



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

**Executive Committee Meeting
February 1, 2012
BC Sport Campus Richmond – Room 201, 5:30 pm
Minutes**

1. Meeting called to order at 5:30 pm

Attending:

- In person: Jim Hinze, Greg White, Sam Collier, Brian McC Calder
- By phone: Carey Dillen, Tom Dingle, Bruce Deacon

Regrets:

- Denise Clements
- Pam Medland

2. Additions to the Agenda (New Business)
 - a. Zone Directors
 - b. Athlete Directors
 - c. Recording Secretary – Ann Kirk
 - d. Board and Executive Meeting dates
 - e. Office location
 - f. Athletics Canada / BC Athletics changes to implement weights for:
 - i. Youth Girls – Shot Put, Javelin, Hammer
 - ii. Midget Girls – Javelin
3. Adoption of the Agenda – J Hinze/T. Dingle - passed
4. Approval/Receipt of Minutes
 - a. Approval: Oct 12, 2011 – Executive Committee – J. Hinze / T. Dingle – passed
 - b. Receipt:
 - i. Board of Directors Minutes of Oct 22/11
 - ii. BC Athletics Dec 2, 3, 2011 AGM Minutes
5. Action List
 - a. Clarification of CRC (Criminal Records Check) requirements on the BC Athletics Website. Yes the requirement is listed.
6. Reports:
 - a. Chair – Greg White:
 - i. Updated the Executive on meetings with:
 1. Athletics Canada CEO, Rob Guy
 2. Chair of Sport BC, Larry Harper
 - b. Financial
 - i. Review of the financial summary report

- ii. Recommend that all notes (current and past) be included in the financial reports to the Executive and Board – so that there isn't a loss of history/information as to adjustments made from budget.
 - iii. BC Athletics Bookkeeping/Accounting personnel (contracted company):
 - 1. BC Athletics will remain with Pace Accounting
 - 2. Katherine Ruffen's position with Pace Accounting has been eliminated.
 - 3. Pace Accounting has assigned Amber Batho to our account.
 - 4. Katherine will be training Amber through to including Mid-March 2012.
- c. Administration and Planning:
 - i. Strategic Plan – 2012-2013 Budget will include an amount for the development of the 2013 to 2016 BC Athletics Strategic Plan.
 - ii. Planning initiative to be initiated in discussion with Pam Medland, Dir, Planning and Administration
- d. Membership
 - i. Feb 1, 2012 – Approval of club applications (40) – J. Hinze/T. Dingle – passed
 - 1. Question – T. Dingle: Is it necessary for well established clubs to do all the necessary paperwork each yr?
 - a. Yes it is inasmuch as new individuals may come on board as Directors, Coaches, and Program Coordinators – therefore the need to have all information completed.
 - ii. Update on the new membership database – AC/Trackie – Sam Collier
 - 1. Sam continues to represent BC Athletics at the conference call meetings held on the redevelopment of the AC Direct Membership database
 - iii. Membership #'s yr to date are up from this same time last yr (approx 200)
 - iv. AC Rule 028 – BC Athletics will submit a resolution to the Athletics Cd AGM to have the rule extend to provide up to 4 months of additional membership if an individual signs up after August 31. This will assist in the Cross Country program and could assist in increasing overall membership.
- e. Marketing and Communications – Bruce Deacon
 - i. Reduce to 3 goals (from 5) based on AGM sessions
 - ii. Review of the current communications systems and processes used in BC in prior years
 - iii. Identification of Possible Expenses
 - 1. Committee meetings and food
 - 2. Redesign the website – using an external company - not a big budget
 - 3. Logo redesign
 - 4. Look and feel of the website is important
 - 5. Look at incentives to contribute to website content – i.e. t-shirts
 - iv. Action Steps:
 - 1. Bruce to map out action plan and budget

2. Identify a mix of individuals to be involved in this project
 - a. Note: feedback to Bruce by Feb 6/12 please
3. Ideas:
 - a. Bring the membership in this process by:
 - i. Using the website
 - ii. Using the blog
 - iii. Periodic updates posted so the membership is kept up to date

7. New Business

- a. Zone Directors – to be confirmed at the Brd Meeting March 3/12
 - i. Zones 1 & 2 – Roberta Tetlock
 - ii. Zones 3, 4, 5 (1 Director) – no nomination received to date
 - iii. Zone 6 – upcoming meeting of Zone 6 Clubs will nominate a Zone Director
 - iv. Zones 7 & 8 – (1 Director) – no nomination received to date
- b. Regional Representatives – how can this be more effective?
 - i. May be difficult/vary from Zone to Zone
 1. Look at different ways to achieve regional representation on the Board
 2. Fill a functional need for the Board – i.e. a director with legal expertise / marketing and communications expertise
 3. Regional Directors at Large
 - ii. A review of the process for nominating, election and role on the Board needs to be undertaken
 - iii. An interim solution may be to make a formal ask to clubs in the Regions for a nomination(s).
- c. Athlete Directors
 - i. Greg to ask Nigel and Claudia to help in recruiting possible candidates for these 2 positions
- d. Recording Secretary:
 - i. Ann Kirk, who for several decades has been the Recording Secretary to the Board of Directors, Executive of the Board and the Annual General Meetings, has retired. The Executive extend their sincere appreciation for Ann's dedication and commitment to BC Athletics.
- e. Brd/Executive Meeting Dates:
 - i. Alternate date to March 3, 2012 to be requested through an email from Greg White to the Brd of Directors. Too many conflicts for Directors are the reason for looking for an alternate date.
- f. Office Location as of April 1, 2012
 - i. BC Athletics will remain for 1 more yr at the 3820 Cessna Drive, Richmond address.
 - ii. Sport BC will not be taking the lead on seeking a new location for a PSO collective.
 - iii. BC Athletics will initiate a search for space beginning in April 2012 with the intent to either group together with several other sports or go independent.

- g. Throws Implement Weights – 2012 Rule Changes
 - i. Moved that BC Athletics implement the following new implement weights as of February 1, 2012 for:
 - 1. Youth Girls
 - a. Shot Put – 3 kg
 - b. Hammer – 3 kg
 - c. Javelin – 500 grams
 - 2. Midget Girls
 - a. Javelin – 500 grams

T. Dingle/ J. Hinze
Passed

Meeting adjourned 6:50 pm