



# MINUTES

## **Badminton BC Executive Committee Meeting**

Wednesday, February 13<sup>th</sup>, 2013, 6:30pm  
Conference Call

### 1. Roll Call and Quorum

Attendees: Lisa Davison, Dawn McGuire-Reeves, Gary Yick, Richard Jordan, Phil Weier (non-voting)

Regrets: none

Quorum is met with 4 of 4 Voting Members

Meeting called to order 6:35pm

Adoption of Agenda and Call for Other Business

**Motion:** "To adopt the Agenda"

Moved by Gary Yick

Seconded by Dawn McGuire-Reeves

Add discussion of Canada Open to Other Business

Carried

### 2. Note any Disclosure/Conflicts of Interests

None

### 3. Minutes of Previous Meeting

Discussion

Previous Executive Committee meeting minutes were reviewed and adopted at the October 3<sup>rd</sup>, 2012 Board of Directors meeting.

**Action Item:** Phil Weier to ensure that the current staff benefits policy is accurately updated within the Staff Policies and Procedures Manual.

Discussion

January 18<sup>th</sup>, 2013 Board of Directors meeting minutes to be reviewed at the next Board of Directors Meeting.



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## 4. President's Remarks

### Discussion

Circulated February 6<sup>th</sup>, 2013 and reviewed by all members of the Executive Committee. Questions related to the 2013 Yonex Canada Open have been added to Other Business.

## 5. Executive Director Performance Evaluation & Mentoring

### Discussion

Dawn McGuire Reeves is creating a basic evaluation document. A formal and appropriate evaluation is essential out of fairness to both parties.

Create an Executive Director growth plan, mentorship to benefit the Executive Director now and in the future.

**Action Item:** Dawn McGuire Reeves to continue formalizing this document. The document is shared on Google docs for review and input from all members of the Board of Directors.

## 6. Presidents Working Session - April 20-23, 2013 in Vancouver

### Discussion

With limited availability of Board members to the currently proposed in-person Board of Directors meeting in March it is suggested to move the in-person Board of Directors meeting to April 19-21, 2013, coinciding with Lisa Davison's request to visit and support the 2013 Canadian Masters Badminton Championships. Question as to whether an April meeting is appropriate from the staff perspective. Response is that the items involved have historically been discussed with the Board of Directors in August or September, so April is still a vast improvement.

**Action Item:** Lisa Davison to circulate proposed date change to the Board of Directors to assess whether all are able to attend.

**Action Item:** In the event that a Board of Directors meeting is not possible, Lisa Davison will prepare a budget for her proposed April 20-23 trip for presentation and consideration of the Board of Directors.

## 7. Board Recognition Clothing

### Discussion

Clothing item(s) would increase the visibility of our Board of Directors when attending badminton events. Would the "uniform" be optional in the event that a member of the Board of Directors did not want to be recognized as a member of the board in certain circumstances?

Options could be as simple as a shirt or more substantial like a jacket.

Identified the differing function of certain pieces ie. Shirt may not work in colder environments or more "dressy" occasions while jacket may not fit certain circumstances either.



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**Action Item:** Lisa Davison to add this topic to agenda of the next Board of Directors meeting as a suggestion from the Executive Committee.

## 8. Draft Emergency Vote Procedures

Discussion

Reviewed the document via "Google Drive".

Suggestion to add a minimum quorum required to formalize any vote.

**Action Item:** Lisa Davison to forward the Draft Emergency Vote Procedures to the Board of Directors prior to a motion to adopt the procedure at the next Board of Directors meeting.

## 9. Draft Finance Operating Procedures

Discussion

Reviewed the document via "Google Drive".

**Action Item:** Gary Yick to forward the Draft Finance Operating Procedures to the Board of Directors prior to a motion to adopt the procedure at the next Board of Directors meeting.

## 10. Strategic Planning Growth and Work Plans

Discussion

Reviewed the documents via "Google Drive".

Brief background of the strategic planning process to date.

**Action Item:** Phil Weier to follow up with Citius Performance Corp. regarding the second survey and review/strategize to conclude the second survey process.

## 11. New Business

Discussion

Question regarding "obstacles" surrounding the planning of the 2013 Canada Open. Response provided by describing the chain of events that has led to Badminton BC's lead on the management of the event and the obstacles presented so far in transitioning management from Clearone Badminton Centres to Badminton BC. Things seem to be going better and Phil Weier will continue to engage conversation with Darryl Yung in order to clarify the situation and find adequate solutions to either parties interests in the event.

**Motion:** "To adjourn the meeting"

Moved by Lisa Davison

Seconded by Dawn McGuire Reeves

Meeting adjourned at 7:57pm