



## Biathlon BC Board of Directors

### Meeting Minutes

**Directors: Alan Firth, Laura Bot, Chris Halldorson, Aaron Sinclair**

**Administrator: Iva Rozek**

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

**Date: October 24th, 2022 at 7:00 pm**

1. Call to order – 7:04 pm
2. Approval of agenda. - Aaron
  - 2.1. **Added New Business 7.2 BiBC confidentiality agreements to access BiBC accounts, 7.3 Updating access to BiBC Accounts, 7.4 Update on Committees and committee reporting.**
3. Approval of minutes - Chris
  - 3.1. Monthly Board Meeting August 29<sup>th</sup>, 2022
  - 3.2. Special Board Meeting September 25<sup>th</sup>, 2022
4. Ratification of Motions Passed Electronically. **Aaron motioned to resolve that the following resolution was passed electronically be ratified. Approved by consensus.**
  - 4.1. All fifteen BiBC policies were approved and saved to Dropbox.
  - 4.2. Approval of Kamloops' Biathlon Club BC Amateur Sport Fund application
5. Reports
  - 5.1. Treasurer Report – **Report shared via Slack. Received part of the High Performance grant.**
  - 5.2. Operations Manager –**Report shared via Slack. Summarized all reporting deadlines that have been met for Via Sport. All website documents have been updated. Alan agreed to monitor the Presidents email.**
  - 5.3. Provincial Coach / Technical Director. **Report shared via Sack and notes from Via Sport Scape Meeting. Via Sport Via Sport Grant was successful.**
  - 5.4. Athlete Development Committee. **Jessica provided summary of activities. Updated plans for November Development and Talent Squad camps. HP Training Grant criteria has been communicated to athletes with applications due November 15<sup>th</sup>.**



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- 5.5. Competition Committee. **Jessica provided a summary of activities. BC Cup schedule is on track and race formats are being finalized. Odlum Brown has agreed to be our presenting sponsor for BC Cups. Jessica is finalizing sponsorship agreement with Odlum Brown and will post to Slack for board member feedback and approval. Clay will be the TD for BC Cup #1 and is well versed using Zone 4**
- 5.6. Coach Development Committee. **Jessica provided summary of activities. Reviewed schedule of upcoming courses. Starting to plan for next year's courses. Posting for Canada Winter Games coaching staff has closed and committee is in the process of selecting staff. Jessica will send Iva the training stats for BC Sport reporting.**
- 5.7. Officials Development Committee. **Report sent via email. Iva summarized schedule. Zone 4 training will occur in November.**
- 5.8. Sport Committee. **Report provided electronically.**
- 5.9. Marketing Committee. **Aaron will be in touch with John Irvine to get committee started.**
6. Old Business
  - 6.1. 2022/23 Budget. **Aaron to circulate revised draft budget will pass next meeting.**
  - 6.2. Proposal for new website and webhosting service. **Want to see if changing the web hosting improves website functionality. Iva gathering pricing a few new hosting options.**
  - 6.3. Biathlon Canada AGM update. **Aaron provided a summary of the meeting and an overview of the amalgamation process of the four Nordic sport NSOs.**
  - 6.4. Via Sport Evaluation Update. **Town Hall was held September 26<sup>th</sup>. Jessica attended and shared information via Slack. Phase 1 is due November 9<sup>th</sup>. Tasks have been divided and posted to Slack. For record keeping agreed to store all information/files that are used for the evaluation under a Via Sport Evaluation folder.**
  - 6.5. BC Winter Games Advisor update. **No one volunteered so Chris agreed to be the advisor. Clubs need to start planning for zone representatives, eligible athletes and coaches.**



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- 6.6. **Canada Winter Games update. In the process of hiring staff. Discussed funding required that was not included in the budget for staff for travel to Vancouver, staff honorarium and wax. Aaron will include \$6000 for Canada Games to the revised budget that will circulate and be passed next meeting.**
7. **New Business.**
  - 7.1. **Via Sport Grant – Rally Together. Jessica and Iva attended an information session for the two grants available. Jessica summarized the eligibility criteria for each grant. BiBC is ineligible for Sport participation grant. Jessica will put together application for the Volunteer grant. Clubs have been notified and encouraged to apply. Deadline is November 4<sup>th</sup>.**
  - 7.2. **BiBC confidentiality agreements to access BiBC accounts. Discussed confidentiality policy that was approved and the use of Zone 4 to collect signed agreements. Alan made a motion to use Zone 4 to collect signed confidentiality agreements as required by the BiBC confidentiality policy. Approved by consensus.**
  - 7.3. **Updating access to BiBC Accounts. Discussed current accounts and how it is determined who has access. Agreed that the office administrator and one other board member will have access to sensitive confidential information. Alan made a motion for Iva to review all the systems and update who has access. Approved by consensus.**
  - 7.4. **Update on Committees and committee reporting. Discussed committee documentation and communication. As per Terms of Reference committees will provide meeting minutes or a monthly summary and post them to Dropbox.**
8. **Next Board meeting December 19<sup>th</sup>, 2022.**
9. **Adjournment - at 8:33 pm**