



**BC Athletics Board of Directors Meeting – April 5, 2023
Video Conference Meeting
Minutes**

Attending: Darren Willis, Chair; Marcus Wong, Vice Chair; Brian McC Calder, President/CEO; Greg White, Past Chair; Garrett Collier, Director Programs & Technical Development; Jordan Myers, Director Events & Promotions (joined the meeting at 7:23pm); Jasmine Gill, Director Zones 3, 4 & 5; Cristi Lundman, Director Zone 6; Sam Collier, Manager Registration and Membership Services; Megann VanderVliet, Track & Field Program Manager; Sabrina Nettey, Introductory Programs Coordinator; Hailey Kjaer, Coordinator Officials/Coaches Development and Marketing & Communications (joined the meeting at 7:12pm)

Regrets: Ota Hally, Director Finance; Newton Hoang, Director Marketing & Communications; Rebecca Dutchak, Athlete Director; Kevin O'Connor – Non-Stadia Program Manager; Jennifer Brown, Coaching Education Coordinator Richard Lee, Coach, BC Endurance Project

1. **Call to Order** – The meeting was called to order at 7:03pm.
2. **Introductions** – Introductions were made.
3. **Additions to the agenda** – There were no additions to the agenda.
4. **Adoption of the agenda** – C. Lundman/G. White – Passed
5. **Approval of the Board of Directors Minutes of:**
 - a. January 21, 2023 – Circulated. **Motion to approve – M. Wong/J. Gill – Passed**
6. **Receipt of the BC Athletics Committee Meeting Minutes**
 - a. Junior Development Committee – March 7, 2023 – Circulated
 - b. Masters Committee – March 15, 2023 – Circulated
 - c. Officials Committee Townhall – Feb 21, 2023 – Circulated
7. **Business Arising from the minutes**
 - a. There was no business arising from the minutes.
8. **Correspondence**
 - a. Notification of Grants – Brian noted, regarding the list of grants for this year, to add \$15,000 from the Resort Municipality of Whistler for the Whistler 50, received since last meeting. It was noted this was in addition to the \$21,000 from Tourism BC.

9. Reports:

- a. Chair of the Board of Directors – Darren Willis
 - i. No Report provided
 - ii. Verbal Report provided
 - 1. CEO Position – Selected six candidates for interviews for the CEO position. Will take place when Brian returns from vacation. Brian’s employment period has also been extended until the end of June 2023.
 - 2. Office Lease – Extended five years to 2028 (was expiring this year with the option to extend). Increase in rent for first three years and then increases again for the final two years. Brian is currently reviewing the lease agreement.
 - a. Storage – Relocated within the building for at least four to five months.
- b. Vice Chair of the Board of Directors – Marcus Wong
 - i. No Report provided
- c. Directors Reports:
 - i. Zone Directors
 - 1. Zones 1 & 2 – Vacant
 - 2. Zones 3, 4 & 5 – Jasmine Gill
 - a. No Report provided; No Items of Note
 - 3. Zone 6 – Cristi Lundman
 - a. No Report provided
 - b. Item of Note
 - i. Cristi noted there’s lots going on with the Officials on the Island right now, implementing the new online officiating system on the island. Making good progress.
 - 4. Zones 7 & 8 – Vacant
 - ii. Athlete Directors
 - 1. Rebecca Dutchak
 - a. No Report provided
- d. Finance Report – Ota Hally & Staff
 - i. Grants
 - 1. New – viaSport – \$35,000 in each category, for a total of \$70,000
 - ii. Financial Summary to February 28, 2023 – Circulated
 - 1. Relative to revenue and expenses.
 - 2. Notes detail the Grant/Program Revenue does not include transfers of deferred revenue or the \$100,000 gaming grant, or the year-end membership revenue, which happens in March. Year End membership revenue will increase another \$60,000.
 - 3. \$181,000 has been transferred from gaming into the operating account.
 - iii. Balance Sheet to February 28, 2023 – Circulated

1. Items of Note
 - a. Ota has reviewed and Brian noted he feels the association is in a good position right now.
 - b. Brian noted the Draft Operating Budget, approved by the membership at the AGM, will be changing. Things have arisen, approved by the membership. Will provide the Board with a draft and when there is a better sense for final support from gaming and core funding, Will then be presented as the operating budget as approval by the Board, probably early July. Changes will include the new salary grid as well as the grants referenced in the financial report section of the agenda. Will impact the budget as well.
- iv. Audit – Inventory, document preparations and working with the auditors (BDO)
- e. Administration & Planning – Marcus Wong/Greg White/Brian McCaLder
 - i. Strategic Plan Update
 1. Will take a look, as the fiscal year finishes and the report come back from viaSport for the core grant responsibilities and updates to the sport information site. Will then provide a report card to the Board on the Strategic Plan on what has been accomplished over the fiscal.
 - ii. Human Resources
 1. Hailey Kjaer – Program Assistant – Officials, Coaches, Marketing/Communications – Officially welcomed Hailey.
 2. Kevin O’Connor – Non-Stadia Program Manager
 - a. Kevin had a previous engagement this evening so he was unable to attend the meeting.
 3. Canada Summer Jobs – 2023 Update – Applied for two positions. Haven’t heard anything back at this point.
 - iii. Office Lease – Extension to 2028
 1. See Chair’s report. Felt it was better to stay, given the changes in staff positions at the moment.
- f. Membership Report – Sam Collier
 - i. Written Report circulated
 1. Items of Note
 - a. Membership up 50 over last year.
 - ii. Approval of Individual Memberships – Circulated
 1. **Motion to approve the list of individual memberships received from January 13, 2023 to March 30, 2023 as provided – G. White/M. Wong – Passed**
 - iii. Approval of Club Memberships – Circulated
 1. **Motion to approve the list of 2023 club membership renewals, including those which are complete (meeting all requirements) and those pending completion of all requirements – G. White/C. Lundman – Passed.**

- a. It was noted that some previous club memberships are still pending completion of requirements. Hoping once the association is able to accept online banking payments, it will help resolve some of the outstanding requirements.
 - iv. Sam advised, with the new program, if all the schools, in different school districts, joined up, it would be \$200 plus GST. With all schools and kids involved, it would have cost the school well over \$1000 to join. Using the school sports district, would have handled it better. Sam to look into this further and bring forward to the next meeting, the way the school districts are classified. May need to go by the school sport zones as it may be more encompassing. Would make more sense to get coaches and officials trained but would not make as much money. One district could be 5 schools but would bring in more participants.
 - v. Criminal Records Checks – Sam has taken over the administration. Sent some letter and has been successful in getting responses. Looking to Interpodia to be more on top of reminders.
 - vi. Interpodia – Inquired to see if it will be in place before the end of the year and was confirmed. Up and running for the beginning of the 2024 year which will be September.
 - vii. Sam announced she will be retiring at the end of the (calendar) year. Hoping to have someone in by October to have two month transition.
 - 1. The Chair thanked Sam for all her hard work through the years and noted she will be missed, as she is the voice of BC Athletics. Thanked Sam for staying through the transition and the new system.
- g. Marketing & Communications – Newton Hoang/Hailey Kjaer
 - i. Newsletter update – Three streams of newsletters: BC Athletics Membership, Coaches, and Officials, with a fourth, Junior Development Newsletter, to come.
 - 1. Good response so far with the BC Athletics Record having a 51.7% open rate, the Officials newsletter a 81.3% open rate and the Coaching newsletter a 61% open rate.
 - 2. Officials has the fewest members and updated most frequently.
 - 3. Chair noted there's been good response and positive feedback on having a dedicated person handling communication.
- h. Events & Promotions – Jordan Myers
 - i. Written Report provided – circulated
 - ii. Items of Note
 - 1. Missed the last Board of Directors meeting as was presenting at the Athletics Ontario Race Directors Conference
 - 2. Athletics Alberta and Triathlon Alberta have noted their interest.
 - 3. National Race Directors Conference will be the last weekend of October, 27th to 29th.

4. Question was asked about the loss of revenue from the sun run towards the Harry Jerome. Jordan noted he currently manages public safety for the city of Vancouver, but was previously on staff for the race committee for the Vancouver Sun Run. Generally, many events have a significant reduction in numbers and not an increase in the cost. However, the traffic management plan, insurance and equipment costs all increased so that that cost to put on events has almost quadrupled. Grants given by the province were provided late and were only getting 60-70% of the money that was received back in 2022. Registrants have dropped down as well. The budget loss was provided to the Harry Jerome. Hasn't been an increase in numbers since 2022. Vancouver BMO Marathon is one of the only ones that have seen an increase in participants. Others starting to increase but not to pre pandemic levels yet and not accounting for the quadruple increase in cost.
 - a. Brian noted the contract and agreement to provide funding to the Achilles Society and the Harry Jerome ended last year. The Sun Run is under new ownership again but still a for profit event.

- i. Programs & Technical Development

- i. Director, Programs & Technical Development – Garrett Collier

1. Verbal Report provided

- a. Items of Note

- i. Selection criteria is out.

- ii. Season just starting. Attended the Jerome indoor. Discussion around expanding the indoor throwing events.

- ii. Introductory Programs – Sabrina Nettey

1. Run Jump Throw Wheel & Junior Development

- a. Written Report circulated

- i. Items of Note

1. Lots of schools interested in direct delivery programs. Concerns with capacity with instructors in schools. Sabrina noted she likes to do it but it does take away the hours she has for administrative tasks. Limits the number of programs BCA can offer.

- a. Question was asked about the interest from teachers, in those schools, to do the training. Sabrina noted yes, the direct deliveries do get the teachers excited and asking about workshops.

b. It was asked if there was an opportunity to partner with clubs? Maybe a coach who has an afternoon or a day to assist. Sabrina noted yes, but the challenge with school programs is that they are booked a year out as workshops are booked in May for the upcoming school year. So, it would be hard to know if someone will be available eight months later, where Sabrina is always available. BC Athletics posted the organization was hiring coaches, and some people put their names forward but consistency and open availability is challenging. Marcus and Sabrina noted they would connect to discuss further.

2. Junior Development Committee – Darren Willis, Director Liaison

a. Verbal Report provided

i. Items of Note

1. Upcoming season concerned with the track renovations at Swangard, Bear Creek Park and Percy Perry.
2. Number of Junior Development meets in the lower mainland leading up to the track and field championships.
3. Track & Field Championships looking to include some para-ambulatory. No current athletes who participate in seated events.

iii. Track & Field – Megann VanderVliet

1. Written Report circulated

a. Items of Note

- i. Track & Field Committee posted team selection. Will use the Jamboree for the selection.
- ii. Provincial championships this year, BC Athletics is taking a collaborative role with the hosts. Sabrina and Megann finalized the meet package template, so all have the same information. Posted for two of the four championships. Registration also opened for the Jamboree and the Masters Championships.
- iii. Working with Hailey on the marketing plans.
- iv. Pacific Distance Carnival and Canadian 10,000m Championships in Langley June 23. Partnering with the

Langley Mustangs this year. Same weekend as the Pacific Regional. Lost title sponsor Lululemon, who provided \$7,500 last year, so looking for a new one. Date for global events that same week so no capacity to support and Langley less appealing. Would prefer to have in Metro Vancouver. Received a lot of grant money for the Pacific Distance Carnival.

- v. Track & Field Committee working on athlete assistance program and criteria as was a large expenditure last year. Looking to better capture the athletes the program is meant for. Working with Richard Lee to look at the stats for the program and looking to publish the criteria in the coming weeks.
 - vi. Sanctioning taking up a lot of time, especially with the World Athletics sanctioning.
 - vii. Officials is also taking up a lot of time. Trying some new strategies. Putting more on the regional directors to manage the officials.
 - viii. Hailey has been managing the management of officials. World Athletics sanctioning renders more accountability. With a sanctioned meet, there is an expectation for the number of officials to support the event and awareness that there is not enough officials for the number of meets being sanctioned.
 - 1. Chair asked, is that still the case even in a season with some venues not being available and Megann confirmed it was. Megann felt the officials appear to be burnt out and in the bigger picture, it's a big concern.
- iv. Non-Stadia – Kevin O'Connor
- 1. Written Report circulated
 - a. Items of Note
 - i. Brian noted the Race Director for Whistler 50 is Simon Burley
- v. Masters – Track & Field/Road Running/Cross Country Running – Cristi Lundman, Director Liaison
- 1. No Report provided
 - a. Items of Note
 - b. Attended first Masters Committee meeting. Very records focussed.
 - c. Have a few questions that will discuss with Megann.
 - d. Aware of the debate with resident status and claiming records.

coming up. Athletes are also training towards the 2024 Olympic Games.

- j. Athletics Canada Update – Darren Willis & Staff
 - i. Athletics Canada
 - 1. AGM – June 2, 3, 4, 2023 – Whitehorse, Yukon
 - a. Branch council meeting next week. Used to be monthly but switched to alternating with one month just staff and then the Chairs come in every other month.
 - b. Brian noted, from the last meeting with staff, Officials management program and it's implementation is underway. Integration with interpodia and on the agenda for the officials development group with Quebec. Saskatchewan and Manitoba have yet to sign on to it.
 - c. It was asked is there has been further discussion about a branch council for officiating. Brian noted no, not at the branch council level, though the National Officials meeting is in April and it will hopefully be brought up and they will make it happen as it is quite critical. Brian Thompson will be attending in person.
 - ii. Sport BC – Greg White
 - 1. AGM – May 25, 2023 – 5:30 tp 7:30 pm (Virtual)
 - a. In person meeting pre pandemic but struggled to get quorum. Virtual was quite successful so stayed with virtual meeting. Four positions up for election, including vice chair's position held by Greg. Sport BC in good shape. Just did athlete of the year awards with quite a few nominees. Evan Dunfee was awarded Senior Male Athlete of the Year.

10. New Business

- a. Governance – Information and Training
 - i. Would like to offer more orientation and opportunities in training for the governance role.
 - ii. Brian noted he sent the Chair some materials available to sport organizations.
 - iii. As the Board is identified as a policy board, hope to start with providing some reading homework to everybody. Noted that Marcus acquired some digital copies of Boards That Make A Difference which speaks to the role of governance within an organization and how it different from a managerial role. Will use as a starting point for some discussion and to practise some of the learnings. Chair to email out copies of the book to the Directors and others interested in reading it. The Chair asked for the Directors to have read it for the next scheduled directors meeting and be ready to discuss.
 - iv. Marcus noted the Strategic Plan has items left in the board governance.
 - v. It was noted that workshops can be pricey but also valuable.
 - vi. Chair noted, hopes to implement small changes like how the Board operates in meetings, choosing agenda items, how policy is thought about, etc.

- b. Update on CEO Hiring Process - Interviews being scheduled. Current CEO extended employment period.
 - i. Updated provided as part of Chair's report
- c. World Athletics Policies Updated – Effective as of March 31, 2023 – Link provided.
 - i. Transgender and DSD (Differences of Sex Development) Regulations
 - 1. DSD Athletes:
 - a. For DSD athletes, the new regulations will require any relevant athletes to reduce their testosterone levels below a limit of 2.5 nmol/L for a minimum of 24 months to compete internationally in the female category in any event, not just the events that were restricted (400m to one mile) under the previous regulations.
 - b. Cutting it in half from where it was initially. All events, not just the ones that were limited initially.
 - 2. Transgender Athletes:
 - a. In regard to transgender athletes, the Council has agreed to exclude male-to-female transgender athletes who have been through male puberty from female World Rankings competition from March 31, 2023.
 - 3. Items of Note
 - a. Brian noted they did not know how this will apply below World Athletics events, sanctioned events, or if it will affect those in Canada.
 - b. Brian also noted, one sport organization, not sure if provincially or nationally, has created a competition category for individuals who identify as the opposite gender as they identify at birth and as transgender. Could be another competition category.
- d. BC Athletics Membership Fees
 - i. With new salary grid in place, cannot delay discussion or proposal on raising membership fees past this year's AGM. For next Board of Directors meeting, will provide a proposal on addressing membership fee raises over the next couple years. To plan for increases over the coming years as included in the salary grid. Brian noted there will also be an increase coming from Athletics Canada as well.
 - ii. Ontario moving away from having the dispute panels be from the membership or volunteers and moving to professionals due to the liability and litigious nature. So need to look at the revenue side a little differently to account for those costs.
 - 1. Brian agreed. Ontario is going to use the Athletics Canada Commissioner to direct cases to, versus internally. Negotiating with Athletics Canada as to a cost but will have to pay. OSIC coming on board but only for national level matters.

11. Scheduled Board Meeting Dates – The next Board of Directors meetings will be held on Wednesday, June 14 and from 7:00 – 8:30pm by video conference.

- a. Brian noted there may be a special meeting held prior to that, to discuss the membership fees. The Directors agreed to a placeholder date of Wednesday, May 31, 2023 at 7:30pm.

12. BC Athletics AGM – The BC Athletics AGM will be held on Saturday, August 19, 2023 from 11:00am to 2:00pm, in hybrid format with both in person and virtual.

13. Motion to Adjourn – C. Lundman/M. Wong – **Passed.** Meeting was adjourned at 8:38pm.

Director Signature _____

Director Signature _____