



# MINUTES

AUG 16, 2017

6:30PM – 8:30PM

VANCITY COMMUNITY  
BOD RM – RICHMOND BR

<b>MEETING</b>	Board of Directors
<b>CHAIR</b>	Henry Wong, Interim President
<b>SECRETARY</b>	Henry Wong, Secretary
<b>MEETING MINUTES</b>	Penny Gardner, Executive Director
<b>ATTENDEES</b>	Andrew Tsang, Henry Wong, Daisy Lee (phone), Dennis Brown, Pedro Catalan Penny Gardner (Staff)
<b>REGRETS</b>	
<b>ABSENT</b>	

## Agenda Topics

**6:40 PM – 6:45 PM    1.0    WELCOME & OPENING COMMENTS    HENRY WONG**

<b>DISCUSSION</b>	<b>Item 1.0 – Welcome</b>	
	The Interim President expressed this was his first time chairing a Badminton BC meeting. He welcomed everyone to the meeting and thanked them for their time.	
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>The meeting was called to order at 6:40 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>

**6:45 PM – 6:52PM    2.0 Approval of Agenda    HENRY WONG**

<b>DISCUSSION</b>	<b>Item 2.0 - Approval of Agenda</b>	
	The Interim President called for any additions/deletions from the agenda:	
	<ul style="list-style-type: none"> <li>Requested to remove Motion 6 in Item 5.2. Item 5.2 will stand for discussion in new business</li> </ul>	
	Hearing nothing further he called for a motion to approve the meeting agenda as amended.	
	<b>MOTION 1:</b> "RESOLVED, to approve the agenda of Aug 16 2017 as amended." <b>MOVED:</b> Pedro Catalan   <b>SECONDED:</b> Andrew Tsang   <b>CARRIED</b>	
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Agenda was approved and the meeting proceeded.</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**6:52 PM – 6:58 PM    3.0 CONSENT AGENDA ITEMS    HENRY WONG**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Henry Wong presented the consent agenda and asked if there were any further items to move forward.</li> <li>Membership Fee Proposal reassigned to Item 5.4</li> <li>Sentinel Storage lease increase moved out to Item 5.5</li> </ul>
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- ED Report moved out to item 5.6

**MOTION 2:** "RESOLVED, to approve the Consent Agenda items of Aug 16, 2017. The items are:  
 3.1 Board Meeting Minutes May 24 2016  
 3.2 Correspondence – BCAN Schedule final, BCAN Board Update, JR NT Announcement, National Badminton Day, BBC Tournament Schedule  
 3.3 Reports – ED Report

**MOVED:** Henry Wong | **SECONDED:** Pedro Catalan | **CARRIED**

<b>CONCLUSIONS</b>	• Item 5.5 – Sentinel Storage increase added to New Business	
	• Item 5.6 – ED Report added to New Business	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Meeting minutes dated May 24 2017 are to be circulated to Board and posted to website.	Penny Gardner	Aug 31 2017

**6:58 PM – 8:40 PM      4.0 INFORMATION, DISCUSSION & DECISION      HENRY WONG**

<b>DISCUSSION</b>	<p><b>Item 4.1 – YE 2017 Financial Report (Dennis Brown)</b>          The Treasurer conducted a comprehensive review of the year-end financial statement to the benefit of the Directors. Dennis noted that paypal fees for membership and competitions should be shown separately. Competition expenses must be shown accurately. BCAN player license fees will be corrected and shown as a revenue and offsetting expense. Dennis noted the error on the BCAN membership line-item and actioned that it be corrected and posted back to the shared meeting folder.</p> <p><b>Motion 3 - Financial Report</b>  <b>RESOLVED,</b> "to approve the year –end financial statement ending May 31, 2017."  <b>MOVED:</b> Henry Wong   <b>SECONDED:</b> Daisy Lee   <b>CARRIED</b></p>
	<p><b>Item 4.2 – 2017-2018 Auditors Report and Audited Financial Statements (Dennis Brown)</b>          The Treasurer reviewed in detail the Auditors Report and Financial Statements covering each aspect of the report for the benefit of the Directors. Dennis reviewed the paragraph referencing "going concern" and the concern for continuing operational losses and the dissolve of any retained earnings. This is not a major problem and probably would not have been noted had there been any retained earnings. There is cash in the bank but BBC does not accumulated reserve cash, nor funds to carry over the association should government funding be lost.</p> <p><b>Motion 4 - Financial Report</b>  <b>RESOLVED,</b> "to approve the FY 2017 Auditors Report and Audited Financial Statements for the year ending May 31, 2017 as presented by Hay &amp; Watson."  <b>MOVED:</b> Henry Wong   <b>SECONDED:</b> Andrew Tsang   <b>CARRIED</b></p>
	<p><b>Item 4.3 – BC Masters Championship Investigation (Pedro Catalan)</b>          Pedro reviewed the findings of the report with the Directors. The recommendations are recorded in the report. Also note the address of the venue for accuracy. Many lessons learned.</p> <p><b>Motion 5 – BC Masters Championship Investigation Report</b>  <b>RESOLVED,</b> "to accept the 2017 BC masters Provincial Championship report and its recommendations."  <b>MOVED:</b> Pedro Catalan   <b>SECONDED:</b> Andrew Tsang   <b>CARRIED</b></p>
	<p><b>Item 4.4 - 2017 AGM Weekend Walkthrough (Penny Gardner)</b>          Executive Director walked the Directors through the scheduling and expectations of the AGM. She alerted the Board to the resignation of the Awards committee and sought support to re-schedule the Best of BC Awards to another date in conjunction with other events on the schedule.</p>

<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>• Revenue generation continues to be the challenge for the association.</li> <li>• All credit card, paypal charges are to be recovered.</li> <li>• BCAN License fees entry to be corrected – one auditor’s ADJ to be corrected.</li> <li>• Website, hosting and software expenses to be researched.</li> <li>• Improve accruing of expenses over the year in some areas; reducing y/e AJE</li> <li>• \$13,000 shortfall</li> <li>• Liabilities of \$106,000 exceed total assets. All retained earnings have been used.</li> <li>• Recommendations of the Master’s Report to be incorporated to the Hosting Guidelines</li> <li>• The Best of BC Awards will be rescheduled to another date in Fall 2017</li> </ul>															
<b>ACTION ITEMS</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <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>Research all website, hosting and software costs. Breakdown of all costs association with a/c 5071 and a/c 5011 and report</td> <td>Penny Gardner</td> <td>Oct 30 2017</td> </tr> <tr> <td>Fix the BCAN membership fee auditors ADJ replace in the shared meeting folder as APPROVED</td> <td>Penny Gardner Catalino Miniano</td> <td>Sep 15 2017</td> </tr> <tr> <td>Implement the recommendations of the BC Masters Investigation to the Hosting Guidelines</td> <td>Ken Thiesen</td> <td>Apr 1 2017</td> </tr> <tr> <td>Staff to recruit a new A&amp;R committee to deliver on its purpose. Committee in place and work down by end of October.</td> <td>Penny Gardner</td> <td>Oct 30 2017</td> </tr> </tbody> </table>		PERSON RESPONSIBLE	DEADLINE	Research all website, hosting and software costs. Breakdown of all costs association with a/c 5071 and a/c 5011 and report	Penny Gardner	Oct 30 2017	Fix the BCAN membership fee auditors ADJ replace in the shared meeting folder as APPROVED	Penny Gardner Catalino Miniano	Sep 15 2017	Implement the recommendations of the BC Masters Investigation to the Hosting Guidelines	Ken Thiesen	Apr 1 2017	Staff to recruit a new A&R committee to deliver on its purpose. Committee in place and work down by end of October.	Penny Gardner	Oct 30 2017
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8:40 PM – 9:31 PM

5.0 NEW BUSINESS

HENRY WONG

	<p><b>ITEM 5.1 – Board Nominations Update (Dennis Brown)</b> Dennis reported at the close of the nomination process a slate of nominees for election.</p> <p><b>ITEM 5.2 – Competition Committee Recommendations (Penny Gardner)</b> The Motion has been removed. The report only will be discussed. The recommendations were not received unanimously and staff are asked to take these back to committee for further work.</p> <p><b>ITEM 5.3 – Association Restructuring (Penny Gardner)</b> The Executive Director review the staffing model for the benefit of the Directors. This is a restructuring to support the operations of the association and within our funding realities. In the new model there will be a reduction of FT FTEs supported by contractors and students. The ED requested a confirmation of a funding envelop for staff and contractors. This will be more in-line with operational ratios that can be supported within the means.</p> <p><b>ITEM 5.4 – Membership Fee Proposal (Penny Gardner)</b> Membership fees need to be increased. The 2018-2019 membership fees need to be announced at the AGM. The proposal can be worked on further but it has to be implemented beginning now with commitment to improving value accordingly.</p> <p style="margin-left: 40px;"><b>Motion 6 – 2018-2019 Membership Fees</b> <b>RESOLVED,</b>” the membership fees for the 2018-2019 will be as follows: <b>CLUB:</b> Premier - \$350, Community - \$100, School \$100 <b>INDIVIDUAL:</b> Competitive - \$45, Associate - \$40, Recreational - \$7, Single Event - \$20 <b>MOVED:</b> Pedro Catalan   <b>SECONDED:</b> Dennis Brown   <b>ABSTAIN:</b> Daisy Lee   <b>CARRIED</b></p> <p><b>ITEM 5.5 – Sentinel Storage Lease (Penny Gardner)</b> Executive Director presented the fee increase of approx. \$500/yr and 10% increase. Staff will look into other options that are closer to the provincial office.</p> <p><b>ITEM 5.6 – Executive Director Report (Penny Gardner)</b> Henry Wong inquired on a few points for clarification.</p>
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<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>• Anticipated to have a full slate of Board Nominees for presentation at the AGM</li> <li>• A complete Competitions Committee needs to review the Hosting Guidelines and report back the recommendations.</li> <li>• New staffing structure will be developed to support operations but within the fiscal means.</li> <li>• Salaries and benefit costs must be within appropriate operational ratios for the industry and within the resources of the association.</li> <li>• Membership fees for 2018-2019 are approved and will be announced at the AGM.</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Executive Director to forward the final slate of board nominees to the Chair of Committee.	Penny Gardner	Aug 17 2017
Competitions Committee to continue work on the Hosting Guidelines and report back progress to next meeting	Ken Thiesen	Fall TBD
Membership Fee proposal to be further developed	Ken Thiesen	Fall TBD
Membership Fees for 2018-2019 shall be announced at the AGM	Penny Gardner	Sep 20 2017

**9:31 PM – 9:31 PM**

**6.0 BOARD DEVELOPMENT**

**PENNY GARDNER**

<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**9:31 PM – 9:31 PM**

**7.0 IN CAMERA**

**HENRY WONG**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• There was no items requiring in-camera discussion</li> </ul>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**9:32 PM**

**ADJOURNMENT**

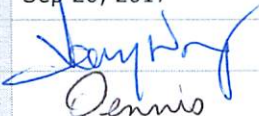
**HENRY WONG**

<b>DISCUSSION</b>	Meeting was adjourned at 9:32 p.m.	
<b>SUMMARY OF MOTIONS</b>	<b>MOTIONED</b>	<b>SECONDED</b>
<b>MOTION 1:</b> "RESOLVED, to approve the agenda of Aug 16 2017 as amended."	Pedro Catalan	Andrew Tsang
<b>MOTION 2:</b> "RESOLVED, to approve the Consent Agenda items of Aug 16, 2017. The items are: 3.1 Board Meeting Minutes May 24 2016"	Henry Wong	Pedro Catalan

3.2 Correspondence – BCAN Schedule final, BCAN Board Update, JR NT Announcement, National Badminton Day, BBC Tournament Schedule		
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SUMMARY OF ACTIONS	PERSON RESPONSIBLE	DEADLINE
Meeting minutes dated May 24 2017 are to be circulated to Board and posted to website.	Penny Gardner	Aug 31 2017
Research all website, hosting and software costs. Breakdown of all costs association with a/c 5071 and a/c 5011 and report	Penny Gardner	Oct 30 2017
Fix the BCAN membership fee auditors ADJ replace in the shared meeting folder as APPROVED	Penny Gardner Catalino Miniano	Sep 15 2017
Implement the recommendations of the BC Masters Investigation to the Hosting Guidelines	Ken Thiesen	Apr 1 2017
Recruit a committee to deliver the Best of BC Awards	Penny Gardner	Oct 8 2017
Executive Director to forward the final slate of board nominees to the Chair of Committee.	Penny Gardner	Aug 17 2017
Competitions Committee to continue work on the Hosting Guidelines and report back progress to next meeting	Ken Thiesen	Fall TBD
Membership Fee proposal to be further developed	Ken Thiesen	Fall TBD
Membership Fees for 2018-2019 shall be announced at the AGM	Penny Gardner	Sep 20 2017

Next meeting is scheduled for **WED, Sep 20 2017 @ 6:00 p.m.** @ VLTBC Granville Room

MINUTES SUBMITTED	Penny Gardner
MINUTES REVIEWED	Henry Wong
APPROVED BY BOARD	Sep 20, 2017
INTERIM PRESIDENT	
TREASURER	