



# MINUTES

**MARCH 18 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>	Norm Parry, Raymond Wong, Alexandra Emlyn, Ayaz Amlani, Penny Gardner (Staff ex-officio)
<b>REGRETS</b>	Dawn McGuire Reeves
<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. Thank you to everybody who has contributed to Badminton BC over the past months. Many exciting things have happened.		
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>The meeting was called to order at 6:32 p.m. PDT.</li> <li>Roll call was taken and quorum was reached.</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>The Executive Director asked for Section 4.9 to be moved to In-camera</li> </ul> <ul style="list-style-type: none"> <li><b>MOTION:</b> "That the agenda be adopted as amended."   MOVED Alexandra Emlyn   SECONDED Ayaz Amlani   <b>CARRIED</b></li> </ul>		
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Agenda was amended to include Item 4.9 to the in-camera session.</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 President called for a motion to approve the consent items</li> </ul> <ul style="list-style-type: none"> <li><b>MOTION:</b> "That the consent agenda items are approved as listed in the agenda of March 18 2015."   MOVED Lisa Davison   SECONDED Alexandra Emlyn   <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>	

Meeting minutes to be reviewed and updated with any friendly amendments before posting	Norm Parry, Penny Gardner	April 1 2015
Post and circulate as directed	Tegan Verheul	April 7 2015

6:45 – 8:40 P.M.

**4.0 INFORMATION, DISCUSSION & DECISION LISA DAVISON**

**DISCUSSION**

**Item 4.1 - Finance Report:** was presented by Treasurer, Alexandra Emlyn. We have no cash reserves, revenue will not be realized and cash flow is a very significant issue for Badminton BC. Penny Gardner will be monitoring the budget closely and will make recommendations on handling the cash flow problem.

**Item 4.2 -A Risk Management:** a briefing note was presented by Secretary, Norm Parry. It was noted that to effectively assess the risks to Badminton BC it would be beneficial to conduct a facilitated meeting of knowledgeable subject matter experts and badminton community members.

**Item 4.3 -2015 Canada Winter Games/ Team BC:** A verbal debrief was presented by Penny Gardner. Deliver of the badminton competition was beyond expectations and a gold standard for event hosting. Lisa Davison and her volunteers in Prince George did an outstanding job. Currently the Team BC - Badminton program review and final report being prepared results. Badminton BC coaches will also attend the Team BC debrief for the Games program. There will be legacy items, such as the TSN video coverage that will be made available. There are outreach stories that can be highlighted. Of note was a Badminton BC member, Calvin Holoboff (VRC), showing strong sport development leadership leading Team Nunavut to a strong showing based on their population numbers. Penny Gardner will follow up on the legacy items.

**Item 4.4 - Americas Masters Games:** will be held in Vancouver in late August 2016 and it is hoped that badminton will be included. We are waiting for the announcement by the City of Vancouver. It will be a sanctioned event of International Masters Games Association (IMGA). Raymond Wong has indicated he would like to Chair the Host Organizing Committee if badminton is selected.

**Item 4.5 - 2015 BC Jr/Sr Provincial Championships:** there will be a site visit to ACE Badminton Centre with Raymond Wong and Phyllis Chan, Penny Gardner and Abdul Shaikh (Tournament Referee) to discuss the tournament organization and to identify any shortcomings and address the issues. A debrief will occur with the Competitions Committee once it has reconvened. For the meeting a checklist for discussion will be developed.

**Item 4.6 - Ranking Tournaments:** there was general discussion about the low attendance at ranking (jr/sr/masters circuit) tournaments. It was noted that BC AAP assisted players should be required to participate in these tournaments, particularly senior/open, to help draw in other players. The Competitions Committee needs to be renewed and activated. Raymond Wong is interested in participating in these efforts to enhance the competitions program for Badminton BC and to evaluate and make changes to processes supporting the 2015-2016 competitions program.

**Item 4.7 - 2014-2016 Strategic Plan Update:** Penny Gardner presented an update. The Strategic Plan needs to be integrated with the annual operating plan, key performance indicators and resource allocation. Currently no activities in the Strategic Plan have been allocated in the current budget and deliverables are behind schedule. A new summary of action was provided and spoke to. The Board was asked to review the suggestions by Penny and to provide feedback to Lisa on each Board member's Top 4 strategic priorities by March 25th. This action will help focus the efforts and resources moving into a new budgeting cycle. Planning for the 2017- 2020 Strategic Plan will begin in Fall 2015 (Oct-Nov).

**Item 4.8 Integrated Performance System 2016 LOI (Letter of Intent):** Penny Gardner tabled a signed letter of interest for Badminton BC to participate in the Integrated Performance System Target Sports Program starting April 1 2016. There will be communication from Canadian Sport Institute Pacific (CSIP) held March 27 identifying the minimum eligibility requirements. Badminton BC currently has funding (\$10,000 per year to March 31, 2016) for a Regional Coach position that needs to be filled or risk losing the funding and expectation to give it back. in this position or may be asked to give the funding back.

**Item 4.10 Fiscal Year 2015/16 Budget Process:** was presented by Penny Gardner. The

	<p>purpose is to establish and recognize Badminton BC's approach to preparing its annual operating budget. A key aspect of the process is the guidelines to resource allocation. Specifically, the target is - 80% of the budget will be spent on core business (member services), 15% on strategic priorities and 5% on contingency items and reserves.</p> <p><b>Item 4.11 BCCAA PAC WEST Badminton:</b> Penny Gardner reported that BBC had been advised PacWest Athletic Directors had discontinued support of varsity badminton effective April 2015. Penny indicated VIU and KPU will more than likely continue despite this decision and may seek support from Badminton BC in terms of providing opportunity for participation in leagues/ranking tournaments that would meet qualification criteria for participation in CCAA National Championships. The Board indicated support of this. The Board directed Penny to support Badminton Report at the 2015 PACWEST AGM in May at Kwantlen Polytechnical University (KPU, Surrey Campus) by providing information and looking at options available.</p>	
	<ul style="list-style-type: none"> <li>• <b>MOTION:</b> "To approve the finance report as presented." MOVED Norm Parry   SECONDED Lisa Davison   <b>CARRIED</b></li> <li>• <b>MOTION:</b> "To accept the information note as presented and to action the recommendation regarding a proposed Risk Management workshop" MOVED Alexandra Emlyn   SECONDED Ayaz Amlani   <b>CARRIED</b></li> <li>• <b>MOTION:</b> "To approve the Badminton BC budget process for Fiscal Year 2015/16 as presented" MOVED Alexandra Emlyn   SECONDED Norm Parry   <b>CARRIED</b></li> </ul>	
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>• Cash flow projections and monitoring is a priority moving forward</li> <li>• A Risk Management workshop is welcomed for the Badminton Congress in September</li> <li>• Important to embrace Canada Winter Games legacy items to the benefit and recognition of Badminton and Badminton BC members.</li> <li>• The Competition Committee needs to be reactivated to guide increased participation in ranking circuit tournaments, tournament sanctioning and event hosting standards; bid process and monitoring.</li> <li>• Need to identify Top 4 strategic priorities of the 2015-2016 plan</li> <li>• A agreed upon budget development process is supported</li> <li>• Leadership in support of the PACWEST Badminton programs is warranted</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Develop recommendations on cash flow options for the Board	Penny Gardner	May 18 2015
Develop a proposal for a Risk Management workshop to be delivered at the Badminton BC Congress on September 19, 2015	Norm Parry Alexandra Emlyn Penny Gardner	May 18 2015
Develop a plan for legacy items from the 2015Canada Winter Games - recreate inventory (TSN television coverage, Calvin Holoboff success with Team Nunavut), develop plan for access, promotion and archiving of legacy.	Penny Gardner Tegan Verheul	April 30 2015
Reactivate the Competition Committee (program committee) with renewed recruitment of members, terms of reference and strategic alignment. Key areas of work include: tournament sanctioning process, bid processes for circuit tournaments and provincial championships, event hosting guidelines, strategies for increased ranking tournament participation numbers; operational support for development of 2015-2016 event competition schedule.	Penny Gardner Thushan DeSilva	April 30 2015
Identify Top 4 strategic priorities from the current plan	Lisa Davison All Board	March 27 2015
Implement approved budget development process for development of the DRAFT FY 2016 Operating Budget	Penny Gardner Board Finance & Audit Committee	May 18 2015
Support badminton report to the PACWEST AGM with senior staff support and attendance	Penny Gardner Dawn McGuire Reeves	May 1, 2015

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>There was no new business</li> </ul>	
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**8:55 – 9:00 P.M.**

**6.0 BOARD DEVELOPMENT**

**LISA DAVISON**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Item 6.1 Taking Meeting Notes</li> <li>A practical handout was included in the Board Development folder regarding how to take meeting minutes. This handout describes what is necessary to sufficiently meet the compliance with the BC Societies Act, and what would be considered a best practice.</li> </ul>	
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>A useful guide for taking meeting minutes. Anyone could take meeting minutes if required or requested simply by reading this document prior to the task.</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Review document	Board	No deadline

**7:45 – 8:00 P.M.**

**7.0 IN CAMERA**

**LISA DAVISON**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>2 items were discussed with the Executive Director present before convening</li> </ul>	
<b>CONCLUSIONS</b>	In-camera session completed	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
In-camera debrief session with Executive Director	Lisa Davison	March 19 2015
Board to provide any comments on the Executive Director growth plan to Dawn McGuire Reeves	Board	April 1 2015

**8:00 P.M.**


**ADJOURNMENT**

**LISA DAVISON**

<b>DISCUSSION</b>	Meeting was adjourned at 9:21 p.m.	
<b>SUMMARY OF ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Meeting minutes to be reviewed and updated with friendly amendments before posting	Norm Parry, Penny Gardner	April 1 2015
Post and circulate as directed	Tegan Verheul	April 7 2015
Develop recommendations on cash flow options for the Board	Penny Gardner	May 18 2015
Develop a proposal for a Risk Management workshop to be delivered at the Badminton BC Congress on September 19, 2015	Norm Parry Alexandra Emlyn Penny Gardner	May 18 2015
Develop a plan for legacy items from the 2015Canada Winter Games - recreate inventory (TSN television coverage, Calvin Holoboff success with Team Nunavut), develop plan for access, promotion and archiving of legacy.	Penny Gardner Tegan Verheul	April 30 2015
Reactivate the Competition Committee (program committee) with renewed recruitment of members, terms of reference and	Penny Gardner Thushan DeSilva	April 30 2015

strategic alignment. Key areas of work include: tournament sanctioning process, bid processes for circuit tournaments and provincial championships, event hosting guidelines, strategies for increased ranking tournament participation numbers; operational support for development of 2015-2016 event competition schedule.		
Identify Top 4 strategic priorities from the current plan and inform the Executive Director in an effort to focus the planning and activities for 2015-2016	Lisa Davison All Board	March 27 2015
Implement approved budget development process for development of the DRAFT FY 2016 Operating Budget	Penny Gardner Board Finance & Audit Committee	May 18 2015
Support badminton report to the PACWEST AGM with senior staff support and attendance	Penny Gardner Dawn McGuire Reeves	May 1, 2015
In-camera debrief session with Executive Director	Lisa Davison	March 19 2015
Board comments on the Executive Director growth plan to Dawn McGuire Reeves	Dawn McGuire Reeves	April 1 2015

Next meeting is scheduled for **Wednesday, May 20, 2015** at **6:30 p.m. PDT** by conference call

<b>MINUTES SUBMITTED</b>	Norm Parry, Secretary
<b>MINUTES REVIEWED</b>	Lisa Davison, President
<b>APPROVED BY BOARD</b>	May 20 2015
<b>PRESIDENT</b>	
<b>SECRETARY</b>	