

**BIATHLON CANADA
BOARD OF DIRECTORS MEETING
CONFERENCE CALL
31 May, 2012
MINUTES**

Attendance

Board Members

Ken Ransom – BC	Ray Kokkonen – NB
Ken Davies– AB (Chairman)	Erika Charron– QC
Steve Broda-Milian – MB	Doug Sylvester – SK
Tim Hurley – ON	Bruce Jarvis – NS
Ted Kimmins – NT	Joe Lund – PE
Bill Curtis – YT	Denise Dobbin – NL

Executive Members

Steve Hale – President	Lisa Belliveau – Secretary
Murray Wylie – VP Admin	Brendon Bulger – Treasurer
Bruno St Onge – VP Domestic	Melanie Schultz – National Team Representative
Sandrine Charron – VP High Performance	

Staff

Joanne Thomson – Executive Director	Chris Lindsay – High Performance Director
Bernard Voyer – Domestic Programs Coordinator	Kalie Dobson- Technical Programs Coordinator
Dan O'Connor – Legal Counsel	

Guests

Teresa Hlady- OTP

Absent

Isabelle Gilbert – Cadet Representative	Ian Dalling – Sport Canada
Marc-André Bédard - National Team Representative	

1. PRELIMINARIES

1.1 Call to Order, Notice of Meeting, Quorum

Ken Davies, Chairman of the Board, called the meeting to order at 1900 hrs (EDT) and welcomed all participants. The Chair noted that due notice of the meeting had been given and that there was a quorum with all voting members present.

1.2 Chairman's Opening Remarks

Ken Davies thanked everyone for participating in this meeting and making time to participate in this format. He explained how the meetings would work. He stated that the presentations were available on the website, and had been posted for the last 1-2 weeks. It is expected that all members took the opportunity to review these documents, and that in this format, these documents will not be reiterated, but that questions arising from the documents would be entertained.

2. Approval of the Agenda

The agenda was reviewed and approved.

Motion # 1 "To accept the agenda as presented" Moved by Ray Kokkonen , seconded by Steve Broda-Milian - Carried.

1.4 Approval of Minutes of Board Meeting 3-4 June 2011

Ken Davies stated that the minutes from last year had been posted to the website and asked if there were any questions or anything to add to the minutes. There was no further discussion.

Motion # 2 -To accept the minutes as presented"- Moved by **Denise Dobbin**, seconded by **Steve Broda-Milian** – Carried.

3. REPORTS

a) Highlights of the Season

Steve Hale, the President, presented the year in review. He provided a consolidated update on the programs in an effort to highlight the activities since the last board meeting. Overall, he stated, Biathlon Canada completed the directed programs in an effective manner and showcased to the Biathlon World that it continues to grow and improve across all program areas. The IBU is very happy with both Biathlon Canada's ability to organize events and the growth of its competitive athletes on the world stage. We look forward to continuing our growth despite the challenges ahead. His entire presentation is available on the Biathlon Canada Website.

Bruce Jarvis made a comment on the fact that in Atlantic Canada there is a lot of overlap in the competition calendar and asked if it was possible to have the calendar sent out earlier than the late summer, to allow for better planning. Discussion ensued as to how the calendar is prepared and stated that a draft calendar can be sent out soon.

b) Quadrennial Report Summary

Steve Hale gave an overview of the quadrennial plan for 2010-2014. His presentation is available on the Biathlon Canada website. He reviewed the mission and the vision for the new board members. He stated that during this quadrennial the proportion of resources allocated to achieve excellence, at the same time increasing the focus on participation and capacity, must be managed to ensure a strong focus on building a foundation to enable success in the following quadrennial. He reviewed the objectives that were set, and commented on how the progress on each was going.

c) Divisions – YT, NT, BC, AB, SK, MB, ON, QC, NB, NS, PE, NL

Division reports were made to give the most up-to-date information to Board members about the current situation across the country for decision-making purposes. Reports were submitted in writing and were verbally summarized by the Executive Director. A copy of each is available on the Biathlon Canada website.

d) Partner Reports

i) Own the Podium

Teresa Hlady gave a presentation giving an overview of the Own the Podium program. Her complete report is available on the Biathlon Canada website. She outlined the review that was completed this year and what improvements the program is seeing. Steve thanked Teresa for OTP support, and reiterated the importance of the program to the sporting world.

ii) IBU

Joanne gave an overview of the meeting she attended with the IBU this year and outlined the changes that have been made in the last few years. She indicated that there is great increase in the online viewership worldwide.

iii) Canadian Olympic Committee

Steve Hale spoke about the role of the COC and his attendance at the annual meeting. He gave an overview of some of the activities that occurred throughout the year.

e) 2011-12 Annual Program Reports

Each VP was given the opportunity to answer questions from the floor on their program presentations that are all available on the Biathlon Canada website.

i. High Performance

Sandrine gave a quick overview and stated that the HP group is moving in the right direction. Chris answered questions in reference to athlete performance and shooting results.

ii. Domestic

Bruno gave a quick overview of the domestic program and stated that all of the events planned in Canada were held, without any major problems or concerns. Participation numbers at Eastern and Western Championships were low. The North American Championships planned to take place in the USA was cancelled. The overall Champions for each category of the NAC series were Canadian. Canadians represented 76% of the overall participation at the NAC competitions. He overviewed the officials and coaching programs and finally reviewed some of the funding programs towards athlete development and recruitment (SPDP).

iii. Administration

Murray Wylie added a thank you to his presentation towards Bob Bentley as past president of Biathlon PEI and congrats to Becca Leopkey the Administrative Assistant who will be moving to the USA for a new job opportunity. He quickly touched on the most important points of the presentation, which is available on the website.

4. SANCTIONING THE ACTIONS OF THE EXECUTIVE

MOTION # 3 "That the Board sanction the actions of the Executive up to this AGM 2012" Moved by **Ray Kokkonen** ; seconded by **Tim Hurley** - Carried.

5. BIATHLON CANADA PROGRAM PLANS FOR THE SEASON**a. High Performance Plan**

The VP High Performance, Sandrine Charron, presented the High Performance plan for the 2012/2013 season. The High Performance plan is available on the web site.

She stated that although we are moving in the right direction, there is a need to continue a concerted effort to improving the shooting success of our athletes. She stated that strategic thinking was used in choosing the World Cup tours and allowances were made to change plans based on athlete fatigue/health to perform when it is important.

Her presentation included the list of carding nominations as presented to Sport Canada and the Training Squad Nominations. The Senior Team, Junior Team, and Youth Team programs were all reviewed and their selection events were discussed. Sandrine presented the programs and athlete team fees and sanction costs. She discussed the coaching structure, and assignments that have been made for this training year. Finally, she reviewed the HPWG budget request. Questions were answered from the floor.

b. Domestic

The VP Domestic, Bruno St.Onge, presented the Domestic plan for the 2012/2013 season. The presentation noted the Domestic Events Plan and Schedule, Technical Delegate and National Referee appointments and the IBU TD Group. He also covered the proposed Hosting Policy amendments.

Bruno discussed the Coaching and Officials programs plan as well as the program and course material fees. He gave an overview of the Officials and Coaching Committees proposed activities. Also presented was the proposed event schedule for the season.

Finally, he presented the draft Domestic budget. His presentation is available on the Biathlon Canada website. Questions and discussion came from the floor.

c. Administration Plan

Murray Wylie presented an overview of the Administration program for the upcoming fiscal year. The particular details are noted below and contained in the Administration presentation, available on the Biathlon Canada website.

Some highlights from the presentation include a review of the staffing changes, membership, governance changes, marketing, communications, media, RCAA status and finally the proposed budget.

Murray stated that a Governance Committee will be struck within the next 2 weeks to commence the process of compliance with the new Not-for-Profit Canadian Corporations Act which comes into effect October 2014. He stated that the VP Admin will lead this committee and that Biathlon Canada will hire a professional consultant to help.

MOTION # 4 "To approve the formation of a Governance Committee with the people as named by the VP Administration" Moved by **Ray Kokkonen** ; seconded by **Doug Sylvester** - Carried.

6. Membership Fee Proposal

Murray Wylie presented the proposal to increase membership fees as follows:

Category	Current Fee*	Proposed Fee	Change	Proposed changes from meeting
Club	\$100	\$150	\$50	Membership < 50 =\$100 Membership > 50= \$150
Athlete (Sr B/G and older)	\$80	\$90	\$10	0
Athlete (Jr B/G and younger)	\$40	\$50	\$10	0
Coach	\$15	\$20	\$5	0
Officials/Supporter	\$10	\$15	\$5	0
Recreational Athlete	\$10	\$15	\$5	0
Day Member	\$5	\$5	\$0	0

* These fees were set in June 2008

This translates into ~ \$10,300 in increased revenues from membership based on current year numbers.

Discussion and questions ensued from the floor. Changes were proposed to each category. It was suggested that further discussion is required, and that the only change be proposed will be the club membership.

Motion # 5 “To accept the proposed changes to membership fees as presented and amended effective immediately”

Moved by **Ken Ransom**, seconded by **Steve Broda-Milian** – carried (6 for ,3 against, 1 abstention)

7. Approval of the 2012-2013 Budget – (Brendon and Joanne)

Brendan Bulger reviewed the plan for projected revenues and expenditures for the 2012/2013 season, and presented the consolidated budget.

MOTION #6 “That the consolidated Biathlon Canada Budget for the FY 2012/2013 be approved in principle as presented and to authorize the Executive to draw down the assets of Biathlon Canada to an amount not to exceed \$150,000.” Moved by **Ray Kokkonen**; seconded by **Erika Charron** - Carried.

8. Approval of the Draft Audited Statements

MOTION # 7 “That the Board accept the audited financial report to be presented to the members at the AGM” Moved by Ray Kokkonen; seconded by Denise Dobbin - Carried.

9. Policy Approval

a) Hosting Policy

Bruno St.Onge discussed the proposed changes to the Biathlon Canada Hosting Policy. There were some editorial changes and reformatting of the document required. These were previously published to the website. Discussions ensued, and changes were made to wording for clarity. In addition to the proposed changes, the board added the following amendments:

Art - 3.2: *Addition of a mandatory fourth competition in the schedule (add “unless otherwise directed by Biathlon Canada in consultation with the organizers”)*

Art - 3.2.1: *Modification of the program – (add that the Sprint competition is the qualifier for the Pursuit)*

Art - 5.2.7: *The use of a chip system becomes mandatory (amended to add that use of chip timing is only for the Canadian Championships and not for Eastern/Westerns)*

Motion # 8 “To accept the proposed changes to the Hosting Policy as presented and amended, subject to editorial changes”

Moved by **Ray Kokkonen**, seconded by **Ken Ransom** - Carried

10. Other

a) **Canadian Corporations Act Changes –**

The new Canada Not for Profit Corporations Act (NFP) officially came into force on October 7, 2011. The Act establishes a new set of rules for federally incorporated not-for-profit corporations. Every federally incorporated not-for-profit corporation will have to take action to make the transition to the new NFP Act. Please note that it is not acceptable to take no action as a detailed transition process has been outlined in which corporations must replace letters patent and by-laws with new charter documents. Corporations will be allowed three years to complete this transition, with October 17, 2014 being the deadline to comply. Failure to transition under the new Act by the deadline will result in the dissolution of the corporation.

b) Planning for the future of this meeting

Discussion ensued as to the value of this style of the meeting, and all participants felt it worked well however they would not want this format every year.

c) Preparation for the AGM

Ken reviewed the process for Sunday's AGM teleconference.

d) Other business

Nothing to discuss at this time.

11. Election of the Chairman of the Board

Ken Davies was nominated by Ray Kokkonen and seconded by Doug Sylvester, no other nomination came from the floor and Ken Davies was elected for another year.

12. ADJOURNMENT

MOTION # 14 "To adjourn the meeting at 11:08 EDT"
Moved by **Denise Dobbin**, seconded by **Bruce Jarvis**.

SECRETARIAL NOTE:

There are no attachments to these minutes as all of the necessary documents were distributed at the Board meeting. As well, all of the documents are posted on the Biathlon Canada website: www.biathloncanada.ca and can be viewed there.



Ken Davies
Chairman of the Board



Lisa Belliveau
Secretary