

# Saint John Track Club Directors Meeting

**Date:** November 9, 2015

**Attendees:**

✓ Bill MacMackin	✓ Luc Cormier	✓ Dave Jefferson
✓ Dave Thomas	✓ Alex Holder	✓ Sue Ellis Loparco
✓ Jason Reindl	✓ Rachelle McDonald	✓ Violet Brown

## 1.0 Call to Order

The Conference Call Meeting was Called to Order by Bill MacMackin at 6:03 p.m.

## 2.0 Approval of Agenda

Motion: Luc Cormier

Seconded: Rachelle MacDonald

MOTION CARRIED

## 3.0 Approval of Previous Minutes – September 14, 2015

Motion: Sue Loparco

Seconded: Luc Cormier

MOTION CARRIED

## 4.0 New Business

### 4.1 Reports

#### 4.1.1 Presidents Report

##### 4.1.1.1 Field House Update

Bill MacMackin spoke on the update of the Field House. The current focus, now that election is over, is working with the politicians and government for their financial contribution from the city and province. Meetings continue with the Mayor, Ministers (Vic Boudreau, Wayne Long, etc.) The committee is actively out there raising money. Talks with the City of SJ, the SJTC & UNB work towards securing the future bid for big championship (maybe CIS). Meetings were held with ANB & UNB and now Bill is putting together a memo regarding the possibility of the CIS in SJ. Optimistic 2018-19 bid & most likely awarded; ANB thinks it will work. Looking for authority from club. Dave Thomas asked if we could tag on a Master's Championship with CIS. It was recognized that it may be a good way to create a buzz and since the numbers are low outside bigger cities, this may help. *Bill to investigate.*

Sue asked how many rinks attached to the Field House. Bill said two but not in the first phase; the City of SJ has not made a decision on 2<sup>nd</sup> phase. The two rinks will replace

other city rinks. Bill noted that 40-45% of the money for the Field House is now in place. National Events could convince electors to buy in.

Motion: Sue Loparco

*Bill to pursue the option of holding CIS at the SJ Field House and continue research.*

Second: Dave Thomas

MOTION CARRIED

#### 4.1.1.2 Strategic Plan for Club – Draft Process

A draft strategic plan was reviewed including the planning process, the goals and timelines plus the need for a plan for the future with respect to the club's growth and partnerships. It was stated that the Board Members should hold a meeting and include Athletes of all ages and Parents to review the options for the club's strategic outlook.

Motion: Dave Thomas

*Create a 3 to 5 year strategic plan by March.*

Second: Dave Jefferson

MOTION CARRIED

### **4.1.2 Treasurer Reports**

#### 4.1.2.1 Financial Statement

Financial statements were reviewed by Luc Cormier; see attached review for full details. It was noted that UNB has a different Year End cycle and therefore revenue and expenses do not always match up which makes it look at times that we have more money in the bank than we should

The fact that SJTC offers financial support to the annual maximum of \$400/year for travelling (policy) for athletes was reviewed with respect to Brady Graves & other NB athletes and some upcoming travel.

Motion: Luc Cormier

*Accept the financial reports are approved as reviewed.*

Second: Sue Loparco

MOTION CARRIED

### **4.1.3 Coaches Report**

Jason Reindl's written report was reviewed. Jason has been involved with lots of planning with Alex & Bill on the Canada Games as well as the local track seasons for both the Track & Field and the Cross Country. Jason has also been working with ANB on the restructuring of the new athlete development program (the amalgamation and reworking of former High Performance and Podium Programs).

So far the Athletes have paid \$8860 in team fees (total to date: \$20480). Budgeted for \$25,000 (this will be close by March 2016).

Jason and Alex are heading to ANB Moncton tomorrow for new RJTW program, Jason is off to the Canadian Sport Leadership Conference in Winnipeg November 11-15, and further training in Vancouver for the Canadian Athletics coaching Centre Endurance Conference. Jason's full report is attached.

#### **4.1.4 RJTW – First Contact Report**

Alex Holder reviewed his time with the club over the last few weeks including meetings with Greg Evans, Department of Healthy & Inclusive Communities, Shiloh Boucher, Adrienne Boudreau, Brad Adams from the YMCA of Greater SJ and Dan Vallis, School District (SJ). He has been introducing the RJTW Program and opportunities for partnership and training. Alex's full report is attached.

Motion: Luc Cormier

*That all the Coaches & RJTW Reports are approved as reviewed.*

Seconded: Rachelle McDonald

MOTION CARRIED

#### **4.2 National XC Champs – Kingston, ON**

Brady Graves and four other NB athletes are travelling with Bill for the junior race. Coaches are asking the individual clubs to assist with some funding but the Athletes are paying most of their own.

#### **4.3 Club Awards Night – November 17, 2015**

The awards are being kept as a surprise yet the coaches are sending emails to athletes that won to ensure they attend. It is pretty obvious in each age group who stands out. Awards are calculated based on the number and quality of competitions. Awards night of November 17<sup>th</sup>; food is ordered for 50. There will not be a meeting at the start of the awards night this year – maybe 5 min on the Field House review. Bill has invited Sue, Jason, and Alex as coaches to help present awards.

#### **4.4 East Coast Games – 2016 June 24-25**

The East Coast Games is looking at eleven sports in this event with 19-20,000 athletes. Jason is in charge of the track portion of the event and looking at the feedback from last year on what we did well, what we need to improve on. Jason is also asking athletes for opinions – younger & senior. Evening track meet under the lights is still planned but will try not to be too late. It was recognized that it is very important to have an information package out early March for feedback – with a copy sent out to provinces for more athletes in order to grow the numbers. Introducing RJTW on the front end will hopefully bring in more. 90-95 % of the same as last year. Darryl Steeves approached Bill regarding an Ultimate Runner – track/road/hill race. Darryl agreed to look after the event if SJTC wants to work with this. The club

was already looking at road race & already do a five km track race, etc. so it could easily work. Lots of volunteer support will be required.

This event is up against the NTL Meet but since that even doesn't have javelin and other field events such as the East Coast Games, the audience will be different. The startup event at night will provide a festival atmosphere with the inclusion of the local food trucks if permission is granted from the UNB cafeteria.

## **4.5 Indoor**

### 4.5.1 Start Date / Locations/Coaches/Summer staff positions

The track schedule was noted as being the same as last with the start in January, and once again provide bi-weekly training sessions at UNBSJ. For children ages 8-10 we offer the Run/Jump/Throw program as an introduction to the events of track and field with a focus on fun & fitness. Athletes age 11 and up will work on general fitness, strength training and technique for indoor competitions. Athletes are welcome to attend one or both of the sessions held each week. It was noted that occasionally in the early months, the varsity clubs use the second court sometimes but we work around that. Full schedule is on the website.

### 4.5.2 Online Registration

Registration continues on-line and has already started. Sue offered to forward the new brochure to speed skaters. ProKids has added the SJTC to their website as a program that they will financial sponsor.

### 4.5.3 Volunteer Needs

It was suggested that Alex set up an RJTW training session for parents early in the track season – this might even help bring in more numbers of kids.

## **4.6 Other**

The color of the 2016 shirts are orange with black lettering. They are ordered and will be ready before Christmas.

## **5.0 Adjournment**

A motion was received to adjourn the meeting at 6:45pm with thanks for the conference call style over the usual meeting in SJ.

Motion: Luc Cormier

Next meeting – January (and awards night of November 17, 2015)

## **SJTC Strategic Draft Planning Process – 2016**

Team – Board + ?

Complete a thorough exercise that is visible, transparent and well understood by our members ensuring the plan represents their needs and desires. It should also challenge our volunteers and staff to drive our club to another level and yet be practical enough as a final document to effectively guide the board and staff in their day to day work

Goal - Develop a new strategic plan for 2016-2020 that will identify the actions needed to

- Impact Performance - Elevate our athletes to even higher levels of athletic excellence
- Increase Participation - Further develop and expand athletics in Saint John
- Provide Positive Experiences - Ensure fun, rewarding and high quality opportunities to our members

Planning Process- We want to include member engagement in some of the following ways

- Consultation with stakeholders for input
  - o AC – what are the best clubs doing?
  - o ANB – what matches best with the ANB Goals
  - o Province of NB – Growing Participation – What are the provincial goals
  - o City of SJ / YMCA / Other community Partners
- Use of an online survey to solicit input from general membership
- Hold a specific strategic planning session for the board and other volunteers

Create strong linkages to Athletics Canada's & ANB's plans

Timeline - Completion of a new strategic plan by the SAGM – March/April 2014

- o December
  - Background
    - ANB's Current Plan / AC Plan / Plan from another club
  - Publicise the exercise - Complete
    - Announce the planning process to the membership
    - Invite people to provide input
  - Engaging the membership through surveys &/or focus group sessions
    - Athletes / Parents / Coaches / Officials
  - Research of other sport groups / regions for ideas
    - Identify best practices by other Clubs
      - o Soccer / Speed skating / swimming / Gymnastics
- o January - Board planning session – Facilitator & invite AC
- o February - Writing the plan / Draft presented to the board
- o March - Presentation and ratification at the AGM



## **November 9<sup>th</sup>, 2015 Board Meeting      Coaches Report – Jason Reindl**

Since the last board meeting the following action items have been worked on:

### **SJTC**

- Assisting and confirming 2016 indoor practice schedule for SJTC
  - Tuesday and Thursdays 5:00-6:30pm
- Confirming SJTC Indoor Track Meet March 29<sup>th</sup>, 2016 5-7pm
  - This night will also act as Indoor season wind up (party, cake)
- Working on preliminary plans for 2016 East Coast Games (June 24-25, 2016)
- Worked with Bill in organization and preparing for the SJTC awards night on Tuesday November 17<sup>th</sup> and submitting nominations for ANB awards.

### **UNB**

- Day to day management of UNB XC & UNB TF teams
- Attendance at AUS XC Championships in Fredericton
  - Men 4<sup>th</sup> and Women 7<sup>th</sup> overall in team competition. In 2014 men were 4<sup>th</sup> and women were 2<sup>nd</sup>.
  - No qualifiers for CIS national championships
- Hosting of UNB TF Red and Black Day in Saint John (November 7<sup>th</sup>, 2015)
  - Approximately 50 athletes, coaches, and a recruit in attendance
  - Team building, leadership, uniforms, team fees.
  - Athletes paid \$8860 in team fees (total to date: \$20480)
  - Budgeted for \$25000 (this will be close by March 2016).

### **ANB**

- Working on the restructuring of new athlete development program (amalgamation and reworking of former High Performance and Podium Programs). Alex and I are headed to Moncton on Tuesday November 10<sup>th</sup>.

### **Coaching**

- Daily Training Coaching @ UNBSJ Monday to Friday – 5:40-8:00am

### **Up Coming:**

- Attending Canadian Sport Leadership Conference in Winnipeg (November 11-15).
- Presenting for Coach NB and Canadian Sport Centre Atlantic on November 18<sup>th</sup> in Fredericton (Adapting as a Coach).
- Attending the Canadian Athletics Coaching Centre Endurance Conference in Vancouver (December 10-14).



November 9, 2015 – Board Meeting

RJTW & First Contact Report – Alex Holder

### Events:

- Attended Physical Literacy workshop on August 26 & 27 to become a Learning Facilitator (able to put on Physical Literacy Workshops in the province).
- JD Irving Cross Country Meet on October 7 with Jason – registration/awards
- Remember When Conference on October 9 with Jason – met with PE Teachers from across the province and delivered brief RJTW presentation to them. Made contact with several interested PE teachers at various locations.
- Advisory Committee Meetings on October 14 & 15 in Toronto. All RJTW Coordinators from across the country met to revise old RJT teaching material and brainstorm on how we should be updating and moving forward. The second day was a meeting with partners from Athletics Canada, Hershey, CS4L, etc.
- NBIAA XC Championships on October 16 with Gabe at Hampton Middle– setup, data input
- NB Middle School Cross Country Meet on October 17 with Gabe in Moncton as well as University Cross Country Meet and Throws Meet afterwards.
- Legs for Literacy on October 24 with Gabe in Moncton – put on RJTW “try it” session for 294 kids including javelin, hurdles, jumps and wheelchair demos.
- Atlantic and AUS Cross Country Championships on October 31 with Gabe in Fredericton – registration, setup, teardown, timing, etc.

### Partner Meetings:

- Greg Evans, Department of Healthy & Inclusive Communities
- Shiloh Boucher, Adrienne Boudreau, Brad Adams from the YMCA of Greater SJ
- Dan Vallis, School District (SJ)

### General:

- Met with Jason, Bill, Gabe, Dave and Steve during my first few weeks to gather insight on the RJTW program as well as familiarize myself with local facilities.
- Working on Report Card for RJTW participants in coordination with Jim Catton from Athletics Ontario.
- Working with Athletics Canada to enhance RJTW Delivery Partner online services (waiting for portal access on Athletics Canada website).
- Looking into RJTW programming for SJTC indoor season. Jason and Gabe have provided some context and initial ideas (similar to RJTW Series)

### Upcoming:

- Reworking of High Performance & Podium Programs on November 10 with Jason in Moncton
- RJTW Instructor Workshop on November 14 in Moncton – registration currently at 20

## Saint John Track & Field Club Profit and Loss

	January 1 - November 8, 2015	January 1 - November 8, 2014
<b>Income</b>		
Contributed support	0.00	0.00
Agency (government) grants	0.00	150.00
Corporate/business grants	5,000.00	250.00
Nonprofit organization grants	23,500.00	10,000.00
Provincial grants	3,500.00	2,500.00
<b>Total Contributed support</b>	<b>\$ 32,000.00</b>	<b>\$ 12,900.00</b>
Program Revenue	0.00	0.00
Athlete fees for competitions	0.00	1,292.01
Camp Registration Fees	0.00	35.00
Event Registration fees	925.00	869.08
Meet Organizing Revenue	7,766.00	5,281.60
Membership dues - Indoor	8,430.00	7,405.00
Membership Dues - XC	60.00	
Membership Dues - Outdoor	15,296.08	12,971.00
Uniform Sales	922.00	205.00
<b>Total Program Revenue</b>	<b>\$ 33,339.08</b>	<b>\$ 28,058.69</b>
UNBSJ Varsity Athletics	10,000.00	0.00
UNBSJ - Athlete Fees	13,930.00	15,815.40
UNBSJ - Fund Raising & Sponsors	9,328.16	6,742.43
UNBSJ - Track Club Contribution	230.00	5,000.00
UNBSJ - University Funding	40,000.00	10,000.00
<b>Total UNBSJ Varsity Athletics</b>	<b>\$ 73,488.16</b>	<b>\$ 37,557.83</b>
<b>Total Income</b>	<b>\$ 138,827.24</b>	<b>\$ 78,516.52</b>
<b>Gross Profit</b>	<b>\$ 138,827.24</b>	<b>\$ 78,516.52</b>
<b>Expenses</b>		
Major program Expense - UNBSJ	0.00	0.00
UNBSJ Coaching Expense	12,731.20	10,357.22
UNBSJ Equipment & Uniforms	12,698.00	7,918.73
UNBSJ Facility Costs	4,029.25	2,188.50
UNBSJ Promotion & Recruiting	2,110.14	3,222.50
UNBSJ Registration Fees	5,308.70	6,508.27
UNBSJ Travel Expense	23,976.47	13,124.90
UNB - Meal Money not used	-1,265.00	-460.00
<b>Total UNBSJ Travel Expense</b>	<b>\$ 22,711.47</b>	<b>\$ 12,664.90</b>
<b>Total Major program Expense - UNBSJ</b>	<b>\$ 59,588.76</b>	<b>\$ 42,860.12</b>
Organizational expenses		0.00
ANB Member Registration Fees	9,220.00	6,720.00
BBQ/Social & Award events	1,536.49	988.36
Coaching Expenses	18,614.00	16,180.98
Coaching Reg Fees & Training	0.00	1,690.00
Equipment Purchase/Maintenance	726.03	765.59
Event Organization Expenses	6,386.65	3,046.20
Facility Rental	-835.00	0.00
General Administrative Expense	2,419.53	538.41
HP Athlete Assistance	1,692.15	400.00
HP Athlete travel	0.00	3,231.50
Officials	0.00	515.50
Run Jump Throw Expenses	0.00	270.00
Meetings and Travel Expense	8.50	
Uniform Expenses	3,201.14	418.11
Web Site & Communications	62.15	22.60
<b>Total Organizational expenses</b>	<b>\$ 43,031.64</b>	<b>\$ 34,787.25</b>
<b>Total Expenses</b>	<b>\$ 102,620.40</b>	<b>\$ 77,647.37</b>
<b>Profit</b>	<b>\$ 36,206.84</b>	<b>\$ 869.15</b>



## Saint John Track & Field Club Balance Sheet

	As of November 8, 2015	As of November 8, 2014
<b>Assets</b>		
<b>Current Assets</b>		
Gifts in Kind - Supplies	0.00	0.00
Inventory Asset	15,000.00	0.00
Prepaid expenses	0.00	0.00
Undeposited Funds	0.00	250.00
<b>Cash and cash equivalents</b>		
1010 Bank Account - CIBC (deleted)	0.00	0.00
Bank Account - Scotiabank	53,608.59	41,680.13
Savings & short-term investment	0.00	0.00
<b>Total Cash and cash equivalents</b>	<b>\$ 53,608.59</b>	<b>\$ 41,680.13</b>
<b>Accounts receivable (A/R)</b>		
Account/Sponsorship receivable	-20.00	-20.00
<b>Total Accounts receivable (A/R)</b>	<b>-\$ 20.00</b>	<b>-\$ 20.00</b>
<b>Total Current Assets</b>	<b>\$ 68,588.59</b>	<b>\$ 41,910.13</b>
<b>Total Assets</b>	<b>\$ 68,588.59</b>	<b>\$ 41,910.13</b>
<b>Liabilities and Equity</b>		
<b>Current Liabilities</b>		
2200 GST/HST Payable (deleted)	0.00	0.00
Deferred Program Funding	0.00	8,500.00
<b>Accounts Payable</b>		
Accounts payable	-111.45	-141.45
<b>Total Accounts Payable</b>	<b>-\$ 111.45</b>	<b>-\$ 141.45</b>
<b>Total Current Liabilities</b>	<b>-\$ 111.45</b>	<b>\$ 8,358.55</b>
<b>Non-current liabilities:</b>		
Long-term liabilities - other	0.00	0.00
Deferred Program Expenses	0.00	0.00
<b>Total Long-term liabilities - other</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Non-current liabilities:</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Equity</b>		
Opening Bal Equity	9,067.79	9,067.79
Retained Surplus (Deficit)	23,365.41	23,614.64
Profit for the year	36,266.84	869.15
<b>Total Equity</b>	<b>\$ 68,700.04</b>	<b>\$ 33,551.58</b>
<b>Total Liabilities and Equity</b>	<b>\$ 68,588.59</b>	<b>\$ 41,910.13</b>