

**MINUTES OF THE BCA EXECUTIVE COMMITTEE MEETING  
HELD ON MAY 19, 2010 AT THE SPORT BC CAMPUS, RICHMOND, B.C.**

**Action by**

1. **CALL TO ORDER**

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

2. **AGENDA**

***MOVED (Dingle/Hinze) THAT THE AGENDA AS CIRCULATED BE ADOPTED. CARRIED***

3. **MINUTES**

3.1 ***MOVED (Hinze/Dingle) THAT THE MINUTES OF THE MARCH 24, 2010 EXECUTIVE COMMITTEE MEETING, AS CIRCULATED, BE ADOPTED. CARRIED***

3.2 Minutes of the April 10, 2010 BCA Board of Directors Meeting were received.

3.3 Minutes of the March 31/1020 Road Running Committee Meeting were received.

4. **BUSINESS ARISING FROM THE MINUTES**

- The "Action List" updated to April 10, 2010 was circulated and reviewed. Some updates were provided:

4.1 Tom and Diana have met to discuss the LTAD Event alignment. Tom noted he discussed this topic at a JD Committee Meeting where unfortunately there were only 3 people in attendance but notes on the discussion are being sent to the JD Committee members.

4.2 As requested, the organization of the administration for a Frank Reynolds Spirit Cross Country Run Bursary has been done.

4.3 Larry has sent a letter to SBC dealing with matters discussed at the April 10<sup>th</sup> Board Meeting. He also gave an update on SBC.

4.4 Diana has completed the required scoring tables for the new LTAD events. They have been circulated to the Summer Games Zone Directors and they are being posted on the BCA website JD and Technical pages.

4.5 Draft budgets based on various financial funding scenarios will be available for the June 26 Board Meeting.

4.6 Larry has identified a potential nominee for the BCA Marketing Director position.

4.6 BC School Sports has given approval for handouts to promote athletes joining BCA to be circulated at their Championships.

***Action: Diana requested that in future these handouts also be available for distribution at Summer Games Zone Meets***

***Staff.***

**REPORTS**

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

- Larry advised that he will not be putting his name forward for another term as Chair of the Board but he will continue in the Past Board Chair position for the one year term. He has put his name forward for a position on the Sport BC Board.

5.2 **Vice-Chair of the Board of Directors** (Greg White) – No report – Greg is away.

5.3 **Finance** (Brian McCalder)

- A financial statement to March 31/10 was circulated and the current financial status of BCA was discussed. It appears that the 2009-2010 Fiscal Year will end with a deficit of approximately \$62,600. This deficit is mainly due to the funding cutback from Gaming received in October 2009 after a large percentage of the 2009-2010 budgeted activities had already taken place. Final statement to year end will be available for the June Board Meeting.

- Funding grants for 2010 -2011 probably will not be confirmed until the end of May/mid June. Draft BCA 2010-2011 Budgets based on various funding scenarios will be presented at the June Board Meeting.

- Staff to present a plan for moving funds into the Reserve Fund that have not been able to be transferred to date.

- Have been successful in securing a \$13,500 Telus Community Development Grant for RJT. The BCA RJT program was included in the submission for a 4<sup>th</sup> year funding under the Participation Bi-lateral (Fed/Prov Government) Program however Sport Canada has not yet made a final announcement.

- Have received a \$4,400 Canada Summer Student Employment Grant.

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

- Diana has been very busy with the Summer Games, LTAD event changes and other activities. She will have update information available on Risk Management and other administration topics for the August Board Meeting.

5.4.1 **Strategic Plan:**

Brian provided an update on the status of the proposed AC National Strategic Plan (i.e. one National Strategic Plan with common Goals and Objectives and provincial variations re: Tactics, Strategies and Targets) and noted the various ways and times that BCA will have an opportunity for input. He expressed concerns re: the time

lines outlined in the document from the AC and Branch (Joint) Staff Meeting in March (copy circulated at the April 10 BCA Board Meeting) and will be looking at them to see if they are realistic.

5.4.2 Human Resources

- Have short listed applications for the Summer Student position and are in the process of arranging interviews.

5.5 Marketing and Communications (BCA Staff)

- Have arranged grants of \$13,500 for the RJT program and \$4,400 to hire a summer student.

5.6 Events and Promotions (Jim Hinze)

- Had good representation from the BCA Board at the Sun Run and great exposure for BCA at our Booth.

A handout prepared by Maurice listing all races in the province and info on joining BCA was well received. In future, will try to be more aggressive in handing out information at the Booth.

- Also had representation at the Times Columnist and Vancouver Marathon.

- Jim will be looking at what can be done to improve the BCA signage, i.e. adding the BCA email/website address on the tents, promotion to join BCA, age range for the RJT program.

5.7 Membership (Sam Collier)

- A written report from Sam was circulated. Current items being worked on include:

- Conversion to HST – updating all BCA forms

- Status Report

- Athletics Canada Statistics and Membership Database Committee – ACDirect concerns

- Looking into the need for a central database to catch all of the information required for the Status Report each year – would require the services of a programmer to set it up

5.7.1 Membership Numbers – A report providing detailed breakdown of membership was circulated. At this time, there is still an increase in membership over last year. It appears that the number of club memberships will be about the same as last year.

5.7.2 Credit Card Payments

With BCA receiving more and more payments by credit card there is extra work and a significant charge to BCA for processing these payments. Question was raised whether BCA should have a surcharge for credit card payments. Brian noted that an attempt will be made to get the bank to waive their processing fee.

*Action If the fee cannot be waived, Staff to submit recommendation(s) to the Board for consideration.*

*Staff*

5.7.3 **MOVED (Hollefreund/Dingle) THAT THE BCA CLUB MEMBERSHIP APPLICATION FROM ROADS AND RUNNERS RACING BE APPROVED. CARRIED**

6. NEW BUSINESS – None

7. ADJOURNMENT

**MOVED (Dingle/Hinze) THAT THE MEETING BE ADJOURNED (6:45pm) CARRIED**

Respectfully submitted,  
Ann Kirk, Recording Secretary  
May 25/2010

Director \_\_\_\_\_

Director \_\_\_\_\_