



Track and Field  
Road Running  
Marathons/Ultras  
Cross Country Running  
Race Walking

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING  
HELD ON MARCH 24, 2010 AT THE SPORT BC CAMPUS, RICHMOND, B.C.**

**Action by**

1. **CALL TO ORDER**

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

2. **AGENDA**

2.1 **Additions:** Under New Business: Resolutions (Larry)

2.2 **Adoption:** *MOVED (White/Hinze) THAT THE AGENDA AS CIRCULATED PLUS ADDITION BE ADOPTED. CARRIED*

3. **MINUTES**

3.1 **BCA Executive Committee Meeting**

*MOVED (White/Hinze) THAT THE MINUTES OF THE DECEMBER 15, 2009 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED*

3.2 Minutes of the January 30, 2010 BCA Board of Directors Meeting were received.

4. **BUSINESS ARISING FROM THE MINUTES**

- The "Action List" updated to January 30, 2010 was circulated for information. Some items will be addressed under reports.

5. **REPORTS**

5.1 **Chair of the Board of Directors** (Larry Harper)

Larry reported on recent activities he has been involved with:

- Attended some events tied to the Olympics/Paralympics
    - . a Right to Play Reception put on by the Provincial Government which pushed the right to play. Gordon Campbell was present.
    - . a BC Gov't. para and sport LegaciesNow Reception which was a good opportunity to meet various people in sport.
  - Sent a letter to John Alexander, the Chair of Sport BC, requesting more dialogue relative to a Super Agency for Sport which is being proposed by Government.
  - Paul Varian has resigned from Sport BC. He is going to Ontario to head Oakville Soccer.
  - Along with Brian will be attending a LegaciesNow session to review the Sport Profile. The BCA 30 page document prepared by Brian and staff will be reviewed. Outcome of the review is to set a bench mark for future funding.
  - Was present at the BCA Gaming Audit. Only two minor items of concern were noted.
    - (1) BCA has not been including the Government logo on all the printed material the logo should be on and
    - (2) all cheques written on the Gaming Account must be signed by at least one of the BCA elected signing officers.
- Staff will ensure that these matters are addressed.

5.2 **Vice-Chair of the Board of Directors** (Greg White)

- Nothing to report at this time. Greg has been busy working at the 2010 Olympics.
- One of the outcomes of the Olympics was recognizing the value of Volunteers.
  - Larry noted that he has registered BCA with a volunteer site which is meant to be used to draw volunteers into clubs or organizations.

### 5.3 **Finance** (Liz Jones/Brian McCalder)

- A detailed financial statement to February 28/2010 was circulated.
  - . Projections to Year End have not been completed however it appears there will be a \$50-60,000 deficit for the 2009/10 fiscal year (Apr. 1/09 – Mar. 31/10). This deficit is a reflection of the funding cut backs received in October/09.

**Action:** a) *Projections to year end need to be completed*

*Brian/Liz*

b) *Need to have a better view of the cash flow situation. Larry to provide Brian with cash flow analysis documents.*

*Brian/Larry*

c) *2010-2011 Budget to be reviewed and amended based on actual 2009/2010 figures and various future funding scenarios.*

*Brian/Liz*

c) *Board needs to be made aware of the financial plan to deal with the deficit.*

*Brian*

*Brian to make recommendations to the Board, Board to make final decisions. Agenda Item for the April 10 Board Meeting.*

### 5.4 **Administration and Planning** (Diana Hollefreund)

- Diana has been busy with the Summer Games and concerns re: the implementation of the LTAD event changes. She will have update information available on Risk Management and other agenda topics for the April 10 Board Meeting.

#### 5.4.1 **Strategic Plan:** (Greg White/Brian McCalder)

- There is a need for a higher level executive summary of the current status, what has been achieved or where there are challenges. Will be working on doing a report card type summary on the key strategic goals and objectives.
- Through AC there has been discussion on having only one National Strategic Plan with agreement on Goals and Objectives. Tactics and Strategies would be individualized for each Province. A survey done by AC of all Provincial Plans determined that there was already an alignment of key goals around athlete development, competition, coaching, management operation, marketing promotion and club development. AC has contracted Rose Mercier to continue work in this area with a view to engaging a larger number of people in discussion of such a Plan.

#### 5.4.2 **Human Resources** (Brian McCalder)

- The lack of a full complement of staff makes for a challenging environment to get all tasks completed. The full time Technical Manager Track & Field and Director Power/Speed position is still vacant. Awaiting confirmation whether funding will be available from Canadian Sports Centre Pacific after April 1<sup>st</sup>.
- Have applied through the Federal Summer Employment Plan for a student to work in the BCA Office.

### 5.5 **Marketing and Communications** (BCA Staff)

#### 5.5.1 **BCA Blog**

- The Blog is now in place and feedback indicates that it is being well received.
- Any staff member can add items as required therefore allowing for information to be posted in a timely manner.

#### 5.5.2 **Marketing Plan**

- Brian indicated there is an ongoing effort to create a marketing plan with some logical outcomes to it.
- Have spoken with Claudia Richard about the need for the image, brand and organization's name to be out there first before we can begin to ask for significant money so we are still pursuing the creation of that document.

### 5.6 **Events and Promotions** (Jim Hinze)

- Jim will be securing a list of BCA sponsors from the office and will start contacting them re: items for the Silent Auction.

### 5.7 **Membership** (Sam Collier)

- A written report from Sam was circulated.

5.7.1 **Membership Numbers:** Individual memberships are up a few hundred over the same time last year. Club numbers are about the same as last year.

5.7.2 **MOVED (Hollefreund/Dingle) THAT THE BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING CLUBS BE APPROVED:**

*Golden Ears Athletics, Lions Gate Road Runners, Ridge Rockets Track & Field Club, Semiahmoo Sunrunners, Simon Fraser University, South Fraser Track & Field Club. CARRIED*

5.7.3 **MOVED (Hollefreund/Dingle) THAT THE BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING CLUBS BE APPROVED PENDING RECEIPT OF THE ITEMS NOTED:**

|  |   |
|--|---|
| <i>Kamloops Ridge Runners</i>              | <i>payment of 1 overdue invoice</i>                           |
| <i>Penticton Athletics</i>                 | <i>receipt of Post Event Submission Forms for 2009 events</i> |
| <i>Powell River Track &amp; Field Club</i> | <i>payment of club fees</i>                                   |
| <i>Sub Zero Running Club</i>               | <i>payment of club fees</i>                                   |
| <i>Sub Zero Track &amp; Field Club</i>     | <i>payment of club fees</i>                                   |

5.7.4 **MOVED (Hollefreund/Dingle) THAT THE BCA INDIVIDUAL MEMBERSHIP APPLICATIONS AS LISTED IN THE MEMBERSHIP REPORT BE APPROVED. CARRIED**

5.7.5 There are three issues under membership that need to be reviewed:

1. Unattached Coaches
2. 2<sup>nd</sup> Claim Club rules
3. Rule that school athletes cannot compete in club events under their school name.

**Action: Referred to Diana and Sam with report back to the April 10 Board Meeting  
BCA to continue dialogue with BC Secondary Schools**

**Diana/Sam  
Brian**

**6. NEW BUSINESS**

**6.1 AGM – Time frame and By-law changes relative to the AGM**

- A document prepared by Brian McCalder and Sam Collier was circulated and discussed.

Items covered included:

- (a) Possible time period options for holding the AGM
- (b) BCA By-law amendment(s) necessary to allow for a change of the AGM date
- (c) Holding an Extraordinary General Meeting to implement any by-law amendment(s).
- (d) Proposed Steps:

. Conduct a survey of the membership as to the preferred time period for the AGM.

*(Note: The result of a survey done with those who attended the AGM in Dec./09 was that by majority they preferred the December time period.)*

The recommended time period for the AGM is to be Mid-November to the end of January.

. Board and Staff to review the survey results

. Board to finalize the proposed wording of any necessary by-law amendment(s).

. The proposed amendment(s) to be circulated to each BCA Club President, Secretary and Head Coach for circulation to their club membership This communication would also outline the details of the Extraordinary General Meeting, date, place and voting procedures as relates to the proposed amendment(s).

(e) The Society Act administration will need to be advised of any change to the meeting timing.

**MOVED (White/ Hinze) THAT THE EXECUTIVE ACCEPT THE DOCUMENT PRESENTED BY STAFF AND MOVE AHEAD WITH THE STEPS AS OUTLINED. CARRIED.**

**6.2 LTAD Event Alignment**

A paper, prepared by Tom Dingle and Diana Hollefreund dealing with the LTAD event changes and the implementation of these changes, was circulated and discussed

- . Question was raised as to whether or not BCA could reject or modify any of the changes?
- . A document should go to the JD Committee for discussion at their September meeting.
- . Prior to Sept. 1<sup>st</sup>, there should be a face to face meeting of representatives from the JD Committee, Track and Field Committee and Athletics Canada people responsible for LTAD.

**Action: Tom, Diana and Brian to decide who, when and where a meeting should take place.**

**Tom/Diana/Brian**

**6.3 Resolutions**

Need to prepare a resolution for a By-law change to eliminate the need for the Board to approve each Individual BCA Membership Application.

**Action: This resolution and other housekeeping resolutions can be prepared and dealt with at the proposed Extraordinary General Meeting.**

**Staff**

**6.4 Frank Reynolds Spirit Cross Country Run Bursary**

- BCA has been requested to handle the administration of a Frank Reynolds Spirit Cross Country Run Bursary. (\$500 per year). This would be dealt with in a similar matter to the Harry Jerome Scholarship.

**Action: Referred to Staff to organize.**

**Staff**

**7. ADJOURNMENT**

**MOVED (White/Hinze) THAT THE MEETING BE ADJOURNED (7:25pm) CARRIED**

Respectfully submitted,  
Ann Kirk, Recording Secretary  
Mar. 28/2010

Director \_\_\_\_\_

Director \_\_\_\_\_