



Biathlon BC Board of Directors

Board Meeting Minutes

Directors: Alan Firth, Evan Girard, Kara Simons, Tasha Carmichael, Steve Fenning –

Regrets – Chris Halldorson

General Manager: Roddy Ward

Administrator: Iva Rozek

Head Coach/Technical Director: TBD

Date: Wednesday, February 4 at 7:45pm

1. Call to order – **7:48pm**
2. Approval of agenda – **Approved by Consensus**
3. Approval of minutes – Board Meeting January 7, 2026 – **Approved by Consensus**
4. Ratification of Motions Passed Electronically - **None**
5. Representatives from SportLaw – Greg Gilhooly and Cheryl Humphrey provided information about the Operational Enhancement Initiative (OEI). This project was initiated by ViaSport and started in 2024. All 75 sport organizations funded by ViaSport will participate in this process, including ViaSport. The purpose is to support sport organizations to enhance their governance and operational structures. Kara, Roddy and Evan have been working with SportLaw on this project and the full report including findings and recommendations based on 9 leading practices is shared on Slack. BiBC is in process of shifting from an operational board to a governance board. It is likely that we will remain in the middle of these two types of board for some time due to the size of our organization. The next steps include meeting with SportLaw to prioritize and map out their recommendations and develop an action plan. There are 3-4 hours of leadership coaching support available (i.e. how to enhance bylaws, HR recommendations). This project with ViaSport is finishing in December 2026. We reviewed the Culture Index document which revealed some differences between the board and others in communication, mission and vision, values and accountability. But overall, we have a healthy culture in our organization.
 - 5.1. Post Presentation Board discussion – We would like to prioritize clearly defining roles of board, management and staff. Improve our on-boarding process for board members. We could possibly ask Caledonia for their onboarding board process. **Action – All board members to review OEI report and recommendations to prioritize these. This review to take place in May/June.**



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6. Review of Reports provided – **8:37pm**
 - 6.1. Treasurer – **See report on Slack**. For payables, Kara currently completes these. Another board member could review these and authorize. If interested in this, let Kara know. As per SportLaw recommendations, Kara has added report of payroll tax payments to board report. No need to report GST as there is no GST exposure.
 - 6.2. General Manager – **See report on Slack**.
 - 6.2.1. Hired Ali Cadell to be Canada Games Coach and Head Coach Development Squads. Terry Lum is completing all data analysis (athlete metrics, BC cup points, club points) this season. Roddy has offered him \$2000 for this and will put together contract.
 - 6.2.2. Development program (Avery Levesque) had great tour in north with 7 Nordic ski clubs and lots of coach development.
 - 6.2.3. High Performance Fundraiser has completed. Plan is to shift fundraising to looking for a sponsor for eco-aims event. Possibly look for board member with fundraising focus to keep building on these efforts.
 - 6.3. Operations Manager – **See report on Slack**
 - 6.4. Head Coach/Technical Director – N/A
 - 6.5. Athlete Development Committee, Competition Committee, Coach Development Committee, Officials Development Committee, Sport Committee, Marketing Committee – **See GM report on Slack**
7. Strategic Planning Topics
 - 7.1. Insurance Update – D&O Insurance – This coverage is not in the BiCan insurance policy. They are considering adding this to their policy. Either way, BiBC will need to get their own policy for this insurance. Roddy to get a quote for this insurance and report back to the board.
 - 7.2. Pre-AGM meeting – Review of committee structures – Roddy to put together proposal on committee restructuring and bring to board. Athlete Development committee working well. Other committees could be combined and could be shifted to an advisory board.
 - 7.3. Beedie donation \$20K – portion for Olympic team
8. Next Board meeting **March 11, 2026 at 7:45pm**
9. Adjournment – **9:31pm**