



BC Athletics Board of Directors Meeting – November 18, 2017
Fortius Sport & Health/Athlete Development Centre, London Meeting Room
Minutes

Attending in person: Greg White, Chair; Jim Hinze, Vice Chair; Brian McCaLder, President/CEO; Mark Harding, Director Marketing & Communication; Sanda Turner, Director Zones 3, 4, 5 (joined at 9:45 am); Darren Willis, Director Zone 6; Katelynn Ramage, Female Athlete Director; Chris Winter, Technical Manager Track & Field; Jennifer Brown, Coaching Education Coordinator

Attending by teleconference: Carey Dillen, Director Finance (left the meeting at 11:57am); Jordan Myers, Director Events & Promotion (left the meeting at 11:58am); Tyler Heisterman, Director Programs & Technical Development (left the meeting at 1:02pm); Jodi Langley, Director Zones 1 & 2 (left the meeting at 11:58am)

Regrets: Paul Mathias, Director Administration & Planning; John Gay, Male Athlete Director; Sam Collier, Manager Registration and Membership Services; Sabrina Nettey, Run Jump Throw Wheel Coordinator; Maurice Wilson, Technical Manager Road and Cross Country Running; Jennifer Schutz, Coach Developer Lead; Richard Lee, Coach, BC Endurance Project

- 1. Meeting was called to order at 9:00 am.**
- 2. Introductions were made.**
- 3. No additions to the agenda.**
- 4. Adoption of the agenda – Passed**
- 5. Approval of the Board of Directors Minutes of:**
 - a. September 13, 2017 – Circulated. Motion to approve – J. Hinze/C. Dillen – Passed
- 6. Receipt of the Executive, BCA Committees and AGM meeting minutes of:**
 - a. Masters Committee Meeting minutes of November 1, 2017 – Circulated and noted as received.
 - b. 2017 AGM Minutes of September 23, 2017 – Circulated and noted as received.
- 7. Business arising from the minutes**
 - a. 2017 AGM motions

- i. Masters – Motion from the AGM on the rules for the BC Athletics Masters Record
 - 1. This was an motion from the floor of the AGM that directed the Board of Directors to address the motion from the 2016 AGM which had been tabled for and referred to the Governance Review sub-committee to address as part of its work in reviewing and presenting back to the membership updated and amended Policies, Procedures and Rules of the Association.

8. Correspondence

- a. Email from the BC Government Sports Branch regarding Non-funding for Para-Athletics Athletes through BC Athletics.
 - i. Reference to the request from the BC Government Sport Branch to clarify why BC Athletics does not provide BC Athlete Assistance and BC Team support to Para Athletics Athletes. A copy of the inquiry from the Sport Branch; a copy of Brian McCalder’s reply to Gary Barber; and Brian McCalder’s reply to the BC Government Sport Branch was provided to the Board for information so that they are aware of this matter and identifying to them the need to address this inconsistency at all levels – Sport Branch, Athletics Canada, BC Athletics and at the member Club level.

9. Reports

- a. Chair of the Board of Directors – Greg White
 - i. Written Report circulated
 - 1. Items of Note
 - a. Vacant BC Athletics Director positions
 - i. Director Zone 3, 4 & 5 and Director Zone 7 & 8 currently vacant.
 - b. Board Meeting dates
 - i. Saturday, January 27, 2018 at 9:00am – Greg noted he would reach out to the Committees Chairs to invite them to attend lunch and the afternoon session.
 - ii. Saturday, April 7, 2018 at 9:00am
 - iii. Wednesday, June 13, 2018 at 5:30pm – Attending in person at the BC Athletics Office or by Teleconference
 - iv. Wednesday, August 8, 2017 at 5:30pm – Attending in person at the BC Athletics Office or by Teleconference
 - v. Executive Committee Meetings – to be scheduled for 2018
 - vi. Proposed date of the BC Athletics AGM is Saturday, September 8, 2018

- c. Board Committee Liaison assignments
 - i. Track & Field Committee – Tyler Heisterman
 - ii. Cross Country Committee – Katelynn Ramage
 - iii. Masters Committee – Mark Harding
 - iv. Officials Committee – Jim Hinze
 - v. Junior Development Committee – Darren Willis
 - vi. Road Running Committee – Jordan Myers
 - vii. Motion to accept the appointments – J. Hinze/D. Willis – Passed
- b. Vice Chair of the Board of Directors – Jim Hinze
 - i. Written Report circulated
 - 1. No Items of Note
- c. Directors Reports:
 - i. Zone Directors
 - 1. Jodi Langley – Division 1 & 2
 - a. Written Report circulated
 - i. Items of Note
 - 1. Jodi noted she plans to connect with Roberta in the near future. Conference call or meeting also to be scheduled with Jodi, Greg and Brian.
 - 2. Sanda Turner – Division 3, 4, 5
 - a. Oral Report given
 - i. Items of Note
 - 1. Master Committee Chair is wondering if the work requested on the website can be made a priority.
 - 2. As noted in Chris Winter's report, Shirley Young has passed and she was a very important part of BC Athletics. There were 81 events sanctioned for Track & Field in Zone 3, 4 & 5 and Shirley handled the majority for all the paperwork. Looking to having someone else fill in but with such technical requirements it will be a large void to fill. Concerns for the zone as it relates to the Indoor Track Meet in Richmond.
 - 3. Sanda advised she is resigning from the position of the Director of Zone 3, 4 & 5. Noted she will notify the clubs herself and will confer with Sam on any membership fees due. Greg asked Sanda to send him her resignation in writing.
 - 4. Sanda left the meeting at 11:02 am.

5. At 2:08pm Greg acknowledged receipt of Sanda's resignation, received in writing, via email to Greg and Brian.
3. Darren Willis – Division 6
 - a. Written Report circulated
 - i. Items of Note
 1. Athlete Development – Found no real focus or consistency in terms of building relationships with the school programs across the region. Clubs at the high school level seem to be evolving into Junior Development only clubs.
 2. Technical Leadership – Huge gap in demographics for officials. Can get high school aged kids to officiate but don't see candidates until mid-late 40s and 50s. Difficult to attract young working couples.
 3. Coaching Education – At the club level the policies regarding coaching education and certification requirement are unclear. Appears to be inflexibility about number of people in courses before instructors are approved to be sent.
 - a. Jennifer clarified about the minimum standard. Coaches don't have to be certified, they need to be trained. Need NCCP number to start, then all coaches have to start their training with the minimum standard by 2019 being fully trained. Jennifer noted there will also be making an adjustment, given there have been fewer opportunities due to not having a Coaching Education Coordinator, to push back the deadline to June. Jennifer also noted the 2019 deadline was for those registered before 2017. After 2017, the deadline for being fully trained is 2 years from the time of registration.
 - b. Brian noted the liability issue is when the person is not a coach member and also has not either initiated training or is fully trained.

4. Competition – Dense schedule of events in the spring leaving the athletes to choose between club and high school events. Most choose high school events due to being mandatory for qualifying to next event.
 - a. Greg asked if this would be a good discussion to have with the Track & Field Committee. Brian noted it would, as well as engaging the school programs and the zone coordinators.
 - b. Jordan echoed Brian's comments and asked as a PSO should we encourage the dialogue on how to support and engage schools? Brian recommended working at through the club level and the schools, to have them work to support each other.

4. Director TBA – Division 7 & 8

- a. No Report provided

- ii. Athlete Directors

1. Katelynn Ramage & John Gay

- a. Oral Report given

- i. Items of Note

1. Goal of current focus: Branch out the Facebook Group and open it up further to all athletes. Chris continues to provide information to post.
2. Greg noted, the Board would be interested in feedback from the athletes as to feelings of disconnect with any decisions that are made. Katelynn noted most questions are related to IAP and AAP.

- d. Finance Report – Carey Dillen/Brian McC Calder

- i. Budget Summary for:

1. As at September 30, 2017 – Circulated

- a. Items of Note

- i. Carey gave an overview of the financial summary document and noted the current net income is in a deficit position of \$65,193.25, which is due to the variance in membership.
- ii. Jordan noted he sent a number of questions to Brian and Carey in September and the response

was received within 24 hours and provided much clarity to the individual line items. Jordan thanked Carey and Brian for the quick response and informative information, as he now feels more comfortable speaking to the clubs and membership.

- iii. Brian noted the next iteration to be presented to the Board would include projections to year-end. Brian will also be speaking to the bookkeeper about looking at membership revenues and the timing to be better reflected in the budget projections.
 - iv. Carey did note that she reviewed the balance sheet and income statement and has sent queries for further information. Darren asked if the Balance Sheet and Income Statement could be forwarded to the Board. Carey noted she could and Greg also noted if there was any specific information the Board was looking for, that could also be requested from Carey. Brian further noted that Carey could also provide further detail and breakdown on any of the line items to show details of allocations.
- e. Administration & Planning – Paul Mathias/Brian McCalder
- i. No Report provided
 - ii. Strategic Plan Update – Brian McCalder
 - 1. Next steps are to meet with the staff to look at the activities and then the timelines for achieving. Will also look to any overall goals to be established for the plan, which would come back to the Board for approval.
 - 2. Mark suggested adding budget items to the initiatives of the Strategic Plan.
 - iii. Human Resources
 - 1. Bookkeeping service – Received notice of increased fees which prompted looking at what it would equate for a full time position with BC Athletics. Results prompted discussion with Carey to look at the business contracted for bookkeeping. Brian engaged with Sport BC for a business model to provide back up for vacation time and professional development and Sport BC was receptive. Will be exploring it a little more. One meeting held so far but more questions to be asked. Concerns with independent contractors without liability insurance, however could save \$8,000 - \$10,000/year. Targeting the end of November to decide if staying the course or going in another direction.

- iv. Governance Review - Update
 - 1. Paul eager to get the review of the BC Athletics Rules, Policies and Procedures underway. Brian is waiting on Paul to provide a timeline.
- v. 2017 Annual Awards Banquet
 - 1. Date
 - a. Recommendation for Saturday, February 3, 2018. Noted as the same day as the Harry Jerome Indoor meet.
 - 2. Format
 - a. Similar to past awards banquets
 - 3. Organizing Committee
 - a. Looking at the Board for people to be identified in assisting.
 - 4. Venue
 - a. Currently looking at holding at a hotel in Richmond.
 - b. Workshops related to governance being considered and will be announced. Being considered for Saturday morning rather than starting Friday night.
- f. Membership Report – Sam Collier
 - i. Written Report circulated
 - 1. No Items of Note
 - ii. Approval of Individual Memberships – Circulated
 - 1. Motion to approve the list of individual memberships received from June 22, 2017 to November 14, 2017 as provided – D. Willis/J. Hinze – Passed
 - iii. Approval of School Club Memberships – Circulated
 - 1. Motion to approve the school club membership renewals received as of November 14, 2017 as well as the Athletics Post-Secondary (School) Affiliate Club – D. Willis/K. Ramage – Passed
 - iv. Urgent Matters
 - 1. Notice of resignation effective January 30, 2018
 - a. Resignation acknowledged and Greg thanked Sam for her three decades of service. Brian noted Sam should be thanked for her hard work and her years of service at the Annual Awards Banquet on February 3, 2018.
- g. Marketing & Communications – Mark Harding/Brian McC Calder
 - i. Oral Report given
 - 1. Items of Note
 - a. Marketing and Sponsorship regarding new hotel partners and recent BC Athletics blogs noted in Chris Winter's Track & Field Report. Chris noted a couple of the new hotel partners just came on board in the last seven days so information has only been posted on social media. Further distribution to come.

b. Mark met with Greg, Brian and Chris. Would like to create a Marketing & Communications Committee. Will look at the previous marketing strategy and ensure the goals are aligned with the current strategic plan. Feels we should look to protect and enhance funding, as well as new funding sources and attaching sponsors to products. Will be looking at the core messaging on key goals. Would like to have a stakeholder engagement planning session, which could potentially be a workshop in February.

ii. Initiatives:

1. Vancouver Sun Run – Social media, E-blasts, Electronic Race supplement insert, Quarter page pre-race print advertisement
2. BC Throws Project – Equipment Company proposal
3. Association sponsorship proposal – Beverage Company
4. Whistler 50 – Corporate Services Company
5. BC Championships support services – Product Supplier Company

h. Programs & Technical Development – Tyler Heisterman/Staff

i. Oral Report given

1. Items of Note

- a. Monitoring the Track & Field Committee meeting minutes as well as the Cross Country Committee meeting minutes. Seems all is going well.

ii. Run Jump Throw Walk Wheel – Sabrina Nettey

1. Written report circulated

a. Items of Note

- i. Greg noted BC Athletics reached out to Athletics Canada as to the problem with referring to First Contacts. Athletics Canada didn't acknowledge however two weeks ago a letter was received that noted there was an issued and they would no longer be referring to First Contact. Brain noted they are currently referring to as Intro to Athletics.

iii. Track & Field – Junior Development to Masters

1. Junior Development – Sabrina Nettey

a. Written report circulated

- i. No Items of Note

2. Track & Field (14 to 35 yrs) – Chris Winter

a. Written Report circulated

i. Items of Note

1. Annual awards are upcoming, likely to be February 3, 2018.
2. Sport BC nominations called and BC Athletics has put forth a number of nominations.

3. Targeted Athlete List (IPS) sent to the Track & Field Committee for review and approval by November 17th, 2017. Then will be sent to the Canadian Sports Institute. Athletes to be notified by the end of the month.
 4. One bid received for the BC Athletics Championships from Kamloops Track & Field Club. Unanimous decision from the Track & Field Committee to support. Kamloops Track & Field club notified with official announcement to come shortly.
 5. Chris gave a rundown of the upcoming camps that have been posted and being considered for the New Year. Response has been very positive. College Choices Seminar held with great attendance.
 6. BC Throws Project up and running due to additional financing received with the BC Throws Summit having taken place in October and other BC Throws Summits planned for 2018.
 - a. Brian noted the BC Throws Project funding was reinstated for the last fiscal year. Previously BC Athletics supported regional coaches and it was a conscious choice not to invest in regional coaching but rather in event group performance. Wanting to get leaders in the sport, where there is a critical mass of athletes. BC Athletics feels this makes for a stronger program with regard to targeting athlete performance. Throws and sprints have been identified at this time but it's not to say other event groups will not be identified, but will depend on funding available.
 7. Looking at other training camps by event groups.
- iv. Road and Cross Country Running – Maurice Wilson
1. Written Report circulated
 - a. Items of Note

- i. Jordan noted participation is down in BC, which is a continuing trend from the last two years. Significant increase in smaller ultras and trail runs that have started to proliferate in the outer areas due to communities looking to the outlying areas for the lower cost to hold an event. Questions have been asked about safety and insurance implications as trail running doesn't fall under road running but road-running athletes are participating. Concern with how we support these groups in our membership that are putting these events on, providing good education opportunities, encouraging participating but doing so in a safe and responsible way. Question has also been asked if there was some type of recognition in performances. Records currently only seem to be recognized per the course itself and there is no general standard as it's generally accepted that any records set are course dependent.
- ii. Race Directors Summit, which has been held for the last three years, is looking to provide funding for regional networking and education opportunities. Road Running Committee looking strongly at taking advantage of that funding and how to access. Will report to the Board once they have more information.
- iii. There has been discussion about proliferation in the endurance and running clubs in the Interior and Lower Mainland to see more consistent participation. Tried to get more Road Running clubs attend the AGM and had a small success at the AGM in September. Some clubs having challenges getting continued membership renewals and having younger members volunteer for their clubs which is a challenge finding a transition for the legacy support people.
- iv. Rise of run crews – groups and clubs that don't necessarily require an official membership fee. Large groups of early 20 and 30 year olds that are active on social media and volunteering at the races but not providing any support or resources back to the PSO, however are producing some strong runners in the community. Jordan asked if there was a way to broaden this discussion to

encourage membership and support of BC Athletics.

v. Officials

1. No Report provided
2. Proposal to support Officials by BC Athletics staff – Brian has put forth the idea of staff to support to the Officials programs and Committee to engage clubs and active recruitment, training and development. Two meetings held and idea was well received.
 - a. Proposal of draft responsibilities for the BC Athletics staff position that includes the responsibility of working with the BC Athletics Officials Committee to meet the strategic objective of the BC Athletics Strategic Plan circulated to the Board.
 - i. Business plan to add 10-11 hours per week to an existing part time related position with BC Athletics. Then look at a revenue generation of support the position by a moderate increase in officials' membership fees, modest surcharge on competitions, portion of the annual donations to the officials development, officials program sponsorship and additional surcharges on current post event submissions.
 1. Brian noted the ideas for the revenue generation were run by the Officials Committee and they felt they were reasonable.
 - ii. Proposed next steps include setting out the case for needed revenue and existing support for Officials, explore the numbers of individual event entries in sanctioned Track & Field competitions, survey Clubs and Competition Directors, survey the Officials on a potential fee increase, present a joint recommendation to the BC Athletics Board with a targeted timeframe for initiation beginning April 2018.

vi. Coaching – Jennifer Brown

1. Written Report circulated
 - a. Items of Note
 - i. Held a few coach courses since coming on board in October due to requests received. Also have a couple courses scheduled for the New Year.
 - ii. Minimum standards have been clarified in the report.

- iii. January 2018 deadline to have all coaches in training has been extended to June 2018 due to the vacancy of a coach education coordinator. Extension will be announced to coaches shortly.
 - iv. Ideas moving forward are to roll out a coach education calendar, simplifying information on the website, identify and train more coach learning facilitators, promoting more coach evaluation, and working with Athletics Canada Task Force on Performance Coaches (Jen Schutz sits on the Committee).
 - 1. Brian gave a summary of what he's received so far from Jen Schutz on the recommendations from Athletics Canada Task Force on Performance Coaching.
- vii. Performance Programs – Brian McC Calder
 - 1. BC Endurance Project – Richard Lee
 - a. Written Report circulated
 - i. Items of Note
 - 1. Greg noted Richard referred to a solid support system and good performances.
 - 2. BC Throws Project – Chris Winter
 - a. Written Report circulated – See Track & Field Report
 - b. Hubs (Western – Victoria)
 - i. Victoria National Endurance Centre – Camps and Athletics Canada NextGen Program
 - 1. Brian noted the issues are still there as there is no noticeable engagement out of the Hub, but there is also no outreach from BC Endurance to the Hub either.
 - 2. Greg noted that of 70 of the carded athletes, two train at the Western Hub.
- i. Events & Promotions – Jordan Myers
 - i. No Report provided
- j. Athletics Canada Update – Greg White & Staff
 - i. Athletics Canada
 - 1. 2017 Athletics Canada SAGM
 - a. Competitions Committee (Cross Country/Road Running, National Festival and Pathway to extending session for Track & Field), Membership Committee (Under 14, Road Running and Masters), Coaching Development brought to Athletics Canada's attention.
 - 2. Athletics Canada/Branch Council updates

- a. New initiative for the framework for developing equity and access to Athletics in Canada and a working group has been established.
 - b. National Official Committee
 - 3. Athletics Canada Staffing updates
 - a. Two members of the Athletics Canada board who live in BC are Lynn Kanuka, Director at Large and Inaki Gomez, Athlete Representative.
 - 4. Athletics Canada/BC Athletics meeting
 - a. November 22, 21017 with Rob Guy ad Bill MacMackin.
- ii. Sport BC
 - 1. Sport BC Athlete of the Year Banquet – 2018

10. New Business

- a. BC Athletics Records – Ratifying of pending records as a follow up from the BC Athletics AGM – Circulated
 - i. Nina Schultz – Junior Women’s Heptathlon
 - 1. Motion to approve the record – J. Hinze/K. Ramage – Passed

11. Next Board of Directors meeting will be held on Saturday, January 27, 2018 at 9:00am.

12. Motion to Adjourn – J. Hinze/M. Harding. Meeting was adjourned at 2:09pm.

Director Signature _____

Director Signature _____