



Biathlon BC Board of Directors

Meeting Minutes

In Attendance: Directors - Tony Fiala, Rob Schnider, Kevin Moutray, Tony Tsang, Felicia O’Gorman

Office Administrator - Clayton Whitman

Regrets: Director - Sheldon Clare

Date: 2018 August 19th at 1900hrs via RingCentral Meetings; [Meeting ID 1485070443]

1. Meeting called to order at 19:01
2. Approval of agenda – m/s Rob/Felicia, approved
3. Approval of last minutes (2018 June 17 Board Meeting)
 - 3.1. Minutes from June 17th, 2018 meeting – m/s Rob/Sheldon, approved
 - 3.2. Minutes from July 15th, 2018 meeting – m/s Kevin/Felicia, approved
4. Old business
 - 4.1. Medal design
 - 4.1.1. Tony T. still waiting for quote on production of medals, then will present quote to Board prior to decisions being made.
 - 4.2. Draft Memorandum of Understanding WNDC and BiBC for endorsement.
 - 4.2.1. Discussion around club affiliation, with information from Canmore stating that they are required to use home club for affiliation except to sort bibs.
 - 4.3. Annual Strategic Planning (proposed Nov 23/24 2018)
 - 4.3.1. Suggested that ASP be held on the afternoon/evening of November 23rd and 24th, with a potluck dinner organized by Felicia. Felicia will send times to Tony T. for perusal.
 - 4.3.2. Sovereign Lake has confirmed that there will be a facility available for use, either in the Teck building or in the race office.
 - 4.4. 2018/19 Hosting policy for approval
 - 4.4.1. Kevin has made edits to the policy, and will send out copies via email asap.
 - 4.5. 2018/19 Athlete Manual – deferred to next meeting.
 - 4.6. Athlete Development Committee
 - 4.6.1. Suggested that chair be appointment to ADC asap so that selection process for Nationals and Canada Winter Games can be addressed. Tony F. and Tony T. will meet to discuss this.
5. Correspondence
 - 5.1. ViaSport evaluation
 - 5.1.1. The format of evaluation has been changed to 14 questions, and Tony T. is looking over questions.
 - 5.1.2. Tony T. will forward questions via email for other Board members to look at.
 - 5.2. Conference call with Canada Winter Games with Tony T. and Tony F. attending
 - 5.2.1. Information provided to Provincial organizations regarding details to know for Games.
 - 5.3. Biathlon Canada correspondence
 - 5.3.1. Nominations are open for Directors of Biathlon Canada, with elections at upcoming AGM.
 - 5.3.2. Tony T. will forward information about nominations.
 - 5.4. Inquires from new participants regarding registration with clubs for coming season.
 - 5.4.1. Clay has forwarded requests to appropriate clubs.
6. Office Administrator update

- 6.1. Gaming grant still in processing mode - usually get confirmation in mid August.
- 6.2. Whistler Athlete Centre booked for Nationals, from March 23rd to 31st, 2019.
- 6.3. Nineteen athletes attending Whistler Provincial camp in August – had to modify training plans due to smoke, but overall, a successful camp.
 - 6.3.1. Clay reported that all coaches were reminded of safety policy at the camp regarding rifle use.
 - 6.3.2. Discussion around driving of athletes at camp, appropriate insurance coverage for parents, and whether driving logs should be kept.
 - 6.3.2.1. Clay will provide an information sheet for parents regarding driving other athletes.
 - 6.3.3. Next training camp is at Whistler from September 20th to 23rd, 2018.

7. President Report

- 7.1. Request from WNDC for BiBC to sign letter of agreement between WNDC and CSI
 - 7.1.1. Tony T. will talk with parties involved and report back regarding this request.
- 7.2. MOU with WNDC regarding out of province athletes
 - 7.2.1. Tony T. reported that other provinces don't have a policy on this, though Biathlon AB states that out of province athletes are not entitled to provincial resources unless address is changed.
 - 7.2.1.1. Sub committee formed with Felicia (lead), Tony T. and Clay, to collect information and make recommendations for a Biathlon BC policy on what credentials or commitment is needed to constitute a status change for an out-of-province athlete to an in-province athlete.

8. Treasurer Report

- 8.1. Finances are in good shape, with a positive cash flow.
 - 8.1.1. Still waiting for an invoice from Whistler for an outstanding amount owing.
 - 8.1.2. Athletes all paid up for camps.
- 8.2. Discussion around some expense items
 - 8.2.1.1. Parents who are scheduled to attend camps as coaching assistants need to provide enough notice to cancel so BiBC doesn't have to cover expenses.
 - 8.2.1.2. ADC to review decision regarding athlete agreement, and in what circumstances, if any, athletes are able to receive adjustment to fees if not attending a camp.
- 8.3. Financial files still at accountants in Kelowna.
 - 8.3.1. Rob will provide Felicia with details so that she can pick files up.

9. Vice President, Administration Report; coaching and official developing committee

- 9.1. Officials training
 - 9.1.1. Whistler had two officials take part in training in August.
 - 9.1.2. Other communities hoping to hold entry level training in the Fall, including Vanderhoof, Quesnel, and Prince George, which also is looking at possibly offering a higher level officials course.
- 9.2. Coaches course
 - 9.2.1. Kelowna to host Silver and Gold coaching course on September 7th and 8th weekend.
 - 9.2.2. Entry level Competition course will be offered in November at Vernon camp, with mentoring opportunities available at this camp.

10. Vice President, Programs Report; training camps schedule and update – (see 6.3)

11. Vice President, Marketing report; Marketing and sponsorship update – no report

12. New Business

- 12.1. TD appointments
 - 12.1.1. No response to facebook request for TDs for competitions.
 - 12.1.2. Kevin will make calls to try to recruit individuals.
 - 12.1.3. Goal is to develop TDs around the province so it is easier and more cost effective for

12.1.3. Goal is to develop TDs around the province so it is easier and more cost effective for communities to put on competitions using local TDs.

12.1.4. If TDs have to travel, suggested that billeting would be more cost effective

12.1.5. No information from Biathlon Canada on leader course for TDs, but Clay reported that a meeting of the development committee is planned for September 13th.

12.2. Communication to the Membership

12.2.1. Discussion about whether communication to the membership could be improved.

12.2.1.1. It was felt that website is adequate, and there is a link to subscribe to receive updates on the website, but the challenge is getting people to the site.

12.2.1.2. Kevin suggested the idea of a monthly newsletter with updates/reports.

12.2.1.3. Clay will see if consent is given, when participants register with Biathlon Canada, to use email addresses to correspond with membership.

13. Next Board Meeting – September 16 1900 via online conferencing [Meeting ID 1485070443]

14. Adjournment – 20:45 m/s Felicia/Rob, carried.