

Badminton BC Board Minutes 2013-08-20

Called to order at 7:03 p.m.

Present

Ayaz Amlani
Lisa Davison
Dawn McGuire-Reeves
Bob McMynn
Norm Parry
Phil Weier
Gary Yick

Absent

Richard Jordan

Welcome

Call for New Business
E-Vote.
Expense claim for ED.
Cheque for \$5000+ for Clear One with regards to Canada Open hosting.
Chinese Cup partnership opportunity.

Agenda adopted:

Moved by Gary
Seconded by Norm
Carried (by all)

Notice of Disclosure / Conflicts of Interest

None

Minutes of Previous Meeting

Action Items

Coaching Certification Phil made call, postponed to a later date.
Richard to attend Basecamp course and report back + security, no update
Governance Review Committee Feedback.
Board of Directors to review before next board meeting - Done.
President to ensure all documents are available - Done.
Secretary to send reminders - absent from August 20, 2013 meeting.
Vice-President to review date for next Board meeting, prior to AGM - Done.
On July 1st Vice-President to be removed from Nominations Committee -
Done.
Communication Policy
Secretary to provide corporate examples of Communication Policy:
absent from August 20, 2013 meeting.
Vice-President to provide non-profit examples: not done yet. Will have
done for September 21st meeting.
Employee Evaluation and Performance
Vice-President to develop template for next board meeting: Done.
Operational Committees

ED to post document containing ideas on membership structure for next board meeting - to send out to BOD by September 1st.

Correspondence

Badminton BC Staff to do letter thanking senders for feedback.

Ideas for Members - Done.

ED to set up email to receive ideas: not done. More direction needed: who monitors it? Recommendation is that we refer this to the Communication Plan project.

Adoption:

Moved By: Norm

Seconded by: Ayaz

Carried (by all)

President's Remarks

President Updates to be done monthly so membership is aware that Board is aware of what is going on in the office.

Audit complete: some office staff changes perhaps coming with regards to bookkeeping.

Thanks for feedback on motions presented.

Strategic plan work on-going: past 2-3 weeks with Lisa and Citius & 7 hours today with Lisa, Dawn, & Phil.

Evaluation of ED process starts tomorrow.

Standing Committees

Financial and Audit

Finance & Audit committee to meet tomorrow. Past recommendation, (April, 2103) was for contingency fund of 3 months.

Motion: That the Board of Directors take \$22,000 from the Unrestricted Funds and reclassify said amount to a Contingency Fund representing two months working capital.

Moved by: Dawn

Seconded by: Bob

Carried (by all)

Allocation between internally restricted and externally restricted funds was discussed. Treasurer is looking for a recommendation from the Finance & Audit Committee to bring back to the Board.

Auditor has sent a letter with recommendations for controls and protocols with regards to strengthening our internal control policies. Will be discussed by, and looking for recommendations from Finance & Audit committee at their next meeting.

2013-2014 budget: ongoing with Phil and Gary. Waiting for final adjustments by Auditor. Will try finalize by September 1st so it is ready for AGM.

Nominations

Dawn has withdrawn pending the upcoming AGM & elections.

All Board standing for reelection except Bob who is leaving due to schedule conflicts.

Deadline was today. There will be an opening. Any further nominations will be reviewed by the incoming Board and may be appointed to the Board for the year.

Governance Review Committee

Organization change motions, as per circulated email from the Governance Committee the following motions are made:

Motion: To reduce the current 9 person board of Badminton BC (President, Vice President, Secretary, Treasurer, 2 Directors, Business Rep, Recreation Rep and Past President) to a 7 person board comprised of President, Vice President, Secretary, Treasurer, (2) Members-at-Large and the Past President.

Moved by: Lisa

Seconded by: Bob

Carried (by all)

Motion: To remove Executive Committee from any future Badminton BC organization structures.

Moved by: Lisa

Seconded by: Bob

Carried (by all)

Motion: To edit and update clause 10.2 (Creation of Committees).

Moved by: Lisa

Seconded by: Bob

Carried (by all)

Action item: Communicate the above 4 motions by Friday, August 23rd to the membership so they are aware they are upcoming at the AGM and that further information and specifics will be included with the AGM Agenda being sent out September 1, 2013. Lisa to work with Phil to word the communication.

Motion: To change the current organizational model for Badminton BC where half the board is elected with two-year terms but not to a specific position.

Moved by: Bob

Seconded by: Lisa

Carried (by all)

Action item: Lisa to send the above 3 items to Cameron following today's Board meeting for review and assistance in making constitution and bylaw changes.

Action item: Lisa to invite Cameron & other Standing Committee chairs to AGM

Update: Lisa will set up PowerPoint for AG.

Action item: Ken to repost AGM date, time & location.

Strategic Plan

Worked today at filling in specifics in internal working copy. Shorter version will be presented to members, with link to our more detailed version for interested parties.

Action Item: Board members to review Working Version of Strategic Plan and give feedback to Lisa by September 4, 2013.

Motion: To adopt the Member Interaction, Technical Development & Organizational Sustainability as Badminton BC's Strategic Directions and the objectives in order of priority as presented:

Member Interaction

- Communications
- Governance & Leadership
- Volunteer Development
- Member Services
- Judicial
- Technical Development
 - Competition & Event Hosting
 - Sport Participation
 - Club Development
 - Coaching
 - Officiating
 - High Performance
 - LTAD
- Organizational Sustainability
 - Revenue Generation
 - Business Development (External Relations, Facilities)
 - Operation Management (Finance and Audit, Risk Management)

Moved by: Lisa

Seconded by: Dawn

Carried (by all)

Motion: To adopt Communications, Competition & Event Hosting, and Sport Participation as the primary focus objectives for 2013-2016 Strategic Plan.

i. PRIMARY FOCUS

- Communication
- Competitions and Event Hosting
- Sport Participation

Moved by: Lisa

Seconded by: Gary

Discussion

Carried (by all)

Motion: To adopt the following:

- Club Development
- Coaching
- Officiating
- High Performance
- LTAD
- Revenue Generation
- Business Development (External Relations, Facilities)

as Badminton BC's secondary focus for 2013-2016 to which will simultaneously be developed as primary focus objectives are completed.

Moved by: Lisa

Seconded by: Ayaz

Carried (by all)

Action Item: to ensure that all objectives are acknowledged in the Strategic Plan for 2013-2016. Lisa and Citius to work together and have completed by September 1, 2013.

Timeline: please look over latest version of the Strategic Plan 'Latest PUBLIC VERSION'. It is a template.

Action Item: Send Lisa feedback by September 4th, 2013. Lisa to liaison with Citius to get the information inputted into the template.

Directors Report

Executive Director's Report: deferred at this time, but will circulate a written report by August 30th, when it will be linked to recommendations and should include the new proposed Budget in draft form.

Competitions: hosting guidelines and schedule to be posted within the next week.

Correspondence

Membership Development Support Grant - Thanks. Thank you letter for membership development support grant. Sent July 23, 2013.

New Business

For discussion: E-vote: Dawn proposed doing some research in next few months in readiness for the 2014 AGM:

How?

What areas can they vote on without being present for discussion? (ie bylaws and constitution changes?).

What do other PSO's do in this regard?

Motion: To reimburse of Phil Weier's expenses incurred at Yonex Canada Open.

Moved by: Ayaz

Seconded by: Bob

Carried (by all)

Motion: To approve a Cheque in the amount of \$5084.00 to Clear One for hosting assistance at Yonex Canada Open.

Moved by: Dawn

Seconded by: Ayaz

Carried (by all)

2013 Chinese Cup Partnership opportunity. Action items: Phil to make written agreement/offer of sponsorship and terms. Lisa to review. Phil & Lisa to sign. Draft agreement to go to Board for emergency vote by September 4, 2013

Motion: For approval of Evaluation template as presented.

Moved by: Dawn

Seconded by: Lisa

Carried (by all)

Next Meeting

Next meeting date: September 20th AGM and September 21st, Board meeting.

Meeting closed at 9:28 p.m.