



MINUTES

SEPTEMBER 20 2015

9:00 AM – 3:00 PM

FORTIUS SPORT & HEALTH - MONTREAL RM

MEETING	Board of Directors
CHAIR	Lisa Davison, President and Dawn McGuire Reeves, President Elect
SECRETARY	
MEETING MINUTES	Penny Gardner, Executive Director (Ex-Officio)
ATTENDEES	Lisa Davison, Alexandra Emlyn, Dawn McGuire Reeves, Henry Wong, Colleen Van Mook, Penny Gardner (Staff Ex-officio), Alvin Lau (staff)
REGRETS	
ABSENT	

Agenda Topics

9:31 – 9:40 A.M. 1.0 WELCOME & OPENING COMMENTS LISA DAVISON

DISCUSSION	Item 1.0 - Welcome: President, Lisa Davison welcomed everyone thanked them for their efforts at the Congress and Annual General Meeting. Overall feedback on the Congress was briefly discussed.		
CONCLUSIONS	<ul style="list-style-type: none"> The meeting was called to order at 9:31 a.m. PDT. Attendance was taken and quorum was established and the meeting proceeded. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
<ul style="list-style-type: none"> Collect feedback on the Congress format and present proposal on 2016 program 	Badminton BC office	January 30 2015	

9:40 – 10:00 A.M. 2.0 INTRODUCTIONS LISA DAVISON

DISCUSSION	<ul style="list-style-type: none"> Lisa Davison proceeded over the round table introduction of Directors and staff to the benefit of all, and to begin the team building process. 		
CONCLUSIONS	<ul style="list-style-type: none"> Badminton BC has a very diverse and highly skilled Board of Directors leading this organization in its strategic direction. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
<ul style="list-style-type: none"> Update Board of Directors positions and biographies on website as required. 	Badminton BC Office	October 30 2015	

10:00 – 10:30 A.M. 3.0 CALL FOR OTHER BUSINESS LISA DAVISON

DISCUSSION	<p>Lisa Davison called for other items to be added to agenda. The following was added and correction to agenda item numbering was corrected as follows:</p> <p>Item 2.0 Introductions</p> <p>Item 3.0 Call for Other Business</p>
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	<p>Item 4.0 Approval of Agenda Item 5.0 Consent Agenda Items Item 6.0 Information, Discussion and Decision 6.1 Director's Job Descriptions 6.2 Appointment of Officers* 6.3 Signing Officers 6.4 Board Meeting Procedures 6.5 Board Contact Information 6.6 Committee Assignments 6.7 2016 AMGs Organizing Committee Appointment 6.8 Policy Review 6.9 ED Role & Operations 6.10 Awards and Recognition event discussion (requested new business) 6.11 Board calendar - dates and work plan 6.12 Google docs & Basecamp 6.13 Current FY budget review 6.14 Strategic Plan and preparations for evaluation and revision Item 7.0 Board Development 7.1 Board Orientation - CPA 20 Questions Item 8.0 In Camera</p>
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CONCLUSIONS	<ul style="list-style-type: none"> Renumbering of agenda items as listed above. 						
ACTION ITEMS	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">PERSON RESPONSIBLE</th> <th style="width: 20%;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td>Minutes of meeting shall reflect amended numbering</td> <td>Penny Gardner</td> <td>September 30 2015</td> </tr> </tbody> </table>		PERSON RESPONSIBLE	DEADLINE	Minutes of meeting shall reflect amended numbering	Penny Gardner	September 30 2015
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10:30 – 10:35 A.M. 4.0 APPROVAL OF AGENDA LISA DAVISON

DISCUSSION	<ul style="list-style-type: none"> Agenda item order is not correct and must be amended. 						
<p>MOTION: RESOLVED the meeting agenda of September 20 2015 be approved as amended. MOVED Alexandra Emlyn SECONDED Dawn McGuire Reeves CARRIED</p>							
CONCLUSIONS	<ul style="list-style-type: none"> Agenda was renumbered to correct item order and include additional business. 						
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10:35 – 10:45 A.M. 5.0 CONSENT AGENDA LISA DAVISON

DISCUSSION	<p>Lisa Davison asked Penny Gardner to brief the Directors on the purpose and use of the Consent Agenda; the value and efficiencies it has brought to meetings over this past year. Further information was included in the Board Development folder for on-going reference.</p>						
<p>MOTION: RESOLVED, the Consent Agenda items are approved as listed in Item 5.0 of the September 20 2015 meeting agenda.” MOVED Alexandra Emlyn SECONDED Dawn McGuire Reeves CARRIED</p>							
CONCLUSIONS	<ul style="list-style-type: none"> Consent agenda was approved. Approval of the minutes of September 18, 2015 with friendly amendments before public posting. 						
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DISCUSSION

Item 6.1 Director's Job Descriptions

Lisa Davison reviewed each Director's job descriptions and asked current sitting Officers to comment.

Secretary - discussion took place around the clause of posting draft meeting minutes. In 2014-2015 draft minutes were not publically posted. Best practices reflect accuracy versus expediency and therefore acceptable to post following approval. The Board does not seek any change to the process at this time. Meeting minutes will be publically posted following approval. Remove this reference from Secretary job description.

Treasurer - Past Director confirmed as an accurate reflection.

Vice President - Past Director confirmed as an accurate reflection.

President - The President's role includes recognition as the ex-officio to all committees and is confirmed through Bylaw 10.2. Interpretation is attendance at committee meeting as required or requested.

Item 6.2 Election of Officers

The Badminton BC nominating process resulted in four (4) of six (6) Directors elected. There are two (2) remaining vacancies. Discussion took place regarding the appointment of Officers of the Society in light of these vacancies. The discussion concluded with the moving forward with the Election of Officers as scheduled:

Officers of the Society

MOTION: To nominate Dawn McGuire Reeves as *President*. The nomination was accepted.

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

MOTION: To nominate Colleen Van Mook as *Vice President*. The nomination was accepted.

MOVED Lisa Davison | **SECONDED** Dawn McGuire Reeves | **CARRIED**

MOTION: Nomination of Alexandra Emlyn as *Treasurer*. The nomination was accepted.

MOVED Lisa Davison, **SECONDED** Dawn McGuire Reeves | **CARRIED**

MOTION: To nominate Henry Wong as *Director at Large*. The nomination was accepted.

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

MOTION: RESOLVED, the 2015-2016 Officers of Badminton BC shall be as follows:

President - *Dawn McGuire Reeves*

Vice President - *Colleen Van Mook*

Treasurer - *Alexandra Emlyn*

Secretary - *Vacant*

MOVED Dawn McGuire Reeves | **SECONDED** Alexandra Emlyn | **CARRIED**

As per bylaw 6.3, the Board of Directors invites Lisa Davison to join the Board and assume the role of Past President. The invitation is accepted. At 11:07 a.m. Lisa Davison relinquished the gavel to the new Badminton BC President Dawn McGuire Reeves.

Item 6.3 Signing Officers

Motion RESOLVED, "Account XXX712 (General Account) at VanCity Savings have 4 people on file as signing officers: Lisa Davison, Alexandra Emlyn, Dawn McGuire Reeves and Penny Gardner.

Following the 2015 Annual General Meeting and Election of Directors, the signing officers shall be updated as follows:

- Dawn McGuire Reeves - President
- Alexandra Emlyn - Treasurer
- Penny Gardner - Executive Director
- Remove Lisa Davison

MOVED Alexandra Emlyn | **SECONDED** Colleen Van Mook | **CARRIED**

Motion

RESOLVED "Account XXX052 (Gaming Account) at VanCity Savings have 4 people on file as

signing officers: Lisa Davison, Alexandra Emlyn, Dawn McGuire Reeves and Penny Gardner. Following the 2015 Annual General Meeting and Election of Directors, the identification of signing officers shall be updated as follows:

- Dawn McGuire Reeves - President
- Alexandra Emlyn - Treasurer
- Penny Gardner - Executive Director
- Remove Lisa Davison"

MOVED Alexandra Emlyn | **SECONDED** Colleen Van Mook | **CARRIED**

Item 6.4 Board Procedures

Dawn led the discussion outlining the general procedures are around Board meetings, dates, board agreement, conflict of interest, duties and roles and responsibilities.

The Executive Director was actioned to research and include confidentiality and conflict of interest statutes to be included in one document.

Item 6.5 Board Contact Information

Penny Gardner outlined to new Board members a request for key contact information to be sent to office.

The meeting broke for a lunch break at 12:26 p.m. The President reconvened the meeting again at 1:07 p.m.

Items 6.6 Committee Assignments

The following Committees assignments were confirmed as follows:

Standing Committees		
Committee	Board Appointment	Staff Support
Nomination Committee	Lisa Davison (Chair)	Penny Gardner
Judicial Committee	Dawn McGuire Reeves (Chair)	Penny Gardner
Finance & Audit Committee	Alexandra Emlyn (Chair)	Penny Gardner
Program, Operational, Task Force Committees		
Committee	Board Appointment	Staff Support
Risk Management Task Force	Colleen Van Mook	Penny Gardner
Governance Review Task Force	Dawn McGuire Reeves, Cameron Cairncross	Penny Gardner
Masters Advisory Committee		Alvin Lau (Chair)
Coaching Development	Henry Wong	Alvin Lau (Chair)
Officials Committee		Alvin Lau (Chair)
Tournament Committee (technical)		Penny Gardner (Chair)
High Performance Committee		Penny Gardner (Chair)
Awards & Recognition Committee	Lisa Davison (Chair)	Penny Gardner
BC Sport Investment Review WG	Dawn McGuire Reeves Lisa Davison	Penny Gardner (Lead)
Strategic Plan Working Group	Colleen Van Mook, Dawn McGuire Reeves	Penny Gardner
2016 AMGs - Board Liaison	Henry Wong, Alexandra Emlyn	Penny Gardner

MOTION: RESOLVED, the following committees will support the governance structure for the Badminton BC strategic priorities in 2015-2016:

1. Standing committees
 - Nominations committee
 - Finance & Audit Committee
 - Judicial Committee
2. Program, Operational, Ad-Hoc, Task Force, Working Group Committees
 - Coaching Development
 - Officials Development
 - Masters Advisory
 - Tournament (technical events) Committee
 - High Performance Committee

- Risk Management Task Force
- Governance Task Force
- Awards & Recognition Committee
- Strategic Planning Working Group
- BC Sport Investment Review Working Group

These commitments will be operational with 9 weeks of the Annual General Meeting and no later than November 30, 2015.

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

Item 6.7 2016 AMGs Organizing Committee Appointment

Henry Wong has volunteered to sit as the Board appointment to the local organizing committee for the 2016 Americas Masters Games. He will be responsible for Board oversight on this project.

Item 6.8 Policy Review

During this discussion it was determined that many policies need revision and other developed for the first time. This has not been done since 1998. This will be actioned in Q3 and Q4 for consideration of outsourcing the project. Lisa Davison acknowledged the need to address this area in preparation for the BC Sport Investment Review. The Board is actioned to review this area for awareness and understanding.

Item 6.9 Executive Director Role & Operations

A Board orientation session was scheduled for November 28-29, 2015. Plan for full days in a Metro Vancouver location close to the airport.

Item 6.10 Board Calendar - dates and work plan

Deferred to Board orientation session in November.

Item 6.11 Awards and Recognition event discussion (requested new business)

This did not get revisited.

Item 6.12 Google Docs & Basecamp

Lisa will brief and train everyone at the Board orientation session on google docs and basecamp and their use in the management of Board work.

Item 6.13 Current FY 2015-2016 Budget Review

For the benefit of new Directors, Penny Gardner and Alexandra Emlyn led the discussion on a basic orientation through the 2015-2016 operating budget. A more formal orientation will take place during the November orientation session.

Item 6.14 Strategic Planning and Preparation

Following the 2012 Summer Olympics, the first Strategic Plan in a number of years was undertaken resulting in the 2012-2016 Strategic Plan that was more an operational plan for the benefit of the leadership at the time.

Dawn McGuire Reeves and Lisa Davison led this discussion with the objective to determine a starting point for preparations on next 3-4 year planning activity. As a result of the discussion, the Executive Director was actioned to thoroughly review the document and present it in a manner of understanding and decision making. This activity will take place again for November.

CONCLUSIONS

- Meeting minutes will be publically posted when approved by the Directors.
- Election of Officers of the Society took place.
- Society signing officers were identified.
- Committee assignments for 2015-2016 were confirmed and recruitment of individuals is underway.
- Informal board orientation took place.
- More formal board orientation session at end of November with a number of objectives to accomplish.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Remove posting of draft minutes from Secretary job description and re-post position description.	Penny Gardner	December 30 2015
Confirm with Lisa Davison all job descriptions	Penny Gardner	December 30 2015
Confidentiality clauses and conflict of interest statutes to be added to Board Agreement prior to signing.	Penny Gardner	September30 2015
Board to forward critical contact information to office as discussed	Colleen Van Mook Henry Wong	November 30 2015
Send to Henry Wong a program overview and job description for 2016 AMGs local organizing committee.	Penny Gardner	November 30 2015
Executive Director to review and update Strategic Plan.	Penny Gardner	November 30 2015

2:00 – 2:10 P.M.

6.0 BOARD DEVELOPMENT

PENNY GARDNER

DISCUSSION	6.1 Board Orientation - CPA 20 Questions	
CONCLUSIONS	<ul style="list-style-type: none"> Information and knowledge is provided to the Board as a priority and commitment to Board development initiatives. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Board to read and prepare to discuss CPA 20 Questions in the future.	All Board	On-going

2:10 – 2:10 P.M.

7.0 IN CAMERA

DAWN MCGUIRE REEVES

DISCUSSION	<ul style="list-style-type: none"> There was no agenda for this session. 	
CONCLUSIONS	<ul style="list-style-type: none"> No in camera discussion took place. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2:10 P.M.


ADJOURNMENT

DAWN MCGUIRE REEVES

DISCUSSION	Meeting was adjourned at 2:17 p.m.	
SUMMARY OF ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update Board of Directors positions and biographies on website as required.	Badminton BC Office	October 30 2015
Meeting minutes of September 18 2015 circulated and posted	Penny Gardner	September 30 2015
Remove posting of draft minutes from Secretary job description and re-post position description.	Penny Gardner	December 30 2015
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Board to forward critical contact information to office as discussed	Colleen Van Mook Henry Wong	November 30 2015
Send to Henry Wong a program overview and job description for	Penny Gardner	November 30 2015

the 2016 AMGs and advise Raymond Wong of this appointment and Alexandra Emlyn will be the back up to Henry.		
Board to read and prepare to discuss CPA 20 Questions in the future.	All Board	On-going
Executive Director to review and update Strategic Plan.	Penny Gardner	November 30 2015

Next meeting is scheduled for **Wednesday, November 25, 2015 @ 6:30 p.m.** by conference call.

MINUTES SUBMITTED	Penny Gardner, Executive Director
MINUTES REVIEWED	Alexandra Emlyn, Secretary
APPROVED BY BOARD	November 25, 2015
PRESIDENT	
SECRETARY	