

**BCEA**  
**Directors Meeting**  
**Coast Hotel, Chilliwack BC**  
**March 1-3, 2024**

**MEETING MINUTES**

**Attendance:** Julie Johannson, Debbie Dorosh, Ian MacLean, Jan Mills, Bob Mason, Maeve Drew, Carol McDonald, Kathleen Weare, Sara Sellmer, Nicole Kovacic, Melissa Reimche, Lynda Ramsay.

Absent: Brandy Saunders, Katy Ostberg, Sarah McKenzie

Recording Secretary: Jan Mills

Meeting started (dinner meeting) @ 6pm by Julie Johannson, President.

Julie talked of the history of BCEA, what did it look like 20 years ago and where we are today. How did we get to where we are today? She shared some event site history and history of EC. Dinner served and conversation continued throughout dinner. Julie left everyone with homework to bring to our meeting tomorrow morning -

1. What would Eventing in BC look like if we (BCEA) didn't exist?
2. What are our responsibilities?
3. How do we serve our membership?
4. What does success look like? How do we measure it?

There are no wrong answers to these questions. Our answers will help to guide us to our current purpose and create understanding of who we are and how we serve the membership.

**Adjourned: 8:15pm. Social to follow in room 408/410**

**Reconvened: 8:30am in the Fraser meeting room, Coast Hotel.**

Began the day by doing a review of our day with Cheryl of Sportlaw last November. We ran through her agenda and read the notes she'd created for us. Jan has put these notes into a word document to share with all directors. The day gave us the tools to reflect on what is going well, what we should continue to do, what we can stop doing, what the challenges are, what is BCEA. We then moved to our engagement goals.

From this overview we moved to verbally sharing our answer to questions #1 through #4.

1. What would Eventing look like in BC if we didn't exist? The overall sense in our answers is Who are we? We are community, connection, support, structure & coordination. We promote the sport and are the only entity to do this provincially and the sport in general.
2. What are our responsibilities? The overall sense in our answers is - Community, growth, sustaining what we have and growing the new, safety/fair play/welfare.
3. How do we serve our members? The overall sense in our answers is – education, communication, competitions and programs.
4. What does success look like and how do we measure it? The overall sense in our answers is – statistics & strength of community through feedback. Stats are needed to measure our success. This year we can track some but next year we can create matrix.

EC's role "Recognition and Cooperation Policy", June 22, 2023 – support of the sport of Eventing worldwide..... Equestrian Canada (EC) recognizes the important work Provincial Horse Trials Associations (PHTA) do in their communities to foster the eventing grassroots and to help to coordinate effective eventing competition calendars. EC supports the development of positive working relationships between EC, PHTA and Provincial/Territorial Sport Organizations (PTSO). We believe that together, collaborative work will create better workflows, synergy of roles and responsibilities, and the assurance that we are not duplicating efforts or enabling competing priorities, always prioritizing the best interests of the eventing community across the nation.

Discussion on our Strategic Plan and Mission Statement and how to word smith it. This is a big focus this weekend.

Housekeeping: do we have other specific things to chat about this weekend?

Deb: discussion on BCEA waiver – does it need updating

Bob: discussion about the Sponsorship package

Maeve: clothing – she has samples

Sara: conversation around funding of AR program related to not incurring a deficit over camp.

AR – by the proposed budget we come out covering our costs. Suggestion of a no cost membership so we know who the AR's are and a feel for levels. With the joint camp we should track how many AR's vs YR's.

Waiver – double checking on the waiver, using the most current – we use the one sent annually by the insurance company. Fill in our name etc and circulate with the entry package.

Sponsorship package – this was shared by the sponsorship committee prior to this meeting. Full agreement of the amazing package!

*MOTION: to accept the sponsorship package as emailed to the board on February 19, 2024. Kathleen Weare/Maeve Drew, carried.*

Discussion – how will sponsors be highlighted in an event program if they are not printed programs? The committee will supply the info to the venue to include it in their electronic competitor package. Is there a condensed package to put on the website? This can be looked at. Advertising & sponsorship can be claimed on income tax.

Ian brought a screen and projector for us to use. A really useful tool for the board to see documents as we create them and to share documents such as financial statements etc.

Working on our Mission, Vision, Values & Goals. Created a document, using the projector & screen, of our Mission, Vision, Values and Goals. Full board input on these using our work with Sportlaw and discussion this weekend. Lots of collaborative input from the board.

Discussion around creating a derby membership option. Perhaps ½ price of a regular membership? \$35  
Kathleen offered to create a newsletter. This can go out quarterly or when there is a lot of information to share. We could create a template to use. Tie in with social media so the info ties together and is relevant.  
Posting to social media – Nicole, Sara, Brandy. Posting to website – Carol.  
Rider reps should be brought back in.

**Adjourned 5pm**

**Reconvene 8:30am**

This morning we will talk budget, following our conversations yesterday we need to review our budget to be sure align to our current strategic plan. The governance committee will put everything we talked about yesterday into a clear concise document. Julie went over what we created yesterday item by item.

Package for organizers: Forms, building fences, schematics, guidelines, budget template, waiver template, contacts for questions etc.

Review of the non-competitive membership – offer to new event riders. This is a piece we can look at for next year when we move to another membership platform. We will review all of our memberships as we move to a new platform.

Discussion around nomination protocol, how this can be a transparent and inclusive process. The importance of skillset in becoming part of the BOD.

Education & competition are what we do – communication is integral to the function.

Budget: Ian put draft 3 of the budget on the projector screen. Discussion around membership cost for next year. Do we increase our general membership? We need to share membership info with all and we will look at the process and what each membership covers. Communication is key.

Ian ran through budget line items. Discussion around face to face meetings, insurance, website costs & insurance. When can we drop the old HTBC website domain? Agreement for Ian to drop it this year. Ian asked if we need any website development this year? Some minor input from Tyler but nothing large. Discussion on Championship host costs. Discussion around Official & Coach funding re paperwork, application process and receipt submission. Kathleen will look into this. Budget allocation to increase to align with our Strat plan. Conversation around the PA system, who will use it, help to set up etc. Currently the equipment lives with Ron Trickett and he's happy to help but does need support. Melissa could use the PA for her derby early May and Lynda uses it for her derby in July. The to CV and Island22.

*Motion: to accept draft 4 of the budget as presented. Nicole Kovacik/Kathleen Weare, carried*

**Combined Camp:** YR/AR. Camp split the profit/expense 60% YR/40% AR. All funds will run through the AR account. Sue Kovacik will be entry secretary and Jan/Julie will look after all funds and tracking of funds.

→ **Gaming Funds:** are we applying? Who will do the application? Discussion around our previous applications and programs that benefited. 2019 was the last application and we were awarded \$4300 between Education and YR. Julie & Jan will discuss this further and look at the current guidelines of applying. BCEA unrestricted surplus was an issue with our last allocation.

**Quickbooks:** Julie suggests we move to quick books for the treasurer work starting next year. This would make it more straight forward for reporting and tracking of funds. Agreement around the table.

**Minutes:** Minutes of January 17, 2024 directors meeting circulated by email.

*MOTION: to accept Minutes of Jan 17/24 as circulated. Maeve Drew/Lynda Ramsay, carried.*

**Business Arising from Minutes:** none

→ Governance committee will be working on policies - Code of conduct, dispute resolution & privacy. The work we did this weekend will impact our constitution and bylaws requiring special resolutions at our next AGM. Target date is early May to have documents completed and out for our members to see.

Next meeting date by zoom, Tuesday, April 16, 2024 at 7pm.

*Motion: to adjourn 12 noon. Melissa Reimche/Bob Mason, carried.*