

**WOODSTOCK BADMINTON CLUB**  
**BOARD MEETING Minutes**  
**April 8, 2014**  
**Woodstock Badminton Club**

**Welcome-** Dave Truscott welcomed everyone and called the meeting to order at 7:05 p.m.

**Present-** Carol Bossenberry, Wendy Clements, Kevin Cougler, Ron Cougler, Drew Fallowfield, Eric Kendall, Nancy Shaw, Bob Trowhill, Dave Truscott

**Regrets-** Darlene Hull

**Not Present-** Adam Clark

**Additions to Agenda-** none

**Omissions/errors, Approval of last Minutes March 11, 2014**

No errors or omissions were identified, no revisions made. Carol moved to accept the Minutes, Ron seconded. All approved, motion passed.

**1. President Report**

Kevin thanked everyone for their kind responses to his recent notice of resignation. He was most appreciative. He also expressed a 'thank you' to the Governance Committee which worked hard to bring these documents forward in a timely manner.

Kevin acknowledged the Trillium Foundation Grant approval; the story was well covered in the local paper, giving the Club great exposure. It is a major grant which will allow for significant upgrades to our facility.

Algonquin Public School is very interested in growing their badminton program and is working with Kevin in this regard. He extended an invitation to the public schools to be involved in a fun tournament where students will get to experience a tournament format. To date Central Public and East Oxford have also come forward. Kevin will hold a meeting at the Club on Thursday April 10th at 4:00. Interested Board members are invited to attend.

## 2. Vice-President Report

Waivers and Releases Webinar -deferred

## 3. Treasurer/ Finance Report

Financial Statements had yet to be distributed; Ron will circulate. He noted the bank balance was up \$1200 in large part due to increase in membership. Ron moved to accept this report, seconded by Eric. All approved, motion passed.

## 4. Governance

A review of draft Governance Documents was undertaken. Suggestions included:  
Under the Constitution 7.0 Board of Directors:

Ron proposed the addition of the position of **Past President** to the Board of Directors. Carol seconded this Motion. Discussion followed with an overall acceptance of this Motion. All approved, Motion carried.

Nancy suggested the addition of the position of **Co-Chair or Co-President** to the Board of Directors. Discussion followed on duties of a Co-Chair. Given the previous Motion added Past Chair to the Board of Directors, Nancy withdrew this Motion.

Under the **Mission Statement Item 2.0**, discussion occurred on the inclusion of the term "Pickleball." Members approved following discussion. Ron made a motion to accept this change in the Mission Statement. This was seconded by Wendy, all approved. Motion was carried.

Ron discussed the possible role of a Pickleball Coordinator as an **ex-officio Board Member**. Carol seconded this Motion. Discussion followed, all approved. Motion accepted.

### Under the Bylaws

Under **Item 3.Membership Fee Categories** Ron suggested the addition of a **Social/ Honorary membership(s)**. This motion was seconded by Wendy. Discussion followed with agreement to accept this new category. All approved. Motion accepted.

Under the **Duties of Secretary** Nancy proposed the following revisions:

To notify the Board members prior to each Board Meeting, record and file/post Minutes

To notify all Members at least three weeks prior to the AGM

Maintain records and files as required

Support and maintain correspondence with all members including newsletters, events, volunteer opportunities, tournaments, etc.

Motion: Nancy moved to accept these revisions. This was seconded by Carol. Discussion followed to compare previous and present wording, new duties. Eight approved; one abstention. Motion accepted by majority.

Under the **Duties of Publicity/Social Director** Nancy proposed the following revisions:

Plan and implement various activities such as PR events, Open House, Membership Drive, public presentations

Work to enhance our relationships and Club identity among WBC members and with our community partners including clubs, schools, organizations, government, media

Produce and promote the WBC Newsletter and other materials such as WBC brochures, website, signage, Lounge bulletin board, etc.

Nancy made the motion to accept these revisions, seconded by Wendy. Discussion followed on enhanced roles. All approved, motion passed.

Under the **Duties of Maintenance Director** Nancy proposed the following revision of duties:

To inspect Club premises and report to the Board the condition of the building and equipment, to then recommend and implement necessary courses of action

To oversee the care and maintenance of building and oversees staff/volunteers who are to assist

Responsible for security, fire, safety duties, training for Board, Openers in these matters

To oversee the process of rentals, room setup

Nancy made the motion to accept these revisions, seconded by Ron. All approved, motion passed.

Under the **Duties of Tournament Director** Nancy proposed the following revision of duties:

Maintain regular contact with national, provincial, regional Badminton organizations to ensure optimal communications

Circulate and keep updated notices/links for upcoming tournaments

To promote and organize in-house tournaments for both adult and Junior members.

Nancy moved to accept these revisions, seconded by Carol. All approved, Motion was passed.

Under **Duties of Membership Director** Nancy proposed the following revisions:

Establish and implement procedures to record new and renewed memberships

To manage and update memberships and required documentation

To assist with recruitment and training of those who would also be processing memberships e.g. Openers

To recommend an annual membership fee schedule to the Board.

Nancy moved to accept these revisions, seconded by Eric. Comparisons were made between previous and present wording, new duties. Eight approved; one abstention. Motion accepted by the majority.

After these deliberations, there was a shared understanding that there is time at the next meeting to make further adjustments upon which the Board will need to approve.

## 5. Juniors

Bob reports the program is going well, the last Saturday lesson session will be April 19<sup>th</sup>. The Board is proud to note one of our Juniors, Aaron Trowhill (Bob's son) is successfully competing in tournaments, having recently won a Gold Medal. There's high hopes he will continue his success up through local and regional high school levels.

## 6. Maintenance

Eric has replaced the corroded downspout upstairs. He also replaced a net which was accidently ripped by a student during a rental.

## 7. Membership

Wendy distributed the latest new Membership list, showing a total of 130. She has also set up a separate binder of Waivers for new/renewed members. Wendy also passed along an expressed interest for a return of the Toddler Program. Drew made a motion to accept Wendy's report, seconded by Ron. All approved, motion passed.

## 8. Publicity

Carol reported on WBC participation at **Southgate's Best U Health Expo** where there was a good turnout. Several of our members are also involved with Southgate. Some free passes were handed out; a free membership was won as a door prize.

The committee hopes to organize another **Open House** in the Fall, where we can build on our successes from last year. Discussion about the time frame; Wendy noted there is the tradition of having a week of free play the third week of August. A specific date is not yet determined.

Ron connected with "**What's On Woodstock**" staff, waiting to hear back if the Club can purchase advertizing space. Our submission would need to be ready for July. He is also waiting to hear back from the organizers of "**Doors Open Oxford.**"

Carol advised this next issue of the **Newsletter** (June) will be the last one over the summer. The next issue will be in August to advertize our Open House. She also has become aware of a **Woodstock Networking Breakfast** which would be another way to connect with the greater community

## **9. Tournaments**

Nancy noted an all Member e-mail was sent out to help members be aware of upcoming competitions: April 4-6: Black Knight Ontario Provincial Championships at Humber College, April 20-26: Yonex Canadian Masters Tournament at the Haber Community Centre, Burlington, May 10<sup>th</sup>- Ronald McDonald Pickleball at WBC.

Discussion was held on the success of the Bill Parkes High School Tournament, wholly organized by the Parkes family. For the first time, Bill Parkes' sister attended. This special event is recognized by the Board as a wonderful promotion for the Club and the sport and is a consistently successful fundraiser. Dave requested a special Thank You from the Board be sent along to the Parkes family.

## **10. House**

Drew circulated a design for storage/cubby holes along the east wall of the Lounge. Discussion was held about height, depth, width, etc. The cubbys will be about two feet deep, wide enough to accommodate equipment bags and high enough to create a straight line along the top.

Drew also brought a sample of the colors for the steel siding which will be vertical. He would like input from the Board on color choices and will bring samples for viewing over the next few days. Some areas, such as the trusses will be stucco. The contractor is ready to start. We have to wait until the Trillium money is received before the work can begin. Kevin feels this should happen very soon.

Drew's motion to accept this report was seconded by Eric, all approved. Motion was passed.

## **11. New Business**

**Pickleball-** Carol happily reported that pickleball is increasingly popular at the Club; good numbers come out most days during the week. There was discussion on the need for an Opener, i.e. a person to perform the duties of an Opener such as to collect and record the cash from guest fees/ canteen, etc. Carol will follow-up with the group.

Interest was expressed in having greater contact, between the Board and Pickleball players. Ron proposed the position of an ex-officio to represent the pickleball group at Board level. He will develop a description for the next meeting.

**Summer hours-** Bob brought forward the topic of summer hours. Programming for the Juniors will end soon. Now that members have fobs, it was agreed the scheduled hours of play will remain the same. The courts are open to everyone to use, so those interested in play outside scheduled times would make their own arrangements.

**AGM-** There was discussion on a possible date for the AGM. **Tuesday June 17<sup>th</sup> at 7:00 p.m.** was identified. Elections will be held at that time. Three weeks prior to the 17th, any Motions need to be submitted to the Secretary and a full package of materials will be circulated to all members for review.

**Date of Next Meeting-** Tuesday, May 13, 2014

Dave made a motion to adjourn the meeting, seconded by Carol. All approved. The meeting closed at 9:45 p.m.

Minutes submitted by Nancy Shaw