

**WOODSTOCK BADMINTON CLUB  
ANNUAL GENERAL MEETING MINUTES**

(Approved)

June 23, 2015

310 Hunter Street

7:00 p.m.

**Welcome:** Drew called the meeting to order at 7:05.

**Present:** Carol Bossenberry, Wendy Clements, Kevin Cougler, Drew Fallowfield, Anne Lim, Sajjad Malik, Penny Parkes, Scott Revell, Miranda Rountree, Nancy Shaw, Bob Trowhill, Dana Wells, Russell Yeung

**Not Present:** Sheila Wright, Marg Johnson

**Additions to Agenda:**

Nancy asked to have a Review and Approval of the Minutes of the last regular Board of Directors Meeting of June 9, 2015 be added to the Agenda.

**1. Review and Approval of Minutes of Board Meeting of June 9, 2015.**

The Minutes were reviewed, no errors or omissions were noted. Wendy made a Motion to accept the Minutes, seconded by Carol. All approved, Motion was passed.

**2. Review and Approval of Minutes of the last Annual General Meeting of June 17, 2014.**

These Minutes were reviewed; no errors or omissions noted. A Motion was made by Kevin to accept these Minutes, seconded by Wendy. All approved, Motion was passed.

**3. President's Message**

Drew extended a thank you for the current Members of the Board of Directors for their hard work through the year. With support from several community grants, many physical upgrades are now in place. Staffing in the Canteen brought forth many positive comments from our Members. WBC's corporate profile with Service Ontario is now fully up to date, while paperwork with the Canada Revenue Agency is still underway.

#### **4. Past President's Message**

Kevin gave a big thank you to Bob and Saj for their assistance in his work coaching elementary school students on Saturdays. Work with four local public schools helped bring about a great turnout at a Junior Tournament; with additional volunteer help it is Kevin's wish to grow this program even more across our local school system.

#### **5. Vice President's Message** -as submitted by Russell

To start I would like to thank all the members who have volunteered their time. The club could not operate without your help.

I would also like to thank all the members of the board who helped me get up to speed with what has been happening recently.

I can into the position half way into the season. My job was basically to pick up the slack from vacant positions and help out wherever I can. I took over club rentals, maintaining the club calendar and helped out at times with premises, supplies, tournaments and openers when needed.

#### **6. Treasurer's Annual Report** -as submitted by Wendy

Wendy circulated the Treasurer's Report 2014-2015 Summary: I am pleased to report that the club has had another successful financial year for the third year in a row.

Financial Statements 2014-2015

**1. Income Statement-** Our total revenue was up by roughly \$2200- from last year to this year. Our membership revenues were up a few thousand dollars, and our club rentals were up.

On the expenditure side, our bird purchases were down significantly this year (we purchased birds at the end of the last fiscal). Our overall net tournament line is changed very little compared to last year (\$3,421.70 last year to \$3,090.65 this year.) Our utilities were up this year due to the extremely cold winter we had. Our maintenance costs were up significantly due to our frozen and burst pipes as well as the new lighting on the courts. We anticipate receiving \$1,356 from LDC (Woodstock Hydro) as a grant for the updated lighting.

The Publicity expense is down significantly as a lot of the brochure printing had been done last fiscal. Some of the printing and supplies have been donated by Wendy Clements' employer to reduce costs.

Something to make note of this year is the staff that we had working for us this year in the concession. We added new expenses payroll expenses which were largely off-set by Community Employment Services' Youth Employment Fund (YEF)- so the actual payroll expense to us was very little. We believe it increased reporting of the revenues much better than without a staff on hand. And the "openers" appreciated leaving the responsibility to the girls so they could get to the business of playing badminton or pickleball as the case may be.

We received an additional training incentive of \$3,000.00 from the Community Employment Services through the Youth Employment Fund (YEF) but it is not in these fiscal numbers. It was not received until June so it will show in the next year.

**2. Balance Sheet-** The bank account ended the year with a balance of \$15,065.37. We did not use the Line of Credit this year- all expenses were paid for from our operating budget.

**Audit Report** - I asked club member Keith Murray, CMA, to conduct an internal audit at year-end, as he did for us last year. A recommendation is that Youth and Lessons be a combined line to consolidate the similar expenses. We will call it Lessons and Youth Development. We think this is contributing to the increased membership. Since the program has undergone some changes over the last couple of years, we need to adjust the financial reporting accordingly.

It was suggested we bundle our Rogers accounts for possible savings.

I want to thank Emily Vanderhoeven and Melissa Clayton for doing such a great job for us this year in the concession. The girls were here each business day since the beginning of January being responsible for our facility each evening from 6-9pm. They were a pleasure to have and were a godsend for the "openers."

This is for the next Board to discuss: Keith's recommendation is to discuss how people feel about how the concession worked this year... is it something we should pursue if had no/partial funding? Can we afford to have someone working all year?

Discussion then arose on the many benefits seen by having Canteen staff and how this arrangement with Community Employment Services can continue. Drew explained staffing contracts are for six months only. WBC would need to have further conversations with C.E.S. about additional funding or consider paying staff directly until the beginning of the next funding term. This is something for the next Board to consider.

A Motion was made by Nancy to accept Wendy's Report, seconded by Dana. All approved so the Motion passed.

## **7. Fundraising Director's Report** -as submitted my Miranda

Fundraising and Website Report - In the Fall of 2014, a fundraising sub-committee was formed. We had one official meeting where several ideas were submitted for further discussion at a board meeting.

In November 2014, a **mint smoothie fundraiser** was conducted. A total of 600 chocolates were purchased. The profit on each bar was \$0.87. To date there are still mint smoothies available for purchase, although the quantity is now limited. If we were to run a similar fundraiser next year, I would suggest offering some kind of incentive for top sellers (i.e. a discount on some birds or other product from the cabinet). Depending on the size of the junior program, we may want to consider running a fundraiser with them. Kids in many sports are required to participate in at least one fundraiser per year.

Other ideas included a **mixed social event** for both badminton and pickleball players as well as raffles for a variety of donated prizes. To date, some planning for a dinner & dance social has taken place. Initially a date in late June was proposed however at a board meeting in the Spring, it was decided that the event would be better attended if it were held in the Fall following the annual open house week.

A new fundraising sub-committee will need to be formed as the majority of its members are no longer on the board.

### **Website:**

Updates continue to occur on the WBC website as requests and other news are brought forth. Requests submitted by email are great. There are still photos that need to be added to the camera roll on the homepage.

### **Other updates:**

A sign posted in the lounge for the WBC House Rules was created.

Posters called "You do the math" were also created and posted around the club in the Fall to encourage non-members to consider purchasing a membership based on however. I believe it would be worth it to print these again should our fees differ for the upcoming year.

I have enjoyed being a part of the WBC board and hope that I can accomplish even more in the next 12 months.

Carol made a Motion to accept Miranda's Report, seconded by Kevin. All approved, Motion was carried.

### **8. Maintenance Director's Annual Report** -as submitted by Dana Wells

I would like to first say that my time as Maintenance Director on the Board of the Woodstock Badminton Club has been enjoyable overall. After only being a member of Club for one year, I took the opportunity presented to me to give something back to the Club where I enjoyed learning and playing the game of pickleball. The role afforded me the ability to try something different and learn about fixing things in an old building and work with a great team of board members. I will summarize some of the repairs and additions that I made (with the help of others) at the Club over the past year. The one thing that was constant were light bulbs burned out and had to be replaced nearly every month.

August - installed new ceiling fans in the lounge along with an improved outside light, a video surveillance system that was donated was installed

October - installed a new water fountain, a new lock was installed on the kitchen door

November - the hot water tank vent was replaced, hinges on the washroom doors were reinforced

December - a new door handle was installed in the men's washroom, faucets were repaired upstairs

January - a new safe was installed to secure the cash in the register, the drop safe was secured, a paper towel dispenser was installed (donated) in the kitchen, a new vacuum was purchased

February - the big expense of the year - the downstairs water pipes froze with the cold weather, expensive repair to get things back to normal, new energy efficient court lights were installed

March - the eaves trough on the front of the building came down and had to be repaired after the snow and ice melt

April - a new timer was installed for the heater in the courts

June - an ant problem at the Club appeared

Many thanks were extended to Dana around the table for all his hard work throughout the year, having to deal with several urgent situations, follow up with contractors, etc.

A Motion was made by Wendy to accept Dana's Report, seconded by Miranda. All approved, Motion was approved.

**9. Membership Director's Annual Report** -as submitted by Carol

In preparing the report for the AGM, I looked at the number of memberships taken out by month and have broken this down by membership category. I just started to keep track of new and renewal memberships and suggest this should be added to the 2015-2016 membership form. To date we have 154 members, 9 from the 2013-2014 season. This up by 12 from the same time last year. There are currently 51 members who are under the age of 19 years.

Members have been sent a welcome letter when they joined or renewed. I started sending a reminder note when memberships had expired and a thank you when they renewed.

Several memberships were given out at community events. A family of 5 won a membership at Woodstock Days in August 2014, a Friday Family membership was donated to the South Gate Golf Tournament for the silent auction and a single membership in a draw at the Rec & Leisure Fair was won but has not been activated. We have subsidized 4 memberships this year as well.

I have tried to keep track of members who have fobs and have asked that former members return their fobs and a number have been returned and several more deactivated.

Saj made a Motion to accept Carol's Report, seconded by Kevin. All approved, Motion passed.

**10. Publicity/Social Director's Report**- unavailable.

**11. Youth Director's Annual Report** -as submitted by Bob Trowhill

As has become the norm in my yearend report, I would like to start by thanking all of those involved, either directly or indirectly, with the youth program this past season. As is also usual, I would like to extend a special thanks to Saj Malik for his extraordinary patience in dealing with our diverse array of experience levels. Thank you to Kevin Cougler for his wonderful assistance on Saturday mornings. Kevin brings a warm, enthusiastic disposition that people enjoy along with a vast experience of badminton. I would also like to thank Russell and Aaron for lending a hand when I asked.

The Youth Program currently consists of Saturday morning lessons for all members from nine till noon and junior only lessons Wednesday afternoons from five till seven.

Wednesday afternoon youth only lessons saw participation that averaged 10 to 12 kids per week. Many members of our Youth program are from out of town making it a challenge for them to be at the club during the week. The reduced size of participants makes it easier for the coaching staff to focus on specific skills during these sessions.

Saturday morning lessons have experienced increased levels of participation that regularly reached between 25 and 30 people with 60 to 70 percent being youth members. This amount of people, although fun, can be quite a handful at times for the coaching staff; certainly more than one coach can handle effectively.

Saturday morning lesson for all members was started three years ago in an attempt to bolster sustainable numbers for the time slot. This has proven to be a very popular initiative, so popular in fact that I believe that the club may be at a crossroads as to how to proceed.

A few of the highlights from the 2014/15 lesson season would include:

- An increase of participation and membership right across the age and skill range
- An increase of skill level amongst all of the lesson participants
- An increase of club participation in the Bill Parkes Memorial Tournament that included eleven of the club's members taking a total of eight medals.
- The start of regular "Fun Tournaments" that are designed to develop the playing aspect of the badminton student's game, encourage sportsmanship and test the skills acquired from lessons. The emphasis of these tournaments is placed on fun, learning and has become very popular amongst the Saturday morning participants.

This year's Youth/Lesson program saw an increase in membership of 25 youth members and 8 adult members increasing the program to 36 youth members participating in the program with a total of 66 members, youth and adult, regularly participating in the Saturday morning lesson.

This increase of membership along with an \$840.00 savings in the projected coaching budget translated into a **profit of \$2,161.00** which may be directly attributed to the Youth/Lesson program.

The Youth Program has now reached a sustainable level in both membership and financial aspects. The next step in the process is to build a high performance training program for the more experienced players looking to advance to, or hone their skills at, the competitive level of play. I feel that our club is missing out on a lucrative opportunity to capitalize on our tradition of producing competition winners. This may mean soliciting further coaching staff to fill the gap between beginner and high performance.

As the new season approaches, my recommendations would include:

- Modestly raising the "junior" membership fee to not only bolster income for the club but to support the need to possibly expand coaching staff and provide supplies required to advance the program.
- Continue to solicit coaching staff and volunteers to assist with the program.
- Investigating the possibility of a club organized high performance program, not necessarily for youth only.

An aggressive membership campaign over the past three seasons has created a resurgence of youth to the club, which if carefully nurtured will ensure a stable membership platform for the years ahead.

Kevin also contributed to this summary by noting his work with four local elementary schools which builds interest in the sport in our community. Bob reflected on the fact that out of the 11 WBC Juniors competing in the Bill Parkes' Memorial Tournament this year, 8 achieved medals. Saj added his thanks to Bob and Kevin's work in coaching these youngsters.

Carol made a Motion to accept Bob's Report, seconded by Miranda. All approved so the Motion was carried.

**12. Tournament Director's Report** - unavailable.

### **13. Motions**

Several Motions were put forward by Drew:

The following amendments to the current Constitution and By-Laws are proposed and include reasons for said amendments:

**Amendment #1** Currently reads as:

### 3.0 Objectives

-9

The objectives of the club shall be:

- a. To encourage and promote the playing of badminton in all aspects, to all ages.
- b. To provide opportunities for social activities for members and friends.

Proposed change:

### 3.0 Objectives

The objectives of the club shall be:

- a. To encourage and promote the playing of badminton **and pickleball** in all aspects, to all ages.
- b. To provide opportunities for social activities for members and friends.

Reasoning - to maintain continuity with the clubs mission statement which recognizes both sports being played at our facility

Discussion followed on rational for this proposal, how will pickleball be promoted and flourish at WBC given the limited interest expressed to date. Differing points of view were stated: is this proposal one of governance or one of developing a plan of objectives to be met.

Wendy made a Motion to approve Amendment #1, seconded by Miranda. 9 voted yes, 2 voted no, 1 abstained. Motion carried.

**Amendment #2** Currently reads as:

### 7.0 The Board of Directors

a. The affairs of the Woodstock Badminton Club shall be managed by a Board consisting of 5 Executive members and up to 8 Directors, all elected at the AGM of the Club.

The Executive *shall* consist of the following:

- Past President
- President
- Vice President
- Secretary
- Treasurer

The Directors *may* hold one, or more, of the following positions:

- Publicity Director
- Fundraising Director

- Membership & Social Director

-10

- Youth Program Director
- Tournament Director
- House Director
- Maintenance Director
- Director-At-Large

Proposed Change:

### 7.0 The Board of Directors

a. The affairs of the Woodstock Badminton Club shall be managed by a Board consisting of 4 Executive members and up to 9 Directors, all elected at the AGM of the Club.

The Executive *shall* consist of the following:

- President
- Vice President
- Secretary
- Treasurer

The Directors *may* hold one, or more, of the following positions:

- **Past President**
- Publicity Director
- Fundraising Director
- Membership & Social Director
- Youth Program Director
- Tournament Director
- House Director
- Maintenance Director
- Director-At-Large

Reasoning - By having the Past President as a member of the Executive, this puts a tremendous burden on the outgoing president to maintain attendance at all meetings going forward. This is a position that can only be held by 1 person and if said person is not willing to fulfill the role then this creates a violation of section 7.0 The Board of Directors sub-section e. that states 'Any vacancies for an Executive position, occurring in the course of a year, shall be filled by an election at a Special General Meeting.'

Saj made a Motion to approve Amendment #2, seconded by Wendy. All agreed, Motion passed.

-11

**Amendment #3** In the By-Laws Section:

1. Duties of Executive remove the duties of the past president and insert them into Section 2. Duties of Board Members

Reasoning - See Amendment #2 Reasoning as this will create continuity throughout the governing documents

A Motion was made by Wendy to approve Amendment #3, seconded by Nancy. All agreed, Motion was passed.

**Amendment #4** In the By-Laws Section:

6. Court Schedule remove Corporate Nights 6-10 from Saturday and replace with **Pickleball 2-4**

Reasoning - To reflect the current schedule of play

Discussion followed on how court time can be shared fairly on Saturday afternoons between the Saj's high performance students and the pickleball players. After some conversation, Drew agreed to withdraw his proposal and accept a "Friendly Amendment:" stated in a Motion from Saj that "Court Schedule remove Corporate Nights 6-10 and replace with **Pickleball 3-5.**" Wendy seconded this Motion, all approved, Motion carried.

#### **14. Other Business**

Scott provided input on Pickleball: Attendance at Pickleball has remained consistent in the past year. Monday's remain the most popular night with 18-25 players, Tues/Fri have your regular 12-16 players. Wed morning and Saturday afternoon are a hit/miss with 2-8 players attending. The attendance at the outdoor court has been non existent through the first six weeks. That is very discouraging as someone from the club shows up twice a week with extra paddles and the outdoors balls for a scheduled playing time and no one shows up. The growth of Pickleball in Woodstock has stymied while other communities have flourished. Most other cities are turning away people while we just maintain our numbers. I have discussed this issue with a number of other pickleball representatives and still have not come up with a reason for our lack of growth. We have a website, facebook, we had an ad on HeartFM. We are on the PAO website. What are we missing?

Further discussion noted a positive in the repeated success of Ronald McDonald Fun Tournament. The Board offered encouragement and support while

-12

acknowledging at times it has been equally challenging to see the badminton membership grow.

### **15. Elections for the Board of Directors for 2015-2016**

For Executive Positions:

President: Wendy nominated Drew, seconded by Carol. Drew accepted, all approved.

Vice President: Wendy nominated Russell, seconded by Ann. Russell accepted, all approved.

Treasurer: Ann nominated Wendy, seconded by Carol. Wendy accepted, all approved.

Secretary: Carol nominated Nancy, seconded by Wendy. Nancy accepted, all approved.

Directors:

Junior Program: Carol nominated Bob, seconded by Ann. Bob accepted, all approved.

Maintenance: Bob nominated Dana, seconded by Wendy. Dana accepted, all approved.

Membership: Miranda nominated Carol, seconded by Bob. Carol accepted, all approved.

Fundraising: Carol nominated Miranda, seconded by Ann. Miranda accepted, all approved.

Kevin remains as Past President.

**Date of next regular Board of Directors' Meeting-** Tuesday July 14<sup>th</sup>. Regrets expressed by Bob and Nancy.

**16. Adjournment** - Kevin made a Motion to adjourn this Meeting, seconded by Wendy. All approved, Motion passed. This Annual General Meeting closed at 8:50.