



BADMINTON BC

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

BOARD MEETING

DATE *Tuesday, August 19th, 2014 7:00 pm*

LOCATION *Teleconference*

ATTENDEES:

- Lisa Davison
- Norm Parry
- Gary Yick
- Ayaz Amlani

- Staff: Penny Gardner (ex-officio)

- *Regrets:* Richard Jordan, Dawn McGuire-Reeves

1. WELCOME

- 1.1. Call to order 7:02 pm
Welcome new Executive Director, Penny Gardner
Lisa’s last day in the Badminton BC office would be today
- 1.2. Dawn McGuire-Reeves and Richard Jordan send regrets.
- 1.3. No new business
- 1.4. Adoption of agenda was called.
 - **Motion:** “To accept the agenda of August 20th as circulated”
 - Moved: Gary Yick
 - Seconded: Ayaz Amlani
 - **CARRIED**

2. NOTE OF ANY DISCLOSURE/CONFLICT OF INTEREST

- 2.1. None noted

3. MINUTES OF PREVIOUS MEETING

- 3.1. Board meeting minutes dated June 23rd, 2014.
 - **Motion:** “To accept the minutes of the June 23rd, 2014 meeting as circulated”
 - Moved: Ayaz Amlani
 - Seconded: Gary Yick
 - **CARRIED**

4. PRESIDENT’S REPORT - Lisa Davison

- 4.1. Transition Plan

- Lisa Davison asked Executive Director Penny Gardner to briefly comment on her submitted Transition Plan. This plan was posted in the meeting documents.

4.2. Signing Authority

- Motion to add Penny Gardner as a signing authority on the general operating and gaming accounts and update the file to include Lisa Davison, Gary Yick and Penny Gardner as signing authorities for Badminton BC.
- **MOTION:** "To add Penny Gardner, Executive Director of Badminton BC, as a signing authority for the organization for both the Gaming Account #16110-809-21-072-005-2, and Operating Account #16110-809-21-071-671-2 effective August 19, 2014."
 - Moved: Lisa Davison
 - Seconded: Ayaz Amlani
 - **CARRIED**

4.3. Nominations Report - Bobby Milroy, Chair

- Report will be circulated and posted upon receipt.
- Four (4) nominations received for three (3) positions.
- Nominees are: Alexandra Emlyn, Dawn McGuire-Reeves, Henry Wong, Raymond Wong.
- Election needs to be held.

5. STANDING AND AD-HOC COMMITTEES

5.1. Resignations from the Finance and Audit Committees are Lum Chan and Margriet Dorham.

- Exit interviews were conducted for both.
- Bobby Milroy will be resigning as Chair of the Nominations Committee after this Annual General Meeting.
- Board members asked to identify possible candidates for these vacancies.
- Sam Dunner recommended for the Finance & Audit Committee.

6. EXECUTIVE DIRECTOR REPORT

6.1. Executive Director, Penny Gardner highlighted the previously circulated report. Just starting her 2nd week with the organization the President did call for her observations on both staffing and the current Strategic Plan.

- Staffing - currently 1 full-time FTE (Executive Director) and 2 Contracted Services
 - Tegan Verheul for communications
 - Office Team employee Monica Glaboff for office and administrative assistance.
 - Both have proved to be valuable assets to Badminton BC.
 - Current void in programming member services such as NCCP coach education, tournaments and schools.
 - Staffing plan to be drafted very shortly.
 - Recommended that contract with Office Team continue and contract with Tegan Verheul be extended on a month to month basis until a staffing plan can be completed.
- **MOTION:** "to extend the contract for services for Tegan Verheul on a month to month basis starting September 1st, 2014."
 - Moved: Gary Yick
 - Seconded: Ayaz Amlani
 - **CARRIED**
- Communications Report received from Tegan Verheul was previously circulated

- It provides a good insight into the performance of the communications strategy implemented by Badminton BC
- Social media investment is performing well on most platforms. Members are responding to an improved service level.

6.2. Strategic Plan

- Executive Director provided reflection on the current status of the Strategic Plan.
- She was clear in stating it needs to have a renewed focus on the deliverables to ensure the membership remains committed to the mission and the volunteer leadership team accountable.

7. TREASURER REPORT

7.1. Audited Financial Statements

- Gary Yick spoke to the Auditors report and year-end financial statements.
- Loss attributed to 1) Badminton BC hosting more national tournaments which did not break even or generate as much revenue as expenses. 2) Unexpected expenses incurred hosting the 2013 Yonex Canada Open and 3) More costs incurred due to temporary coverage of the Executive Director
- **MOTION:** “to approve the loss and allocate fees from the National and International Hosting Fund.”
 - Moved: Lisa Davison
 - Seconded: Ayaz Amlani
 - **CARRIED**
- **MOTION:** “To accept the Auditor’s Report and the Draft Audited Financial Statements for the year ending May 31, 2014.”
 - Moved: Gary Yick
 - Seconded: Lisa Davison
 - **CARRIED**

7.2. FY 2015 Operating Budget

- Gary spoke to the work of the Finance & Audit Committee regarding FY 2015 Operating Budget recommendation.
- The finance and audit committee was made aware of the deficit budget shortfall of \$88,620.19 due to the 2014 Yonex Canada Open.
- There is enough coverage in the National and International Hosting Fund as of May 31, 2014 to absorb the deficit for the loss incurred
- There is little change from operations over the previous year therefore most budget amounts were based on the amounts incurred in 2014.
- **MOTION:** “To approve the 2014-2015 Operating Budget.”
 - Moved: Gary Yick
 - Seconded: Ayaz Amlani
 - **CARRIED**

7.3. 2014 Yonex Canada Open

- Final report due to Badminton BC on August 31, 2014 by the Tournament Director, Codie Hindle.
- Report will highlight a number of challenges that led to unexpected expenses and specific recommendations for future hosting of this event.
- Board has given direction to the Executive Director to discuss with Badminton Canada Executive Director the findings of the report.

- **Action:** Executive Director to report back after this discussion.

7.4. **Honorariums** for personnel working at the draw desk of the 2014 Yonex Canada Open were not recommended

7.5. **Wage Recovery** - Discussion was moved in camera.

7.6 2014-2015 ANNUAL REPORT REVIEW

- Lisa Davison discussed production of the Annual Report indicating a similar approach to last year's report.

8. 2014 ANNUAL GENERAL MEETING AND BOARD MEETING WEEKEND

8.1. Lisa Davison circulated an overview schedule of the 2014 AGM and Board of Directors meeting schedule.

8.2. **Action:** Board to review and provide any feedback directly to Lisa.

9. CORRESPONDENCE

- Kelowna Badminton Club will not seek membership with Badminton BC as they have found required insurance from another agency.
- Loss of approximately 300 members in a key regional area.
- Board has asked the Executive Director direction to follow up with the Club President and report back on the issues at a later meeting.

10. PROPOSED MEETING DATES FOR 2014-2015

- Agenda identified tentative schedule of meeting dates for next year (from AGM to AGM).
- Dates will be tabled for discussion by the new Board at the September 13th meeting.

11. NEW BUSINESS

- Policies and Procedures Review was last reported on in November.
 - This review is to be an action item moving forward.
- Recognition of departing employee Ken Thiesen discussed and direction was provided.
- Recognition of departing employee Phil Weier discussed and he will be attending the September 14, 2014 dinner.

Meeting was adjourned at 8:20 p.m.

Next meeting: September 12, 2014 at 3:00 p.m.