



MINUTES

NOVEMBER 19, 2014

6:30 PM – 8:30 PM

CONFERENCE CALL

MEETING	Board of Directors
CHAIR	Dawn McGuire Reeves, Vice- President
SECRETARY	Norm Parry
MEETING MINUTES	Penny Gardner, Staff
ATTENDEES	Lisa Davison, Norm Parry, Dawn McGuire-Reeves, Raymond Wong, Alexandra Emlyn, Penny Gardner (Executive Director - Ex-officio)
REGRETS	
ABSENT	Ayaz Amlani

Agenda Topics

6:30 - 6:35 P.M. 1.0 WELCOME & OPENING COMMENTS

DAWN MCGUIRE REEVES

DISCUSSION	Item 1.0 - Welcome: Vice President, Dawn McGuire Reeves welcomed everyone to the meeting. President, Lisa Davison is away and will join the meeting when she is available. Dawn is requested to Chair the meeting.		
CONCLUSIONS	<ul style="list-style-type: none"> The meeting was called to order at 6:31 p.m. PST. Attendance was taken and quorum was reached. Lisa Davison arrived into the meeting at 6:33 p.m. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

6:35 – 6:40 P.M. 2.0 APPROVAL OF AGENDA

DAWN MCGUIRE REEVES

DISCUSSION	<ul style="list-style-type: none"> The Chair called for additions to the agenda and any items from the consent items to be moved to new business. The Executive Director asked for the addition of Issues Alerts and Update to the agenda - Item 5.0 New Business <ul style="list-style-type: none"> MOTION: "That the agenda be adopted as amended noting the addition of Item 5.1 Issues Alerts and Updates." MOVED Alex Emlyn SECONDED Norm Parry CARRIED 		
CONCLUSIONS	<ul style="list-style-type: none"> Agenda was amended 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

6:40 – 6:45 P.M. 3.0 CONSENT AGENDA

DAWN MCGUIRE REEVES

DISCUSSION	<ul style="list-style-type: none"> Meeting participants confirmed all items were reviewed. The Chair confirmed draft minutes require friendly amendments in each of the meetings however information is accurate. The Chair called for a motion to approve the consent items <ul style="list-style-type: none"> MOTION: "That the consent agenda items are approved with friendly amendments to the minutes of September 12, 2014 and September 13 - 14, 2014 be approved and posted; the AGM Minutes of 		
-------------------	---	--	--

September 12, 2014 is approved for circulation, with friendly as amendments. All reports are approved as listed" | MOVED Raymond Wong | SECONDED Norm Parry | **CARRIED**

CONCLUSIONS	<ul style="list-style-type: none"> Motion to accept consent agenda items as listed in the agenda 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
All meeting minutes to be reviewed and updated with friendly amendments.	Penny Gardner Norm Parry	Nov 27 2014
Post and circulate as directed	Tegan Verhuel	Dec 1 2014

6:45 – 7:30 P.M.

4.0 INFORMATION, DISCUSSION & DECISION DAWN MCGUIRE REEVES

DISCUSSION	<p>Item 4.1 - Finance Report was presented verbally by Treasurer, Alex Emlyn and referenced in Item 4.1 Q1 Financial statement_budget vs actual_Jun1-aug 31. There is a shortfall of \$95,000 in revenue projections at this time. This needs to be addressed by either 1) significant fundraising activities or 2) a reduction of expenses. Of immediate concern is the cash flow challenge and having enough for month to month operating. The CRA review and subsequent GST issues are still in progress and review items still pending response from CRA. When these are resolved the outstanding CRA ARs will be cleared.</p> <p>The recommendation from the Board was to focus on membership revenue and look at fundraising options and sponsorships. The November financial statement will provide a more up to date picture than the current statement which covered Q1 ending August 31 2014.</p> <p>The Finance and Audit Committee has not met, yet and the budget exercise that the ED would like to perform has not been completed. Following these 2 exercises there will be a clearer picture of the situation and more specific recommendations for the Board to review. This will be completed prior to the next January meeting. There may be need for an agenda specific meeting, if the F&A Committee feels it necessary.</p>																																																				
	<p>Item 4.2 - 2019 WCSGs Appeal: The Executive Director verbally addressed the briefing note information and advised the Board the appeal of badminton not being included in the 17 sports selected is moving to an oral hearing scheduled for November 25, 2014. The Board will be advised of the outcome of the tribunal.</p>																																																				
	<p>Item 4.3 - 2014-16 Strategic/Operational Plan Update: The Executive Director presented a verbal update. The task is in progress but adequate time to spend on the task is limited despite its priority. The ED has requested support of the Board for dedicated time to complete the review and Strategic Plan implementation proposal.</p>																																																				
	<p>Item 4.4 - Sportscape III - BC Sport Investment: The ED verbally addressed the Briefing Note summarizing the significant change to the Funding Framework for implementation FY2016/2017. Badminton BC's state of readiness to optimize funding will need to be a focus over the next 18 months. Recommendations from this draft report will provide reasonable guidance in prioritizing the efforts. Many of these will need to be implemented within the Strategic Plan. Sport Development (Participation) and Excellence (High Performance) remain the focus for funding. The Board will be updated when the final report is released.</p>																																																				
	<p>Item 4.5 - Sport BC Athlete of the Year and President's Award Nominations: The researched list of nominations for outstanding performance in 2014 was confirmed. The Board was requested to assist. The event is Thurs. March 12, 2015 at the Fairmont Vancouver. Badminton BC nominations as follows:</p>																																																				
	<table border="1"> <thead> <tr> <th>Award</th> <th>Nominee</th> <th>Responsibility</th> <th>Assist</th> </tr> </thead> <tbody> <tr> <td>Daryl Thompson Award</td> <td>Abdul Shaikh</td> <td>Office (Tegan)</td> <td></td> </tr> <tr> <td>Coach OTY</td> <td>Ram Nayyar</td> <td>Office (Penny)</td> <td></td> </tr> <tr> <td>Female Coach OTY</td> <td>Janice Walker</td> <td>Dawn</td> <td>Tegan</td> </tr> <tr> <td>Official OTY</td> <td>Mike Walker</td> <td>Dawn</td> <td>Tegan</td> </tr> <tr> <td>Masters Athlete</td> <td>Sue Ha Hong</td> <td>Raymond</td> <td>Penny</td> </tr> <tr> <td>Sr Male Athlete</td> <td>Toby Ng</td> <td>Office (Tegan)</td> <td></td> </tr> <tr> <td>Sr Female Athlete</td> <td>Phyllis Chan</td> <td>Office (Tegan)</td> <td></td> </tr> <tr> <td>Jr Female Athlete</td> <td>Kylie Cheng</td> <td>Lisa</td> <td></td> </tr> <tr> <td>Jr Male Athlete</td> <td>James Ho</td> <td>Office (Tegan)</td> <td></td> </tr> <tr> <td>HS Female Athlete</td> <td>Jenkin Chu</td> <td>Lisa</td> <td></td> </tr> <tr> <td>HS Male Athlete</td> <td>Jenna Wong</td> <td>Office (Tegan)</td> <td></td> </tr> <tr> <td>President's Award</td> <td>Frank Price</td> <td>Raymond</td> <td>Penny</td> </tr> </tbody> </table>	Award	Nominee	Responsibility	Assist	Daryl Thompson Award	Abdul Shaikh	Office (Tegan)		Coach OTY	Ram Nayyar	Office (Penny)		Female Coach OTY	Janice Walker	Dawn	Tegan	Official OTY	Mike Walker	Dawn	Tegan	Masters Athlete	Sue Ha Hong	Raymond	Penny	Sr Male Athlete	Toby Ng	Office (Tegan)		Sr Female Athlete	Phyllis Chan	Office (Tegan)		Jr Female Athlete	Kylie Cheng	Lisa		Jr Male Athlete	James Ho	Office (Tegan)		HS Female Athlete	Jenkin Chu	Lisa		HS Male Athlete	Jenna Wong	Office (Tegan)		President's Award	Frank Price	Raymond	Penny
Award	Nominee	Responsibility	Assist																																																		
Daryl Thompson Award	Abdul Shaikh	Office (Tegan)																																																			
Coach OTY	Ram Nayyar	Office (Penny)																																																			
Female Coach OTY	Janice Walker	Dawn	Tegan																																																		
Official OTY	Mike Walker	Dawn	Tegan																																																		
Masters Athlete	Sue Ha Hong	Raymond	Penny																																																		
Sr Male Athlete	Toby Ng	Office (Tegan)																																																			
Sr Female Athlete	Phyllis Chan	Office (Tegan)																																																			
Jr Female Athlete	Kylie Cheng	Lisa																																																			
Jr Male Athlete	James Ho	Office (Tegan)																																																			
HS Female Athlete	Jenkin Chu	Lisa																																																			
HS Male Athlete	Jenna Wong	Office (Tegan)																																																			
President's Award	Frank Price	Raymond	Penny																																																		

	Item 4.6 - agenda item was presented for clarity and agreement on the policy for holiday office closure. It is too vague in the policy manual.	
	<ul style="list-style-type: none"> MOTION: "To approve the Sport BC Athlete of the Year and President's Awards Nominations as agreed." MOVED Raymond Wong SECONDED Norm Parry CARRIED MOTION: "To approve the holiday office closure for December 2014 from end of business December 23, 2014 to start of business January 5, 2015." MOVED Dawn McGuire Reeves SECONDED Raymond Wong CARRIED 	
CONCLUSIONS	<ul style="list-style-type: none"> Revenue generation is a priority in FY 2014 15 Badminton BC to continue its resources supporting the 2019 WCSGs appeal Preparation for a new funding formula for public investment is a priority. Badminton BC to fully engage in nominating its members to the Sport BC annual awards. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Submit Sport BC Athlete of the Year and President Award Nominations as approved	Penny Gardner Tegan Verhuel	Nov 28 2014
Complete annual operational plan and budget review	Penny Gardner Alex Emlyn	Dec 31 2014
Reactivate F & A Committee and conduct first meeting	Alex Emlyn Penny Gardner	Jan 15 2014
ED to report back the outcome of the 2019 WCSGS tribunal	Penny Gardner	Dec 15 2014
ED to provide Executive Summary and circulate final report on the BC Sport Investment and the impact to future funding	Penny Gardner	15 days post receipt
Develop press release for Sport BC Athlete of the Year and President Award Nominations	Tegan Verhuel	Nov 30 2014
Keep Board and membership abreast of announcements regarding the Athlete of the Year Award finalists	Tegan Verhuel	On-going to Mar 15 2015
To amend the holiday office closure policy to reflect	Penny Gardner	Jan 20 2015

7:30– 8:00 P.M.

5.0 NEW BUSINESS

DAWN MCGUIRE REEVES

DISCUSSION	<ul style="list-style-type: none"> Item 5.1 - Issue Alerts and Update: The ED referred to the summary document of issues alerts and updates. She reviewed each bringing the issue to the attention of the Board and recommendations to resolve. Recommendations resulting in improved efficiency of operations and tournament organization. There was robust discussion regarding some Tournament Director's preference to use their own PayPal certificate and manage tournament and membership revenue themselves. It is however a matter of Badminton BC having controls over their revenue. If there are inefficiencies in systems and process then development and testing is required before implementing P & P change. 	
CONCLUSIONS	<ul style="list-style-type: none"> Issues and updates summary to be tabled and distribute issues to appropriate operational and program committees (i.e. Competitions Committee) 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Distribute issues to appropriate committees	Penny Gardner	Jan 20 2015
Email to Island Open Tournament Director with concerns noting age appropriate draw schedules	Penny Gardner	Nov 28 2014
Raymond Wong and Thushan De Silva to collaborate on tournament issues needing to be addressed by Tournament Software.	Raymond Wong Thushan De Silva	Dec 5 2014
Competitions Committee needs to be convened. Board members to suggest names and Penny will report back with the suggestions.	All Board Penny Gardner	Dec 5 2014

8:00 – 8:20P.M.

6.0 BOARD DEVELOPMENT

DAWN MCGUIRE REEVES

DISCUSSION	<ul style="list-style-type: none"> Item 6.1 - Risk Management: Dawn reported that Mike Walker is not available to sit as a member of the risk management committee. He will however assist with the review
-------------------	---

	<p>of the ED contract. Norm reported on his review of the risk management resources provided by the ED.</p> <ul style="list-style-type: none"> Item 6.1 - Consent Agenda: Dawn reported on the resources posted for knowledge and improved performance as a result of implementing a consent agenda format to Board meetings. 						
CONCLUSIONS	<ul style="list-style-type: none"> Risk management knowledge and understanding is a priority Board development is essential to Board performance 						
ACTION ITEMS	<table border="1"> <thead> <tr> <th></th> <th>PERSON RESPONSIBLE</th> <th>DEADLINE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		PERSON RESPONSIBLE	DEADLINE			
	PERSON RESPONSIBLE	DEADLINE					

8:15 P.M. ADJOURNMENT

DAWN MCGUIRE REEVES

DISCUSSION	Meeting was adjourned at 8:15 p.m.	
SUMMARY OF ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
All meeting minutes to be reviewed and updated with friendly amendments.	Penny Gardner Norm Parry	Nov 27 2014
Post and circulate as directed	Tegan Verhuel	Dec 1 2014
Submit Sport BC Athlete of the Year Awards and President Award Nominations	Penny Gardner Tegan Verhuel	Nov 27 2014
Complete annual operational plan and budget review	Penny Gardner Alex Emlyn	Dec 31 2014
Reactivate F & A Committee and conduct first meeting	Alex Emlyn Penny Gardner	Jan 15 2014
ED to report back the outcome of the 2019 WCSGS tribunal	Penny Gardner	Dec 15 2014
ED to provide Executive Summary and circulate final report on the BC Sport Investment and the impact to future funding	Penny Gardner	15 days post receipt
Develop press release for SBC AOYA and President Award Nominations	Tegan Verhuel	Nov 30 2014
Keep Board and membership abreast of announcements regarding the AOYA finalists	Tegan Verhuel	Mar 15 2015
To amend the holiday office closure policy to reflect	Penny Gardner	Jan 20 2015
Distribute issues to appropriate committees	Penny Gardner	Jan 20 2015

Next meeting is re-scheduled to **Tuesday, January 20, 2015** at **6:30 p.m. PST** by conference call

MINUTES SUBMITTED	Penny Gardner - Executive Director, Ex-officio
MINUTES REVIEWED	Norm Parry, Secretary
APPROVED BY BOARD	January 20, 2015
PRESIDENT	Lisa Davison signature when approved
SECRETARY	Norm Parry signature when approved