



**Minutes of the
BCLA Volunteer Leadership Technical Support Group
2009 Special Session
Saturday, October 17, 2009
Whistler, BC**

In Attendance:

Carol Greene, VLTSG	Zahia Kirby, SrA – New West
David Soul, BCLA Executive	Trish Keizer, Langley Field
Ron McQuarrie, BCLA Executive	Nauja Winkler, Langley Field
Roxane Seaton, VLTSG	Trevor Andres, Langley Field
Angie Schwan, VLTSG	Pam Mason, Richmond
Doug Simons, VLTSG	Ian Menard, Richmond
Carmen Schmidbauer, VLTSG	Rich Zecchel, JrB - Vernon
Dave Wilke, Minor Directorate	Tony Cable, GWNJLL
Pete Frey, Minor Directorate	Myrna Cable, VLTSG
Terry Kirstiuk, SrB - Van	Elinor Hinds, SrC - Vernon
Jennifer Boyd, Saanich	Ruth O'Reilly-Alexander, Delta
Rob Wicks, Saanich	Darron Alexander, Delta
Gary Stride, Juan de Fuca	Larry Larsen, Delta
Christine Marin, Juan de Fuca	Janet Schulstad, Minor Directorate
Jessica Kartz, Victoria Field	Rochelle Winterton, BCLA (Non-Voting - Staff)

1. **Call Meeting to Order/Welcome.** Carol Greene, Chair of the VLTSG, called the meeting to order at 12:45 PM. Carol welcomed everyone and referred to her written report in the annual report book handed out this weekend. Carol reviewed the VLTSG activities over the past year.

The group has contacted association presidents and league chairs to help determine and understand where volunteers need help and to solicit “best practices” to share with the rest of the membership.

2. **Review/Update.** Rochelle stated that the volunteer group is trying to put information together to put on the COP/ Best practices. There will be “how to” manuals, job descriptions, timelines, etc. We are in the process of putting together all the information that was gathered with timelines so associations with new volunteers will have a better understanding of what is required in the various roles as a volunteer.

3. **Proposed Amendments.**

It was moved by Dave Wilkie, seconded by Elinor Hinds that REGULATION 4: ORGANIZATION, 4.01 (d) be amended to read:

- 4.01 (d) *The Chair, and the Secretary shall be elected for two-year terms in odd-numbered years. The Vice Chair shall be elected in two-year terms in even-numbered years.*



The Regional Representatives shall be appointed by the BCVLA Executive and sanctioned by the BCLA Executive for two-year terms from the date of the appointment.

CARRIED.

It was moved by Myrna Cable, seconded by Terry Kirstiuk that REGULATION 5: THE EXECUTIVE, 5.02: Job Description – Chairperson be amended to read:

5.02 Job Description - Chairperson:

- Responsible to the BCLA Vice President – Administration for the administration of the BCLVLA.
- Responsible for the supervision of the Executive of the BCLVLA.
- To act as direct liaison with the BCLVLA Executive and the Executive Director.
- Ensure that the BCLVLA is represented at all BCLA meetings where the BCLVLA is a member or where their input or presence has been requested.
- Ensure that the BCLVA operates within the approved BCLVLA budget.
- To oversee all projects of the BCLVLA.
- Represent the BCLVLA at the BCLA Annual General Meeting.
- To chair or delegate a replacement chair for the BCLVLA Special Session and all other BCLVLA sponsored meetings or conferences.
- *Work with the BCLA Vice President – Administration to facilitate the recommendations by the BCLVLA Executive Committee (Chair, Vice Chair, Secretary) to appoint the Regional Representatives and request sanction by the BCLA Executive.*

CARRIED.

It was moved by Tony Cable, seconded by Carmen Schmidbauer that REGULATION 5: THE EXECUTIVE, 5.03 be amended to read:

5.03 The duties of the Vice Chairs are as follows:

a) Vice Chair - Senior

- *Will liaise with all member groups to ensure that there is proper recruitment, training and continual excellence in volunteering.*
- *Will liaise with the Chair and perform all duties that are assigned.*

b) Vice Chair - Minor

- *Will liaise with all member groups to ensure that there is proper recruitment, training and continual excellence in volunteering.*
- *Will liaise with the Chair and perform all duties that are assigned.*

c) Vice Chair – Men’s Field

- *Will liaise with all member groups to ensure that there is proper recruitment, training and continual excellence in volunteering.*
- *Will liaise with the Chair and perform all duties that are assigned.*



d) Vice Chair – Women’s Field

- *Will liaise with all member groups to ensure that there is proper recruitment, training and continual excellence in volunteering.*
- *Will liaise with the Chair and perform all duties that are assigned.*

CARRIED.

4. Elections. David Soul, BCLA Treasurer and member of the VLTSG conducted the elections. David stated that we are walking into new territory with the VLTSG. We need to be aware that the two motions we just passed, we are making the assumption they will also pass at the BCLA AGM.

a) Chair. Angie Schwan was nominated for the position of Chair of the VLTSG. No other nomination from the floor – secretary was asked to cast one vote. Congratulations to Angie Schwan for her new position of the VLTSG Chair.

b) Vice Chair: Doug Simons was nominated for the position of Vice Chair of the VLTSG. No other nomination from the floor – Secretary was asked to cast one vote. Congratulations to Doug Simmons for his position as VLTSG Vice Chair.

c) Secretary: Roxane Seaton was nominated for the position of Secretary of the VLTSG. No other nominations from the floor – secretary was asked to cast one vote. Congratulations to Roxane Seaton for her position as VLTSG Secretary.

5. Other Business. Deb Stocks, Field Directorate Chair, asked for an explanation of what the VLTSG is all about. Rochelle answered the question by explaining that the purpose of the group is to have regional representatives on a committee to create the Volunteer Management Program for the BCLA by gathering information and creating programs including training modules to support and assist volunteers with their activities (i.e., having information on conflict resolution that can be found on the BCLA Best Practices website, and is available to all associations; mentorship; to help volunteers support each other; to provide easy access to “how to” information on line, etc.). David Soul also spoke and said it is about support, taking the “scare” out of volunteering. Rochelle clarified that the group representatives are like zone representatives in the Minor Directorate (i.e., Zone 1 through 8).

6. Adjournment. The meeting was adjourned at 1:00 PM.