



# MINUTES

MAY 4, 2016

6:30PM – 8:30PM

CONFERENCE CALL

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

## Agenda Topics

**6:30PM – 6:35PM      1.0      WELCOME & OPENING COMMENTS      DAWN MCGUIRE REEVES**

<b>DISCUSSION</b>	<b>Item 1.0 – Welcome</b>	
	The President reported a very busy time for BBC and the people involved. It is a beautiful night tonight so let's make sure we adjourn while it is just still light. The President With nothing further the President call the meeting to order and roll call was taken.	
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>The meeting was called to order at 6:33 pm PDT.</li> <li>Roll call was taken and quorum was established and the meeting proceeded.</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**6:30PM – 6:40PM      2.0 Approval of Agenda      DAWN MCGUIRE REEVES**

<b>DISCUSSION</b>	<p><b>Item 2.0 - Approval of Agenda</b></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"> <li>Item 5.1 Strategic Planning Proposal</li> <li>Item 5.2 2016 BCWGs</li> <li>Item 5.3 Change of next meeting date</li> </ul> <p>The minute taker noted these items and amended the agenda. The President called for a motion to adopt the amended meeting agenda.</p> <p>Henry discussed his absence for next meeting May 25 or 18.</p> <p>Daisy Lee entered the meeting at 6:35 p.m.</p>
	<p><b>MOTION 1:</b> "RESOLVED, to approve the agenda of May 4, 2016 as circulated  <b>MOVED:</b> Dennis Brown   <b>SECONDED:</b> Henry Wong   <b>CARRIED</b></p> <p><b>MOTION 2:</b> "RESOLVED, to approve the agenda of May 4, 2016 as amended with Items 5.1 through 5.3."  <b>MOVED:</b> Dennis Brown   <b>SECONDED:</b> Henry Wong   <b>CARRIED</b></p>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Agenda was adopted as amended and the meeting proceeded.</li> </ul>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Minute taker amended the agenda	Penny Gardner	

**6:40PM – 6:44PM**

**3.0 CONSENT AGENDA ITEMS**

**DAWN MCGUIRE REEVES**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	
<p><b>MOTION 3:</b> "RESOLVED, to approve the Consent Agenda items as listed:  3.1 Board Meeting Minutes March 23, 2016  3.2 In camera Board Meeting Minutes March 23, 2016  3.3 Reports - President, Judicial Committee  3.4 Correspondence - BCAN AGM"  <b>MOVED:</b> Henry Wong   <b>SECONDED:</b> Dawn McGuire Reeves   <b>CARRIED</b></p>		
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Consent Agenda was passed.</li> </ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Meeting minutes dated March 23 2016 are to be circulated to Board and posted to website	Penny Gardner	May 15 2016
In camera meeting minutes dated March 23 2016 filed in meeting folder	Penny Gardner	May 15 2016

**6:44PM – 7:26 PM**

**4.0 INFORMATION, DISCUSSION & DECISION**

**DAWN MCGUIRE REEVES**

<b>DISCUSSION</b>	<p><b>Item 4.1 – Financial Report (Dennis Brown, Treasurer)</b>  Dennis Brown presented highlights of the financial report:</p> <ul style="list-style-type: none"> <li>March 2016 financial statement previously circulated in meeting materials.</li> <li>Verbally reviewed the statement but will not go into great detail - there is no new revenue and some further expense change however projections for April and May will be covered in the operating budget review.</li> <li>Discussed a rescheduling of audit from June 14 to 1-2 weeks later to better ensure all the audit preparations are completed without undue pressure. Rescheduled date is June 28 and audit check list has been provided.</li> <li>The two project proposals: 1) \$1000 for policy review can be covered in acct 5094 and Parabadminton National Championship \$2500 in HP budget.</li> <li>Office rental lease has been received from the landlords projecting for \$130 increase per month in 2016 - \$710 per month to \$850. This is still pretty reasonable but will ask for any consideration to incremental increase or help with tenant improvements.</li> </ul> <p>Following the presentation of the financial report, the President called for a motion to approve.</p> <p><b>Item 4.2 - FY 2016-2017 Operating Budget (Dennis Brown, Treasurer)</b></p> <ul style="list-style-type: none"> <li>The proposed operating budget for FY 2016-2017 was previously circulated.</li> <li>The budget summary and detail were reviewed thoroughly with the Board.</li> <li>Projected revenues and expenditures were covered by each line item.</li> <li>Projecting a small surplus in FY 2017.</li> <li>The Treasurer responded to all questions from the Board</li> <li>The Treasurer reminded the Board that budgets are organic and it is our fiduciary duty to use financial information and resources at hand to guide and manage the schedule of expenditures and to guide all decisions moving forward.</li> </ul> <p>Following discussion the President called the question followed by for a motion to approve the FY 2017 operating budget - Motion 4.</p> <p><b>Item 4.3 – 2016 AMG Update (Henry Wong, Board Liaison to LOC)</b>  Henry verbally highlighted his previously circulated written report. The highlights are:</p> <ul style="list-style-type: none"> <li>Minutes of the March LOC meeting</li> </ul>	
-------------------	---	--

- 50% of Hosting Grant has been received and will be deferred to next years' budget for expenditure in the months leading to the Games.
- Capital equipment (shuttles, mats) has all been ordered.
- Help the LOC acquire the information they need to do their jobs
- Meeting registration projections is a key challenge.
- Concern and misinformation about the AMG flat fee and what it includes particularly as it applies to team and individual events inclusion.
- Team competition is projected to be sold out.
- Full scale recruitment of volunteers and registration efforts must start now.
- Next meeting May 28 and June 18. Henry has scheduling conflict and will be asking Alexandra to cover the BoD oversight.

**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.

**Action Item:** Henry Wong to contact Alexandra Emlyn if she can cover these meetings.

#### **Item 4.4 Badminton Canada AGM (Dawn McGuire Reeves)**

- Dawn McGuire Reeves verbally updated the Board with meeting information.
- Perspective BCAN Board nominations were discussed. Two candidates have been approached and to date one has declined.
- The ED did meet with BCAN President to discuss the Board opportunities
- The Badminton BC report is due by May 20 2016.
- It is unlikely that AGM meeting materials will be received by the next BBC Board meeting. Review and discussion will need to be managed in another manner.

**Action item:** Dawn McGuire Reeves to conclude activities around BCAN Board Nomination and present a slate for ratification at next meeting.

**Action item:** Board members are asked to develop motions in preparation for next meeting.

#### **Item 4.5 – BC Sport Investment Review Update (Dawn McGuire Reeves)**

- A draft Executive Summary of the Review Process was circulated in the meeting materials.
- Dawn McGuire Reeves verbally responded to the report with the following highlights:
- Interview performance was positive and raw data report prior to appeal was also very positive.
- When the final report card was received the outcome (following weighting of all points) was disappointing. BBC missed its goal by one point and this resulted in a near 25% decrease in funding beginning in FY 2017-2018.
- Concerns include:
- Clear explanation of the criteria in which we were being measured on particularly the weighting of criteria. What did we need to reach each level and levels corresponded with funding ranges. What was an A grade?
- Further clarity to the evaluation being 'norm' referenced or 'criterion' referenced.
- 1 point equated to \$34,000 reduced funding.
- Lack of understanding as to how an association can engage in such a comprehensive process and not know what they are aiming for?
- Meeting with viaSport on May 20 to discuss specifically the Investment Review process, the outcome and when timelines for recovery of funding sources can be identified.
- Following the conclusion of reporting, the President called for a motion to accept the Investment Review report card for BBC and to take the recommendations and forward to the strategic plan planning for the next quadrennial. Motion -5.

**Action Item:** Board to forward questions to pose to viaSport by the next meeting.

**MOTION- 3:** "RESOLVED, to approve the financial report as presented by the Treasurer."

**MOVED:** Dawn McGuire Reeves | **SECONDED:** Henry Wong | **CARRIED**

**MOTION - 4:** "RESOLVED, to approve the FY 2016-2017 operating budget as presented."

**MOVED:** Henry Wong | **SECONDED:** Daisy Lee | **CARRIED**

**MOTION - 5:** "RESOLVED, to receive the BC Sport Investment Review report card for Badminton BC and to consider the recommendations to the 2016-2020 Strategic Plan and operational plans on a schedule that is guided by available financial resources."

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

<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>BBC is fiscally on track to deliver within the approved budget for FY 2015-2106</li> <li>BBC audit will be rescheduled to a date later in June.</li> <li>BBC has approved the operating budget for FY 2016-2017</li> <li>The 2016 AMG badminton competition must continue its efforts in recruitment of participants and volunteers in order to meet its performance objectives.</li> <li>Next meeting will focus on the BCAN AGM preparations - BC BoD nominations, motions and report</li> <li>The BC Sport Investment Review process has concluded and BBC has received its Report Card. The organization will receive a reduced funding envelope beginning in FY 2017-2018. Implementation of recommendations will be realized on a schedule of available resources.</li> </ul>
--------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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.	Daisy Lee	On-going to August
Henry Wong to contact Alexandra Emlyn if she can cover these meetings.	Henry Wong	May 10 2016
Board members are asked to develop motions in preparation for next meeting.	All Board	May 18 2016
Dawn McGuire Reeves to conclude activities around BCAN Board Nomination and present a slate for ratification at next meeting.	Dawn McGuire Reeves	May 18 2016
Board members are asked to develop motions in preparation for next meeting.	All Board	May 18 2016
Board to forward questions to pose to viaSport by the next meeting.	All Board	May 18 2016

**7:40PM – 7:53PM**

**5.0 NEW BUSINESS**

**DAWN MCGUIRE REEVES**

<b>DISCUSSION</b>	<p><b>Item 5.1 Strategic Planning Proposal</b> Penny Gardner presented a Strategic Planning proposal from Marilyn Payne Consulting and requesting funding support. This was included in meeting materials. <b>Action Item:</b> Dawn McGuire Reeves and Colleen Van Mook to review the proposal and advise the Board on the</p> <p><b>Item 5.2 2016 BCWGs</b> Henry Wong reported on the complaint from a volunteer official who attended the Games in February. The Executive Director provided the Board with details on the situation. It was agreed this situation cannot ever happen again. <b>Action Item:</b> Henry Wong to reach out to this individual and ensure they are welcomed to all future volunteer opportunities.</p> <p><b>Item 5.3 Change of Meeting Dates - May 2016</b> Dawn proposed a change of meeting dates from May 25 to May 18. A straw poll was taken and it would appear that quorum can be made on May 18. Next meeting is May 18 @ 6:00 p.m. by conference call. The primary focus is the BCAN AGM preparations.</p>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>A Strategic Plan Proposal has been received and reviewed.</li> <li>Volunteers are the backbone of BBC and their experience is crucial to our success.</li> </ul>

	• Next meeting is confirmed for May 18 at 6:00 p.m. by conference call.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Dawn McGuire Reeves and Colleen Van Mook to review the proposal and advise the Board on pursuing.	Dawn McGuire Reeves Colleen Van Mook	May 31, 2016
Henry Wong to reach out to this individual and ensure they are welcomed to all future volunteer opportunities.	Henry Wong	June 30, 2016

### 6.0 BOARD DEVELOPMENT

DISCUSSION	There were no items of Board Development to share at this meeting however, the ED solicited the Board regarding their familiarity with an association management tool called BALANCED SCORECARD.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**7:53PM – 8:30PM**

**7.0 IN CAMERA**

**DAWN MCGUIRE REEVES**

DISCUSSION	<b>MOTION - 6:</b> "RESOLVED, to go into an in-camera session." <b>MOVED</b> Dawn McGuire Reeves   <b>SECONDED</b>   <b>CARRIED ALL</b>	
	<b>MOTION - 7:</b> "RESOLVED, to come out of the in-camera session." <b>MOVED</b>   <b>SECONDED</b> Dawn McGuire Reeves   <b>CARRIED ALL</b>	
CONCLUSIONS	• 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	May 5, 2016

**8:30PM**

**ADJOURNMENT**


**DAWN MCGUIRE REEVES**

DISCUSSION	Meeting was adjourned at 8:30 p.m.	
SUMMARY OF MOTIONS	MOTIONED	SECONDED
<b>MOTION 1:</b> "RESOLVED, to approve the agenda of May 4, 2016 as circulated. <b>CARRIED</b>	Dennis Brown	Henry Wong
<b>MOTION 2:</b> "RESOLVED, to approve the agenda of May 4, 2016 as amended with Items 5.1 through 5.3." <b>CARRIED</b>	Dennis Brown	Henry Wong
<b>MOTION- 3:</b> "RESOLVED, to approve the financial report as presented by the Treasurer." <b>CARRIED</b>	Dawn McGuire Reeves	Henry Wong
<b>MOTION - 4:</b> "RESOLVED, to approve the FY 2016-2017 operating budget as presented. <b>CARRIED</b>	Henry Wong	Daisy Lee
<b>MOTION - 5:</b> "RESOLVED, to receive the BC Sport Investment Review report card for Badminton BC and to consider the recommendations to the 2016-2020 Strategic Plan and operational plans on a schedule that is guided by available	Dawn McGuire Reeves	Dennis Brown

financial resources." <b>CARRIED</b>		
<b>MOTION:</b> "RESOLVED, to go in camera." <b>CARRIED</b>	Dawn McGuire Reeves	Alex
<b>MOTION:</b> "RESOLVED, to come out of the in camera session." <b>CARRIED</b>		Dawn McGuire Reeves

SUMMARY OF ACTIONS	PERSON RESPONSIBLE	DEADLINE
Meeting minutes dated March 23 2016 are to be circulated to Board and posted to website	Penny Gardner	May 15 2016
In camera meeting minutes dated March 23 2016 filed in meeting folder	Penny Gardner	May 15 2016
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.	Daisy Lee	On-going to August
Henry Wong to contact Alexandra Emlyn if she can cover these meetings.	Henry Wong	May 10 2016
Board members are asked to develop motions in preparation for next meeting.	All Board	May 18 2016
Dawn McGuire Reeves to conclude activities around BCAN Board Nomination and present a slate for ratification at next meeting.	Dawn McGuire Reeves	May 18 2016
Board members are asked to develop motions in preparation for next meeting.	All Board	May 18 2016
Board to forward questions to pose to viaSport by the next meeting.	All Board	May 18 2016
Dawn McGuire Reeves and Colleen Van Mook to review the proposal and advise the Board on pursuing.	Dawn McGuire Reeves Colleen Van Mook	May 31, 2016
Henry Wong to reach out to this individual and ensure they are welcomed to all future volunteer opportunities.	Henry Wong	June 30, 2016

Next meeting is scheduled for **Wednesday, May 18, 2016 @ 6:00 p.m.** by conference call.

<b>MINUTES SUBMITTED</b>	Penny Gardner
<b>MINUTES REVIEWED</b>	Dawn McGuire Reeves and Penny Gardner
<b>APPROVED BY BOARD</b>	May 18, 2016
<b>PRESIDENT</b>	
<b>SECRETARY</b>	