



## Biathlon BC Board of Directors

### Board Meeting Minutes

**Directors:** Alan Firth, Clark Weber, Evan Girard, Kara Simons, Tasha Carmichael – Chris Halldorson - joined at 8:23pm

**General Manager:** Roddy Ward

**Administrator:** Iva Rozek - joined at 7:36pm

**Head Coach/Technical Director:** Jessica Blenkarn – not in attendance

**Date:** Tuesday, May 13 at 7:30pm

1. Call to order – 7:34pm
2. Approval of agenda – **Approved by Consensus**
3. Approval of minutes – Monthly Board Meeting April 23, 2025 – **Approved by Consensus**
4. Ratification of Motions Passed Electronically. Objections can be documented if requested.  
Resolved that the following resolutions passed electronically be ratified:
  - 4.1. Addition of new club – Nickel Plate Nordic – **Moved by Alan. Seconded by Clark. Approved by Consensus.** – Now that they are approved with BiBC they also need to register with Biathlon Canada.
5. Capitalization of eco-aims – Kara reports that the accounting firm reviewing BiBC Financial Statements has recommended capitalizing Ecoaims purchases from this year. These purchases totaled about \$50,000 this year. This change will cause changes to income statement as these items will now sit on balance sheet as assets rather than expenses. We will plan to estimate their useful life will be 2-3 years. This change will be included in the financial updates provided at the AGM.
6. Review of Policies
  - 6.1. New Biathlon Canada Policy Suite – These policies are available on Slack and will be posted on the BiBC Website. **Alan motioned to adopt this suite of policies as new BiBC Policies. Clark seconded. Approved by Consensus.**
    - 6.1.1. Code of Conduct and Ethics
    - 6.1.2. Athlete Protection Policy
    - 6.1.3. Discipline and Complaints Policy
    - 6.1.4. Dispute Resolution and Appeal Policy
    - 6.1.5. Event Discipline Procedures



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- 6.1.6. Safe Sport Policy
- 6.1.7. Screening Policy
- 6.1.8. Social Media Policy
- 6.2. Existing Policies to Retire – These existing policies are on the BiBC website. **Alan motioned to retire the current BiBC Policies listed below, Clark seconded – Approved by Consensus**
  - 6.2.1. RETIRE Non-Fluoro Wax Policy. Clause has been added to BC Hosting Policy banning Fluorinated waxes from competition.
  - 6.2.2. RETIRE existing Social Media Policy (replaced with new Biathlon BC Social Media policy).
  - 6.2.3. RETIRE existing Code of Conduct (replaced with new Code of Conduct and Ethics Policy).
  - 6.2.4. RETIRE existing Drug Free Environment Policy (covered in new Code of Conduct and Ethics Policy)
  - 6.2.5. RETIRE existing Fair Play policy
  - 6.2.6. RETIRE existing volunteer and employee screening policy (replaced by new Screening Policy)
  - 6.2.7. RETIRE existing dispute resolution policy (replaced by new Dispute Resolution and Appeal Policy)
- 6.3. Existing Policies to Retain – These policies are posted on the BiBC website.
  - 6.3.1. RETAIN Biathlon BC's Conflict of Interest Policy – **This policy was reviewed and approved by consensus.**
  - 6.3.2. RETAIN Biathlon BC's Confidentiality agreement. – **This policy was reviewed and approved by consensus.** Confidentiality agreements will be signed annually after the AGM.
  - 6.3.3. RETAIN Firearms Safety Policy: **This policy is under current review.** Roddy presented updated Firearms Safety Policy (see document on Slack). Evan provided further feedback. Roddy to incorporate this feedback and distribute updated policy to board for approval.
- 6.4. Finance Committee Policies – These policies were initially proposed on February 15, 2025 and are available on Slack. They will be posted on the BiBC website.
  - 6.4.1. Privacy Policy – **This new policy was approved by consensus.**



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6.4.2. Risk Management Policy – There is overlap between proposed new Risk Management Policy and newly adopted Safe Sport Suite Policies. **Evan to review proposed Risk Management Policy and present at next board meeting for approval.**

6.4.3. Finance Policy – **Kara to update this policy and present at next board meeting for approval.**

6.4.4. Compensation Program – **This new policy was approved by consensus.**

- Roddy has requested increased direction from board on performance reviews for staff. Alan, Clark and Evan to review guidelines for both GM and staff performance reviews and provide to Roddy.

### 6.5. Further Policy Items

6.5.1. Establish screening committee that consists of Operations Manager and Provincial Coach to complete screening for volunteers/staff. This includes camp coaches, TDs, Coaching and Official course facilitators. Roddy to work with Operations Manager and Provincial Coach to establish this committee.

6.5.2. Equity and Access Policy – **This current BiBC policy was reviewed and approved by consensus.**

6.5.3. Travel Policy – This policy is updated to include the approved Travel Expenses Reimbursement January 15, 2025 document. Roddy provided updated policy on Slack. Further changes to be made include:

- meal allowances to per diem (i.e. no receipts needed)
- reference to 'President' to 'Chair' to reflect current name of positions

This policy will be effective April 30, 2025 and Roddy to provide updated document on Slack. Kara to add rates on expense report and distribute. **Alan motioned to approve changes to Travel Policy as listed above. Kara seconded. Approved by Consensus.**

6.5.4. Review Volunteer Management and Recognition Policy – Our current policy is quite extensive. Alan to review and bring back to board for approval of update.

6.5.5. Review the Workplace Bullying and Harassment policy – Roddy to review WorkSafe BC requirements to determine if any updates on this policy are needed.



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- 6.5.6. Education session on Biathlon BC's new Screening Policy for clubs – Roddy to start this process with our non-nordic clubs (i.e. ViBC, East Van Nordics, West Coast Nordics, Kamloops).
- 6.5.7. AGM Planning – Alan willing to stay on for 1 more year, but to ask at AGM for someone to step forward in the next year to be chair.
- 6.6. Inclusion of Masters at Nationals – Discussion on advocating for our Masters athletes to be included in Nationals competition. BiCan recently hosted a webinar on new Hosting Policy that includes changes that will further exclude Masters from Nationals. Alan to draft letter to send to BiCan board to express our concerns with lack of Masters inclusion in Nationals on behalf of our members. Prior to sending letter he plans to approach Alberta, Saskatchewan and Ontario division board chairs to build consensus within the divisions to further support our concerns.
7. Next Board Meeting - **Annual General Meeting – Wednesday, May 21 at 6:30pm.**
8. Adjournment – **9:54pm**