



**Biathlon BC Board of Directors**  
Meeting Minutes

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

Administrator: Lynn Algra

Head Coach/Technical Director: Jessica Blenkarn

Date: 2021 July 11, at 7:00 p.m.

1. Call to order - 7:02 p.m.
2. Approval of agenda. Clay/Aaron, carried.
3. Approval of minutes from June 20, 2021 monthly Board Meeting. Chris/Clay, carried.

Lynn Algra joined 7:03

4. Old Business

- 4.1. Athletes' Manual approval (circulated by email). Moved to adopt updated Athlete's Manual as presented. Clay/Aaron. Reviewed and discussed suggested changes to section 6.1 CWG Athlete Development Model regarding eligibility. Discussed pros and cons of requiring athletes to be race for BC the prior season. Want to support athletes that have been in the BC program, but also do not want to limit athletes that are new to the province. Motion to accept the Athletes Manual as presented. Chris/No Secunder. Agreed needs further discussion of section 6.1. Motion to accept Athlete's Manual as presented without suggested changes for Section 6.1. The CWC Policy will released at a later date. Clay/Chris, none opposed. Carried.

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

- 5.1. Helping organizing upcoming camps. Lynn to send invoice from Whistler Sports Legacy to Aaron for electronic payment.
- 5.2. Working on monthly newsletter and website updates.

6. President Report – communication update.

- 6.1. Via Sport update. Still meeting frequently regarding return to sport. Discussion that we will be following Communicable Disease Plan based on Work Safe BC. Will send out updates to board members as they become available.

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



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- 7.1. Via Sport contract is in place and first installment was received June 1<sup>st</sup>.  
Contribution is the same as last year. Payment schedule will start next month.
- 7.2. Camps revenue and costs are being tracked at the squad level. Aaron will provide reports to Chris and Jess comparing the actual revenue and costs to what was budgeted.
8. Vice President, Administration Report; coaching and official developing committee
  - 8.1. Coaching course was held in Kimberly. Five people attended. Upcoming courses will be held in Whistler and Prince George. There will be several competition introduction coaching courses throughout the season. Clay is confident that we will have a certified coach in every region zone at BC Winter Games.
  - 8.2. Officials' development. Online entry level officials course will be held and was fully subscribed. Looking at doing another in the fall. Waiting on BiCan for the possibility of online advance courses.
9. Vice President, Programs Report; training camps schedule and update.
  - 9.1. Planning for the up coming camps and finding coaches.
  - 9.2. EOI for additional coaches closes tonight. Will update further under new business.
  - 9.3. Excellence funding planning is moving forward.
  - 9.4. Head Coach/Technical Director Report (circulated via email). Posted 2 EOI with Lynn's assistance to help plan for Nationals that will close prior to the next board meeting.
10. Vice President, Marketing report; Marketing and sponsorship – No update as Gary was not able to attend.
11. New Business
  - 11.1. Operations Manager Contract. Received one applicant. Would be a good fit as they have knowledge of the sport and the technical skills. Motion to offer the position to Julia Ransom. Clay/Aaron, none opposed. Carried. Lynn will continue to support Julia to help her get up to speed. Kevin will be in touch with Julia to offer the position. Kevin thanked Lynn for all your hard work and hopes she stays part of the biathlon family.



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11.2. Target Coaches Contracts and Excellence Funding. Working on Excellence Funding requirements. Goal is to have five contracts with targeted coaches. Discussed process and details of the contracts. Motion BiBC will enter into a contract to set the terms and compensation with targeted coaches or with any coaches. Aaron/Clay, none opposed. Carried. Agreed contracts will be handled by Kevin and Aaron with input from Jessica.

11.3. Revised TOR Coach Development Committee. Clay presented change to terms of reference to include Coaches Development Committee be responsible for hiring assistant coaches and/or wax technicians for camps or tours. Motion made to approve proposed terms of reference. Clay/Aaron. This would not include targeted coaches. Targeted coaches would fall under the Technical Director. None opposed. Carried.

Clay and Jessica exited the meeting 7:51 p.m.

11.4. Provincial coach/TD contract. Contract was circulated by email. Motion to approve contract as presented. Aaron/Chris. Discussed contract terms. Chris requested that the clause in Schedule A regarding an option to negotiate an increase in pay if the Excellence Funding is received be removed. Amendment to motion to approve contract with deleting language in Schedule A regarding negation of pay raise if Excellence funding is granted. Chris/Aaron, none opposed. Carried. Kevin will be in touch with Jessica with the final contract for signature and will let Chris know once it is signed.

12. Next Board meeting – Will circulate possible dates as there was a number of scheduling conflicts.

13. Adjournment –at 7:50 p.m. Chris/Aaron, None Opposed. Carried.