



## Biathlon BC Board of Directors

### Meeting Notes

**Directors: Rob Schnider, Kevin Moutray, Andrew Hay, Peter Algra, Tony Tsang**

**Regrets: Sheldon Clare**

**Office Administrator: Clayton Whitman**

**Date: 2018 May 21 at 1930hrs via RingCentral Meetings; [Meeting ID 390-368-1310]**

1. Meeting called to order (Rob joined at 20:06 hrs) 19:38 hrs
2. Approval of agenda m/s Kevin/Andrew, approved
3. Approval of last minutes (2018 April 15 Board Meeting) m/s Kevin/Peter, approved
4. Old business
  - 4.1. Medal design competition
    - 4.1.1. None received by Clay
    - 4.1.2. Tony received 3 designs
    - 4.1.3. Possible person in Quebec who may be able to source medals for very reasonable price, has done Cadet Nationals, as well as the BiCan nationals from 3 years ago.
    - 4.1.4. Reviewed 3 medals, most liked the first design the best (single biathlete taken from BiBC logo)
    - 4.1.5. Suggest to take to AGM as a workshop, see what people think of these designs or staying with current design; Kevin can determine how many medals should be ordered once design decision made (perhaps 3 seasons)
  - 4.2. Hosting policy review
    - 4.2.1. Suggestion to recognize individuals at races who have had significant achievements, e.g. coaching levels, etc.
    - 4.2.2. Intention is to present at workshop at AGM for review and approval.
  - 4.3. Workplace Bully and Harassment Policy review
    - 4.3.1. Andrew and Clay reviewed suggested changes
    - 4.3.2. If respondent wants to appeal, have BiBC Dispute Resolution Policy already in place.
    - 4.3.3. Discussion regarding appeals and resolution ensued
    - 4.3.4. Will take for approval at AGM
  - 4.4. 2018 BiBC AGM (May 27) & workshops (May 26 & 27); Venue: Caledonia Nordic Club, Prince George
    - 4.4.1. Tony reviewed draft AGM agenda
    - 4.4.2. Some extra time is built into the Saturday schedule
    - 4.4.3. AGM will start at 12:30 hrs, should all be done by 14:30 hrs
    - 4.4.4. Tony would like Director reports to be submitted as soon as possible
    - 4.4.5. Athlete Report: Peter will look after this



## Biathlon BC Board of Directors

- 4.4.6. Rob has rooms booked, will be letting unused rooms go now; question regarding sharing rooms or individual rooms; have 5 single rooms and 4 two-queen rooms
- 4.5. Kimberley Club application
  - 4.5.1. Motion to approve the application: m/s Tony/Andrew, approved
  - 4.5.2. Clay to follow up to get information to submit to ViaSport
5. Correspondence
  - 5.1. Tony: BC Games President Kelly Mann retirement announcement; Kelly was very supportive of Biathlon; Kimberley made an application as noted above; Received call to recognize past athletes at medal ceremonies.
  - 5.2. Clay: filed with ViaSport so up to date; received membership data from all clubs except Terrace
6. President Report
  - 6.1. Working on Constitution and Bylaws
  - 6.2. Working on MOU with WNDC
  - 6.3. Working on BC Games core sport review
  - 6.4. Summit Timers sent to Utah for service, all now repaired and in good working order; Tony hoping to get report on issues to be monitored with the timers
7. Treasurer Report
  - 7.1. Rob sent out spreadsheet for financials; reviewed the accounts; all looks fine overall.
  - 7.2. Clay: for gaming application need to have 2 years of budgets prepared and financial statements as per previous applications; have last year's financials in DropBox so should not be difficult to put this together.
  - 7.3. Tony: need to consider cost to support Nationals at Whistler
8. Vice President, Administration Report
  - 8.1. Vanc Island withdrew application; Telemark added in, so have 5 interested: Whister, PG, Vanderhoof, Quesnel, Kelowna. Will have discussion at AGM. BiCan has not received any application to host Westerns.
  - 8.2. Still working on coaching development, hope to have more info by AGM
9. Vice President, Programs Report



## Biathlon BC Board of Directors

9.1. Had first camp at Whistler; very positive – 6 coaches; Jess said all went well; seems to be a good format, will keep using it.

### 10. Vice President, Marketing report

10.1. No report

### 11. Secretary report

11.1. Has sent out various documents in prep for AGM (wax protocol questionnaire, membership data, etc). Have added various explanatory documents to Drobox to assist new Secretary with various duties.

### 12. New Business

#### 12.1. Draft Memorandum of Understanding WNDC & BiBC for review

12.1.1. This is an outcome to the previous club application. Strategic partnership seems like a better approach for both parties.

12.1.2. In part 2 – couple of places where it says WNDC athletes eligible, etc. Should this be for out of province athletes? Need to be clear regarding financial support for out of province athletes.

12.1.3. For races, preference to note home club rather than WNDC.

12.1.4. Advertising aspects seem fine; just have to be careful with promising services

#### 12.2. Draft BiBC constitution and bylaws for review

12.2.1. Constitution not changed except dissolution language moved to Bylaws Part 9; Bylaws now meets Society Act requirements. Main change is Member is now defined as a club rather than as an individual.

12.2.2. Section 2.9 could be removed as is covered in Societies Act, can be removed.

12.2.3. 3.13 to 3.15 – order of business at General Meeting – can be removed, as is covered elsewhere.

12.2.4. Section 8 can also be removed, covered in the Societies Act

12.2.5. Tony will remove these sections prior to AGM

#### 12.3. National Firearms Association Range Safety Officer course endorsement

12.3.1. Biathlon doesn't have any specific course in place; need exists to provide proper training for volunteers; Sheldon recommends the NFA course, suggest this is a good way to get RSOs trained at biathlon ranges. Some course materials will need to be expanded to cover biathlon more completely. Would like some modules to be added to cover biathlon ranges and requirements.

12.3.2. Would like to see details about the course in order to evaluate or endorse

12.3.3. Question regarding the value of the course, would it apply to every range and be useful?

12.3.4. Would like to see standard training across Canada

12.3.5. Would be better to have BiCan develop a specific course for biathlon ranges



## Biathlon BC Board of Directors

12.3.6. Tony will circulate course material for review

13. Next Board Meeting – just prior to the AGM on Saturday morning, 8 am at CNSC.

14. Adjournment – 21:45