



# MINUTES

**NOVEMBER 25, 2015**

**6:30PM – 8:30PM**

**CONFERENCE CALL**

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

## Agenda Topics

### 6:30PM – 6:35PM      1.0      WELCOME & OPENING COMMENTS

<b>DISCUSSION</b>	<b>Item 1.0 – Welcome:</b> A lot going on at Badminton BC at the operations level. Congratulations to Lisa Davison for her Fan the Flame nomination in Prince George and looking forward to our Board Orientation session on Saturday.		
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>The meeting was called to order at 6:33 pm PDT.</li> <li>Attendance was taken and quorum was established and the meeting proceeded.</li> </ul>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

### 6:35PM – 6:40PM      2.0 Approval of Agenda      **DAWN MCGUIRE REEVES**

<b>DISCUSSION</b>	Item 2.0 - the President called for any additional agenda items. The following items were added under New Business: <ul style="list-style-type: none"> <li>5.3 2016 AMG Report</li> <li>5.4 Tournament cancellations</li> <li>5.5 Officials recruitment</li> <li>5.6 Office Team Contract</li> <li>5.7 Ranking Explanation</li> </ul> Alexandra Emlyn (Secretary) noted these items and amended the agenda. The President called for a motion to adopt the amended meeting agenda.		
<b>MOTION 1: RESOLVED</b> , to approve the agenda of November 25, 2015 as amended." <b>MOVED:</b> Colleen Van Mook <b>SECONDED:</b> Dawn McGuire Reeves <b>CARRIED</b>			
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Agenda was adopted as amended and the meeting proceeded.</li> </ul>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

<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 2:</b> RESOLVED, to approve the Consent Agenda items as listed:</p> <ul style="list-style-type: none"> <li>3.1 AGM Meeting Minutes Sept 19, 2015</li> <li>3.2 BOD Meeting Minutes Sept 20, 2015</li> <li>3.3 BOD Electronic Vote Record – Oct 24, 2015</li> <li>3.4 Judicial Committee Report</li> <li>3.5 Awards &amp; Recognition Committee Report</li> <li>3.6 Nominations Committee Report</li> <li>3.7 Officials Committee Report</li> <li>3.8 Executive Director Report</li> <li>3.9 BCAN Proposal and Contract</li> </ul> <p><b>MOVED:</b> Lisa Davison   <b>SECONDED:</b> Colleen Van Mook   <b>CARRIED</b></p>		
<b>CONCLUSIONS</b>	<p>Consent agenda was approved. Approval of the Board Meeting Minutes dated September 20, 2015 and AGM minutes dated September 19, 2015</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
2015 AGM Minutes circulated and posted	Penny Gardner	November 30 2015
Meeting minutes dated September 18 2015 to circulated and posted	Penny Gardner	November 30 2015
Meeting minutes dated September 20 2015 to circulated and posted	Penny Gardner	November 30 2015

<b>DISCUSSION</b>	<p><b>Item 4.1 – Financial Report</b> Newly appointed Treasurer, Dennis Brown reported on the new fee structure implementation. He reported it is moving forward with the migration to the national database and we hope to have this completed in January 1<sup>st</sup> for the second half of the season. The Q2 financial statement was reviewed and a number of adjustments should and can be made at this time leading to some reallocations of funds within the budget. Board actioned the Executive Director to review these adjustments and make recommendations on re-allocations to the Treasurer by December 7, 2015. Discussion centered on the desired financial report format with Dennis recommending going with quarterly report reflecting performance against the budget. The reporting needs will be reviewed in light of a new board and new Treasurer. Following the report, the President called for a motion to approve the Financial Report.</p> <p><b>MOTION:</b> RESOLVED, to approve the financial report as presented.” <b>MOVED</b> Alexandra Emlyn   <b>SECONDED</b> Lisa Davison   <b>CARRIED</b></p> <p><b>Item 4.2 – BC Sport Investment Review Update</b> Penny Gardner provided a verbal update on the work of the Investment Review Team in preparation of the audit interview taking place <b>Tuesday, January 19<sup>th</sup> at 10 a.m.</b> The Working Group consists of Penny, Dawn, Lisa, Alvin, and Ram. Currently preparing responses to questions found in Report #2. Investing approximately 2 – 3 hrs. per day. Working group is meeting weekly. Performance goal is to maintain current reference level though the next 3 year funding cycle.</p> <p><b>Item 4.3 – Board Orientation Overview – Sat Nov 28</b> Penny Gardner verbally reported on the plans, goals and objectives for this weekend’s Board Orientation Session. It is the expectation to cover as many agenda items as</p>
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	possible during the allotted time. The Board is reminded to complete the survey.	
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Financial Report is approved</li> <li>Financial Report format is to be reviewed and changed in presentation</li> <li>Adjustment and reallocations to be identified for approval</li> <li>The BC Sport Investment Review project is extensive and critically important to Badminton BC's sustainability.</li> <li>Investment in Board Orientation is important and a key characteristic to successful and high performing associations.</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Budget reallocations (identified on financial report) completed and a request for motion to approve submitted.	D. Brown	December 7 2015
Quarterly budget format change for future reports	D. Brown	January 20 2015
Confirm January meeting date based on the outcome of the Annual Board work plan and calendar for 2015-2016.	P. Gardner	November 28 2015

**7:35PM – 8:10PM**

**5.0 NEW BUSINESS**

**DAWN MCGUIRE REEVES**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li><b>Item 5.1 2017 – 2019 Strategic Plan</b> The Board discussed that preparations are behind.</li> <li><b>Item 5.2 Holiday Office hours</b> Board discussed and confirmed the holiday office closure from end of business on Wednesday, December 23, 2015 to start of business Monday, January 4, 2016. All unused holiday and banked hours to be used during this time as per Badminton BC employee policies.</li> <li><b>Item 5.3 2016 Americas Masters Games</b> To clarify it is noted that Ayaz Amlani is appointed as the Technical Delegate as noted in September 18 2015 minutes.</li> <li><b>Item 5.4 Tournament Cancellations</b> There is value in having recorded reasons for cancelling tournaments. The role of the Referee and Tournament Director is key in this regard reporting the compliance with conditions of sanction and the continuous improvement of competitions overall.</li> <li><b>Item 5.5 Officials Recruitment</b> The Board questioned how did the call for officials go out? Website and direct to list (active or not?). How are we recruiting non-officials? CWG and Canada Open volunteers are a possible Officials resource. <b>Action:</b> Alvin Lau to contact Lisa Davison for the list of volunteer officials from 2015 CWGs and to review officials training files from 2014 Yonex Canada Open. The goal in this exercise is to expand the scope of officials' recruitment and make aware of the pathway.</li> <li><b>Item 5.6 Office Team Contract</b> Penny Gardner reported that there is desire to move towards a posted position or to integrate job responsibilities within the current staffing structure and within budget restrictions.</li> <li><b>Item 5.7 Ranking System</b> Clarification, transparency, and justification of the formula. How to read it, how to understand it. Recommendation to stay the course toward implementation of a National System for ranking and seeding. The explanation is found in Appendix 1 of the Executive Director's Report.</li> </ul>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Preparations for the 2017-2019 Strategic Plan needs to be planned.</li> <li>Badminton BC office will be closed over the holidays.</li> <li>Ayaz Amlani is the Technical Delegate to the 2016 Americas Masters Games.</li> <li>Appropriate reporting by Referee and Tournament Director's will improve the success of contribute to the success of events and reduce the chance of cancellation.</li> </ul>

	<ul style="list-style-type: none"> <li>• A broader outreach to recruit new officials will be actioned to in support of recruitment strategy.</li> <li>• Ranking system explanation will be circulated to a larger group for feedback.</li> </ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update current status of Strategic Plan.	Penny Gardner	Dec 31, 2015
Working Group on the ranking system to review & recommend system.	Lisa Davison	March 1 2015
Board feedback on the ranking system explanation found in Appendix 1.	All board	December 15 2015
Contact Lisa Davison for the list of volunteer officials from 2015 CWGs and to review officials training files from 2014 Yonex Canada Open.	Alvin Lau	December 7 2015

**8:10PM – 8:20PM**

**6.0 BOARD DEVELOPMENT**

**Penny Gardner**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• <b>Item 6.1 Backgrounder – Committees &amp; TOR</b> Board is to review the Document 6.1 before November 25, 2015. Must have recruitment to BBC Committees asap. BBC requires 30 – 40 active member volunteers for our committees to assist in meeting our goals and Strategic Plan.</li> <li>• <b>Item 6.2 Briefing note – Annual Board Work Plan &amp; Calendar</b> Will be developed for 2015-2016 at the Board Orientation Session on November 28<sup>th</sup>. Meeting dates will be uploaded to event calendar on the website.</li> </ul>	
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>• A template for all committee terms of reference has been developed for use.</li> <li>• 2015-2016 Annual Board Work Plan and Calendar will be completed on November 28.</li> </ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**8:20PM – 8:32PM**

**7.0 IN CAMERA**

**DAWN MCGUIRE REEVES**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Two items were discussed.</li> </ul> <p><b>MOTION: RESOLVED, to go in camera.”</b> <b>MOVED</b> Lisa Davison   <b>SECONDED</b> Alexandra Emlyn   <b>CARRIED</b></p> <p><b>MOTION: RESOLVED, to come out of the in camera session.”</b> <b>MOVED</b> Lisa Davison   <b>SECONDED</b> Alexandra Emlyn   <b>CARRIED</b></p>	
<b>CONCLUSIONS</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Brief Executive Director on any information or actions	Dawn McGuire-Reeves	November 26 2015

**8:30PM**

**ADJOURNMENT**


**DAWN MCGUIRE REEVES**

<b>DISCUSSION</b>	Meeting was adjourned at 8:32 p.m.	
SUMMARY OF MOTIONS	MOTIONED	SECONDED
Motion 1: “The agenda of November 25, 2015 is approved as	C. Van Mook	D. McGuire Reeves

amended.”		
Motion 2: “To approve the items of the Consent Agenda as listed in the agenda.”	L. Davison	C. Van Mook
Motion 3: “To approve the Financial Report as presented.”	A. Emlyn	L. Davison
Motion 4: “To go into In Camera discussion		
Motion 4: “To come out of In Camera discussion”	L. Davison	A. Emlyn
Motion 5: “To adjourn the November 25, 2015 Board Meeting”	H. Wong	D. McGuire Reeves

SUMMARY OF ACTIONS	PERSON RESPONSIBLE	DEADLINE
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Confirm January meeting date based on the outcome of the Annual Board work plan and calendar for 2015-2016.	Penny Gardner	November 28 2015
Update current status of Strategic Plan.	Penny Gardner	Dec 31, 2015
Working Group on the ranking system to review & recommend system.	Lisa Davison	March 1 2015
Board feedback on the ranking system explanation found in Appendix 1.	All board	December 15 2015
Contact Lisa Davison for the list of volunteer officials from 2015 CWGs and to review officials training files from 2014 Yonex Canada Open.	Alvin Lau	December 7 2015

Next meeting is scheduled for **Wednesday, January 27, 2016 @ 6:30 p.m.** by conference call.

<b>MINUTES SUBMITTED</b>	Alexandra Emlyn
<b>MINUTES REVIEWED</b>	Penny Gardner and Dawn McGuire Reeves
<b>APPROVED BY BOARD</b>	January 27, 2016
<b>PRESIDENT</b>	
<b>SECRETARY</b>	