



MINUTES

MARCH 23, 2016

6:30PM – 8:53PM

CONFERENCE CALL

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

Agenda Topics

6:30PM – 6:35PM

1.0 WELCOME & OPENING COMMENTS

DAWN MCGUIRE REEVES

DISCUSSION	Item 1.0 – Welcome	
	The President reported a very busy time for BBC and the people involved. During this reporting period, the general feedback from membership is they are happy with the direction BBC is taking and the accomplishments to date. With nothing further the President call the meeting to order and roll call was taken.	
CONCLUSIONS	<ul style="list-style-type: none"> The meeting was called to order at 6:30 pm PDT. Attendance was taken and quorum was established and the meeting proceeded. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

6:30PM – 6:40PM

2.0 Approval of Agenda

DAWN MCGUIRE REEVES

DISCUSSION	<p>Item 2.0 - Approval of Agenda</p> <p>The President called for any additional agenda items. The following items were added under New Business:</p> <ul style="list-style-type: none"> Item 5.4 2016 National Parabadminton Championship Proposal Item 5.5 Canada Games Age Category Proposal Item 5.6 Policy Approvals Item 5.7 Banking Acct change Item 5.8 Badminton Canada <p>Alexandra Emlyn (Secretary) noted these items and amended the agenda. The President called for a motion to adopt the amended meeting agenda.</p>
	<p>MOTION 1: "RESOLVED, to approve the agenda of March 23, 2016 as amended with the additions:</p> <ul style="list-style-type: none"> Item 5.4 2016 National Parabadminton Championship Proposal Item 5.5 Canada Games Age Category Proposal Item 5.6 Policy Approvals Item 5.7 Banking Acct change Item 5.8 Badminton Canada." <p>MOVED: Henry Wong SECONDED: Dennis Brown CARRIED</p>

CONCLUSIONS	<ul style="list-style-type: none"> Agenda was adopted as amended and the meeting proceeded. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

6:40PM – 6:45PM

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. Hearing none there was no further discussion and a call for a motion to approve the Consent Agenda items. 		
<p>MOTION 2: "RESOLVED, to approve the Consent Agenda items as listed: 3.1 Board Meeting Minutes January 27, 2016 with amendment 3.2 Reports 3.2 Badminton Canada 3.3 Correspondence MOVED: Colleen Van Mook SECONDED: Dawn McGuire Reeves CARRIED</p>			
CONCLUSIONS	<ul style="list-style-type: none"> January 27, meeting minutes require a friendly amendment before circulating. Consent Agenda items were passed. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Meeting minutes dated January 27 2016 to be amended, circulated and posted.	Penny Gardner	March 30 2016	

6:45PM – 7:26 PM

4.0 INFORMATION, DISCUSSION & DECISION

DAWN MCGUIRE REEVES

DISCUSSION	<p>Item 4.1 – BC Sport Investment Review Update Penny Gardner provided a written update on the BC Sport Investment Review project. Since the last report the following actions have taken place:</p> <ul style="list-style-type: none"> The raw data report was received and reviewed. 7 scores were appealed. Scores were enhanced on the 4 appeals. March 31st report and rank will be announced. <p>Item 4.2 – Financial Report (Dennis Brown, Treasurer) Dennis Brown provided highlights of the financial report:</p> <ul style="list-style-type: none"> Reviewed the new financial report format The Q3 report shows a surplus position and projecting a break even budget for the year. Achilles heel is self-generated revenue. Government funding is on budget whereas community gaming grant will be shortfall. BC Hosting Grant is projected as a short fall Membership revenue will fall short as will non dues revenues in sport development will fall short of projections; competitions is on budget at this time. Offsetting revenue shortfalls, expenses are far less than budgeted Transaction Fees – need to start getting these back from the tournaments May 4th – next Board Meeting will focus on FY budget approval Inactive BWF account will change the name and become active as the NSTF account for donations. <p>Action Item: Dennis Brown will incorporate the suggested reallocations before the next meeting.</p> <p>MOTION: RESOLVED, to change the name of the BWF 2012World Senior Championship account to the National Sport Trust Fund and to transfer the outstanding balance to the general account and order new cheques." MOVED: Dennis Brown SECONDED: Henry Wong CARRIED</p>		
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MOTION: "RESOLVED, to approve the financial report as presented."
MOVED: Alexandra Emlyn | **SECONDED:** Dawn McGuire Reeves | **CARRIED**

Item 4.3 – 2016 AMG Update (Henry Wong, Board Liaison to LOC)

Henry reviewed the briefing note and updated the Board on the outcomes of the three (3) LOC meetings to date:

- Vancouver Convention Centre will be the venue for Badminton – 12 courts
- Considerable marketing efforts will be required to reach registration goals requiring significant local and national support. Additional marketing materials will be required.
- Early registration is essential
- Getting a Facebook site up and ready for people to connect
- All volunteers must register with AMG but badminton specific volunteers will work through Siew Har Hong.

Action Item: Daisy Lee (Director at Large) to assist with BBC event communications and marketing for these games by having an in-house task force and update sessions after every AMG meeting.

Item 4.4 - 2017-2021 Strategic Plan Process

Dawn McGuire Reeves reported that planning for 2017-2021 is behind schedule. VP, Colleen Van Mook and Dawn McGuire Reeves will work on first draft.

Item 4.5 - 2016 BC Provincial Championships

Board Members have been requested to add for medal presentations and other oversight activities. Daisy Lee will try to attend the Senior Open. Henry Wong & Alexandra Emlyn will attend the Junior.

MOTION: RESOLVED, to change the name of the BWF 2012 World Senior Championship account to the National Sport Trust Fund and to transfer the outstanding balance to the general account and order new cheques."

MOVED: Dennis Brown | **SECONDED:** Henry Wong | **CARRIED**

MOTION: "RESOLVED, to approve the financial report as presented."

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

CONCLUSIONS	<ul style="list-style-type: none"> • BBC is fiscally on track to deliver a positive budget at y/e • BBC's association audit report will be received from viaSport on March 31 • BBC will receive its 2016 BCWGs Core Sport Review outcome on March 31 • The 2016 AMG will require considerable more efforts in marketing and communication in order to meet the participant registration projections.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Treasurer will incorporate the suggested allocations or changes before the next meeting.	Dennis Brown	April 15 2016
Daisy Lee will become involved with the 2016 AMGs assisting BBC in specific communication and marketing activities supporting the Games with an in-house task force and update sessions after every AMG meeting	Daisy Lee	April 15 2016
Strategic Planning Process - Colleen Van Mook and Dawn McGuire Reeves to work on first draft	Colleen Van Mook Dawn McGuire Reeves	April 30 2016

7:26PM – 8:30PM

5.0 NEW BUSINESS

DAWN MCGUIRE REEVES

DISCUSSION	<p>Item 5.1 New Societies Act Executive Director, Penny Gardner verbally reported and provided a briefing note to inform the Board. These are actions items moving forward:</p> <ul style="list-style-type: none"> • Dawn McGuire Reeves to reach out to Judy Joseph-Black to ask her to review for any
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areas we should be concerned about.

- Penny Gardner will reach out to Cameron Cairncross for his engagement
- Henry Wong will engage as well since he has been looking at this outside of Badminton.

Item 5.2 Policy Review Proposal

Penny Gardner and Colleen Van Mook presented a policy review project proposal requesting funding support to initiate and provide research. The following are highlights of the proposal:

- Current policies have not been updated since 1998 making this a very large project.
- Proposal outlines the process with consideration to a contractor to perform initial research, benchmarking, best practices, and establish scope.

Action Item: Penny Gardner to source a contractor in this fiscal year to help with this project beginning in this fiscal year.

Item 5.3 Badminton Canada AGM

Dawn McGuire Reeves spoke to the briefing note provided by the Executive Director. These are the highlights:

- Scheduled for June 9-11 in Gatineau, Quebec. The Board meeting of May 25th will focus on materials for that meeting.
- Dawn McGuire Reeves will be attending. The Executive Director may possibly attend pending agenda.
- Badminton BC Nominations Committee will facilitate a call for BCAN Board nominations to interested individuals within the BBC membership.
- The following action items are identified:
 - Dawn McGuire Reeves will reach out to reach out to prospective nominations.
 - Penny Gardner will research and outline the process of nomination. To put together a process for nomination.
 - BBC Nominations Committee will report a slate of nominees for approval to the May 4th meeting.

Item 5.4 Para National Badminton Proposal

The Executive Director reported strong support by other P/Ts regarding participation in the first Parabadminton National Championship. BC has not been able to engage to this point. Supporting funds from BCAN are now available resulting in a better opportunity to send representatives. The 2016 National Parabadminton Championship is scheduled for May 14 to 22 in Moncton.

MOTION: "RESOLVED, to approve the National Parabadminton Proposal as presented, confirming the appropriate resources and directing the Executive Director to identify BC candidates to participate."

MOVED: Alexandra Emlyn **SECOND:** Colleen Van Mook | **CARRIED**

Item 5.5 Canada Games Age Category Proposal V2

The Executive Director discussed the briefing note previously circulated. Here are the highlights:

- Spoke to the importance securing inclusion in the Canada Games program and returning to core sport status in the next application period.
- BC suggested bringing in eligibility restrictions to level the playing field.
- It will be a u23 age category
- We need to address our U17 - U23 women's talent pool
- Allows our college athletes to continue to strive for something

ACTION ITEM: the Executive Director will facilitate the final consultation activities, collate the feedback, and prepare a statement of response to BCAN by the March 31st deadline.

Item 5.6 Policy Approval Proposal

Executive Director, Penny Gardner presented three (3) policies for the Board to approve, and provided rationale. President called for a motion to accept all policies as presented.

	<p>MOTION: "RESOLVED, to adopt the policies as presented in the proposal." RESOLVED..." Materials for Board and Committee meetings will be available at a minimum of one-week in advance of the scheduled meeting."</p> <p>RESOLVED..." Minutes from all Board and Committee meetings will be circulated and posted at a minimum of one-week following the completed meeting or of approval."</p> <p>RESOLVED..." Annual planning of the following programs will be announced, circulated and posted by June 1st, annually:</p> <ul style="list-style-type: none"> • Tournament Schedule • High Performance Plan • NCCP Coach Education Workshop Schedule • BC Officials Workshop Schedule <p>MOVED: Dawn McGuire Reeves SECONDED: Alexandra Emlyn CARRIED</p>
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CONCLUSIONS	<ul style="list-style-type: none"> • • A policy Review Project will move ahead beginning with a contracted service to undertake research to develop scope and identify best practices. • Canada Games Age Category Proposal was positively supported for further consultation • BBC will support participation of an athlete, coach and classifier to the 2016 National Parabadminton Championship. • 3 new policies were approved - Governance and Programs & Services
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Source a contractor in this fiscal year to help with this Policy review project beginning in this fiscal year.	Penny Gardner	April 30 2016
Regarding the new Societies Act project, Dawn McGuire Reeves to reach out to Judy Joseph-Black to ask her to review for any areas we should be concerned about. Penny Gardner will reach out to Cameron Cairncross to be a part of review group as well. Henry Wong will engage as well since he has been looking at these outside of Badminton.	Dawn McGuire Reeves Penny Gardner Henry Wong	June 30 2016
Regarding BCAN Board Nominations for 2016, the following actions will take place: <ul style="list-style-type: none"> • Dawn McGuire Reeves will reach out to reach out to prospective nominations. • Penny Gardner will research and outline the process of nomination. to put together a process for nomination. • BBC Nominations Committee will report a slate of nominees for approval to the May 4th meeting. 	Dawn McGuire Reeves Penny Gardner	April 30 2016
Facilitate partnerships with parasport community to provide opportunity for an athlete, coach and classifier candidate to participate in the 2016 National Parabadminton Championship in Monto. Candidates to be registered with BCAN before mid-April.	Penny Gardner	April 11 2016

6.0 BOARD DEVELOPMENT

DISCUSSION	<p>Item 6.1 Annual Board Calendar 2015-2016 Dawn McGuire Reeves reported the chart of annual activities that was confirmed at the November Board orientation in Richmond.</p> <p>Item 6.2 High Performance Organization Penny Gardner provided the Board with on-going development materials. This meeting focused on becoming a high performance organization. Not to be mistaken with HP sport but</p>
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	rather an association committed to continuous improvement through benchmarking for best in class standards and practices.	
CONCLUSIONS	<ul style="list-style-type: none"> Annual Board Calendar is filed on the shared drive for easy access for all Board Development shared file is updated 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

8:40PM – 9:00PM

7.0 IN CAMERA

DAWN MCGUIRE REEVES

DISCUSSION	<p>MOTION: "RESOLVED, to go into an in- camera session." MOVED Dawn McGuire Reeves SECONDED Alexandra Emlyn CARRIED ALL</p> <p>MOTION: "RESOLVED, to come out of the in camera session." MOVED Alexandra Emlyn SECONDED Dawn McGuire Reeves CARRIED ALL</p>	
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 from the in-camera session.	Dawn McGuire Reeves	March 31, 2016

8:30PM

ADJOURNMENT

DAWN MCGUIRE REEVES

DISCUSSION	Meeting was adjourned at 8:51 p.m.	
SUMMARY OF MOTIONS	MOTIONED	SECONDED
<p>MOTION 1: "RESOLVED, to approve the agenda of March 23, 2016 as amended with the additions:</p> <ul style="list-style-type: none"> Item 5.4 2016 National Parabadminton Championship Proposal Item 5.5 Canada Games Age Category Proposal Item 5.6 Policy Approvals Item 5.7 Banking Acct change Item 5.8 Badminton Canada." 	Henry Wong	Dennis Brown
<p>MOTION 2: "RESOLVED, to approve the Consent Agenda items as listed: Item 3.2 - January 27 2016 Meeting Minutes Item 3.3 - Reports Item 3.4 - Correspondence."</p>	Colleen Van Mook	Dawn McGuire Reeves
<p>MOTION: RESOLVED, to change the name of the BWF 2012World Senior Championship account to the National Sport Trust Fund and to transfer the outstanding balance to the general account and order new cheques."</p>	Dennis Brown	Henry Wong
<p>MOTION: "RESOLVED, to approve the financial report as presented."</p>	Alexandra Emlyn	Dawn McGuire Reeves
<p>MOTION: "RESOLVED, to adopt the policies as presented in the proposal."</p>	Dawn McGuire Reeves	Alexandra Emlyn

<p>RESOLVED...“ Materials for Board and Committee meetings will be available at a minimum of one-week in advance of the scheduled meeting.”</p> <p>RESOLVED...“ Minutes from all Board and Committee meetings will be circulated and posted at a minimum of one-week following the completed meeting or of approval.”</p> <p>RESOLVED...“ Annual planning of the following programs will be announced, circulated and posted by June 1st, annually:</p> <ul style="list-style-type: none"> • Tournament Schedule • High Performance Plan • NCCP Coach Education Workshop Schedule • BC Officials Workshop Schedule 		
<p>MOTION: RESOLVED, “For the Treasurer and the ED to work together and source \$1,000 during this fiscal year to hire a contractor to help with the Policy review project.</p>	Dawn McGuire Reeves	Alexandra Emlyn
<p>MOTION: “RESOLVED, to approve the 2016 National Parabadminton Proposal as presented, confirming the appropriate resources and directing the Executive Director to identify BC candidates to participate.”</p>	Alexandra Emlyn	Colleen Van Mook
<p>MOTION: “RESOLVED, to go in camera.”</p>	Dawn McGuire Reeves	Alexandra Emlyn
<p>MOTION: “RESOLVED, to come out of the in camera session.”</p>	Alexandra Emlyn	Dawn McGuire Reeves

SUMMARY OF ACTIONS	PERSON RESPONSIBLE	DEADLINE
Meeting minutes dated January 27 2016 to be amended, circulated and posted.	Penny Gardner	March 30 2016
President to follow up with Executive Director regarding information from the in-camera session	Dawn McGuire Reeves	March 31 2016
Treasurer will incorporated the suggested allocations or changes before the next meeting.	Dennis Brown	April 15 2016
Daisy Lee will become involved with the 2016 AMGs assisting BBC in specific communication and marketing activities supporting the Games with an in-house task force and update sessions after every AMG meeting	Daisy Lee	April 15 2016
Strategic Planning Process - Colleen Van Mook and Dawn McGuire Reeves to work on first draft	Colleen Van Mook Dawn McGuire Reeves	April 30 2016
Source a contractor in this fiscal year to help with this Policy review project beginning in this fiscal year.	Penny Gardner	April 30 2016
Regarding the new Societies Act project, Dawn McGuire Reeves to reach out to Judy Joseph-Black to ask her to review for any areas we should be concerned about. Penny Gardner will reach out to Cameron Cairncross to be a part of review group as well. Henry Wong will engage as well since he has been looking at these outside of Badminton.	Dawn McGuire Reeves Penny Gardner Henry Wong	June 30 2016
Regarding BCAN Board Nominations for 2016, the following actions will take place: <ul style="list-style-type: none"> • Dawn McGuire Reeves will reach out to reach out to prospective nominations. • Penny Gardner will research and outline the process of nomination. to put together a process for nomination. • BBC Nominations Committee will report a slate of nominees for approval to the May 4th meeting. 	Dawn McGuire Reeves Penny Gardner	April 30 2016
Facilitate partnerships with parasport community to provide opportunity for an athlete, coach and classifier candidate to participate in the 2016 National Parabadminton	Penny Gardner	April 11 2016

Championship in Moncton.		

Next meeting is scheduled for **Wednesday, May 4, 2016 @ 6:30 p.m.** by conference call.

MINUTES SUBMITTED	Alexandra Emlyn
MINUTES REVIEWED	Dawn McGuire Reeves and Penny Gardner
APPROVED BY BOARD	May 4, 2016
PRESIDENT	
SECRETARY	