



# MINUTES

JANUARY 20, 2015

6:30 PM – 8:30 PM

CONFERENCE CALL

<b>MEETING</b>	Board of Directors
<b>CHAIR</b>	Lisa Davison, President
<b>SECRETARY</b>	Norm Parry
<b>MEETING MINUTES</b>	Norm Parry, Secretary
<b>ATTENDEES</b>	Dawn McGuire Reeves, Norm Parry, Dawn McGuire-Reeves, Raymond Wong, Alexandra Emlyn, Ayaz Amlani
<b>REGRETS</b>	Penny Gardner (Staff ex-officio)
<b>ABSENT</b>	

## Agenda Topics

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

LISA DAVISON

<b>DISCUSSION</b>	Item 1.0 - Welcome: President, Lisa Davison welcomed everyone to the meeting and thanked them for their time and preparation.		
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>The meeting was called to order at 6:30 p.m. PST.</li> <li>Attendance was taken and quorum was reached.</li> <li>Ayaz Amlani arrived into the meeting at 6:35 p.m.</li> </ul>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

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

LISA DAVISON

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The Chair called for additions to the agenda and any items from the consent items to be moved to new business.</li> <li>Dawn McGuire-Reeves asks for a new item regarding a BBC insurance claim by a member.</li> <li>Alex Emlyn asks for the dates of the Board meetings to be on the BBC website, plus requests information on the BC 55+ Games to be held in North Vancouver this summer.</li> </ul>		
	<ul style="list-style-type: none"> <li><b>MOTION:</b> "That the agenda be adopted as amended noting the addition of Items 5.1 and 5.2 and Updates."   MOVED Dawn McGuire Reeves   SECONDED Alexandra Emlyn   <b>CARRIED</b></li> </ul>		
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Agenda was amended to include Items 5.1, 5.2 and 5.3 under New Business</li> </ul>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

### 6:40 – 6:45 P.M. 3.0 CONSENT AGENDA

LISA DAVISON

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Meeting participants confirmed all items were reviewed.</li> <li>The Chair confirmed draft minutes require friendly amendments however information is accurate.</li> <li>The Chair called for a motion to approve the consent items</li> </ul>
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<ul style="list-style-type: none"> <li><b>MOTION:</b> "That the consent agenda items are approved with friendly amendments to the minutes of November 19, 2014 before posting and all reports are approved as listed"   MOVED Raymond Wong   SECONDED Dawn McGuire Reeves   <b>CARRIED</b></li> </ul>		
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Motion to accept consent agenda items as listed in the agenda</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
All meeting minutes to be reviewed and updated with friendly amendments.	Lisa Davison, Norm Parry	January 27 2015
Post and circulate as directed	Tegan Verheul	January 30 2015

**6:45 – 7:15 P.M.                      4.0 INFORMATION, DISCUSSION & DECISION                      LISA DAVISON**

<b>DISCUSSION</b>	<p><b>Item 4.1 - 2015 Badminton BC AGM Planning:</b> Lisa proposed topics that she felt would be of interest to our members and productive for the Board so that we can attract more people to attend the event. She listed 7 possible topics, including Sports Development, Coach Development, Officials Development, Awards and Recognition, Strategic Planning for 2017-2020, Board Development (Governance, Annual Work Plan Understanding and Review, and Open Congress. Board input was favorable and this will be passed on to Penny Gardner for further development.</p>	
	<p><b>Item 4.2 - 2015 Canada Winter Games:</b> Ram Nayyar, Lisa Davison, Ayaz Amlani, Dawn McGuire Reeves and Norm Parry will attend. Penny Gardner is supported to attend pending there is room on the Road Trip bus and the accommodations are handled in the most cost effective way.</p>	
	<p><b>Item 4.3 - BC Junior &amp; Senior Provincial Championship:</b> will be held at ACE Badminton Centre from April 17 to 19, 2015. This event was discussed for the possibility of 2 Board members being able to be on the organizing committee. Raymond Wong and Alexandra Emlyn would consider this. Penny Gardner will confirm the names to the Organizing Committee and connect with Raymond and Alexandra.</p>	
	<p><b>Item 4.4 - Membership Review Task Team was discussed:</b> Raymond is proposing a meeting in early February and would like to have names of potential task team members (up to 7 members) provide to him by January 30th. He requested funding be made available for the first face to face meeting.</p>	
	<p><b>Item 4.5 - 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.</b></p>	
<ul style="list-style-type: none"> <li><b>MOTION:</b> "Penny Gardner is supported to attend the Canada Winter Games in Prince George pending there is room on the Road Trip bus and her accommodations are handled in the most cost effective way." Moved Dawn McGuire Reeves  Seconded Alexandra Emlyn   <b>CARRIED</b></li> <li><b>MOTION:</b> "Provide up to \$1,000 funding for travel allowances to support the first meeting of the Membership Review Task Team schedule for February 2015." MOVED Alexandra Emlyn   SECONDED Dawn McGuire Reeves   <b>CARRIED</b></li> </ul>		
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Penny Gardner will review the two proposed Board members and confirm names of the 2 Board members to be on the BC Junior and Provincial tournament.</li> <li>Funding for the Membership Review Task Team is supported up to \$1,000. Recruitment of the Task Team to begin.</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**7:15 – 7:30 P.M.                      5.0 NEW BUSINESS                      LISA DAVISON**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Item 5.1 - Medical Accident Insurance: Dawn McGuire Reeves was approached by a member who had questions about how his claim for insurance coverage was handled by the insurance agent and Badminton BC staff. Dawn McGuire Reeves will provide the information to Penny Gardner who will investigate the incident.</li> <li>Item 5.2 - Board of Director's Meeting Dates: Alexandra Emlyn had been asked by a member to have the Board meetings be posted on the Badminton BC website.</li> </ul>
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	<ul style="list-style-type: none"> <li>Item 5.3 - Alexandra Emlyn requested information on the BC 55+ Games (formerly the BC Seniors Games).</li> </ul>									
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Penny Gardner will follow up with Dawn McGuire Reeves on this incident and investigate. She will provide a summary of the insurance concern and report to the Board on the process that should have been followed. Penny Gardner will review the information posted on the Badminton BC website for clarity and accuracy.</li> <li>The Board agreed that the meeting dates should be posted on the Badminton BC website</li> <li>The BC 55+ Games are being held in North Vancouver this August 25-29, 2015. There is a committee set up and there should be very minimal involvement from Badminton BC. It is a good opportunity for officials training.</li> </ul>									
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**7:30 – 7:45 P.M.**

**6.0 BOARD DEVELOPMENT**

**LISA DAVISON**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Item 6.1 - Board Effectives Survey: Lisa Davison circulated a Board Effectiveness Survey with 6 out of 7 Board members responding. The results were reviewed and the Board provided initial comments on the potential areas for further investigation. The initial four areas were: Annual Board Work Plan development, a succession plan for the Executive Director, Board Orientation; and, Risk and Opportunity assessment.</li> <li>Item 6.2 - A draft Board Annual Work Plan was prepared and discussed by Lisa Davison. Some items will need to be added and there is a need for further input and review.</li> <li>Item 6.3 - Risk Management: Norm Parry and Penny Gardner are arranging to have a conversation on starting the Risk Management Task Team.</li> </ul>																		
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>The survey was helpful in highlighting areas we may want to focus on over the next few months. Lisa Davison will discuss the results with Penny Gardner for their prioritization. They will report their findings to the Board. Lisa Davison would like to have an individual "check-in" with each Board member prior to March 31, 2015.</li> <li>The Board Work Plan will be a valuable document and needs to be reviewed; events added e.g. the Financial Report and Strategic Plan deliverables.</li> <li>Norm Parry and Penny Gardner need to have a discussion on how to move forward with a Risk Management Task Team.</li> </ul>																		
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**7:45 – 8:00 P.M.**

**7.0 IN CAMERA**

**LISA DAVISON**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Item 7.1 - Badminton Canada Correspondence</li> <li>Item 7.2 - Legal review of employment contract</li> </ul>


<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**8:00 P.M. ADJOURNMENT**

**LISA DAVISON**

<b>DISCUSSION</b>	Meeting was adjourned at 7:59 p.m.	
<b>SUMMARY OF ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
All meeting minutes to be reviewed and updated with friendly amendments	Lisa Davison, Norm Parry	Jan 27 2015
Post as directed	Tegan Verheul	Jan 30 2015
Penny Gardner to confirm names of the 2 Board members to be on the BC Junior and Provincial tournament	Penny Gardner	Jan 30 2015
Board members to consider names for the Membership Review Task Team and provide suggestions to Raymond Wong	Penny Gardner Raymond Wong	Jan 30 2015
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Norm Parry and Penny Gardner to discuss Risk Management Task Team and start the process	Norm Parry Penny Gardner	Feb 2 2015

Next meeting is scheduled for **Wednesday, March 18, 2015 at 6:30 p.m. PST** by conference call

<b>MINUTES SUBMITTED</b>	Norm Parry, Secretary
<b>MINUTES REVIEWED</b>	Lisa Davison, President
<b>APPROVED BY BOARD</b>	March 18, 2015
<b>PRESIDENT</b>	
<b>SECRETARY</b>	