



Biathlon BC Board of Directors

Meeting Minutes

Directors: Alan Firth, Clark Weber, Evan Girard, Kara Simons, Tasha Carmichael

General Manager: Roddy Ward

Administrator: Iva Rozek

Head Coach/Technical Director: Jessica Blenkarn

Date: Wednesday, **November 27** at 7:45pm

1. Call to order – **7:53, Alan joined at 7:56pm**
2. Approval of agenda – **Approved by consensus**
3. Approval of minutes – Monthly Board Meeting October 23, 2024 – **Approved by consensus**
4. Ratification of Motions Passed Electronically. - **None**
5. Review of Reports provided
 - 5.1. Treasurer – **See report on Slack**
 - 5.2. General Manager – **See report on Slack** –Roddy has received lots of great energy with change in hosting policy especially in terms of growing biathlon and improving accessibility. Partnership with Invictus games has been very successful in terms of grants and equipment. He is looking to strengthen cadet's pathway to biathlon using Ecoaims as well.
 - 5.3. Operations Manager – **See report on Slack** – Iva reports a record number of clubs registered with BiBC (16) and there appears to be an increase in number of members also.
 - 5.3.1. **Criminal Record Check process is set up – Any club can access CRC for coaches/volunteers at no cost through BiBC.** Contact Iva to do this.
 - 5.3.2. Medals for BC Cups – We currently have about 150 medals. BC Cup 1 and 2 expected to use fewer medals as combined with Western and NorAm champs. BC Champs will likely need more medals. Iva has found supplier in Kelowna that can replicate current medals for \$4.50 and needs a 4-6 week lead time to make new medals. BC Cup 1 has requested 50 medals. Roddy to ask OCs of BC Cup 2 and BC Champs for medal requests and send these to Iva. In future, we could include medal costs in requests for event sponsors.
 - 5.4. Head Coach/Technical Director – **See reports on Slack** – All camps now completed!



Biathlon BC Board of Directors

- 5.5. Athlete Development Committee – **See TD report on Slack**
 - 5.6. Competition Committee – **See GM report on Slack**
 - 5.7. Coach Development Committee – **See GM report on Slack**
 - 5.8. Officials Development Committee – **See GM report on Slack**
 - 5.9. Sport Committee – **See GM report on Slack**
 - 5.10. Marketing Committee – **See GM report on Slack**
6. Strategic Planning Topics
- 6.1. **Creation of Finance Committee** – Alan, Evan and Kara met as an unofficial Finance Committee. They have determined the areas of committee focus: development of finance policies, contracts and performance evaluation. Alan to review compensation further, Evan to review cyber security, risk management, schedule/review progress and Kara to propose financial control policies. They will continue to meet as an unofficial Finance Committee every second month. Their terms of reference to be presented at a future board meeting and an official Finance Committee will then be established.
Approved by consensus.
 - 6.2. **Sponsorship Update** – Beedie has offered \$30,000 sponsorship that is intended to support athlete camps but is open to supporting other needs. Beedie's in-house media department will provide BiBC 3 - 3'x6' Beedie signs to be displayed at BC Cups. There is no conflict with current Odlum Brown sponsorship. Alan to check in with Beedie regarding any other conflicts with current BiBC supporters and then Roddy to check in with these supporters directly to confirm no conflict with Beedie sponsorship.
 - 6.2.1. **Sponsorship Committee** – John Irvine, Alan, Roddy and Evan to meet and develop a strategy to maintain/grow current sponsors. To also provide video to Beedie from November camps and first BC Cup as thank you/Merry Christmas.
 - 6.2.2. **Sponsorship Information** – Sponsorship folder in Dropbox under Marketing Folder. Kara to file 2024-2025 lead sponsorship invoice here. Alan to add document he provided Beedie requesting sponsorship. Alan to determine from Beedie what their a looking for and any restrictions with this funding to formalize agreement. To request promotional information from Beedie for webpage and socials. To forward this information to Iva.
 - 6.3. **Biathlon Canada's Safe Sport Policies and Implementation update** – Roddy continuing to work on this and plans full implementation by beginning of next season.



Biathlon BC Board of Directors

All clubs that are also members of Nordiq Canada have already implemented these policies this season. Biathlon only clubs have received the policies and information from Biathlon Canada. Roddy to follow up with these clubs to check in on implementation.

- 6.4. **Technology Costs review for staff** – Currently \$1000 allotted in budget for technology expenses for staff. Staff is requesting a technology policy that outlines allowance/equipment provided. This policy should be a part of the compensation and benefits contract for employees. This policy will be discussed by the informal Finance Committee and recommendations will be provided to the board.
- 6.5. **High Performance Grants** – Currently \$24,000 in budget for both Training and Tour Grants. Discussion of proposal to remove Tour Grants from base funding and set up a fund with Sport BC fund to provide Tour Grants to athletes. Roddy has discussed this plan with current funders, and they are positive of this plan. Roddy to investigate further and meet with Sport BC to determine how to implement this. This proposal to be discussed further in Athlete Development Committee. Training grant information has been established and communicated to athletes for this year. This change (if approved) would not take place until the next fiscal year.
7. **Big Picture Brainstorming** – To possibly develop strategy to support individual clubs to engage Indigenous communities that they have relationship with using EcoAims.
8. Next Board meeting **December 18, 2024 at 7:45pm.**
9. Adjournment – **9:50pm**