



## Biathlon BC Board of Directors

### Meeting Minutes

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

**Administrator: Iva Rozek**

**General Manager: Roddy Ward**

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

**Date: April 24<sup>th</sup>, 2024 at 7:00 pm**

1. Call to order – **7:04 pm**
2. Approval of agenda. – **Approved by consensus.**
3. Approval of Board Meeting Minutes March 6<sup>th</sup> 2024 – **Approved by consensus.**
4. Ratification of Motions Passed Electronically. **None.**
5. Reports
  - 5.1. Treasurer Report – **Aaron gave a summary of the financial standing. There will be extra one-time funding from Via Sport, and Aaron confirmed that the additional funding won't affect the gaming grant. Aaron also verified with CRA that BiBC isn't obligated to pay GST. The payroll management company hired hasn't been remitting source deductions to CRA; Aaron will rectify this and ask the payroll company to cover any penalties incurred.**
  - 5.2. General Manager –**Report provided via Slack. Roddy gave an update on laser rifle demo initiative using the BiCan grant. A regional camp took place in Kimberly, attracting 50 participants. Connecting with coaches and members region by region with the goal to grow the sport. Discussed upgrading the website to enhance security which will improve the functionality. Roddy motioned to spend \$180 to obtain a security certificate for the BiBC website. Approved by consensus. Additionally, the topic of increasing communication frequency with members was raised, suggesting an upgrade from the current free version to the essentials package of Mailchimp. Roddy motioned to allocated \$18 per month for upgrading to the Mailchimp essentials package. Approved by consensus. Lastly, Townhall topics for the upcoming AGM were discussed.**
  - 5.3. Operations Manager –**Report provided via Slack. Iva gave an overview of her tasks and emphasized that obtaining membership numbers from some clubs has proven to be challenging.**



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- 5.4. Provincial Coach / Technical Director. **Report provided via Slack. Reviewed potential squad numbers. Final squads will be determined by the end of May. Jessica presented an overview of the service agreement she is drafting between BiBC and CSI Pacific. She will share it with the board for review before distribution. Discussed current status of first aid supplies and training. Jessica motioned to allocate \$200 to enhance the BiBC first aid kit for the roller skiing season. Approved by consensus. Laura motioned for Jessica to attend a level one first aid course for \$200. Approved by consensus. Jessica outlined two upcoming professional opportunities: acceptance into the IBU Level 2 coaching course, fully funded by BiCan, and enrollment in the UBC graduate certificate course, both opportunities do not conflict with any BiBC responsibilities.**
- 5.5. Athlete Development Committee. **Jessica provided an update. First camp is in May and will be on snow. Squads will be named by the end of May.**
- 5.6. Competition Committee. **Roddy provided an update. Currently reviewing the hosting policy, aiming to align BC's Policy with that of AB and the National Policy. Striving to establish collaboration with AB for races in the upcoming season.**
- 5.7. Coach Development Committee. **Roddy provided an update. Ali Dixon is the current chair. Starting to set up schedule for courses next year.**
- 5.8. Officials Development Committee. **Roddy provided an overview. BiCan is set to organize a leaders' and TD course this upcoming season. Committee will be developing a plan for what leader and advance courses will be offer in 2024/25.**
- 5.9. Sport Committee. **Roddy provided summary. Discussed using a regional approach to recruitment using laser rifles. The committee has a strong geographical representation with representation from across the province.**
- 5.10. Marketing Committee. **No update.**
6. Old Business - **None**
7. New Business.
  - 7.1. Review AGM agenda. **Reviewed agenda and finalized. Iva will send out last years' presentation.**
  - 7.2. BiBC equipment status. Roller skis, test skis and wax equipment. **Chris provided summary of current equipment. Agreed Chris/Jessica/Roddy would go through**



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the equipment dispose of equipment that is at end of life, Jessica will a follow up with coaches to see if there is interest in utilizing the test fleet of skis, equipment that will no longer be utilized will be sold.

- 7.3. 2025 Invictus Games. **Chris summarized the event. Biathlon is being held February 10-13, 2025 in Whistler. The event is looking for volunteers and coaches to make the event a success. Chris will contact Kevin Rodger for a list of BC Cup volunteers.**
8. Next Board meeting. **June 26<sup>th</sup>, 2024 at 7pm.**
9. Adjournment - **at 8:34 pm. Aaron**