



MINUTES

FEBRUARY 8, 2017

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, Dawn McGuire Reeves, Henry Wong, Penny Gardner (Staff)
REGRETS	
ABSENT	Daisy Lee

Agenda Topics

6:32PM – 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. A very busy time for the organization.	
CONCLUSIONS	<ul style="list-style-type: none"> The meeting was called to order at 6:32 p.m. PT. Roll call was taken; quorum was met, and the meeting proceeded. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

6:34PM – 6:36PM 2.0 Approval of Agenda DAWN MCGUIRE REEVES

DISCUSSION	Item 2.0 - Approval of Agenda	
	The President called for any additional agenda items and asked for Item 5.1 to be reflected in the Association correspondence. The consent agenda items were amended. Motion was called with amendment.	
	<p>MOTION 1: "RESOLVED, to approve the agenda of February 8, 2017 as amended. "MOVED: Dawn McGuire Reeves SECONDED: Dennis Brown CARRIED</p>	
CONCLUSIONS	<ul style="list-style-type: none"> Agenda was moved and the meeting proceeded. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

6:36PM – 6:40PM 3.0 CONSENT AGENDA ITEMS DAWN MCGUIRE REEVES

DISCUSSION	<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 February 8, 2017 as follows:</p> <ul style="list-style-type: none"> Board Meeting Minutes - Dec 10 2016

<ul style="list-style-type: none"> Correspondence - BC Games, Estoppel Certificate, Sport BC President's Awards Nomination, 51st Sport BC AOYA Finalists, Sportscape 2017, Gaming WCTC, BCAOBC Letter. Reports - ED Report, Awards & Recognition Committee <p>MOVED: Colleen Van Mook SECONDED: Henry Wong CARRIED</p>		
CONCLUSIONS	<ul style="list-style-type: none"> Meeting minutes of Aug 10 2016 were not ready for this meeting and will be actioned for circulation prior to next meeting. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Meeting minutes dated Aug 10 are to be completed and circulated prior to the next scheduled meeting of the Board.	Penny Gardner	April 5 2017

6:40PM – 7:22PM 4.0 INFORMATION, DISCUSSION & DECISION

DISCUSSION	<p>Item 4.1 – Board Recruitment Update (Dawn McGuire Reeves) Dawn McGuire Reeves reported the Nominations Committee has been active in the recruitment for 2 Board positions. At this time, the Committee presents one candidate for appointment.</p> <p>Motion 3 - Board Appointment RESOLVED "The Badminton BC Directors appoint Pedro Catalan to the position of Director at Large for the 2016-2017 Board of Directors. The appointment is in the effect until the 2017 Annual General Meeting where election will take place in compliance with the Society's bylaws." MOVED: Dawn McGuire Reeves SECONDED: Henry Wong CARRIED</p> <p>Action Item: Post announcement of appointment</p> <p>6:51PM Henry Wong left the meeting. Quorum was still present.</p> <p>Item 4.2 - Financial Report (Dennis Brown) Dennis Brown reviewed the Q2 financial statement ending Nov 30 2016. Concern was voiced regarding any changes to the projections of revenues and expenses in the approved 17/18 budget would not be desired. The Treasurer confirmed there will be no changes to the current budget despite experiencing failure in some areas. It is realistic there may be movement of project budget within functional areas of the operation. Dennis identified the solution of a projected statement to year-end and to explain the variance. The Treasurer outlined the 2017-2018 budget process for preparation for the next budget.</p> <p>Motion 4 - 2016/2017 Q2 Financial Statement RESOLVED "To approve the financial report including the Q2 Financial Statement ending Nov 30 2016." MOVED: Colleen Van Mook SECONDED: Dawn McGuire Reeves CARRIED</p> <p>Motion 5 - 2016/2017 Projected Statement RESOLVED "To provide a 2016-2017 projected statement with notes to the April 5 meeting." MOVED: Dawn McGuire Reeves SECONDED: Pedro Catalan CARRIED</p> <p>Item 4.3 - Event Hosting Strategy (Penny Gardner) Reference document Item 4.3-Event Hosting Strategy Discussion outlining the recent BCAN opportunities for events 2018-2020 and expressions of interest to bid. Feasibility report for 2018 Para Badminton International to next meeting. Evaluation of opportunities is on-going.</p>	
	CONCLUSIONS	<ul style="list-style-type: none"> Pedro Catalan appointed to the Board in the position of Director at Large. Operations are tracking on budget and mid-fiscal budget adjustments will be noted in the next projected statement. Feasibility of 2018 Para Badminton International continuing until end of March 2017 and discussed next meeting.
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post announcement of new appointment to the Board - Pedro	Penny Gardner	Feb 15 2017

Catalan.		
January and February 2017 projected statements prepared and used to generate recommendations for any budget adjustment.	F & A Committee	March 30 2017
Feasibility Study for 2018 Para Badminton International to next meeting.	Penny Gardner	March 15 2017

7:22PM – 8:50PM 5.0 NEW BUSINESS

DISCUSSION	<p>Item 5.1 BCABC Letter (Dawn McGuire Reeves) Letter has been received from the BCABC identifying 3 areas of concerns - annual tournament schedule, annual HP plan and timely communications. Direction was given to defer the topic of U23 events and where they should be placed to the Competitions Committee. Discussion regarding a complaint process for members. Action: Penny Gardner and Dawn McGuire Reeves to draft a letter to respond to the group by March 3 2017. Action: Defer the topic of U23 play to the Competitions Committee for research and recommendation for implementation to the 2018/2019 season.</p> <p>Item 5.2 Nomination - Canada Volunteer Awards (Dawn McGuire Reeves) To discuss a nomination for this award in camera. MOTION - 6: "RESOLVED, to go into an in- camera session." MOVED Dawn McGuire Reeves SECONDED Colleen Van Mook CARRIED</p> <p>MOTION - 7: "RESOLVED, to come out of the in camera session." MOVED Colleen Van Mook SECONDED Dawn McGuire Reeves CARRIED</p> <p>Item 5.3 Recommendations Awards & Recognition Committee (Dawn McGuire Reeves) Dawn McGuire Reeves presented the recommendations of this Committee as received from the report. Following discussion the Board concluded that the role of the Committee is to bring recommendations to the Board on the areas they had queries accessing consultation with the ED or others who may provide experience or expertise as required. Action: Penny to follow up with the Chair to support in addressing the queries</p> <p>8:41PM - Henry Wong re-entered the meeting</p> <p>Item 5.4 Participaction 150 Playlist & Funding Opportunity (Penny Gardner) Overview of Participaction 150 initiative and opportunity for new participant initiative with funding support. Briefing note provided. Action: 1) Apply for a grant (Alvin), and 2) Identify a club with program to use.</p> <p>Item 5.5 BCAN Special Meeting (Dawn McGuire Reeves) Dawn McGuire Reeves briefed the Board on situation behind this meeting. She is able to participate on behalf of the association and will report back at the next meeting.</p>	
CONCLUSIONS	<ul style="list-style-type: none"> • Nominee to the Canada Volunteer Awards • President to represent Badminton BC at the BCAN Special Meeting • Monitor Participaction 150 program for participation (new participant) opportunities in 2017 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Completion and submit a nomination to the Canada Volunteer Awards.	Dawn McGuire Reeves, Colleen Van Mook	Feb 17 2017
To attend the BCAN Special Meeting.	Dawn McGuire Reeves	Mar 5 2017

Draft a letter to receipt to the BCABC group by February 8 2017.	Penny Gardner Dawn McGuire Reeves	Feb 8 2017
Draft a letter of detailed response to the BCABC group by March 3 2017.	Penny Gardner Dawn McGuire Reeves	Mar 3 2017
Defer the topic of U23 play to the Competitions Committee for research and recommendation for implementation to the 2018/2019 season.	Ken Thiesen	June 1 2017
Apply for Participaction 150 grant and recruit a club for project delivery and funding.	Alvin Lau	Aug 31 2017
Follow up with the A & R Chair in support of addressing the queries and bring back recommendations to the Board.	Penny Gardner	April 30 2017

8:50PM-8:50PM 6.0 IN CAMERA

DISCUSSION	Tabled due to time.	
CONCLUSIONS	•	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

8:50PM – 9:50PM 7.0 BOARD DEVELOPMENT DAWN MCGUIRE REEVES

DISCUSSION	7.1 Financial Information (Dennis Brown)	
CONCLUSIONS	• Board received training and knowledge regarding BBC financial information.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

8:50PM ADJOURNMENT DAWN MCGUIRE REEVES

DISCUSSION	Meeting was adjourned at 8:50 p.m. Board continued on to a 1-hour Board Orientation Session.	
SUMMARY OF APPROVED MOTIONS	MOTIONED	SECONDED
MOTION 1: "RESOLVED , to approve the agenda of February 8, 2017 as amended.	Dawn McGuire Reeves	Dennis Brown
MOTION 2: "RESOLVED , to approve the Consent Agenda items of February 8, 2017 as follows: <ul style="list-style-type: none"> Board Meeting Minutes - Dec 10 2016 Correspondence - BC Games, Estoppel Certificate, Sport BC President's Awards Nomination, 51st Sport BC AOYA Finalists, Sportscape 2017, Gaming WCTC, BCAOBC Letter. Reports - ED Report, Awards & Recognition Committee 	Colleen Van Mook	Henry Wong
MOTION 3: RESOLVED "The Badminton BC Directors appoint	Dawn McGuire	Henry Wong

Pedro Catalan to the position of Director at Large for the 2016-2017 Board of Directors. The appointment is in the effect until the 2017 Annual General Meeting where election will take place in compliance with the Society's bylaws."	Reeves	
MOTION 4: RESOLVED "To approve the financial report including the Q2 Financial Statement ending Nov 30 2016."	Colleen Van Mook	Dawn McGuire Reeves
MOTION 5: RESOLVED "To provide a 2016-2017 projected statement with notes to the April 5 meeting."	Dawn McGuire Reeves	Pedro Catalan
MOTION 6: RESOLVED "to go into an in-camera session."	Dawn McGuire Reeves	Colleen Van Mook
MOTION 7: RESOLVED "to come out of the in-camera session."	Colleen Van Mook	Dawn McGuire Reeves

SUMMARY OF ACTIONS	PERSON RESPONSIBLE	DEADLINE
Post announcement of new appointment to the Board - Pedro Catalan.	Penny Gardner	Feb 15 2017
January and February 2017 projected statements prepared and used to generate recommendations for any budget adjustment.	F & A Committee	March 30 2017
Feasibility Study for 2018 Para Badminton International to next meeting.	Penny Gardner	March 15 2017
Meeting minutes dated Aug 10 are to be completed and circulated prior to the next scheduled meeting of the Board.	Penny Gardner	April 5 2017
Follow up with the A & R Chair to support in addressing the recommendations of the report.	Penny Gardner	April 30 2017
Completion and submit a nomination to the Canada Volunteer Awards.	Dawn McGuire Reeves, Colleen Van Mook	Feb 17 2017
To attend the BCAN Special Meeting.	Dawn McGuire Reeves	Mar 5 2017
Draft a letter to receipt to the BCABC group by February 8 2017.	Penny Gardner Dawn McGuire Reeves	Feb 8 2017
Draft a letter of detailed response to the BCABC group by March 3 2017.	Penny Gardner Dawn McGuire Reeves	Mar 3 2017
Defer the topic of U23 play to the Competitions Committee for research and recommendation for implementation to the 2018/2019 season.	Ken Thiesen	June 1 2017
Apply for Participaction 150 grant and recruit a club for project delivery and funding.	Alvin Lau	Aug 31 2017
Follow up with the A & R Chair in support of addressing the queries and bring back recommendations to the Board.	Penny Gardner	April 30 2017

Next meeting is scheduled for **Wednesday, April 5 2017 @ 6:30 p.m.** by conference call.

MINUTES SUBMITTED	Penny Gardner, Executive Director
MINUTES REVIEWED	Henry Wong, Secretary
APPROVED BY BOARD	April 5 2017
PRESIDENT	
SECRETARY	