



MINUTES

MAY 24, 2017

6:30PM

VANCITY, RICHMOND

MEETING	Board of Directors
CHAIR	Dawn McGuire Reeves, President
SECRETARY	Henry Wong, Secretary
MEETING MINUTES	Penny Gardner, Executive Director
ATTENDEES	Dawn McGuire Reeves (President) , Henry Wong (Secretary), Dennis Brown (Treasurer) , Pedro Catalan (Director at Large) Penny Gardner (Executive Director)
REGRETS	Andrew Tsang (Director at Large)
ABSENT	Daisy Lee (Director at Large)

Agenda Topics

6:41 PM – 6:46 PM 1.0 WELCOME & OPENING COMMENTS DAWN MCGUIRE REEVES

DISCUSSION	Item 1.0 – Welcome	
	<p>The President thanked everyone for their time and welcomed everyone to a rare treat of a face to face meeting. Thank you to financial partner Vancity for the use of the Community Board Room. The President also spoke of special thanks to VP Colleen Van Mook (Prince George) who will be leaving ahead of term and to the work of the Judicial Committee (Anil Kaul, Alf McGuire and Norman Olenick) for their work over the year.</p>	
CONCLUSIONS	<ul style="list-style-type: none"> The meeting was called to order at 6:41 pm PDT. Roll call was taken. Quorum was confirmed. The meeting proceeded. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

6:46 PM – 6:48 PM 2.0 Approval of Agenda DAWN MCGUIRE REEVES

DISCUSSION	Item 2.0 - Approval of Agenda	
	<p>The President called for any additional agenda items. Ordering of agenda items in area 5.0 New Business was corrected. Item 5.5 Letter of Resignation (DMR) was added, and Item 5.6 BCAN Board Nominations was also added to New Business. Hearing no further additions, she called for a motion to approve the meeting agenda as amended.</p>	
	<p>MOTION 1: "RESOLVED, to approve the amended agenda of May 24 2017." MOVED: Henry Wong SECONDED: Pedro Catalan CARRIED</p>	
CONCLUSIONS	<ul style="list-style-type: none"> Agenda was approved and the meeting proceeded. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Executive Director to note the agenda amendments in the minutes	Penny Gardner	May 26, 2017

6:48 PM – 6:51 PM 3.0 CONSENT AGENDA ITEMS DAWN MCGUIRE REEVES

DISCUSSION	<ul style="list-style-type: none"> Dawn McGuire Reeves presented the consent agenda and asked if there were any further items to move forward. 	
<p>MOTION 2: "RESOLVED, to approve the Consent Agenda items of May 24, 2017. The items are: 3.1 April 5, 2017 Minutes – DFA 3.2 Correspondence: BCAN Schedule V3, Letter of Resignation, Pan Am News, BCAN New Hire, BCAN JP Review, BCAN Comps Committee minutes 3.3 Reports: Executive Director Management Report MOVED: Dawn McGuire Reeves SECONDED: Dennis Brown CARRIED</p>		
CONCLUSIONS	<ul style="list-style-type: none"> Consent Agenda and its items approved. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

6:51 PM – 7:44 PM 4.0 INFORMATION, DISCUSSION & DECISION

DISCUSSION	<p>Item 4.1 – Financial Report (Dennis Brown) Treasurer, Dennis Brown presented the financial report for the period of operations ending April 30, 2017. Motion 3 – Financial Report RESOLVED, to approve the financial report including the Financial Statement ending April 30, 2017." MOVED: Dawn McGuire Reeves SECONDED: Pedro Catalan CARRIED</p> <p>Item 4.2 – FY 17/18 Operating Budget (Dennis Brown) Treasurer, Dennis Brown presented the FY 2017-2018 Operating Budget and responded to questions from the Board. Motion 4 - FY 17/18 Operating Budget RESOLVED, "To approve the FY 2017-2018 Operating Budget as presented." MOVED: Henry Wong SECONDED: Dawn McGuire Reeves CARRIED</p> <p>Item 4.3 - BBC Event Hosting Strategy Update (Penny Gardner) The Executive Director updated the Board on recent applications and awarding of events in support of the strategic direction. At this time the 2018 (Vancouver) and 2020 (Prince George) Canadian Masters has been awarded. BBC is on track with Para-Badminton hosting however will reschedule the June Para-Provincial until August.</p> <p>Item 4.4 BCAOBC Update (Penny Gardner) The Executive Director reported that these issues are being addressed however with difficulty in the timelines only because there are a number of variables that impact meeting these. Many of these are entirely out of the hands of Badminton BC and therefore our effectiveness to deliver on time, on budget is impaired.</p>	
	CONCLUSIONS	<ul style="list-style-type: none"> Financial Report to April 30 2017 was approved. Activities for y/e (May 31) are underway. FY 2017-2018 Operating Budget is approved for expenditures beginning June 1, 2017. Final y/e statement may require budget adjustment. North Central Badminton Academy will host the 2020 Canadian Masters Championship. Badminton BC are working towards early deadlines to get HP programming and annual schedule out by June 1
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

	<p>ITEM 5.1 - BC Masters Championship Investigation (Pedro Catalan) This item was tabled to next meeting.</p> <p>ITEM 5.2 - BCAN AGM & MOTIONS (Penny Gardner) Dates of BCAN 2017 AGM were changed to later in June. Badminton BC will not be sending the Executive Director in solidarity to the motions submitted. Three motions were discussed for submission. There will be a follow up before next meeting.</p> <p>ITEM 5.3 - SOUTH VANCOUVER ISLAND LETTER (Dawn McGuire Reeves) President, Dawn McGuire Reeves has drafted a response for review by the Board until early next week at which time it will be sent to the signed group.</p> <p>ITEM 5.4 – BBC AGM (Penny Gardner) Executive Director provided a briefing note on the critical timelines of the AGM project to outline roles, responsibilities and expectations. The 2017 AGM will be held at VLTBC and in conjunction with the 2017 Black Knight Para-National Championship.</p> <p>ITEM 5.5 – Letter of Resignation (Dawn McGuire Reeves) Badminton BC received notice that due President, Dawn McGuire Reeves would be leaving Badminton BC in early July to receive a professional career opportunity in the UK. – Scotland, specifically. It was requested that Secretary, Henry Wong (Richmond) act as the Interim President until the AGM where a new President will be appointed. He agreed.</p> <p>ITEM 5.6 – BCAN BOARD NOMINATIONS (Dawn McGuire Reeves) President Dawn McGuire Reeves briefed the Board on concerns of the PTSO regarding the communication of BCAN Board nominations prior to the closing of the nomination period and the distribution of the slate. Badminton BC is discussing with other provincial/territorial badminton associations common concerns of the partners and what actions can be taken.</p>
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CONCLUSIONS	<ul style="list-style-type: none"> • BBC will submit 3 motions to the 2017 AGM. ED will not attend. President, only. • Draft letter will be opened for input by all Board members until TUE and then sent. • President, Dawn McGuire Reeves advised the Board that she has been presented a career opportunity in the UK and will be resigning the role of President effective July 7, 2017. Secretary, Henry Wong reluctantly accepted the resignation on behalf of the Board and thanked Dawn for her dedication and service to the Association.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Executive Director to advise membership through website notification.	Penny Gardner	July 15, 2017
Executive Director will submit approved motions to the BCAN AGM by the stated deadline.	Penny Gardner	May 28, 2017
Executive Director will send South Vancouver Island Letter when rec'd from the President.	Penny Gardner	May 30, 2017
President will keep Board informed on any developments regarding the BCAN Board Nominations process	Dawn McGuire Reeves	May 27, 2017

DISCUSSION	ITEM 6.1 Succession Planning

CONCLUSIONS	Succession planning is crucial to a high performing Board leading a high performance association. Badminton BC is in a constant state of succession planning through short term employee contracts and minimal terms for Directors positions.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Board to view material on succession planning	All	April 4 2017

9:02 PM – 9:02 PM

7.0 IN CAMERA

DAWN MCGUIRE REEVES

DISCUSSION	<ul style="list-style-type: none"> There was no in-camera session held 	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

9:02 PM

ADJOURNMENT

DAWN MCGUIRE REEVES

DISCUSSION	The President called for a motion to adjourn. Meeting was adjourned at 9:02 p.m.	
SUMMARY OF MOTIONS	MOTIONED	SECONDED
MOTION 1: "RESOLVED, to approve the amended agenda of May 24 2017." CARRIED	Henry Wong	Pedro Catalan
MOTION 2: "RESOLVED, to approve the Consent Agenda items of May 24, 2017. The items are: 3.1 April 5, 2017 Minutes – DFA 3.2 Correspondence: BCAN Schedule V3, Letter of Resignation, Pan Am News, BCAN New Hire, BCAN JP Review, BCAN Comps Committee minutes 3.3 Reports: Executive Director Management Report CARRIED	Dawn McGuire Reeves	Dennis Brown
MOTION 3 – Financial Report RESOLVED, to approve the financial report including the Financial Statement ending April 30, 2017." CARRIED	Dawn McGuire Reeves	Pedro Catalan
MOTION 4 - FY 17/18 Operating Budget RESOLVED, "To approve the FY 2017-2018 Operating Budget as presented." CARRIED	Henry Wong	Dawn McGuire Reeves

SUMMARY OF ACTIONS	PERSON RESPONSIBLE	DEADLINE
Meeting minutes dated May 24 2016 are to be circulated to Board and posted to website.	Penny Gardner	June 3, 2017
Executive Director to advise membership through website notification.	Penny Gardner	July 15, 2017
Executive Director will submit approved motions to the BCAN AGM by the stated deadline.	Penny Gardner	May 28, 2017
Executive Director will send South Vancouver Island Letter when rec'd from the President.	Penny Gardner	May 30, 2017
President will keep Board informed on any developments regarding the BCAN Board Nominations process	Dawn McGuire Reeves	May 27, 2017

Next meeting is scheduled for **WED, Aug 9 2107 @ 6:30 p.m.** by conference call.

MINUTES SUBMITTED	Penny Gardner
MINUTES REVIEWED	Henry Wong
APPROVED BY BOARD	Aug 16, 2017
PRESIDENT	<i>Henry Wong (Interim)</i>
TREASURER	<i>Dennis Brown</i>