

- Badminton BC Board Meeting 8 Apr 2013
 - Attendees
 - Present
 - Ayaz Amlani
 - Lisa Davison
 - Richard Jordan
 - Dawn McGuire-Reeves
 - Bob McMynn
 - Phil Weier
 - Guests
 - Ajit Dayanandan
 - Absent
 - Norm Parry
 - Gary Yick
 - Item 1
 - Opening and Welcome
 - Meeting called to order at 7.05
 - Quorum achieved with 5 voting members
 - Adoption of Agenda
 - Motion to accept: Proposed Dawn Seconded Ayaz
 - Call for Other Business
 - None
 - Item 2
 - Note any Disclosure Conflicts of Interest
 - None
 - Item 3
 - Minutes of Previous Meeting (18 Jan 2013)
 - Review and Adoption
 - Motion to accept: Proposed Bob Seconded Lisa
 - Action Items Completed
 - Website updated with names of committee members
 - Membership Drive
 - Little response; only idea raised was allowing roll-over of membership if joining late in the year e.g. Canadian Masters tournament
 - No responses for Membership Committee
 - See main agenda items for remaining action items
 - Outstanding Action Items
 - None
 - Item 4
 - President's Remarks (from email dated 25 Mar 2013)
 - 1. Moved the office officially - Catalino goes to the office on Wednesday's, Phil to be in the office on Thursday's, Ken there every day
 - 2. Nationals Bids reviewed and sent in - there unfortunately were gaps & room for improvement in municipal/club cooperation but Phil to work with the bidders - VLT & Clear One; Badminton

Canada will be making the announcements as to the bid winners late April

- 3. Gaming Application is now open - there is a simpler form for us now; Dawn & I reviewed and it's been sent in - basically we are asking for the same as last year - we are close to our maximum of retention of funds so will have to make plans to allocate the gaming funds - Phil to speak to at our next board meeting
- 4. Canadian Masters Nationals - finalizing details, doing some more promotion, entry deadline is approaching soon
- 5. Strategic Plan - latest survey resulted in low responses; realization that reaching out to our current members isn't necessarily working however we have done our due diligence and will move forward regardless; results will be shared soon - Phil to send out; we will be working on the growth plans at our face to face meeting April 20/21
- 6. 2015 Canada Winter Games Team Event - Badminton Canada has inquired with all PSO's to see if there is interest in having a Team Event as a Test Event in 2014 leading up to the 2015CWG's in PG; more info coming soon
- 7. BBC will again be providing an officials course/opportunity for officials to get more experience and/or certification at the High School Provincial Championships at the end of May; officials committee will be working on details
- WHAT HAVE I BEEN DOING? 1. Coordinating a meeting for general board items for beginning of April 2. Coordinating a meeting for April 20/21 board meeting 3. Connecting with Gary re: Finance & Audit Committee 4. Connecting with Cameron re: the Governance Review Committee 5. Connecting with Bobby & Dawn re: the Nominations Committee 6. Connecting with potential candidates for Risk Management Committee 7. Planning & coordinating agendas for both April meetings 8. Inviting all appropriate committee members to attend portions of our April 20/21 board meeting
- A discussion was opened on bidding for 2014, 2015 for Canadian Masters
- Item 6
 - Finance and Audit Committee
 - Committee as recommended by Gary
 - Ajit Dayanandan Lum Chan Janet Chen
 - Motion to accept: Proposed Dawn Seconded Bob
 - Terms of Reference reviewed by Board
 - Motion to accept: Proposed Ayaz Seconded Bob
 - Next steps: First meeting April 8th
 - Action Item What: Review initial FAC recommendations
 - When: Board meeting 21 April 2013 Who: Board
- Item 5
 - Badminton BC Employee Evaluation Policy
 - A discussion took place on the policy document but it was decided that an adequate amount of pre-review had not taken place

- Action Item What: Provide feedback on policy via email
When: 18 April 2013 Who: Board
 - Action Item What: Review feedback on policy When: Board meeting 21 April 2013 Who: Board
- Item 7
 - Governance Review Committee
 - Review by Phil, Bob, Lisa, and Camron Cairncross
 - Various models for a board structure have been discussed. A seven member make-up appears to be ideal. See Lisa's email dated 8 Apr 2013 for more details
- Item 8
 - Nominations Committee
 - Committee to meet on 21 Apr 2013. Terms of Reference to be reviewed
 - Action Item What: Advise Nominations Committee Chair
When: Meeting 21 April 2013 Who: Nominations Committee
- Item 9
 - Risk Management Committee
 - Bobby Milroy to seek lawyers for positions. The hope is to do some next step work on 21 Apr 2013
 - Action Item What: Talk to potential RMC candidate When: Prior to 21 Apr 2013 Who: Dawn
- Item 10
 - Voting Procedures
 - A discussion took place on the procedures document but it was decided that an adequate amount of pre-review had not taken place
 - Action Item What: Provide feedback on procedures via email When: 18 April 2013 Who: Board
 - Action Item What: Review feedback on procedures When: Board meeting 21 April 2013 Who: Board
- Special Item
 - Action Item What: Pre-read Agenda and Review Suggested Policies and Procedures Prior to Any Board Meetings When: Ongoing Who: Board
- Item 11
 - Executive Director's Report
 - Strategic Plan Results - 35 respondents, 15 "wasted" forms! Next Steps April 20/21 Populate the work and growth plans, validate with what little feedback we got from membership
 - Question re: what is "wasted form". Response - numerous individuals answered only 1 question or answered all questions but simply clicked the same box for all as priorities thus not giving any direction whatsoever.
 - Operation Program Review Next steps at meeting on 20 Apr 2013
 - Competitions Completed circuit events similar participant numbers to last year (slightly higher). Conducted "Masters Host" meeting, most items preferred to stay as status quo, main suggestion is to start a stages not ages league of some sort that runs separate of

tournament circuits as an enhancement not conflict. "Junior/Open Host" proposed for April 19th, anticipate a similar suggestion with the just a few more governance related items that need to be enhanced by the Competitions Committee. Competitions committee was easily created with support from "traditional" volunteers Ram and Julia and the addition of Mary-Jo with an Island perspective. 2013 Canadian Masters 200 entries shaping up nicely 2013 Yonex Canada Open - production has picked up and moving forward despite earlier difficulty transferring information from previous event(s)

- Officials committee was easily created with strong support from existing officials Sital, Rob, Noah, Ayaz. Conducted one clinic in conjunction with Colleges event, planning another clinic and activity in conjunction with BCHSS Provincials.
- Coaches Committee activity pending due to changes coming with Badminton Canada's prescribed course content and delivery
 - Action Item What: Call Alf McGuire re Coach Certification
When: Date not set Who: Phil
- Performance Committee easily created with support from "traditional" volunteers Ram, Keith, Calvin and Abdul. Evaluating the current program, rolled \$7,000 of funding over to next fiscal year with hopes of more appropriate investment strategy being developed by the committee. Planning a camp this summer to start 2015 CWG's and WCSG's long-list identification and financial support to "older" high level athletes through sparring opportunities
- Membership Strategic recruiting for Membership Committee (Nanaimo, C1, KBC) only gained 1 candidate, general membership recruiting also only gained 1 candidate. Lack of interest in our membership structure (in addition to low response rate to Strategic Plan Survey) speaks to limited sense of "relationship" or "ownership" of Badminton BC within the membership. This is an item of concern and should be considered as an area to drastically improve upon
- Regional Development Pending strategic planning advancement and review of this years financials to determine a few initiatives to engage in before the end of this fiscal year. Further conversation to occur at April 20/21 Board Meeting
- Approve Cheques For cheques over \$5,000 Badminton BC staff should seek approval from the Board
- Discussion
 - Badminton Canada \$10 competitive player fee, annual agreement that began last fiscal year where all P/TSO's agree to provide additional financial support to Badminton Canada in the amount of \$10 per "competitive player" which BBC has defined as any member participating in a Junior, Senior, or Masters provincially ranking event. Provincials host fee(s), BC Masters has concluded and the host fee of \$90/athlete is due to the host, VLTBC. Junior Provincials and the BC Closed are pending, both hosted

by ACE Badminton Centre. While cash flow has not been expressed as an immediate concern for the VLTBC, staff would not like to delay any payments of hosting fees unnecessarily and is seeking approval for the VLTBC payment and pre-approval (in the event that the amount exceeds \$5,000) for payment to ACE Badminton Centre when appropriate

- Motion to approve the payment of the Badminton Canada invoice for 2013 \$10 BC Competitive Player Fee, the payment of the hosting fee to VLTBC for the 2013 BC Masters Provincials, the pre-approval to pay Black Knight ACE Badminton Centre the respective hosting fees for the 2013 BC Junior Provincials and 2013 BC Closed Provincials immediately following each event. Proposed Dawn Seconded Bob
- Carpet purchase, through the relationship between Darryl Yung and Elegant Flooring it has been offered for BBC to purchase the carpet formerly used by the 2010-2012 Yonex Canada Open for \$5,000 + GST. Bonus to this offer is that Elegant has offered to store the carpet on an ongoing basis. The cost of purchase is roughly equal to any alternatives that we have considered for the 2013 Yonex Canada Open not to mention that we may be able to benefit from its further use in future events hosted in BC.
 - Question - What if the company goes out of business or into receivership? Is Badminton BC ownership clearly defined in the purchase agreement. Answer - Yes Question - what about damage/insurance?
 - Action Item What: Contact Badminton BC's insurance provider and make arrangements to ensure that the carpet is adequately insured to protect Badminton BC's investment in the product When: Date not set Who: Phil
 - Action Item What: Discuss the purchase of the carpets from Elegant Flooring When: 21 April 2013 Who: Board
- Project Management Software It is suggested by Phil Weier that Badminton BC consider using a project management software to coordinate the activities and communications of its multiple standing committees of the Board and Operations. It is becoming increasingly difficult and inefficient to collate and monitor the progress of each of the initiatives that Badminton BC engages in. Multiple email chains and formats/locations of documents contribute to confusion and wasted time of both volunteers and staff. Phil Weier will be investigating the use of project management solutions that may enhance the efficiency of

Badminton BC governance and operations moving forward.

- Question: Does anyone have experience with any such programs or software? Answer: No
- Action Item What: Consult with those members of the board who are presently absent from the meeting to see if they have any suggested products for investigation. Continue investigating Basecamp and Trello and make a brief presentation to the Board When: Next Board meeting Who: Phil
- Correspondence A letter addressed to both Phil Weier myself and the board was presented following the BC Masters Provincials identifying suggestions to improve the event.
 - Action Item What: Scan and circulate this document to the Board When: Prior to next Board meeting Who: Phil
- Item 12
 - Next meeting to take place 20 Apr 2013
- Item 13
 - Meeting adjourned 9:15pm