



Biathlon BC Board of Directors

Meeting Agenda

Directors: Kevin Moutray, Sheldon Clare, Tony Tsang, Rob Schnider, Felicia O’Gorman

Office Administrator: Clayton Whitman

Regrets: Director, Tony Fiala

Date: 2019 January 27th, at 1900hrs via RingCentral Meetings; [Meeting ID 1485070443]

1. Call to order: 19:09
2. Approval of agenda: M/S Kevin/Robin - carried
3. Approval of last minutes (2018 December 16, 2018): M/S Tony F/Felicia - carried
4. Old business
 - 4.1. RSO course update:
 - 4.1.1. Held two courses so far. All participants have completed the practical portion, and there are 17 participants certified to date.
 - 4.1.1.1. Hoping to hold a course in Fort St. John in April, to train officials for the upcoming BCWG.
 - 4.1.1.2. Hosting an RSO course at Nationals is still in the plans, but nothing has been confirmed with BiCanada.
 - 4.1.2. Currently the program is offered on a cost share basis between host club and BiBC. Must be made clear that host clubs need cost approved on clubs’ end prior to running course, to ensure funds are in place. Requests for any subsidy from BiBC needs to be made prior to approval of course.
 - 4.1.3. Discussion around liability and insurance coverage when certifying individuals.
 - 4.1.3.1. Tony T. will check with BiCan on current coverage to ensure BiBC has proper coverage in place for any liability that might come from certifying RSOs.
 - 4.1.4. Discussion around whether course is mandatory. At last AGM there was support to offer the course, but no decision was made to make it mandatory. It is currently a voluntary opt-in, and further discussion around this will be taken to the next AGM.
 - 4.1.5. This year the focus is on certifying as many members as possible, and next year the focus will be on training Learning Facilitators who will be able to train others at their clubs or in their region. (Sheldon joined at 7:28).
 - 4.1.6. Discussion around budget for course.
 - 4.1.6.1. This year funds will be used from officials training budget, but next year the course cost needs to have a specific budget line.
 - 4.2. BCWG update:
 - 4.2.1. Sport chair, Ken Lane, resigned from BCWG due to family commitments.



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- 4.2.1.1. Kirk Titluy has been recruited to be the new chair. Kirk lives in Fort St. John, and is a long time supporter of biathlon. He will need to get officials training.
 - 4.2.1.2. Motion for Kirk Titluy to be appointed as BCWG chair, replacing Ken Lane. M/S Kevin/Felicia – carried.
 - 4.2.2. Fort St. John committee met early January. It was decided then that they will form a group under Whiskey Jack club in order to move forward with the biathlon competition at the Games.
 - 4.2.3. A venue has not yet been confirmed, but the option to hold the event at North Peace Rod and Gun club looks most promising.
 - 4.2.4. BCWG sports chairs will meet in Fort St. John April 12/13, at which time Provincial Advisor will visit venues.
 - 4.2.5. An entry level officials course is planned for April 14 to train Game volunteers.
- 4.3. Wax Policy update: Tony T. has responded to the letters of concern about the change in wax policy this year, and has had no further concerns brought forward.
- 4.4. CWG update:
 - 4.4.1. Deadline for submission of final lists of athletes to CWG on Friday, January 25th. Will be posted when received by Clayton.
 - 4.4.2. Uniforms received but not yet distributed
 - 4.4.3. Lynn Algra has taken on the job of team manager
 - 4.4.4. Support requested for team wax tech return trip to Calgary.
 - 4.4.4.1. Brief discussion on the need to develop more wax techs for future. Agreed that this is important, and a future discussion is needed to plan an approach.
 - 4.4.5. Update on athlete appeal regarding position on Team BC for CWG:
 - 4.4.5.1. BiCan, ViaSport, CWG committee reviewed appeal, and upheld decision by BiBC's ADC.
 - 4.4.5.2. Athlete provided with direction for further appeal, should he choose this course.
5. Correspondence:
 - 5.1. Clayton has received questions regarding old BC Cup medals, and what should they be used for
 - 5.1.1. Suggestion was to use these for competitions for recreational athletes. Kevin will provide direction to Organizing committees.
 - 5.2. Correspondence informing BiBC that there will be a wax protocol at CWG
 - 5.3. Request from Prince George to use BiBC summit timers
 - 5.3.1. Rental form must be filled out and approved, with a cost of \$100
 - 5.3.2. Travel needs to be arranged from Telemark to BC



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- 5.3.2.1. Cc: Kevin on correspondence regarding this rental so that he can ensure travel arrangements are made.
- 5.4. Printer toner needs to be added to rental form (ran out of toner at last event at P.G. and needs replacing for next Cup)
6. Office Administrator update:
 - 6.1. Working on publishing National selection qualifications
 - 6.1.1. All but 40 athletes not making qualifications standards, not including masters
 - 6.2. Have not made much progress on BiBC policy review for ViaSport checklist, but should be able to have something to present to Board soon.
 - 6.3. A document retention/management policy will be developed to add to BiBC policies to ensure documents containing decisions are retained
 - 6.4. Communication policy discussed, with the aim of developing a best practice for Board communication.
 - 6.4.1. Clayton pointed out benefits and risks of various platforms.
 - 6.4.1.1. It was decided that, outside of Board meetings, 1) Slack platform was suitable for informal discussion, but not for decision making, 2) Official Board communication should be done via email, and 3) other forms of communication can be used for informal discussions or side conversations.
7. President Report:
 - 7.1. Follow up on target testers with UBC. Design complete, prototype selection will be in place week of January 28th, and should be finished by middle of February.
8. Treasurer Report:
 - 8.1. Finances are looking good, with small surplus at end of fiscal year.
 - 8.2. Concerns around budget for accommodation bookings for Nationals (discussed under New Business).
9. Vice President, Administration Report; coaching and official developing committee:
 - 9.1. Two successful BC Cups with good participant numbers (78/72 for PG and 80/77 for Quesnel).



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- 9.1.1. TD report form provided good information about Cups, and suggestion was made to share report with following Cup organization committee to be used as a planning/reference tool.
10. Vice President, Programs Report; training camps schedule and update: not available
11. Vice President, Marketing report; Marketing and sponsorship update:
 - 11.1. Still waiting on response from possible sponsor
 - 11.2. Working on assessment tool for staff/board evaluation
 - 11.3. Attended Northern Cadet Camp in PG and was able to promote BiBC at event.
12. New Business
 - 12.1. Nationals update: Discussion around planning, needs, and budget.
 - 12.1.1. BC will have a large team at Nationals this year. Need to get confirmation of attendance from athletes after BC Cup 4, in order to confirm accommodation bookings.
 - 12.1.1.1. Master athletes need to know whether accommodation will be available for them, and what supports they will have at event.
 - 12.1.1.2. Kevin will be lead on putting together budget, working with Tony T. Jess, and Rob.
 - 12.1.1.2.1. Athletes (including Masters) need to be provided with information on costs.
 - 12.1.1.3. Need to hire coaches and staff.
 - 12.1.1.3.1. Use the coach mentorship program implemented in the summer as a more affordable approach to ensure good coach support
 - 12.1.1.4. Transportation needs to be addressed to have rental vans and drivers with class 4 licenses in place.
 13. Next Board Meeting – 2019 February 24th, 2019
 14. Adjournment: 20:36