



MINUTES

NOVEMBER 2, 2016

6:30PM – 8:30PM

CONFERENCE CALL

MEETING	Board of Directors
CHAIR	Dawn McGuire Reeves, President
SECRETARY	
MEETING MINUTES	Penny Gardner, Executive Director
ATTENDEES	Colleen Van Mook, Dennis Brown, Daisy Lee, Dawn McGuire Reeves, Henry Wong, Penny Gardner (Staff)
REGRETS	
ABSENT	

Agenda Topics

6:30PM – 6:34PM 1.0 WELCOME & OPENING COMMENTS DAWN MCGUIRE REEVES

DISCUSSION	Item 1.0 – Welcome	
	The meeting was called to order and roll call taken. Colleen Van Mook was not in attendance and time of roll call.	
CONCLUSIONS	<ul style="list-style-type: none"> The meeting was called to order at 6:33 p.m. PDT. Roll call was taken; quorum was met, and the meeting proceeded. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

6:34PM – 6:37PM 2.0 Approval of Agenda DAWN MCGUIRE REEVES

DISCUSSION	Item 2.0 - Approval of Agenda	
	The President called for any additional agenda items. Hearing none called for a motion to approve the agenda.	
	MOTION 1: "RESOLVED , to approve the agenda of November 2, 2016 as circulated." MOVED: Dennis Brown SECONDED: Dawn McGuire Reeves CARRIED	
CONCLUSIONS	<ul style="list-style-type: none"> Agenda was moved to and the meeting proceeded. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

6:37PM – 6:44PM 3.0 CONSENT AGENDA ITEMS DAWN MCGUIRE REEVES

DISCUSSION	<ul style="list-style-type: none"> Colleen Van Mook entered the meeting. Consent agenda was updated noting ED report, and Board Minutes of Aug 10 and Sept 16 were not included. The Executive Director provided further context to the Gaming correspondence. The President asked for the Excellence Funding correspondence to be move to the Item
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	<p>5.10 of the agenda for discussion.</p> <ul style="list-style-type: none"> No further discussion the President called for a motion to approve the Consent Agenda items as amended. 									
<p>MOTION 2: "RESOLVED, to approve the Consent Agenda items of Sept 16 2016, as follows: 2016 AGM Minutes - Sept 17 2016</p> <ul style="list-style-type: none"> BC Games PSO Meeting Correspondence 2017-2018 Excellence Funding announcement Gaming 2016 announcement." <p>MOVED: Daisy Lee SECONDED: Colleen Van Mook CARRIED</p>										
CONCLUSIONS	<ul style="list-style-type: none"> Meeting minutes of Aug 10 and Sept 16 2016 were not ready for this meeting and will be actioned for circulation prior to next meeting. Excellence funding application was not successful for 2017-2018 Gaming application resulted in increase of \$5500 over previous year. 									
ACTION ITEMS	<table border="1"> <thead> <tr> <th></th> <th>PERSON RESPONSIBLE</th> <th>DEADLINE</th> </tr> </thead> <tbody> <tr> <td>Meeting minutes dated Aug 10 and Sep 16 2016 are to be completed and circulated prior to the next scheduled meeting of the Board.</td> <td>Penny Gardner</td> <td>November 30 2016</td> </tr> <tr> <td>Executive Director Report will be circulated separately prior to the end of the month.</td> <td>Penny Gardner</td> <td>November 30 2016</td> </tr> </tbody> </table>		PERSON RESPONSIBLE	DEADLINE	Meeting minutes dated Aug 10 and Sep 16 2016 are to be completed and circulated prior to the next scheduled meeting of the Board.	Penny Gardner	November 30 2016	Executive Director Report will be circulated separately prior to the end of the month.	Penny Gardner	November 30 2016
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6:44PM – 7:26PM 4.0 INFORMATION, DISCUSSION & DECISION

DISCUSSION	<p>Item 4.1 – Financial Report (Dennis Brown, Penny Gardner)</p> <ul style="list-style-type: none"> The Executive Director reported on the financial statements as of Sept 30, 2016 with supporting financial statements. Expenses are tracking positively against the budget. November is the mid-fiscal and adjustments should be made and reported to the Board at next meeting. AMG expenses have been reported. Reimbursement has not taken place by reporting. Colleen Van Mook sought clarification on the revenue generated from the 2016 AMG. The AMG was not positioned as a revenue generation item but rather a strategic hosting opportunity participating in a new model of partnership. Dennis Brown asked on the revenue item VLTBC Jr revenue. This will be investigated. <p>Motion 3 - Financial Report RESOLVED “To approve the financial report as presented.” MOVED: Henry Wong SECONDED: Dawn McGuire Reeves CARRIED</p> <p>Item 4.2 - 2017-2020 Strategic Plan Report (Penny Gardner)</p> <ul style="list-style-type: none"> This is to report the receipt of the contracted work of Marilyn Payne and this concludes the contract. Recommendation is to have the report move back into Strategic Plan Working Group for final review and adjustments prior to forwarding to ED for adjustment to the operational plan. <p>Action: to table this report to the Working Group for final review and recommendations to the Board for the February 8, 2017 meeting agenda. Chair, Dawn McGuire Reeves will circulate dates to the Working Group.</p> <p>Item 4.3 - Event Hosting Strategy (Penny Gardner)</p> <ul style="list-style-type: none"> Reference document Item 4.4-Event Hosting Strategy Discussion Executive Director, Penny Gardner presented a discussion document to outlining the strategy and tactics leading up to potential hosting opportunities and supporting alignment with Badminton Canada and our own strategic plan. The Board found this useful is establishing a vision and what the annual commitment would look like leading towards feasibility of bids. Clarification on bidding for 2017 Jr. Pan American U11/U13 Trials was discussed. <p>Action: Event Hosting Strategy to evolve through research and feasibility and be on</p>
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	integrated into 2017-2020 Strategic Plan as an alignment tactic with Badminton Canada. Research will include feasibility study on each national and international event opportunity presented to the Board.	
CONCLUSIONS	<ul style="list-style-type: none"> • Operations are tracking on budget and mid-fiscal budget adjustments will be recommended • Americas Masters Games reimbursement of operating expenses is due in shortly. • 2017-2020 Strategic Plan tabled for Working Group (Dawn, Daisy, Colleen, Penny) review and recommendation. • Event Hosting Strategy, as aligned with current and future Strategic Plan, is a good outline for planning purposes and feasibility reporting. • The 2017 Junior Pan Am Trials has been bid on with the primary objective of ensuring some LTAD compliances and reducing the costs for potential BC participants. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
October and November 2016 statements prepared and used to generate recommendations for adjustment to the 2016-2017 operating budget.	F & A Committee - Dennis, Penny	Dec 5 2016
Table the 2017-2020 Strategic Plan report to the Working Group for final review and recommendations to the Board for the February 8, 2017 meeting agenda. Chair, Dawn McGuire Reeves will circulate dates to the Working Group.	Dawn McGuire Reeves	Nov 15 2016
Event Hosting Strategy on agenda for each meeting in 2016-2017. Working Group may be established.	Penny Gardner	Jan 30 2017

7:26PM – 7:53PM 5.0 NEW BUSINESS

DISCUSSION	<p>Item 5.1 Parents Code of Conduct (Dawn McGuire Reeves)</p> <ul style="list-style-type: none"> • Dawn McGuire Reeves spoke to background on development of a revised Parents Code of Conduct. This is one of a series of Codes of Conduct employed by BBC and a best practice in most sport organizations. • The Board discussed amendments, accountability, responsibility and implementation. • Format, file record the document, and brand to 1-page prior to release. • BBC office to operationalize and post to website <p>Action: Dawn McGuire Reeves to amend and format as directed and circulate for coaches for feedback by November 30. All coach responses to Darryl Yung.</p> <p>MOTION 4 - Parent Code of Conduct RESOLVED, 'to approve the Parent Code of Conduct for implementation in the 2016-2017 season following amendments and endorsement from the coaching community as a means to improving the quality of tournaments and through the values of Badminton BC." MOVED: Daisy Lee SECONDED: Colleen Van Mook CARRIED</p> <p>Item 5.2 Officials Remuneration Schedule (Penny Gardner)</p> <ul style="list-style-type: none"> • Board reviewed the Officials Committee proposal and agreed to table until clarification of issue, background and recommendation can be provided. • Current proposal is misleading in terms of additional cost to tournament directors <p>Action: Committee Chair shall provide a briefing note on Officials Remuneration Schedule for the Board by November 17.</p> <p>Item 5.3 Human Resources and Staffing Structure (Penny Gardner) The Executive Director briefed the Board on the new BBC employee Ken Thiesen and commented on the comprehensive hiring process and the positive response for the opportunity.</p> <p>Item 5.4 Appointment of Officers 2016-2017 (Dawn McGuire Reeves)</p>
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Following discussion below is the motion confirming Officers:

Motion 5 – Officers

RESOLVED

“The appointment of Officers of the Society for 2016-2017 shall be:

President – Dawn McGuire Reeves
Vice-President – Colleen Van Mook
Treasurer – Dennis Brown
Secretary – Henry Wong.”

MOVED: Dawn McGuire Reeves | **SECONDED:** Dennis Brown **CARRIED**

Item 5.5 Appointment of Committees & Chairs for 2016-2017 (Dawn McGuire Reeves)

Following discussion it is moved to:

Motion 6 – Appointment of Committees & Chairs

RESOLVED

“The following Committees and Chairs shall form the governance structure supporting the mission of Badminton BC:

- 1) Standing Committees
 - Nominating Committee – Dawn McGuire Reeves, Chair
 - Finance & Audit Committee – Dennis Brown, Chair
- 2) Program, AdHoc and Task Force Committees
 - Judicial Committee - TBD
 - Communications & Marketing - TBD
 - Officials Committee – Alvin Lau, Chair
 - Competitions Committee – Ken Thiesen, Chair
 - Technical Committee – TBD
 - Excellence Working Group – Penny Gardner, Chair
 - Awards & Recognition – Lisa Davison, Chair

These committees shall be operational within 9 weeks of the Annual General Meeting and no later than November 30 2016.

MOVED: Daisy Lee | **SECONDED:** Dawn McGuire Reeves **CARRIED**

Action: Penny Gardner to send Daisy Lee Terms of Reference for Committee to facilitate a decision by November 20 2016.

Item 5.6 Signing Officers (Dawn McGuire Reeves)

Following discussion it is moved to:

Motion 7 – Signing Officers

RESOLVED,

“The General Operating, Gaming and NSTF accounts at VanCity Savings has four (4) Officers of the Society on file as signing authorities: Alexandra Emlyn, Dawn McGuire Reeves, Dennis Brown and Penny Gardner. Following the election of 2016-2017 Directors, the identification of signing officers shall be updated as follows:

- Remove Alexandra Emlyn
- Add Henry Wong
- Identify the Officers of the Society as signing officers
- All others shall remain the same.”

MOVED: Dennis Brown | **SECONDED:** Dawn McGuire Reeves **CARRIED**

Motion 7a – Signing Officers

RESOLVED,

“To remove Alexandra Emlyn from the list of signing authorities on General Operating account and Gaming account number.

MOVED: Dennis Brown | **SECONDED:** Dawn McGuire Reeves **CARRIED**

	<p>Motion 7b – Signing Officers RESOLVED, "To add Henry Wong to the list of signing authorities on the General Operating Account, Gaming Account and NSTF account. MOVED: Dennis Brown SECONDED: Dawn McGuire Reeves CARRIED</p> <p>Item 5.7 Board & Staff Orientation Session (Penny Gardner) Penny Gardner discussed the value of Board and Staff orientation in terms of performance of the Association. Resources however are very restricted. Action: Board is to identify days in which orientation can take place and ways in which this can take place. President and Executive Director to propose the means.</p> <p>Item 5.8 Board Member & Confidentiality Agreement (Penny Gardner) Penny Gardner provided overview of the Board Member & Confidentiality Agreement and asked the Board members to sign and return BY November 10, 2016. Action: Board to sign and submit by email to executivedirector@badmintonbc.com by November 10 2016.</p> <p>Item 5.9 Board Annual Calendar (Dawn McGuire Reeves) The 2015-2016 calendar was updated and circulated as a starting point for the 2016-2017 calendar. Action: Format of calendar to be updated for easier use and align months based on the Board working year.</p> <p>Item 5.10 Excellence Funding (Penny Gardner) Executive Director provided context to the denial of excellence funding in 2017-2018. This is a 1-year intake only and Badminton BC will apply again for 2018-2019. This time allows for further organization readiness in excellence programming. Action: Executive Director to continue organizational readiness activities towards application an reapplication for 2018-2019.</p> <p>In closing comments, Colleen Van Mook indicated she will be late to the next scheduled Board meeting in December.</p>	
<p>CONCLUSIONS</p>	<ul style="list-style-type: none"> • Approval to implement the Parents Code of Conduct with amendments and endorsement • Table Officials Remuneration schedule for further clarification • Staffing for Success model continues to evolve based on resources of the organization • Association Officers for 2016-2017 were appointed • Committees and Chairs were approved for 2016-2017 • Signing officers were approved • Board and staff orientation was supported with creative means of delivery • Board member and confidentiality agreements signed and returned by end of the month. • Board annual calendar will be formatted and circulated for populating. • Excellence funding will again be applied for in 2018-2019 	
<p>ACTION ITEMS</p>	<p>PERSON RESPONSIBLE</p>	<p>DEADLINE</p>
<p>Dawn McGuire Reeves to amend and format as directed and circulate for coaches for feedback by November 30. All coach responses to Darryl Yung.</p>	<p>Penny Gardner</p>	<p>Nov 15 2016</p>
<p>Officials Committee Chair shall provide a briefing note on Remuneration Schedule for the Board by November 17.</p>	<p>Alvin Lau</p>	<p>Nov 17 2016</p>
<p>Board to identify days in which orientation can take place and ways in which this can take place. President and Executive Director to propose the means.</p>	<p>All</p>	<p>Nov 30 2016</p>

Penny Gardner to send Daisy Lee Terms of Reference for Committee to facilitate a decision by November 20 2016.	Penny Gardner	Nov 20 2016
Board to sign and submit the Board Agreement by email to ED	Board	Nov 10 2016
Improve format of Board calendar to be updated for easier use and align months based on the Board working year.	Penny Gardner	Nov 15 2016
Executive Director to continue organizational readiness improvements towards application for excellence funding 2018-2019.	Penny Gardner	June 30 2017

7:36PM-8:05PM 6.0 BOARD DEVELOPMENT

DISCUSSION	Item 6.1 Duties and Responsibilities of the Board (Penny Gardner) In the interim, prior to Board Orientation Sessions, duties and responsibilities of the Board were circulated to serve the Board in the interim. These are listed in the Board Development shared folder.	
	Item 6.2 BOSS2016 Conference (Penny Gardner) The Executive Director spoke to a recent conference attended and the opportunity to share all the resources to the benefit of the leadership team and beyond. The link to a shared file was distributed.	
CONCLUSIONS	<ul style="list-style-type: none"> • BOSS Conference 2016 resources shared • Board duties and responsibilities were shared 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

8:20PM – 8:30PM 7.0 IN CAMERA DAWN MCGUIRE REEVES

DISCUSSION		
MOTION - 6: "RESOLVED, to go into an in- camera session." MOVED Dawn McGuire Reeves SECONDED Colleen Van Mook CARRIED		
MOTION - 7: "RESOLVED, to come out of the in camera session." MOVED Colleen Van Mook SECONDED Dawn McGuire Reeves CARRIED		
CONCLUSIONS	<ul style="list-style-type: none"> • All agenda items for the in-camera session were discussed to the satisfaction of the Board. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
President to follow up with Executive Director regarding information and minutes from the in-camera session.	Dawn McGuire Reeves	Nov 3 2016

8:30PM ADJOURNMENT DAWN MCGUIRE REEVES

DISCUSSION	Meeting was adjourned at 8:30 p.m.	
SUMMARY OF APPROVED MOTIONS	MOTIONED	SECONDED
MOTION 1: "RESOLVED, to approve the agenda of November 2, 2016 as circulated." MOVED: Dennis Brown SECONDED: Dawn McGuire Reeves CARRIED	Dennis Brown	Dawn McGuire Reeves

<p>MOTION 2: "RESOLVED, to approve the Consent Agenda items of Sept 16 2016, as follows:</p> <p>2016 AGM Minutes - Sept 17 2016</p> <ul style="list-style-type: none"> • BC Games PSO Meeting Correspondence • 2017-2018 Excellence Funding announcement • Gaming 2016 announcement." 	Daisy Lee	Colleen Van Mook
<p>Motion 3 - Financial Report RESOLVED, "To approve the financial report as presented."</p>	Henry Wong	Dawn McGuire Reeves
<p>MOTION 4 - Parent Code of Conduct RESOLVED, "To approve the Parent Code of Conduct for implementation in the 2016-2017 season following amendments and endorsement from the coaching community as a means to improving the quality of tournaments and through the values of Badminton BC."</p>	Daisy Lee	Colleen Van Mook
<p>Motion 5 – Officers RESOLVED, "The appointment of Officers of the Society for 2016-2017 shall be: President – Dawn McGuire Reeves Vice-President – Colleen Van Mook Treasurer – Dennis Brown Secretary – Henry Wong."</p>	Dawn McGuire Reeves	Dennis Brown
<p>Motion 6 – Appointment of Committees & Chairs RESOLVED, "The following Committees and Chairs shall form the governance structure supporting the mission of Badminton BC: 3) Standing Committees <ul style="list-style-type: none"> • Nominating Committee – Dawn McGuire Reeves, Chair • Finance & Audit Committee – Dennis Brown, Chair 4) Program, AdHoc and Task Force Committees <ul style="list-style-type: none"> • Judicial Committee - TBD • Communications & Marketing - TBD • Officials Committee – Alvin Lau, Chair • Competitions Committee – Ken Thiesen, Chair • Technical Committee – TBD • Excellence Working Group – Penny Gardner, Chair • Awards & Recognition – Lisa Davison, Chair These committees shall be operational within 9 weeks of the Annual General Meeting and no later than November 30 2016.</p>	Daisy Lee	Dawn McGuire Reeves
<p>Motion 7 – Signing Officers RESOLVED, "The General Operating, Gaming and NSTF accounts at VanCity Savings has four (4) Officers of the Society on file as signing authorities: Alexandra Emlyn, Dawn McGuire Reeves, Dennis Brown and Penny Gardner. Following the election of 2016-2017 Directors, the identification of signing officers shall be updated as follows:</p> <ul style="list-style-type: none"> • Remove Alexandra Emlyn • Add Henry Wong • Identify the Officers of the Society as signing officers • All others shall remain the same." 	Dennis Brown	Dawn McGuire Reeves
<p>Motion 7a – Signing Officers RESOLVED, "To remove Alexandra Emlyn from the list of signing authorities on General Operating account and Gaming account number.</p>	Dennis Brown	Dawn McGuire Reeves
<p>Motion 7b – Signing Officers RESOLVED, "To add Henry Wong to the list of signing authorities on the General Operating Account, Gaming Account and NSTF account.</p>	Dennis Brown	Dawn McGuire Reeves
<p>MOTION - 6: In camera</p>	Dawn McGuire	Colleen Van Mook

" RESOLVED , "To go into an in- camera session."	Reeves	
MOTION - 7: In Camera RESOLVED , "To come out of the in camera session."	Colleen Van Mook	Dawn McGuire Reeves

SUMMARY OF ACTIONS	PERSON RESPONSIBLE	DEADLINE
Meeting minutes dated Aug 10 and Sep 16 2016 are to be completed and circulated prior to the next scheduled meeting of the Board.	Penny Gardner	November 30 2016
Executive Director Report will be circulated separately prior to the end of the month.	Penny Gardner	November 30 2016
October and November 2016 statements prepared and used to generate recommendations for adjustment to the 2016-2017 operating budget.	F & A Committee - Dennis, Penny	Dec 5 2016
Table the 2017-2020 Strategic Plan report to the Working Group for final review and recommendations to the Board for the February 8, 2017 meeting agenda. Chair, Dawn McGuire Reeves will circulate dates to the Working Group.	Dawn McGuire Reeves	Nov 15 2016
Event Hosting Strategy on agenda for each meeting in 2016-2017. Working Group may be established.	Penny Gardner	Jan 30 2017
Dawn McGuire Reeves to amend and format as directed and circulate for coaches for feedback by November 30. All coach responses to Darryl Yung.	Penny Gardner	Nov 15 2016
Officials Committee Chair shall provide a briefing note on Remuneration Schedule for the Board by November 17.	Alvin Lau	Nov 17 2016
Board to identify days in which orientation can take place, areas of interest or skill development, and ways in which this orientation can take place. President and Executive Director to draft a plan at their meeting of November 21 2016	All	Nov 20 2016
Penny Gardner to send Daisy Lee Terms of Reference for Committee to facilitate a decision by November 20 2016.	Penny Gardner	Nov 20 2016
Board to sign and submit the Board Agreement by email to ED	Board	Nov 10 2016
Improve format of Board calendar to be updated for easier use and align months based on the Board working year to complete areas of assigned in preparation for next meeting.	Penny Gardner	Dec 9 2016
Executive Director to continue organizational readiness improvements towards application for excellence funding 2018-2019.	Penny Gardner	June 30 2017

Next meeting is scheduled for **Wednesday, December 14 2016 @ 6:30 p.m.** by conference call.

MINUTES SUBMITTED	Penny Gardner, Executive Director
MINUTES REVIEWED	Henry Wong, Secretary
APPROVED BY BOARD	December 14, 2016
PRESIDENT	
SECRETARY	