



Biathlon BC Board of Directors
Meeting Minutes

Directors: Kevin Moutray, Clay Whitman, Chris Halldorson, Gary Tate, Aaron Sinclair, Laura Bot

Administrator: Lynn Algra

Date: 2021 April 18th, at 7:00 p.m.

1. Call to order - 7:02 p.m.
2. Approval of agenda. Aaron/Chris, carried
3. Approval of minutes from March 21st 2021 monthly Board Meeting. Aaron/Chris
4. Old Business
 - 4.1. Biathlon BC Strategic Plan working group update. Aaron sent out draft summarizing the feedback from the April 11th working group meeting. Will meet May 2nd to finalize.
5. Office Administrator - Update on last month's admin tasks
 - 5.1. BC Winter Games update. Discussed team selection process during last meeting. Chris also attended.
 - 5.2. Canada Winter Games update. Still two years away. Will arrange an information session for potential athletes next year.
 - 5.3. AGM update. Date is set for May 16th and will be held virtually. Agenda is being drafted. Will put out call for directors and working group committee members.
 - 5.4. Office Administrator position. Lynn will be stepping down and has offered to stay on to train the new hire. Lynn suggested more hours for the position possibly 20+ hours a week. Job description needs to be developed and the cost of the position will be added to the Gaming Grant application.
6. President Report - communication update.
 - 6.1. Via Sport update. Still meeting every two weeks. No updates. Still waiting to hear when Return to Sport 2.25/2.5 will be released.
 - 6.2. Wrestling BC invited all the board presidents to meet to get feedback on how different boards are operating (working vs. strategic). Was helpful hear that many of the other boards operating strategically.



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7. Vice President, Administration Report; training camps schedule and update.
 - 7.1. Officials' development. Committee meeting next week. Will be updating officials list.
 - 7.2. Membership number list. Lynn will follow up to get updated list.
8. Vice President, Programs Report; training camps schedule and update under 11. New Business.
9. Vice President, Marketing report; Marketing and sponsorship - discussion.
 - 9.1. National Volunteer week. Will be highlighting our volunteers on Facebook.
10. Treasurer Report (circulated via email) - Reviewed reports as presented.
 - 10.1. 2020/21 Year End. Will breakeven. Working on budget for next year. Reviewed and discussed the requested quotes from three accounting firms for next year's year end statements. KPMG was the most cost effective. Motion made to have KPMG complete year-end financial statements. Aaron/Clay, carried.
11. New Business
 - 11.1. 2021/22 Budget. Aaron presented draft budget based past years actual costs. Chris will provide a proposal for athlete development costs. Aaron will send out budget for review and it will be finalized and approved prior AGM.
 - 11.2. Athlete development budget. Chris presented proposed budget. Reviewed fee structure for squads and camps. Discussed camps fees covering the costs of the camp. Chris will send out a revised budget to the board to review and will meet in two weeks to finalize.
 - 11.3. 2021-22 provincial coach/technical director contract. The term of the contract ends April 30, 2021. Reviewed proposed contract for 2021/22 as presented by Chris. The 21/22 was previously reviewed by Aaron and Kevin and changes were made to make clear it is a contractor relationship. Motion to approved contact as present. Chris/Aaron, carried.
 - 11.4. BC squad selection. Reviewed and discussed nominations lists as presented by Chris.



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- 11.5.CSI-targeted athlete list. Reviewed and discussed nominations lists as presented by Chris.
- 11.6. Adjusted CSI-criteria for 2021-22 season. Reviewed criteria presented by Chris. Changes proposed were based on TD recommendations and as a result of no competitions this year. Submitting Monday as cards are needed for the camp in May. Kevin will contact Via Sport to ensure cards arrive in time. Motion made to approve criteria as presented. Chris/Aaron, carried.
- 11.7.CSI-criteria for 2022-23 season. Reviewed criteria and proposed changes presented by Chris. Changes will help BiBC meet funding opportunities. Motion made to approve CSI criteria for 2022-23 as presented. Chris/Clay, carried.
- 11.8. AGM update. Scheduled for May 16th and will be held virtually. Reviewed proposed schedule. Lynn will post details on the website. Call for nominations will be done in advance via the website.
12. Next Board meeting – Sunday, May 2nd, 2020
13. Adjournment –at 9:38 p.m. Aaron/Gary, carried.