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BADMINTON BC



“Leading BC to excellence and British Columbians to be active for life”

BOARD MEETING

DATE Saturday, September 21st, 2013 8:00 am

LOCATION Vancouver Lawn Tennis & Badminton Club

• **ATTENDEES:**

- Ayaz Amlani
- Lisa Davison
- Richard Jordan
- Dawn Maguire-Reeves
- Norm Parry

• **Ex-Officio:**

- Phil Weier (non-voting)
- Ken Thiesen (non-voting).

1. *Welcome, Call to Order & Regrets*

- Regrets from Gary Yick.
- Call for Other Business, added:
 - Discussion regarding adding Communications Policy, Event Communications Person, and Chinese Cup Sponsorship to agenda item #10.
 - Question: When is there an update to the BC Winter Games? Answer: We are going to support the BC Winter Games and coaching financially. This will be operational through the staff review report.
- Adoption of Agenda
 - **MOTION:** “To adopt the agenda.”
 - Moved by: Dawn McGuire-Reeves
 - Seconded by: Norm Parry
 - **CARRIED**

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2. Note Any Disclosure/Conflict Of Interest

- None noted.

3. Minutes Of Previous Meetings

- Executive Committee Meeting Minutes dated Wednesday, February 13th, 2013
 - Feedback
 - Actions Arising
 - Adoption
 - Discussion regarding that there are no Action Items from the Executive Committee Meeting Minutes.
 - Discussion ensued that only Lisa Davison, Dawn McGuire-Reeves, and Richard Jordan from today's meeting were in attendance at that meeting.
 - **MOTION:** "To adopt the Executive Committee Meeting Minutes dated Wednesday, February 13th, 2013."
 - Moved by: Dawn McGuire-Reeves
 - Seconded by: Richard Jordan
 - **CARRIED**
- Board of Directors Meeting Minutes dated August and September, 2013
 - Feedback
 - Actions Arising
 - Adoption
 - **MOTION:** "To adopt the August 20th Board Meeting Minutes."
 - Moved by: Ayaz Amlani
 - Seconded by: Dawn McGuire-Reeves
 - Discussion regarding adopting the Budget.
 - Discussion ensued regarding the Draft Strategic Plan Minutes not needing to be adopted as the Strategic Plan is a draft.
 - **CARRIED**
 - Question: When adopting minutes, we are just stating that it is a true representation of what has happened, but not that the Action Items have occurred? Answer: Yes
 - **MOTION:** "To adopt the Budget September Board Meeting Minutes."
 - Moved by: Norm Parry
 - Seconded by: Ayaz Amlani
 - **CARRIED**
 - Discussion regarding the working Strategic Plan document and using Basecamp to collaborate on it.

4. President's Remarks

- Discussion regarding how the AGM went yesterday and that it was very well done.
- Discussion ensued that we would want more people to attend, and that most of the membership will not see what accomplishments have occurred internally this year, nor will they care very much, but for the few that have attended they will take away that we are doing positive things and hopefully that spreads.
- Question: How do other AGM's go? Answer: It depends on the constituent group.
- Discussion ensued that people from outside the lower mainland cannot attend due to the location as well as other non-members not able to attend.
- Discussion ensued suggesting having an AGM outside the lower mainland.

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- Discussion ensued noting that it would be nice for those not attending to provide some feedback to the Board, either positive or negative in any case.
- Discussion ensued adding AGM/Board Meeting Discussion to Communications agenda item #10.
- **5. Organizational Structure Review**
 - Review of Bylaws
 - Necessary actions arising from AGM/Bylaw Changes
 - Discussion regarding term assignments of Board members, with 3 people having a 2 year term and 3 people having a 1 year term.
 - Discussion ensued noting that Gary Yick was originally not planning on coming back to the Board and therefore has requested a 1 year term.
 - Discussion ensued noting who shall take 1 year and 2 year terms.
 - **MOTION:** “To keep us in compliance with the Bylaws, Gary Yick, Richard Jordan, and Dawn McGuire-Reeves to have a 1 year term, and Lisa Davison, Norm Parry, Ayaz Amlani to have 2 year terms.”
 - Moved by: Dawn McGuire-Reeves
 - Seconded by: Lisa Davison
 - **CARRIED**
 - Discussion regarding the Past President.
 - Discussion ensued noting that this will be addressed after the Nomination of Officers, whereby if Lisa Davison is President again, we should invite David Niven to the Board.
 - Question: Who would ask David Niven to the Board? Answer: It should come from the Board, i.e. the President.
 - Question: If we have asked David Niven previously to be Past President and he declined why would we invite him again? Answer: Technically according to Bylaws this is what we should do.
 - Question: Could we not ask the Past, Past President? Answer: No.
 - Question: Who was the Past, Past President? Answer: Matthew Cheng.
 - Question: What if Lisa Davison doesn't get nominated as the President, but is voted back on the Board? Answer: Then she is the immediate Past President, so no need to invite David Niven.
 - Question: If David Niven has not been involved in the recent changes with Badminton BC, why would he be invited back? Answer: Due diligence due to the Bylaws. He was voted onto the Board by the membership so we should respect their vote, even though the Board decides who will be the President.
 - Nomination of Officers
 - Norm Parry takes over as Chair of the meeting for the Presidential election.
 - Call for nominations for President.
 - **MOTION:** “To nominate Lisa Davison for President.”
 - Moved by: Dawn McGuire-Reeves
 - Seconded by: Ayaz Amlani
 - **CARRIED**
 - Lisa Davison declared President by acclamation.
 - Lisa Davison takes over as Chair of the meeting for the remaining elections.
 - Call for nominations for Vice President.
 - **MOTION:** “To nominate Dawn McGuire-Reeves for Vice President.”

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- Moved by: Norm Parry
- Seconded by: Ayaz Amlani
- **CARRIED**
- Dawn McGuire-Reeves declared Vice President by acclamation.
- Call for nominations for Treasurer.
- **MOTION:** “To nominate Gary Yick for Treasurer.”
 - Moved by: Dawn McGuire-Reeves
 - Seconded by: Ayaz Amlani
 - **CARRIED**
- Gary Yick declared Treasurer by acclamation in absentia.
- Call for nominations for Secretary.
- **MOTION:** “To nominate Richard Jordan for Secretary.”
 - Moved by: Lisa Davison
 - Seconded by: Norm Parry
 - **CARRIED**
- Richard Jordan declared Secretary by acclamation.
- Norm Parry and Ayaz Amlani declared Members at Large by acclamation.
- Discussion regarding how to invite the Past President David Niven.
- Board Of Directors Roles & Responsibilities
- Discussion regarding moving this agenda item after the Nominations and Governance Review Committee reports.
 - Nominations Committee Report
- Discussion regarding that the committee reports have never occurred before because those committees didn't exist under the previous governance structure.
- Discussion regarding that it was difficult to prepare the Budget without having prescribed deadlines from the Board.
 - **Action Item**
 - For the Finance and Audit Committee to start the budget discussions in February, to have a draft budget for March, and to have a final budget for April.
- Question: Are these reports in Google Drive? Answer: No, just email.
- **Action Item**
 - Richard Jordan will clean up Google Drive for the Board.
- **Action Item**
 - Draft Annual Report prepared for August 1st.
- **Action Item**
 - Dawn McGuire-Reeves to get clarification from Bobby Milroy about the Nominations Committee Report questions.
- Question: What was Badminton BC's biggest victory this season? Answer: The creation of the Strategic Plan which provides clarity, focus, and accountability for Badminton BC for the next 3 years.
- **Action Item:**
 - Dawn McGuire-Reeves to communicate with Bobby Milroy about Badminton BC's biggest victory this season.
 - Feedback on Finance & Audit Committee Report
- Moved from 6a) Treasurer's Report.
- Discussion regarding the Finance and Audit Committee Report.
 - Governance Review Committee Report
- Discussion regarding the Governance Review Committee Report.

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- Discussion regarding what committees to have and where do they go.
- Discussion ensued regarding standing committees, ad hoc committees, task forces, and operational committees.
- Discussion ensued regarding specific committees including Judicial, Finance and Audit, Governance, Risk Management, External Relations, Membership, and Nominations.
- Question: What are the differences between the committees? Answer: Some are standing committees (continuing on the Board), some are ad hoc committees (occur for a task), and some are operational (at the staff level).
- Question: What does the Judicial Committee do? Answer: Board level dispute resolution.
- Discussion regarding not having the Judicial Committee as a standing committee.
- **Action Item:**
 - Richard Jordan to review and revise the Dispute Resolution Policy.
- Discussion regarding removing certain committees as standing committees.
- Discussion ensued noting that the Finance and Audit Committee is a standing committee and the Governance Review Committee, Judicial Committee, Risk Management, and Nominations are ad hoc committees.
- **Action Item:**
 - To review and revise the Risk Management Policy.
- Discussion regarding the Membership Committee being an ad hoc committee
- Discussion ensued regarding the membership structure, fees, and timelines.
- Question: Should the Strategic Plan be part of these committees? Answer: No, because it will be part of the operational committees.
- Discussion ensued that the Performance Review Committee will be ad hoc.
- Question: Does streamlining our governance not create capacity issues for the staff? Answer: Yes and no. Yes, it causes more work for the staff, and no because Board can accomplish specific tasks without having too much on their plate.
- Discussion ensued noting that the Membership (Public) Relations Committee, Competitions Committee, and Program Development Committee will be operational standing committees.
- Discussion ensued regarding the Officials Committee being an operational standing committee or part of the Competitions Committee.
- Question: What is the Officials Committee reason for being? Answer: Officials, as a national program is at a Badminton Canada level.
- Discussion ensued that the Coaches Committee, Officials Committee, and High Performance Committee will be ad hoc operational committees.
- **Action Item:**
 - To name the different committees to correspond with the Strategic Plan naming.
- Discussion regarding reviewing the Terms of References of the committees.
- **Action Item:**
 - Phil Weier to create an operational organizational chart for the Board.
 - Board Of Directors Roles & Responsibilities
- Moved from 5c) Organizational Structure Review
- Discussion regarding Board members wanting to be on ad hoc committees.
- Question: Who is responsible for having people on the committees? Answer: The entire Board.
- Discussion regarding coming up with committee policies.
- **Action Item:**

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- To look up in the current Policies and Procedures manual for current committee policies.
- **Action Item:**
 - To create an updated organizational chart.
- **MOTION:** “To adopt the following structure where Badminton BC is to have one standing committee being the Finance and Audit Committee and to maintain an inventory of potential ad hoc committees and utilize those on an as needed basis.”
 - Moved by: Richard Jordan
 - Seconded by: Norm Parry
 - **CARRIED**
- **Action Item:**
 - Dawn McGuire-Reeves to look at the remaining Board policies and procedures in the Policies and Procedures manual.
- **Action Item:**
 - Phil Weier to look at all other operational policies and procedures in the Policies and Procedures manual.
- Discussion regarding communications between the Board and the Executive Director.

6. *Treasurer's Report*

- Feedback on Finance & Audit Committee Report
- Discussion regarding a loss of \$17,000 at the 2013 Yonex Canada Open, although there is legacy equipment that can be used for future events.
- Question: Was this loss expected? Answer: No, there was the opportunity for significant profit to be made but our Public Relations, Marketing, and Partnerships did not pan out as expected.
- Discussion regarding GST transition due to possible income from the 2013 Yonex Canada Open.
- Discussion ensued regarding needing to collect GST for membership fees, hosting fees, course fees, school clinic fees, and entry fees for the Provincials Championships.
- Discussion ensued regarding adding tax on top or part of current pricing, either way we would come out ahead financially.
- Discussion ensued that there is a preference to include it in the current pricing.
- Discussion regarding the auditors' suggestions including petty cash.
- Discussion regarding Ajit Dayanandan has resigned from the Finance and Audit Committee.
- Discussion ensued regarding that Gary Yick was unable to attend the Board meeting.
- Question: If a Board member cannot attend a Board meeting, do they need another person in their stead? Answer: It would be up to that Board member to decide.
- Question: Do we pay for those invited non-board members to attend Board meetings? Answer: Yes.
- Discussion regarding having a policy for Board members that are attached to a committee, are unable to attend a Board meeting, and the ability to invite someone to report to the Board on behalf of that committee.
- **Action Item:**
 - Dawn McGuire-Reeves to review for this policy.
- **Action Item:**

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- Create this policy.
- Discussion regarding that Lum Chan is now the new Finance and Audit Committee Chair.
- Discussion ensued that Sam Dunner has been added to the Finance and Audit Committee.
- Discussion regarding that operationally Badminton BC is going to purchase a computer to allow external access to the QuickBooks file.
- Discussion regarding the Finance and Audit Committee rewriting of the Terms of Reference.
- **Action item:**
 - To add to the next agenda to review the Finance and Audit Committee's rewritten Terms of Reference.

7. Operations

- Staffing Structure
 - Staffing and office costs have been reduced and this was reflected in surplus.
 - Goal is to align staffing with strategic goals.
 - Discussion regarding the history of Badminton BC losing money when staffing is ramped up.
 - Discussion ensued regarding hiring a Public Relations Marketing person (partially funded by reduction in Technical staff).
 - Discussion ensued that Al Mawani will no longer be contracted by Badminton BC.
 - Discussion ensued that Thushan De Silva will continue to be contracted by Badminton BC.
 - Discussion ensued that Ken Thiesen will have communications roles removed from his portfolio and replaced with database management roles.
 - Question: Will there be a document outlining the roles, responsibilities, and job description for this new Public Relations Marketing person? Answer: Yes.
 - Question: Will this person be on the Competitions Committee? Answer: Possibly, but dependant on what the operational tasks are.
 - **Action Item:** Phil Weier to provide a job description for the new Public Relations Marketing position and provide it to the Board.
 - Discussion regarding having a new bookkeeper for October.
 - Discussion ensued that Catalino Miniano will be given a month's notice and that there will be 2 weeks for new bookkeeper applications.
 - Discussion ensued regarding back up staffing plans if these new staff plans don't work.
- 2013-2016 Strategic Plan
 - Next Steps
 - Discussion regarding Danielle Bell adding new board, staff, and some players photos to the Strategic Plan.
 - Question: Who are the editors of the Strategic Plan? Answer: Everyone on the Board.
 - **Action Item:**
 - To have contributors and editors in the Strategic Plan.
 - Discussion regarding the short time frame of feedback for the Strategic Plan.
 - Discussion ensued regarding having comments instead of feedback with no timeframe as the members have been engaged throughout this entire strategic planning process.

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- **Action Item:**
 - Add all of the dates from the Strategic Plan in Basecamp.
 - Discussion regarding feedback from the members over the past year has been that Badminton BC have been transitioning and planning, and now is the time to showcase that Badminton BC is going to be externally doing something.
 - Question: Why is Long Term Athlete Development in the Strategic Plan and has the appearance as having the same significance as the 3 primary strategic directions? It takes away from the focus of the Strategic Plan. Answer: It is important to have it in all Badminton BC publications, but not necessarily to the size that it is in the Strategic Plan.
- **Action Item:**
 - Reduce the size of Long Term Athlete Development in the Strategic Plan.
 - Discussion regarding distributing the Strategic Plan through a dedicated web page, HTML email, posters for tournaments, books to clubs, and to municipalities, BCRPA, etc.
- **Action Item:**
 - To put out the Strategic Plan for October 17th.
 - Discussion regarding having incentives for feedback.
 - Question: How to receive and what format the Board would like for this feedback. Answer: Through email and tallied.
- **Action Item:**
 - Ken Thiesen to receive the Strategic Plan feedback and tally it in an Excel document for the Board.
- **Action Item:**
 - Ken Thiesen to be added as an editor of the Strategic Plan.
- **Action Item:**
 - Dawn McGuire-Reeves, Ayaz Amlani, and Phil Weier to provide quotes for the Strategic Plan.
- Basecamp Project Management
 - Overview and Use
 - Discussion regarding the Executive Director's operational difficulty in the amount of information being communicated in email and Google Drive.
 - **Action Item:**
 - All Board members and staff to utilize Basecamp to assist with the amount of communicated information.
 - Question: Whom is this information shared with. Answer: Anyone who it is shared with.
 - Discussion regarding having differences in Board and staff Basecamp projects.
 - Question: Will Google Drive still be used for Board meetings? Answer: Action items will be in Basecamp.
 - Question: What is going to be the method of record keeping for documents shared on Google Drive and Basecamp? Answer: Documents will be moved from Basecamp to Google Drive when done and an email sent to Ken Thiesen by Richard Jordan to record on the server.
 - Question: Can this be done in a more automatic fashion? Answer: No.
 - **Action Item:**
 - Richard Jordan and Phil Weier to come up with a Records Management Policy and Terms of Use Policy.

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8. *Membership*

- Discussion on Structure and Fees
- Discussion regarding changing membership structure to a club membership on a per court/per days a week/per months in a year/ number of members matrix structure.
- Question: Who are our current members? Answer: Mostly recreational clubs that require insurance and individual competitive members.
- Ken Thiesen left meeting at 2:08pm.

9. *Employee Performance*

- Review Process and Template.
 - Review of Process.
 - Review of template.
 - November is scheduled for Growth and Work Plans.
 - February is scheduled for first review.
 - May is schedule for second review.
 - Complete 1 month prior to AGM.
 - **Action Item:**
 - Dawn updated template and board approved new format.
- In-Camera Session - Phil left meeting for this session.

10. *New Business*

- Items deferred to next Board meeting:
 - Communications Policy.
 - AGM/Board Meeting Discussion.
 - Event Communication Person.
 - Chinese Cup Sponsorship.

11. *Next Meeting Dates*

- **Action Item:**
 - Lisa to circulate dates.

Meeting adjourned at 2:56 pm