



BADMINTON BC

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

BOARD MEETING

DATE *September 13, 2014 9:02am*

LOCATION *Boardroom, Vancouver Lawn and Tennis Club*

- **ATTENDEES:**
 - Lisa Davison
 - Alex Emlyn
 - Dawn McGuire-Reeves
 - Norm Parry
 - Raymond Wong

- **REGRETS**
 - Ayaz Amlani

- **Ex-Officio:**
 - Penny Gardner (non-voting)
 - Monica Glaboff (non-voting)

Present: Norm, Raymond, Dawn, Lisa, Alex

1. Call to Order

1.1. Welcome and Presidents' Remarks

- Glad to have completed yesterday, went really well
- Welcome Alex and Raymond, welcome back Dawn
- Everyone was asked to introduce themselves and give a little bit of background

- Dawn
 - From Gabriola Island
 - Coached at VIU for many years
 - Former school principal
 - Assessment coach for First Nations Steering Committee
 - Has played badminton since a child

- Raymond
 - Four time president of Vancouver Racquets Club

- Honorary member of VRC
 - Has been a badminton player for many years
 - Organized many tournaments over the years
 - Decided to run for Badminton BC board because VRC had issues with tournaments
 - Was the first with Pat and Jeff to set up the clipboard and score sheet system that is now in place at all tournaments
 - Strengths are organizing and running tournaments in a timely manner
 - Other job is rep for BC wines
- Norm
 - Resides in Terrace
 - Has been involved with Badminton BC for 15 year, first as zone rep, then on the Board
 - Coached for many years
 - Focus is to get badminton being played throughout the province
 - Wants to get back to grassroots
- Penny
 - Was a pro athlete
 - Been a professional in BC & Canadian sports system since 1985
 - Passion to work with people like yourselves and missions
 - Lucky to enjoy career in sport mgmt.
 - Been at 4 different sport organization
 - Sit on 2 different Boards besides Badminton BC
 - Recently completed CAE designation, one of the most rewarding and liberating challenge
 - Moved to Victoria in 1993 when Commonwealth games were taking place
- Alex
 - Became involved in badminton when youngest daughter was in grade 2
 - Badminton Canada has sent reps to the schools and that's when Alex's daughter learned about it and wanted to play
 - Life now revolves around badminton
 - Daughter now volunteers and helps out at camps for 5-6 year olds
 - Former CEO of family company that does heavy civil engineering jobs
- Lisa
 - Born and raised in Prince George
 - Involved in badminton since the age of 14
 - Passionate about the sport
 - Certified coach
 - Has been involved in Canada Winter Games and Summer Games
 - Worked for school board for over 25 years
 - Went back to school for project management and will be taking PMP designation exam soon

1.2 Regrets and Absences

- Ayaz is in Langley umpiring the Senior's Games

1.3 Call for Other Business

- None

1.4 Adoption of Agenda

- **Motion:** “To adopt the agenda as presented.”
- Moved by Dawn McGuire-Reeves
- Seconded by Alex Emlyn
- **CARRIED**

2. *Note any Disclosure/Conflict of Interest*

2.1. None

3. *Minutes of Previous Meeting*

3.1 Feedback

3.2 Actions Arising

- In current agenda or noted
- **Decision:** move to consent agenda style
 - All regular reporting - committee reports, staffing, minutes from previous meeting, correspondence are not part of regular meeting
 - Any parts of previous minutes that need to be reviewed further can be removed and discussed at the meeting
 - Expectation is that the reports are read prior to the meeting and all passed in one motion and then move to new business
 - Two weeks prior to meeting, call for agenda and remind committees to submit reports
 - One week prior, committees to have reports in Google drive
 - Chair of each committee will report
 - **Action:** Penny to supply templates on how to formulate the motion to result in action items
- **Action:** Penny will compile last year’s board minutes for new board members
- **Action:** Penny will look at item 7.1, ensure there is sufficient paperwork to support the agreement that a club was given a 50% discount to take the NCCP Level 1 course in return for providing educational support during the Junior Open
- **Action:** Penny to circulate document from Canada Games Society Hall of Honour nomination
- **Action:** Get paperwork ready for Gary’s review for HST/GST submission audit by Canada Revenue Agency. Deadline to submit is September 25.
- **Action:** Mark September 19 as date for 2015 AGM
- **Action:** circulate September 12 minutes for clarity and bring it back to November meeting for approval

4. *Organizational Structure review*

4.1 Debrief of the Annual General Meeting

- **Action:** office to send survey to AGM participants
 - Ask them what prompted them to attend
- Consider growing the event and making it more attractive. Most people don’t attend because it’s strictly a business meeting

- Suggestions from the Board included having a recognition event of members, having coaching certification during the AGM
- Timing and location are important
- Create close relationships with other racquet sports and host AGMs together. Share keynote speakers and club development
- Bring back recognition of members
- Provide funding to remote area clubs
- **Action:** have members services committee work on growing the AGM
- Need to reach out to members and ask them what they want to see
- Tie in the AGM to coaching and development or tournaments
- Have to be careful about having too many events around the AGM time because Board members may not get to participate because they are in the follow up board meetings
- **Action:** Competitions committee to review tournament scheduling

4.2 Review of Bylaws

- Amendments to bylaws can be made at next year's AGM
- Need to review the process followed this year for voting
- Penny had made the executive decision to allow members to use email rather than by mail to vote. Members still had option to ask for a mail in ballot, but none were sent out.
- The last time an election was held, it had to be postponed because a notice wasn't sent out in a timely fashion.
- Will change bylaws to say e-vote or email for next year
- Can have a special AGM (SAGM) in February 2015 to vote on any bylaw changes
- Bylaws should be reviewed every 4 - 5 years
- **Action:** task Governance committee to review the bylaws
- Add in new Society's Act

4.3 Necessary Actions arising from AGM/Bylaw Changes

- None

4.4 Board of Directors Job Descriptions

- Board are elected as members, not officers
- Need to transition board back to the role of an operational board to more of an oversight board. Require more of a skilled based board
- This will help members be more confident
- **Action:** make a decision of who the officers are
- Bring governance standards back
- **Action:** Penny to put together a task team for the governance committee
- Each board member should be on at least one committee

4.5 Election of Officers

- **Motion:** That Lisa Davison to remain as President
- Moved by Dawn McGuire-Reeves
- Seconded by Raymond Wong
- **Motion:** That Dawn McGuire-Reeves remain as Vice-President
- Moved by Lisa Davison

CARRIED

- Seconded by Norm Parry CARRIED
- **Motion:** That Norm Parry be Secretary
- Moved by Raymond Wong
- Seconded by Lisa Davison CARRIED
- **Motion:** That Alex Emlyn be Treasurer
- Moved by Dawn McGuire-Reeves
- Seconded by Raymond Wong CARRIED
- **Motion:** That Raymond Wong be Member-at-Large
- Moved by Lisa Davison
- Seconded by Alex Emlyn CARRIED
- **Motion:** That Ayaz Amlani be Member-at-Large
- Moved by Alex Emlyn
- Seconded by Dawn McGuire-Reeves CARRIED

4.6 Signing Authority Designation

- Signing authority should be given to an officer, not a director
- **Action:** Penny to research if a stamp or e-signature can be used instead of having the person sign each time
- **Motion:** To add elected Badminton BC Directors, Alexandra Emlyn and Dawn McGuire-Reeves, as signing authorities for both the General Operating Account #16110-809-21-071-671-2 and Gaming Account #16110-809-21-072-005-2.
Moved by Raymond Wong
Seconded by Norm Parry CARRIED
- **Motion:** To delete departing Badminton BC Officer, Gary Yick, as a signing authority for the General Operating Account #16110-809-21-071-671-2 and Gaming Account #16110-809-21-072-005-2 effective September 30th, 2014, and to remove any other individuals who are no longer associated with Badminton BC.
Moved by Raymond Wong
Seconded by Norm Parry CARRIED

4.7 Committee Assignment Review

- Standing Committees

Standing Committee	Committee Chair
Membership	Raymond Wong
Finance and Audit	Alex Emlyn
Risk Management	Norm Parry
Nominations	Lisa Davison
Judicial (Appeals)	Dawn McGuire-Reeves
Fund Development	Dawn McGuire-Reeves
Governance	

- **Action:** to review organizational chart .
- **Action:** Dawn McGuire-Reeves will ask Mike Walker to sit on committee
- **Action:** Ask Henry Wong if he will sit on Risk Management committee
- This committee assesses the risk for the organization against legal, financial, physical and emotional risk and then puts process and policies in place

- Fund development committee to look at revenue sources, work towards more self-generated revenue, fundraising.
- Operational Committees (non-Board)
 - These committees report to the Executive Director, who then reports to the President

Committee	Committee Member
Competitions	Lisa Davison
Coaching	Lisa Davison
Officials	Ayaz Amlani
Communications/Marketing	Penny Gardner
High Performance	Penny Gardner

- Communications committee works on reviewing marketing strategy sponsorship packages, promotional tools
- People on committee should be recruited based on their areas of expertise. They don't necessarily need to be Board members
- **Action:** ask Alvin Lau to be part of committees
- **Action:** Penny to have a goal for each of the committees

4.8 Board Meeting Procedures

- Try out consent agenda

4.9 Board Contact Information

- Currently don't have a crisis management list
- Develop an internal contact list
- Articulate where contact info will show up at the different agencies
- **Action:** Penny to send out survey monkey form to get the information from the Board

5. *FY 2015 Budget*

5.1 Review and Orientation

- There was no real budget process, Gary took last year's numbers to figure out the budget
- Budget should be based on numbers you have
- Currently revenue is based on direct government funding and self-generated
- Self-generated funding should be the priority of this organization
- Currently, funding is 60% from government funding
- Goal is to be at \$1 million and only 20% of that to be government funding within three years
- Grants and Subsidies
 - Mandates in sport performance and participation
 - Every contract for money and employees need to be housed on the drive so all Board members have access
 - Penny needs to look at the funding from government and allocate it across the board base on what funding is available
 - Programs need to be service participation base in order to be following government funding guidelines
 - Direct access grant is only available by application. It is restricted to certain programs that the gaming corporation would be interested in

- Penny creates a Gaming Activity Summary (GAS) report so gaming can see where the money is being spent
- Hosting grants increase and decrease based on number of applications
- Self-Generated Revenue
 - Why is revenue so low?
 - Membership fees used to be higher, up to \$50, but there was membership backlash
 - Perhaps need to go back to different levels of membership
 - Set performance target to 22-30%, makes it a higher priority to give member service
 - Need to increase fundraising and donations
 - Sponsorship is the most difficult to sell
 - Can create a high performance fund that funds kids, not necessarily a parent funding his own child, but into a pool and get a tax receipt for the donation
- Sport Development/Participation
 - Needs to be evaluation of quality of programs
 - Is it priced correctly
 - Standards in the programs
 - Is there value to the program
 - Don't change things until things are proven as good as can be
- Competitions
 - Can be money maker, but if you don't have capacity, expertise and experience, you will lose
 - Schools program - need to get that up and running again
 - Sanctioned tournaments - should have a checklist that clubs can choose what services they need with a breakdown of the cost
- **Action:** Secure expert to come and explain to the Board how to read and fully understand a financial statement

6. Operational Review

6.1 Human Resources - Staffing Structure

- Using strategic plan to develop staffing
- Need to put people in place to provide services
- Thushan is being asked to help out with upcoming tournaments
- Seeding committee is something to look into
- Competitions committee can determine ranking
- Thushan to be offered technical director position for 6 months to March 31
- Communications person currently on a month to month basis
- Penny will do an assessment and report back to the Board at the next meeting
- **Action:** Penny to talk to Jordan **** of **** about sharing splitting Tegan's services to reduce costs

6.2 Human Resources - Performance Review Process

- Employee Senior Staff Performance Review Policy in place April 30, 2014
- Executive Director does employee reviews of staff
- President and designate does performance review of Executive Director
- **Action:** Lisa to share policy
- Three outstanding issues in Executive Director contract - RRSP, termination wording and job description

- RRSP still to be fine tuned
- Penny has asked the Board to review the clause regarding termination
- **Action:** Dawn will ask Mike Walker to review
- **Action:** Lisa to share draft job description
- Need to create standard employment contract as currently there's a different tool for each contract for service
- **Action:** Penny to draft up standard employment contract for review

6.3 Board Policy Review - Communication, e-voting

- **Action:** Lisa to share communications policy and e-voting
- Between Board meetings, can do e-voting
- Anything over \$5,000 needs board approval within 24 hours

6.4 Policy

- Risk Management
 - Discussed earlier
- Communications with funders
 - 6 core policies
 - Penny will bring forward to the Board for review
 - Is it current and reflective of current situations?

7. *2013-2016 Strategic Plan*

7.1 Review, Update and Priorities

- Dawn presented the strategic plan to the Board with different areas highlighted based on whether it was completed, in progress or not done.
- Communications policy is completed and adopted but not up on the web yet
- Communications plan is still in draft form.
- Conversations with each hosting club needs to take place to determine the benefits Badminton BC will get from sponsored tournaments.
- Need a plan to grow clubs in smaller communities when the big box clubs are getting all the major tournaments.
- Attach budget resources to each line.
- Top priority is sport participation of the Strategic plan to get back on schedule
- Second priorities are competitions and membership.
- Third priority is event hosting.
- Want to see review of software upgrades in communications, including website.
- Draft communications plan exists, should review it and try and adopt it.
- Phil and Tegan had drafted the communications plan but it hasn't been sent to the Board as yet.
- Dawn had tried asking 5 business and non-profits about benchmarking but did not get any responses back. Ended up using a federal government document
- Best resource is the Sport Law and Strategy out of Toronto

Raymond left at 3:22pm

7.2 Performance and Evaluation

- **Action:** Penny to get Alex list of the 65 provincially funded sports

- **Action:** Penny to get some risk management tools and resources for Norm
- Need to put performance indicators to the Strategic plan
- **Action:** Penny to review Basecamp and try and utilize it again for Strategic Plan

7.3 2015-2017 Badminton Canada Bids

- Badminton BC to hold off on bidding on any national or international tournament for the coming year, but will focus more on provincial tournaments
- **Action:** Penny to ask Badminton Canada for schedule for bidding on international tournaments
- **Action:** after Penny meets with Frank Price, report back to Board about what BBC is getting into and a recommendation
- Try and bid for more junior and masters

8. *Annual Calendar*

8.1 Board Meeting Dates

- After discussion, try for 6:00pm on Wednesday, Nov. 19, January 21, March 18, May 20, August 26, September 18-20
- Prior to the next board meetings, committee members to be finalized, dates of committee meetings set and placed into calendar

Meeting adjourned at 4:13pm

Moved by Lisa Davison

Seconded by Norm Parry

CARRIED

DATE *September 14, 2014 9:01am*

LOCATION *Boardroom, Vancouver Lawn and Tennis Club*

• **ATTENDEES:**

- Ayaz Amlani
- Lisa Davison
- Alex Emlyn
- Dawn McGuire-Reeves
- Norm Parry
- Raymond Wong

• **REGRETS**

- None

• **Ex-Officio:**

- Penny Gardner (non-voting)
- Monica Glaboff (non-voting)

Present: Norm, Raymond, Dawn, Lisa, Alex, Ayaz

- BC Senior Games
 - Ayaz was officiating at the BC Senior Games in Langley and reported that it went well, very well run.
 - Langley did a good job and the venue should be part of the list of places to host tournaments
- Ayaz
 - Has been playing badminton since the age of 12
 - Played under Dawn's tutelage at BCIT
 - Been an official for 5 - 6 years
 - Short listed for Pan Am Games
 - Joined Board 3 years ago
 - Owns and runs a printing business
 - Married with a 12 year old and 8 month old
- Recap of Yesterday's Board Meeting
 - Board members were elected as officers, Lisa and Dawn remain as President and Vice-President respectively, Norm is now Secretary, Alex is Treasurer and Raymond and Ayaz are Members-at-Large.
 - Penny reviewed the organizational structure and the direction the Board is headed
 - Each standing committee will be chaired by one Board member
 - For operational committees, there will be a board member on the committee, but not necessarily as the chair
 - Ayaz was assigned Chair of the competitions committee in absentia yesterday, and agreed to take on that role at this meeting
 - A coaching committee also needs to be struck

- Moving to a consent agenda style where a call for agenda items takes place two weeks prior to a meeting and Chairs submit their reports on-line one week prior.
- Signing authority change over, added Dawn and Alex
- Penny will work with Alex on what Gary needs for the government audit of GST/HST
- Penny will send out a survey to the Board, Lisa already has a spreadsheet started with information to collect
- Penny reviewed the budget to help the board understand government funding
- Are we as a sport getting what we need and are entitled to?
 - Other benchmarks to strive for and how to reach them
 - Become more reliant on revenue generated rather than government funding
 - Goal is to get to \$1 million and only have 20% of that be from government funding within three years
 - Self generated funds should be 22-30% from memberships
- **Action:** Penny to review the MOU for the BC Senior Games
- Strategic Plans
 - Priority is sport participation/ membership
 - Next top priority is a few action steps within the communication piece
 - Work on excelling at hosting provincial tournaments rather than national and international tournaments.
 - 2015 will be a year to get Badminton BC's affairs in order
 - Penny will get clarification from Badminton Canada of timeline to bid on 2018 events
 - Once timelines are established, put out a call to clubs to see who would be interested in hosting, rather than having Badminton BC host
 - Tournaments held in C should be vetted and endorsed by Badminton Canada and Badminton Canada should have a say in how they are managed.
- Operational Review
 - Tegan is on month to month contract
 - Thushan was offered a six month contract until March 31, 2015
 - Monica is on a week by week contract
- Alex recommended that once an area has maxed out on their budget, money cannot be transferred to cover until the entire Board agrees

1. Team BC Overview

- For many sports, the Canada Winter Games is the equivalent of the Olympics
- Games are taking place February 21 - March 01, 2015
- Need to ensure athletes are chosen fairly
- First time Canada Winter Games are held in BC
- Badminton is taking place in second week
- BC's Badminton team comprised of ten athletes and two coaches
- BC Badminton team won silver last year
- Same model as Pan Am, Commonwealth and Olympics in terms of set up
- Help to market Team BC program
- Been participating since 1971

1.1 Meet the 2015 CWG Hopefuls

- Lisa showed a video of local Prince George athletes in a promotional video

1.2 Team BC Presentation

- Team BC helps with
 - Technical package
 - Athlete eligibility/selection timelines
 - Coach certification
 - Venue pass
- Whole group supporting the Team BC groups - sport mission staff and special events mission staff
- Swag up the parents to market badminton when they go and as spectators to other sports events
- First stage of training to win, marketed as next generation of national athletes
- Mandate: get local athletes to win at national games and move up
- Take the presentation on the road to convince clubs to be part of the provincial group so that the provincial team has the best athletes performing
- The top athletes from 2011 aren't participating in the CWG trials because of school commitments.
- For this reason, many sports have changed their age group to help athletes progress
- Also not many post secondary institutions in the west have badminton, so players end up going back east or to the States
- Therefore, need to get universities here to get more involved

1.3 Home Court Advantage and Tickets

- Can apply for homestay
- The Board should have a presence at the games to show support
- Lisa, Ayaz and Tegan will definitely be there
- Would like to have non-assigned people attending as well.
- **Action:** Board members to let Penny know if they plan on attending
 - Will try and offset costs of Board members attending
- Suggestion made that Penny should attend, however, Penny felt the money would be better spent by sending two more coaches instead
- **Action:** Penny will reach out to Executive Directors at other provincial badminton organization and Badminton Canada to see who's planning on attending

2. Technology Inservice

- Badminton BC in the Cloud - Google
 - Badminton BC uses Gmail for all its email accounts and Google drive for sharing documents
 - Board meeting folders
 - Each agenda item is numbered to correlate with the agenda
 - Shared documents can be moved from the shared area into the "my drive" area
 - Click on box next to item, and then right click
 - Make copy in "my drive" area and then delete from the shared drive
 - Badminton BC's server files are the official documents. Many documents are on Google Drive that are not in the dropbox. Therefore need to work on records management
 - Everyone on the Board has access to the Drive, so perhaps work is done there and then moved to dropbox later
 - To create a document on the Drive, use the "create" button, not Word or Excel
 - Documents can be downloaded to a specific format after

- Any questions about Gmail, please ask Lisa
- **Action:** Alex will help Raymond with setting up. Alex will meet with Raymond at VRC when meetings take place so they can share a screen
- *Basecamp Project Management*
 - Everyone has Badminton BC on the Go
 - Asynchronous
 - Discussion stays with info
 - To Do Lists
 - Administration
 - Board meeting action items
 - Policies & procedures review
 - Dates of review of strategic plan
 - Click check box and will be moved to completed area
 - Can assign dates to duties
 - Good for secretary to see what's been completed
 - Calendar - can have full calendar or only those you're connected to
 - To-do's show up on calendar
 - Settings
 - Can click on to get email notifications
 - Strategic plan archived
 - Once complete, how to transition?
 - Need to ask Basecamp how to move it to our server

Norm left at 12:33pm

3. Board Orientation

- a. Stewards of organization and public funding
- b. First duty is duty of care
- c. Duty of knowledge - comes back to the four critical documents
- d. Duty of skill and prudence
 - Regardless of experience or anything else when a member comes onto the Board, held at a higher standard
 - When delivering a tournament, representing Badminton BC as a Board of Director and therefore held to a higher standard
- e. Duty of diligence
 - Act in the best interest of the organization
 - Act prudently and reasonably to save the integrity of the organization
- f. Duty to manage
 - Hire Executive Director
 - Evaluate Executive Directors' performance every year
 - Progressing boards will look closely at their own performance
- g. Fiduciary duty
 - Act in good faith
 - Avoid conflict of interest (this should be taken out of meeting agenda and placed in orientation document).
- h. Duty as trustees
 - Trustees of charitable organizations are held to higher standard of management
 - Levels of administration, accountability and transparency are extremely high
- i. Duty with investments

- Restricting assets
- Prudent policies on managing
- Reporting policies to membership
- j. Delegation of directors
 - Task force, committees, working groups - carry the title of Board of Director and the liability that goes with it.
- k. Duty to adhere to scope of authority
 - Guided by by-laws
- l. Duty to avoid conflict of interest
 - Includes confidentiality, will only add it as a separate item if needed
 - If any board members have any questions or strong opinions, talk to Penny.

Executive Director's Role

- Transition from operational board to overseeing board
- Organizations' need is the policy statement
- Role of ED to manage organization
- Healthy relationship
- Build in team development
- Mutual support and respect
- More that each other's role is clarified, the better
- Board empowers the ED to manage day to day operations
- Board to communicate to staff thru ED
- ED works for President on behalf of the Board, doesn't report to each board member individually
- Bound to direction and decisions of the Board with exceptions
- Responsibility is to provide leadership, research, details, analysis to help board make decisions
- Help define priorities
- Create forward action
- Develop annual plan and budget
 - Operationalize whole year
- Put in performance measures resulting in manual or policies
- Keep board well informed and bring context
 - Create communications
 - Chair working group
 - Create forums
- Be candid
- Directs administration and management of the organization including fiscal prudence, practice sound management, adhere to policies and procedures, develop and recommend BBC policy and positions and outline implications

Board Member Agreement

- No pressure to sign right away
- Should be motioned to approve as a binding agreement
 - Need to set a time frame

- Current by-law states that if a Board member misses 3 consecutive meetings and Board finds the reasons for missing meetings unacceptable, that Board member will be removed.
 - Penny added the part of attending at least 75% - is this unrealistic?
- **Motion:** “That all newly elected Board members will accept and sign Board Member agreement following the AGM and election.”
- Moved by Dawn McGuire-Reeves
- Seconded by Ayaz Amlani
- CARRIED
- **Action:** Penny will forward policies on expenses. Anything delivered on behalf of the Board will be reimbursed
- **Action:** Penny will amend the Board vs. CEO document for Badminton BC
 - Clarify roles and responsibilities
- **Action:** put governance committee into standing committee
- **Action:** Penny will look into personal liability and let Norm know
- Roles and who’s responsible

4. *Age Eligibility*

- Age categories changing for elite groups
- Changed for circuit tournament effective first tournament at the end of September
- Badminton Canada did not provide directive on how to implement or a specific effective date
- **Action:** request a formal statement from badminton Canada that can be put on the website
- Issue of players living in a location for a certain length of time but not considered eligible to play locally
 - Therefore, there needs to some rules surrounding eligibility based on how many tournaments played locally
 - Action: have an eligibility criteria for provincial and national championships
 - Task review to Competitions and HP committees
 - Bring in other sources
 - Review and ensure consistency in residency to show due diligence was done
- **Action:** Penny will check with John and Joe about whether we need to make the changes for the first junior tournament
 - No changes to Ram’s tournament until a decision is made

5. *Recap*

- Team BC
 - Thank you to Penny for great Powerpoint promoting Team BC
 - Great meeting with the players
- Board Orientation
 - Read through documents
 - One item per meeting
 - Signed documents
 - Got signatures from members
 - Send in expenses as soon as possible
- Technology

- Gmail
- Basecamp
- Lisa to go into Board actions and clean up
- Helpful to attach actions to emails for immediate notification

Meeting adjourned at 2:08pm

Moved by Lisa Davison

Seconded by Raymond Wong

CARRIED