



## Biathlon BC Board of Directors

### Meeting Minutes

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

**Administrator:** Julia Ransom

**Head Coach/Technical Director:** Jessica Blenkarn

**Date:** April 10, 2022 at 7:00 pm

1. Call to order – 7:02 pm
2. Approval of agenda. Move New Business 11.2 Head Coach contract to the last item of New Business. - Chris
3. Approval of March 20, 2022 minutes – Clay
4. Old Business
  - 4.1. BC Gaming request regarding BiBC Society structure. **Kevin has a meeting scheduled for April 12<sup>th</sup>. Clay will attend meeting as well.**
  - 4.2. Surplus budget spending ideas. **Reviewed and discussed quotes, proposals and spending ideas that that will be completed by April 30, 2022. Aaron made a motion to spend \$6000 for the upcoming Spring camps. Approved by consensus. Clay made a motion to spend \$2000 on hi-vis t-shirts for the squads. Approved by consensus. Discussed options to use Zone 4 equipment for all of next season's races. Clay made a motion to rent Zone 4 equipment for next season's races for \$7,000. Approved by consensus. Discussed possible club grant opportunity. Chris made a motion to spend \$12,000 on club grants with a minimum of \$1,000 per grant. Approved by consensus. Discussed new race suits and clothing for the squads. Clay made a motion to spend \$4,500 on clothing/race suits. Approved by consensus.**
  - 4.3. BC Sports Hall of Fame. **Only one nomination per year. Discussed possible nominees. Kevin to follow up with Tuppy regarding Paul Collard. No update.**
  - 4.4. BC Winter Games. **Discussed timing and conflict with 2023 Nationals and what age groups to include. BC Winter Games has left it up to BiBC to decide the age categories. Kevin to follow up with Zone 1 to see if there are any athletes aged 15 that would be a better fit for BC Winter Games rather than Nationals. Laura confirmed with Chris and External Credit letters were not sent out as athletes**



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were not able to attend the BC Games. Many of the athletes will receive the credit by participating in the Development squad.

- 4.5. BiBC Bylaw changes. **Reviewed proposed changes to the Bylaws and discussed proposed changes of moving towards a committee structure. The committees and staff will look after the operations and the Board oversees the committees and the strategic direction of the organization. Clay motioned to accept the changes to the Bylaws as presented. Approved by consensus. Julia will send out the updated Bylaws to the membership with the AGM invite after the meeting with on Tuesday with BC Gaming to ensure there are no further changes.**
- 4.6. Online meeting platform. **Reviewed pricing and functionality of both Zoom and Go To Meeting. Chris made a motion to move to using the Zoom platform for online meetings. Approved by consensus.**
- 4.7. Budgeting for next year. **Aaron provided the financial statements for review. Will use the same budget number as last fiscal for all expenditures with the exception squad camp costs, the amounts for High Performance and Tour grants and the number of competitions for next year. Jessica confirmed that the ADC is meeting April 11<sup>th</sup> and will provided the needed budget information to Aaron. Aaron confirmed a draft budget will be provided to board to review by May 8<sup>th</sup>.**
5. Office Administrator update. **(circulated via email). No questions or discussion.**
6. President Report – **Reviewed past months actives.**
7. Treasurer Report- **(circulated via email) Working on next year's budget and will process needed payments to close out the 2021/22 fiscal.**
8. Vice President, Administration Report; coaching and official developing committee. **Officials and Coaching committee are wrapping up the year and starting the planning process for next year.**
9. Vice President, Programs Report; training camps schedule and update. **Assisted with process for the squad selections.**
  - 9.1. Head Coach/Technical Director Report – **Circulated report via email. Working on year end reporting and athlete tracking. Discussed athlete request regarding access to Athlete report cards. Written feedback from the report cards will be shared with the athletes in collaboration with their coach.**
10. Vice President, Marketing report; Marketing and sponsorship update. **No update provided.**



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### 11. New Business

- 11.1. Biathlon Bears and BC Cups – Letter from Maisie Hoehn. **Discuss request and current regional races for the Bears. Jessica responded to Maisie’s letter confirming it was received. Request was referred to the competition committee.**
- 11.2. HR audit survey requested by Via Sport. **Chris suggested that someone from the board complete the survey. Kevin agreed to complete.**
- 11.3. ViaSport governance training – **Chris circulated email for training. Agreed it would be valuable for board members to attend. Will encourage new board to attend once elect at the AGM.**
- 11.4. ViaSport women is sport survey – **Chris circulated email to the board regarding the survey. Julia agreed to complete.**
- 11.5. Club waivers fees – **Julia proposed new electronic process and increasing cost for day memberships. Discussed the intention of day membership is for single use and events like demo days. Concerned that increasing day membership costs would make the demo days cost prohibitive. Agreed to defer to next meeting.**
- 11.6. Update Terms of Reference (circulated via email). **Agreed to discuss next meeting. Google doc will be set up so all board members can add feedback.**
- 11.7. Safe Sport workshop – **Kevin circulated information for Safe Sport workshop. Jessica agreed to attend.**

Jessica, Clay and Julia logged off meeting 9:18 pm

- 11.8. Head Coach and Administrator contracts expire end of April. **Discussed the renewal and updates/changes to both contracts. Aaron will update contracts and Kevin will be in touch with both Jessica and Julia to discuss further and next steps.**

### 12. Next Board meeting- May 15<sup>th</sup>, 2022.

Adjournment – at 9:43 pm