



# MINUTES

**JULY 15 2015**

**6:30 PM – 9:00 PM**

**CONFERENCE CALL**

<b>MEETING</b>	Board of Directors
<b>CHAIR</b>	Lisa Davison, President
<b>SECRETARY</b>	Norm Parry, Secretary
<b>MEETING MINUTES</b>	Norm Parry
<b>ATTENDEES</b>	Lisa Davison, Norm Parry, Alexandra Emlyn, Raymond Wong, 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 and thanked them for their time and on-going commitment to Badminton BC.		
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<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>The meeting was called to order at 6:40 p.m. PDT.</li> <li>Attendance 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>Raymond Wong called for the addition of Item 5.1 - 2016 Americas Masters Games</li> </ul> <p>MOTION: That the agenda be adopted as amended "   MOVED Raymond Wong SECONDED Alexandra Emlyn   <b>CARRIED</b></p>		
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Agenda was accepted and the meeting proceeded.</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 delivered a verbal report</li> <li>May 13 minutes amended to show Dawn McGuire Reeves as mid-term director</li> <li>June 9 minutes were amended to show correct date of next meeting July 15</li> <li>The President called for a motion to approve the consent items</li> </ul> <p><b>MOTION:</b> "That the consent agenda items are approved as listed in the agenda of July 15 2015." MOVED Alexandra Emlyn  SECONDED Raymond Wong   <b>CARRIED</b></p>		
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Motion to accept consent agenda items as listed in the agenda.</li> </ul>		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Meeting minutes to be reviewed and updated with any friendly amendments before posting	Penny Gardner	July 31, 2015
Post and circulate as directed	Penny Gardner	July 31, 2015

6:45 – 8:40 P.M.

**4.0 INFORMATION, DISCUSSION & DECISION**

**LISA DAVISON**

**Item 4.1 - Finance Report**

The finance report was presented by the Treasurer, Alexandra Emlyn. The year end for Badminton BC is May 31<sup>st</sup> and due to the illness of the book keeper, the audit was re-scheduled twice. It is now currently underway with the firm of Hay & Watson. There was significant audit preparation completed prior to engagement.

There is no update of government grant applications to report at this time. The message remains consistent regarding the 2015-2016. The focus will need to be on a diversification and self-generated revenue. Programs and services must perform.

**Item 4.2 - FY 2015-2016 Operating Budget**

The Treasurer presented a deficit operating budget for 2015-2016. The budget is a modest and conservative and deals with only secured revenues and known expenses. Penny Gardner added further clarification on a number of items. In addition, a number of strategies were discussed to reduce expenses and increase revenues. The Board requested the payroll allocations be incorporated to show accurately program costs and asked for this to be address. The budget is accepted.

**Item 4.3 -Membership Review Task Force Report**

The executive summary of the Membership Review Task Force final report was presented by Raymond Wong that was previously circulated. The report presented a new model of membership including both individual and club; the individual membership is a tiered model to ensure membership is aligned with needs. Discussion focused on the inclusion of volunteers and parents in the membership structure. Although it was supported to include this stakeholder group it was viewed to this group was better suited in another membership category. The Board asked the committee to look at this and correct. Supporting the model is a recommended fee structure showing 2 options of fees - 2-year increment, and a 3-year blended option. The Board was in support of the Task Force Report and directed to move forward with approval.

DISCUSSION

**Item 4.4 - Badminton BC- Board Nomination Process**

Lisa Davison presented an extensive proposal for the 2015-2016 nominations process for the available director's positions. The review included a skill matrix and identification of the skills required in the next year. Penny Gardner was actioned to provide an application process for website and distribution. This action needs to be completed by the date specified in the critical path.

**Item 4.5 - Congress & AGM Weekend Update**

Penny Gardner provided a briefing note and schedule of timelines to prepare and deliver the AGM meeting and congress. The briefing note identifies all deadlines on the critical path including those required through by-law.

**Item 4.6 PSO Funding Review - Fall 2015**

Penny Gardner verbally report the upcoming PSO review scheduled for Late September 2015. She attended the most recent webinar. The framework documents are due out shortly and will be circulated to the Board for awareness. The incoming and outgoing President should be prepared to attend the review.

**MOTION:** "To accept the Finance Report as presented."  
 MOVED Lisa Davison | SECONDED Ayaz Amlani| **CARRIED**

**MOTION:** "To accept the 2015-2016 Operating Budget with inclusion of payroll allocation."  
 MOVED Raymond Wong | SECONDED Norm Parry | **CARRIED**

**MOTION:** "To accept the Membership Review Task Team report with requested amendments to the membership model and fee structure and prepare for consultation with the members prior to the AGM."

MOVED Alexandra Emlyn | SECONDED Lisa Davison | **CARRIED**

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| <b>CONCLUSIONS</b> | <ul style="list-style-type: none"> <li>The operating budget is a reflection of the current</li> <li>The MRTF report is solid and proposes realistic recommendations moving forward.</li> </ul> |
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Executive Director to meet with the MRTF and resolve the membership category for volunteers and parents	Penny Gardner	July 21, 2015
Executive Director to develop a final nominations process; post and circulate	Penny Gardner	July 25, 2015

**8:25 P.M. - 8:25 P.M. 5.0 NEW BUSINESS**

**LISA DAVISON**

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| <b>DISCUSSION</b> | <ul style="list-style-type: none"> <li>2016 Americas Masters Games</li> </ul> |
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| <b>CONCLUSIONS</b> | <ul style="list-style-type: none"> <li>Badminton BC operations of the field of play to continue moving forward</li> </ul> |
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Call for expression of interest - Technical Delegate	Penny Gardner	July 25, 2015

**8:25 – 8:45 P.M. 6.0 BOARD DEVELOPMENT**

**LISA DAVISON**

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| <b>DISCUSSION</b> | <ul style="list-style-type: none"> <li>There was no Board Development discussed at this meeting</li> </ul> |
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| <b>CONCLUSIONS</b> | <ul style="list-style-type: none"> <li></li> </ul> |
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**8:45 – 9:00 P.M. 7.0 IN CAMERA**

**LISA DAVISON**

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| <b>DISCUSSION</b> | <ul style="list-style-type: none"> <li>items were discussed without the Executive Director present</li> </ul> |
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| <b>CONCLUSIONS</b> | In-camera session completed |
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Lisa to debrief the Executive Director on outcomes of discussion	Lisa Davison	July 16, 2015


**9:00 P.M. ADJOURNMENT**

**LISA DAVISON**

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| <b>DISCUSSION</b> | Meeting was adjourned at 9:10 p.m. |
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SUMMARY OF ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Meeting minutes to be reviewed and updated with any friendly amendments before posting	Penny Gardner	July 31, 2015
Post and circulate as directed	Penny Gardner	July 31, 2015
Executive Director to meet with the MRTF and resolve the membership category for volunteers and parents	Penny Gardner	July 31, 2015
Executive Director to develop a final nominations process; post and circulate	Penny Gardner	July 31, 2015

Next meeting is re-scheduled to **Wednesday, August 12, 2015** at **6:30 p.m. PDT** by conference call

<b>MINUTES SUBMITTED</b>	Norm Parry, Secretary
<b>MINUTESS REVIEWED</b>	Lisa Davison, President
<b>APPROVED BY BOARD</b>	August 12, 2015
<b>PRESIDENT</b>	
<b>SECRETARY</b>	