



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 June 20, at 7:00 p.m.

1. Call to order - 7:01 p.m.
2. Approval of agenda. New Business added 11.9 Athletes Manual Approval and moved Operations Manager Contract to 11.10. Clay/Aaron, carried.
3. Approval of minutes from May 2nd, 2021 monthly Board Meeting. Clay/Chris, carried.

Gary Tate joined 7:03

4. Old Business

- 4.1. Administrator role recruitment update. Next step is to develop the job description.
Discussed further under 11.10

5. Office Administrator - Update on last month's admin tasks.

- 5.1. BC Winter Games update
- 5.2. Organizing upcoming camp for online registration

6. President Report - communication update.

- 6.1. Via Sport update. Will send out updates to board members as they become available.

7. Treasurer Report – (circulated via email) – Performing well, very little activity the last month.

- 7.1. Via Sport contract has been signed. Contribution is the same as last year. Payment schedule will start next month.

8. Vice President, Administration Report; training camps schedule and update.

- 8.1. Coaches Development and Officials Committees update. Currently have 2-3 members on each committee.
- 8.2. Coaching courses update. BiCan is working on the advanced coaching courses.
Discussed upcoming courses occurring this summer.

9. Vice President, Programs Report; training camps schedule and update.

- 9.1. Head Coach/Technical Director Report (circulated via email)



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9.2. ADC is reviewing the Terms of Reference

10. Vice President, Marketing report; Marketing and sponsorship – Discussed possible fundraising methods.

11. New Business

11.1. Nationals 2022. BiCan released Prince George will be hosting.

11.1.1. Organizing Committee will be needed. Lynn and Jess will be on the committee. Need to clarify what services will be offered (meals, accommodation and waxing). Lynn and Jess will draft the Expression of Interest and post in the next newsletter to see what services clubs would be interested in. Will wait to hear if BiCan would like a run a similar program to Whistler's club-based format. Gary would like to help ensure the marketing is streamlined.

11.2. Athlete Development Committee TOR update.

11.2.1. ADC has reviewed changes and approves. Moved to adopt updated Athlete Development Committee TOR. Chris/ Aaron. Changes made were summarized and reviewed by the board. Non opposed. Carried.

11.3. Camp Fees.

11.3.1. Reviewed proposed fee schedule for camps. Discussed options and if fees should be based on services used. Aaron reiterated from previous discussions the goal is operate camps on a cost recovery basis. Motion for athletes who stay at home to pay 50% of the camp fee. Chris/ No seconder. Additional discussion and responsibility of the ADC and proposed fees. Motion to table. Clay/Aaron.

11.4. Competition Committee TOR (circulated via email)

11.4.1. Motion to adopt TOR as presented. Clay/Chris. Reviewed and discussed document presented by Clay. Amended Committee Structure to include Technical Director/Head Coach and 2-4 additional members. None opposed to amendment. Carried.

11.5. Fundraising Committee TOR (circulated via email)

11.5.1. Motion to adopt TOR as presented. Clay/Gary. Reviewed and discussed document presented by Clay. Amended Committee Structure to include 2-4 additional with a minimum of 3 members. None opposed amendment. Carried.



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- 11.6. Club Development Coordinator Job Description (circulated via email).
 - 11.6.1. Motion to accept Club Development Coordinator Job Description. Clay/Gary.
Discussed the only EOI received, from Johnathan Kerr, to fill the role. Goal of position is to connect with new and existing clubs and understand the challenges they have. New role would help support strategic plan goals. None opposed. Carried.
- 11.7. 2021-22 Competition Schedule
 - 11.7.1. Motion to approve BC Cup Schedule. Clay/Chris. Discussed concerns of no BC Cups being held in the Interior or on the Island. Clay did reach out to the other clubs, but they are not able to host this year. Possible U13 in March, Clay is waiting for confirmation. None opposed. Carried.
- 11.8. Pre-Nationals camp proposal – February 19-20, 2022 in Prince George.
 - 11.8.1. Discussed proposal and that current schedule has a month with no competition. Motion to ask ADC to considered running and approving budget for camp February 19-20, 2022 in Prince George. Clay/Aaron. Discussed possibly including Masters in the camp. Good opportunity for BiBC to host an event prior to Nationals. None opposed. Carried.
- 11.9. Athletes Manual
 - 11.9.1. Motion to accept Athletes Manual as presented. Chris/Clay. Board requested more time to review document. Chris agreed to send a copy with track changes or a summary of the changes. Proposed to table until next month. None opposed.
- 11.10. Operations Manager Contract.
 - 11.10.1. Reviewed current duties/responsibilities and the importance of having a consistence person verses different volunteers. Motion to post a contract with existing duties and responsibilities with an April 30, 2022 term end date to allow time to make a long-term plan. Clay/Aaron. Discussed Lynn drafting duties and sending out for review. None opposed. Carried.
- 12.
13. Next Board meeting – Sunday, July 11th, 2021.
14. Adjournment –at 8:30 p.m. Aaron/Gary, carried.