

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING  
HELD ON FEBRUARY 27, 2008 AT THE SPORT BC ADMINISTRATION CENTRE, VANCOUVER, B.C.**

**Action By**

**1. CALL TO ORDER**

The meeting was called to order at 5:35 p.m. Present: Larry Harper (Chair), Greg White, Liz Jones, Brian McCaLder and Ann Kirk (Recorder). On the phone: Diana Hollefreund and Jim Hinze. Regrets: Tom Hastie

**1.1 Appointment of Director, Administration and Planning**

***MOVED (White/Hinze) THAT THE EXECUTIVE COMMITTEE RECOMMEND TO THE BOARD THAT DIANA HOLLEFREUND BE APPOINTED TO FILL THE POSITION OF "DIRECTOR, ADMINISTRATION AND PLANNING". CARRIED***

*(Note: As per BCA Policy, this appointment will be effective until the next BCA AGM at which time an election will be held to fill the position for the second year of the two year term.)*

**2. AGENDA**

**2.1 Additions/Changes:** Under New Business: Add a) Past Chair, Board of Directors and b) Meeting Dates

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

**3. MINUTES**

**3.1 Minutes of the January 9, 2008 BCA Executive Committee Meeting**

***MOVED (White/Hollefreund) THAT THE MINUTES OF THE JANUARY 9, 2008 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED***

**3.2 BCA Committee Meeting Minutes**

3.2.1 BCA Masters Committee February 6, 2008 Meeting Minutes were received

3.2.2 BCA Road Running Committee January 27, 2008 Meeting Minutes were received.

**4. ACTIONS ARISING FROM MEETINGS**

- A list of "Ongoing" Action Items from 2007 Meetings was circulated and a list of 2008 AGM Action Items was reviewed.

**4.1 Action re: Tabled AGM Resolution #3 – Eligibility for Road Running Championship Medals**

- Greg reported that the BCA sub-committee is in the process of arranging for the necessary meeting of BCA Committee reps to discuss eligibility at Championships. Greg will Chair the Meeting and Brian will also attend the meeting.

. The importance of all ramifications to the Association relative to this motion was discussed and the need to have all the pros and cons along with appropriate rationale available at the meeting was stressed.

**Action: Referred to Greg and Brian**

**Greg/Brian**

**4.2 Action re: Tabled AGM Resolution #5 – Age Group at Series of Races**

- As directed, this Resolution from the Road Running Committee was referred to the Masters Committee for their input.

. The Masters Committee discussed this matter at their February 6 Meeting and Moved to accept the motion as referred.

- Discussion was held:

. Confirmed that IAAF rules state that an athlete is a Master *when they reach their 35<sup>th</sup> Birthday*.

. BCA rules state athletes age group *shall be age the last day of the series*.

. Resolution would amend BCA rule to **recommended** age be at the final event of the series.

. In the BCA rule "shall" indicates what age group is to be used while a change to "recommended" would leave the age group decision up to the event organizer.

**Action: This matter to be an agenda item for the March 8<sup>th</sup> Board Meeting**

**Action: Recommendation to be prepared for Board consideration.**

**Larry/Brian  
Brian/Larry**

**4.3 Action re: AGM Resolution #7 – Submit resolution to AC AGM to have Masters Age changed to 40+ for all Divisions**

Action: Appropriate AC Resolution form to be completed and submitted.

Larry

## 5. REPORTS

### 5.1 Chair, Board of Directors Report (Larry Harper)

- *Larry will be contacting each Director with a request that they take on special initiatives.*

Larry

- Attended a 2008 AGM Review Meeting:

. Overall felt it was a good AGM. The hotel and logistics worked well and the BCA sponsored Lunch was a success; therefore have suggested these be approximately the same for next year.

. Giving consideration to possible format changes for the 2009 AGM, i.e., reducing the time spend on reports and including more informative/educational sessions to make the meeting more interesting and hopefully encourage more clubs to send delegates.

. *It was suggested having a Club Presidents (or their reps) meeting (possibly a Breakfast?)*

Sam

### 5.2 Vice Chair, Board of Directors Report (Greg White)

- Also attended the 2008 AGM Review Meeting.

- Have been assisting the Chair when requested.

### 5.3 Finance Report (Liz Jones)

- A detailed Financial Statement to January 31/08 was circulated.

- *Liz will be meeting with Brian to review the Budget and year end projections.*

Brian/Liz

- Brian expressed concern with the lack of discretionary funding available. Funding is provided for various programs/projects, etc. but no funds are included for the administration of these activities. Need to find ways to raise more non-restricted money, i.e. through sponsorships/donations, etc. but this is very difficult – can secure goods-in-kind but cash is hard to get.

- *Liz was asked to provide information on the amount of discretionary money available.*

Liz

### 5.4 Administration and Planning (Diana Hollefreund)

#### 5.4.1 Strategic Plan Update

- Greg noted that the transfer of information from him (past Director, A & P) to Diana would be done over time.

- There will be a Strategic Plan Meeting on March 1-2.

#### 5.4.2 Human Resources

- Copy of an organization Chart was circulated.

- Working on filling the Track & Field Manager position and looking at administration help re: preparing financial reports, etc.

- Staff very busy, especially with the move scheduled for March 31.

#### 5.4.3 Office Move

- BCA will be relocating with Sport BC to Richmond (190B – 3820 Cessna Drive), effective April 1/08

### 5.5 Marketing and Communications

- Attempting to get more sponsorship for the 2009 H2H event.

### 5.6 Events and Promotions (Jim Hinze)

#### 5.6.1 BCA Brochure

- *Jim continuing to work on finalizing the Brochure.* Will be in the BCA office to meet with Jessica next week. **Jim**

. looking at possibly changing some of the wording

. need to confirm with Brian the budget available and determine the most economical number to have printed.

- Have made arrangements to have brochure included in various event packages.

#### 5.6.2 BCA Tents

- *In the process of finalizing purchase of tents.*

Jim/Brian

### 5.7 Membership (Sam Collier)

5.7.1 A written report from Sam was circulated.

5.7.2 2008 Club Membership Applications:

**MOVED (White/Jones) THAT THE BCA CLUB RENEWAL APPLICATIONS FROM THE FOLLOWING BE APPROVED:**

**Kelowna Track & Field Club  
Prince George Track & Field Club  
Rupert Runners**

**Kelowna Running Club  
Pacific Athletics  
Valley Royals**

**Surrey Athletic Club  
Trail Track & Field Club  
CARRIED**

**5.7.3 MOVED (White/Jones) THAT THE BCA CLUB RENEWAL APPLICATIONS FROM THE FOLLOWING BE APPROVED PENDING RECEIPT OF REQUIRED ITEMS AND/OR INFORMATION (as noted):**

<b>NorWesters Track &amp; Field Club</b>	<b>fees</b>	
<b>Comox Valley Cougars</b>	<b>fees</b>	
<b>West Vancouver T &amp; F Club</b>	<b>signature by President</b>	
<b>Simon Fraser University</b>	<b>Mission Statement</b>	
<b>Golden Ears Athletics</b>	<b>minimum 5 members</b>	
<b>Powell River T &amp; F Club</b>	<b>minimum 5 members</b>	
<b>Roads &amp; Runners Racing</b>	<b>fees and minimum 5 members</b>	<b>CARRIED</b>

**5.7.4 Category Changes**

- Current handling the changeover from the name “Juvenile” to “Youth”
  - Need to look at other possible changes to coincide with AC, i.e. Track Rascals/Atom, JD/Peewee/Bantam.
- Action: Category Changes to be an agenda item for the March 8<sup>th</sup>, 2008 Board Meeting**

**Sam/Brian**

**6. NEW BUSINESS**

**6.1 Past Chair, Board of Directors**

As per BCA Policy, the one year BCA Board term for the Past Chair, Board of Directors (Tom Hastie) has been completed as of the 2008 BCA AGM.

**6.2 Meeting Dates**

**6.2.1 Executive Committee Meetings**

- The following meeting schedule was accepted:
- Location: All meetings will be held at the BCA Office in Richmond  
Time: All meetings start at 5:30 pm  
All meetings are held on Wednesday

**DATES: APRIL 23 JUNE 25 JULY 16 OCTOBER 22 DECEMBER 10 JANUARY 14/09**

**6.2.2 Board Meetings**

- **Next Meeting: Saturday, March 8<sup>th</sup> at Sport BC Admin. Centre, Vancouver – 9:30am - Room105**
- **The Board Meeting Schedule will be an agenda item for the March 8<sup>th</sup> Board Meeting.**

**Board  
Brian**

Proposed Schedule: Location: All meetings will be held at the BCA Office in Richmond  
Time: All meetings start at 9:30am  
All meetings are held on Saturday

**DATES: MAY 31 AUGUST 16 NOVEMBER 15**

**7. ADJOURNMENT**

**MOVED (White/Jones) THAT THE MEETING BE ADJOURNED (8:50 pm) CARRIED**

Submitted by Ann Kirk,  
Recording Secretary  
Mar. 1/08

Director \_\_\_\_\_

Director

