



MINUTES

AUGUST 10, 2016

6:30PM – 8:30PM

CONFERENCE CALL

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

Agenda Topics

6:30 PM – 6:32 PM 1.0 WELCOME & OPENING COMMENTS DAWN MCGUIRE REEVES

DISCUSSION	Item 1.0 – Welcome	
	The President thanked everyone for their time and called the meeting to order and roll call was taken. Quorum was met and the meeting proceeded.	
CONCLUSIONS	<ul style="list-style-type: none"> The meeting was called to order at 6:30 pm PDT. Roll call was taken and quorum was established and the meeting proceeded. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

6:32 PM – 6:35PM 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 she called for a motion to approve the meeting agenda as circulated.	
	MOTION 1: "RESOLVED, to approve the agenda of Aug 10, 2016 shall be approved as presented." MOVED: Alexandra Emlyn SECONDED: Dennis Brown CARRIED	
CONCLUSIONS	<ul style="list-style-type: none"> Agenda was adopted and the meeting proceeded. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

6:35 PM – 6:38 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.
	MOTION 2: "RESOLVED, to approve the Consent Agenda items with a friendly amendment to the May 4, 2016 Board meeting. The items are: 3.1 Board Meeting Minutes May18, 2016_DFA

3.2 Reports - President, MSD, ED, BCAN AGM, TWEG, HR, UN, Awards, HP 3.3 Correspondence MOVED: Henry Wong SECONDED: Dawn McGuire Reeves CARRIED		
CONCLUSIONS	<ul style="list-style-type: none"> Consent Agenda was approved and the meeting continued. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Meeting minutes dated May 18 2016 are to be circulated to Board and posted to website	Penny Gardner	Aug 30 2016

6:38 PM – 7:48 PM 4.0 INFORMATION, DISCUSSION & DECISION DAWN MCGUIRE REEVES

DISCUSSION	<p>Item 4.1 – Financial Report (Dennis Brown) Dennis reported the annual audit engagement was completed mid-July with final report received end of July. Dennis and Penny met with the auditor in early August for final review. Final report was received Aug 8 2016.</p> <p>Dennis reviewed all aspects of the report. Adjustment and internal controls highlighting separation of duties in the management letter. Recommended implementation of a Board Policy to document use of internally restricted funds.</p> <p>Action: F & A Committee to develop policy for resolution by the Board at our next meeting.</p> <p>Item 4.2 - FY 2015-2016 Audited Financial Statement (Motion 3)(Dennis Brown) Dennis reviewed all aspects of the audited financial statement for the BoD.</p> <p>7:10PM - Daisy Lee joined the meeting</p> <p>MOTION - 3: "RESOLVED, To approve the 2015-2016 auditors report and financial statement as presented." MOVED: Dennis Brown SECONDED: Dawn McGuire Reeves CARRIED: ALL</p> <p>Item 4.3 - 2016 AMG Report Update (Henry Wong) Henry reported 274 participants just under the targeted participant number. Event is moving forward for success.</p> <p>Item 4.4 - 2016 Congress & Annual General Meeting (Alex, Dawn & Penny) The Board was provided a briefing note noting the critical path in preparation for the annual general meeting in September. Alexandra Emlyn reported the efforts regarding recruitment of Board members to fill vacancies. To note a barrier is proficiency in English - spoken and written. Not using skills matrix. Dawn reviewed each of the Board Resolutions to the AGM. Motion was called for approval of Motion 4. Reports and reporting requirements or the AGM were discussed and questions answered.</p> <p>MOTION 4 - RESOLVED, "To approve Board and Special Resolutions to the 2016 AGM as presented with amendments." MOVED: Dawn McGuire Reeves SECONDED: Alexandra Emlyn CARRIED: ALL</p>	
	CONCLUSIONS	<ul style="list-style-type: none"> FY 2015-2016 Audited Financial Statement is approved. Recommendations noted. Develop Board policy for internal use of restricted funds to future meeting. Planning for AGM is underway.
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

F & A Committee to develop Board policy for resolution by the Board at our next meeting.	Dennis Brown	Sep 30 2016
Forward Board Resolutions to the AGM folder	Penny Gardner	Aug 15 2016

7:48 PM – 8:38 PM

5.0 NEW BUSINESS

DAWN MCGUIRE REEVES

DISCUSSION	Item 5.1 - Paralympic Event Hosting The Executive Director reviewed the event hosting requirements and interest from BCAN for BC to host para badminton. There are no commitments at this time. Anything further at this time will require presentation of a feasibility study. Concern for hosting in 2017 is not well received due to risk of financial support.	
	Item 5.2 - Ignite Badminton League Reported on a meeting with Charles Pyne from IBL. A very positive meeting. BBC being proactive with the relationship from the start regarding access to umpires. Pursue partnership with IBL moving future. Penny to continue conversation.	
	Item 5.3 - 3-year Membership Fee Proposal Dawn believes doubling the fee over 3 years is not supported. Board agrees with the principles of this proposal. Colleen challenges the numbers. Action: Penny to run the numbers on this proposal. Perhaps benchmarking to make it research based. What does this equate to? By September 18 2016.	
	Item 5.4 - Petro Canada Sport Leadership Conference Penny will be attending for her personal professional development. This will not be supported by Badminton BC.	
CONCLUSIONS	<ul style="list-style-type: none"> • Event Hosting BBC is still shy • IBL is a good opportunity to continue pursuing the conversation for engagement • Membership Fee Proposal continue to work on it with solid numbers. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Penny to run the numbers on this proposal. Perhaps benchmarking to make it research based. What does this equate to? Look at 3-5 year analysis.	Penny Gardner	Sep 18 2016
Continue conversations with Ignite Badminton League	Penny Gardner	On-going

8:38 PM - 8:40 PM

6.0 BOARD DEVELOPMENT

PENNY GARDNER

DISCUSSION	Item 6.1 - Rio Olympics	
	Item 6.2 - 2015-2016 Board Calendar - for reference	
	Item 6.3 - Understanding the Financial Audit	
CONCLUSIONS	Board development is crucial to good governance	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

8:40 PM – 9:00 PM

7.0 IN CAMERA

DAWN MCGUIRE REEVES

DISCUSSION	MOTION - 6: "RESOLVED, to go into an in-camera session." MOVED Colleen Van Mook SECONDED Daisy Lee CARRIED ALL	
	MOTION - 6: "RESOLVED, to come out of the in camera session." MOVED Daisy Lee SECONDED Colleen Van Mook CARRIED ALL	
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	Aug 11 2016

9:00 PM

ADJOURNMENT

DAWN MCGUIRE REEVES

DISCUSSION	Meeting was adjourned at 9:00 p.m.	
SUMMARY OF MOTIONS	MOTIONED	SECONDED
MOTION 1: "RESOLVED, to approve the agenda of Aug 10, 2016 shall be approved as presented."	Alexandra Emlyn	Dennis Brown
MOTION 2: "RESOLVED, to approve the Consent Agenda items with a friendly amendment to the May 4, 2016 Board meeting. The items are: 3.1 Board Meeting Minutes May18, 2016_DFA 3.2 Reports - President, MSD, ED, BCAN AGM, TWEG, HR, UN, Awards, HP 3.3 Correspondence	Henry Wong	Dawn McGuire Reeves
MOTION - 3: "RESOLVED, To approve the 2015-2016 auditors report and financial statement as presented."	Dennis Brown	Dawn McGuire Reeves
MOTION - 4: RESOLVED, "To approve Board and Special Resolutions to the 2016 AGM as presented with amendments."	Dawn McGuire Reeves	Alexandra Emlyn
MOTION - 5: "RESOLVED, to go into an in- camera session."	Colleen Van Mook	Daisy Lee
MOTION - 6: "RESOLVED, to come out of the in camera session."	Daisy Lee	Colleen Van Mook

SUMMARY OF ACTIONS	PERSON RESPONSIBLE	DEADLINE
F & A Committee to develop Board policy for resolution by the Board at our next meeting.	Dennis Brown	Sep 30 2016
Forward Board Resolutions to the AGM folder	Penny Gardner	Aug 15 2016
President to follow up with Executive Director regarding information and minutes from the in-camera session.	Dawn McGuire Reeves	Aug 11 2016
Penny to run the numbers on this proposal. Perhaps benchmarking to make it research based. What does this equate to? Look at 3-5 year analysis.	Penny Gardner	Sep 18 2016
Continue conversations with Ignite Badminton League	Penny Gardner	On-going

Next meeting is scheduled for **Friday, September 16, 2016 @ 5:30 p.m.** Pacific Gateway Hotel.

MINUTES SUBMITTED	Alexandra Emlyn
MINUTES REVIEWED	Penny Gardner
APPROVED BY BOARD	April 5, 2017
PRESIDENT	Sign when approved

SECRETARY

Signed when approved