
- Jim has requested feedback on the latest brochure draft.
- It was recommended that when the brochure format has been finalized that only a small run be printed since it may be necessary to make changes after the Strategic Plan has been completed.
Action: Brian to finalize brochure with Jim.

5.5 Membership
- Membership applications for all unattached members for 2008 were sent out last week. Good return (e.g. 10 in one day).

6. NEW BUSINESS
6.1 Athletics/Track & Field Academy concept.
- Brian was contacted by Langley Secondary School and Langley Mustangs re: setting up an Athletics Academy and will be meeting with them on Dec. 19 for preliminary discussion of this concept.
  - Some district wide and school specific models are available.

6.2 ASRA discussions (Aboriginal Sport & Recreation Association)
- Brian is in discussions with ASRA re: partnering to identify and develop athletes and coaches within the community.

6.3 NAIG (North American Indigenous Games)
- Games to be held in Duncan in 2008. Brian needs to be in contact with CeeVacs relative to signing trilateral agreements (Local, BCA, NAIG)

7. BUSINESS ARISING (Topics not covered under other agenda items)
7.1 BCA Discipline Panel – Referred to Larry to name a Panel

7.2 Budget for contracting out a BCA Endowment Fund - Referred to Brian to investigate setting up a Budget.

7.3 Use of personal audio devices while running
- IAAF has a rule banning the use of personal audio devices while competing. Use of these devices is also considered a safety hazard.
- BCA should do an awareness campaign to show due diligence.
Action: Greg volunteered to write an article for the BCA Bulletin.

8. ADJOURNMENT
MOVED (White/Dingle) THAT THE MEETING BE ADJOURNED (7:50 pm) CARRIED

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

Director ________________________________