



Biathlon BC Board of Directors

Meeting Minutes

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

General Manager: Roddy Ward

Administrator: Iva Rozek

Head Coach/Technical Director: Jessica Blenkarn

Date: Tuesday, February 18 at 7:45pm

1. Call to order – **7:53pm**
2. Approval of agenda – **Approved by Consensus**
3. Approval of minutes – Monthly Board Meeting January 15, 2025 – **Approved by Consensus**
4. Ratification of Motions Passed Electronically. - **NONE**
5. Review of Reports provided
 - 5.1. Treasurer – **See report on Slack**. Further discussion below (item 6.1) regarding budget.
 - 5.2. General Manager – **See report on Slack**
 - 5.2.1. Compensation to Terry Lum for Timing support this year – Discussion on reimbursement for support with timing/Zone4 provided by Terry at all 3 BC Cups. Alan to follow-up with Whistler OC to see if they have any funds available. Proposal to reimburse Terry for mileage to/from Whistler and Vancouver Island BC Cups (approximately \$500). Alan and Roddy to connect and determine details. Plan to formalize this relationship for next year and budget under Officials Development.
 - 5.2.2. Safe Sport Policies – Roddy has completed his review, and policies now need to be reviewed by a couple of board members with plan to present at AGM. Chris volunteered to do this later in March.
 - 5.3. Operations Manager – **See report on Slack**
 - 5.4. Head Coach/Technical Director – **See report on Slack**. Great experience on IBU Cup Tour. Evaluation meeting for Enhanced Excellence completed and just waiting on a few more answers about specific metrics.
 - 5.5. Athlete Development Committee – **See report on Slack**
 - 5.6. Competition Committee – **See report on Slack**



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- 5.7. Coach Development Committee – **See report on Slack** – no current activities
 - 5.8. Officials Development Committee – **See report on Slack** – no current activities
 - 5.9. Sport Committee – **See report on Slack**
 - 5.10. Marketing Committee – **Committee met in December. Another meeting planned in early March to develop marketing/sponsorship plan.**
6. Strategic Planning Topics
- 6.1. Review of budget/financial statements – **See documents provided by Kara on Slack.**
Budget was approved at September 4, 2024 board meeting with a deficit that was partially covered by ViaSport Grant. These details were confirmed as a board tonight. We have received more grants than expected and a new sponsor so budget not currently in deficit. Strategic planning to take place after AGM to develop plan to eliminate structural deficit and develop budget forecast document. Kara also proposed splitting Treasurer role into a bookkeeper (possibly paid/staff position) and then Treasurer for more strategic focus. More information to be provided at future meeting.
 - 6.2. State of Volunteers at Events and how BiBC can help – Chris currently gathering information on 'Jade Volunteer' app as a volunteer management tool to keep track of volunteers, officials, coaches (see information on Slack). When he finds out more information he will bring this back to the board. General discussion on building capacity for volunteers, especially for 'Chief' roles. Sovereign has their own volunteer management system, Biathlon Canada manages Officials information. This support could be a good way to encourage smaller clubs to host events.
 - 6.3. New Policy Discussion – Finance committee met to review policies. Four new policies were shared on Slack. Board members to review and provide feedback to committee before next board meeting. These policies will be presented at next board meeting for adoption. These policies are:
 - 6.3.1. Compensation Program
 - 6.3.2. Privacy Policy – Used Biathlon Canada's policy heavily.
 - 6.3.3. Risk Management Policy – Used Biathlon Canada policy heavily with some updates on classifications of risk and insurance coverage. Discussion on insurance coverage provided by Biathlon Canada. There are possible gaps of coverage for non-Biathlon Canada members (i.e. volunteers at events). Roddy has raised this



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concern with Biathlon Canada. Roddy and Finance committee to review this concern and investigate details of insurance policy to ensure coverage.

- 6.3.4. Finance Policy – Many details taken from Viasport policy with changes to make more applicable to BiBC – Kara identified areas of joint responsibility but looking for feedback on this. To develop a corporate calendar for Governance Activities – Alan working on this.
- 6.4. Via Sport Working Group for PSOs – Governance and Operational Effectiveness – Roddy has signed up for this in September but hasn't yet heard back. To reach out to Via Sport and check in. Expected time commitment is 4 hours/week for 3 months.
- 6.5. Addition of new club – Nordic Racers – deferred to next meeting as formal request has not been received
7. Next Board meeting **March 19, 2025 at 7:45pm.**
8. Adjournment – **9:45pm**