

**WOODSTOCK BADMINTON CLUB**  
**BOARD MEETING MINUTES**  
**June 9, 2015**  
**310 Hunter Street**  
**7:00 p.m.**

**Welcome:** Russell called the meeting to order and welcomed everyone at 7:10 p.m.

**Present:** Carol Bossenberry, Wendy Clements, Miranda Rountree, Nancy Shaw, Bob Trowhill, Russell Yeung

**Regrets:** Kevin Cougler, Drew Fallowfield, Dana Wells

**Not Present:** Sheila Wright

**Resigned:** Marg Johnson

Last scheduled Board Meeting of May 12, 2015 was not Called To Order due to lack of quorum; thus no Minutes to review.

**1. Review of Minutes from last regular Board Meeting of April 14, 2015.**

The Minutes were reviewed; no errors or omissions were noted. Nancy made a Motion to approve the Minutes, seconded by Bob, all approved, Motion was passed.

**2. President's Message-** as submitted by Drew

Fanshawe College - The three dates that Fanshawe College had booked, April 18,25 & May 2, were no longer be needed. Word came in that there was not enough interest in the 'Pickleball 101' course that they were offering for it to run. Thanks to Fanshawe College for reaching out and trying to engage us as a community partner on this venture and hopefully we will be able to work together again in the future.

saveONenergy Grant - Everything is now complete on the paperwork side of things for the saveONenergy Grant. We should be expecting a cheque in the mail for \$1356.00 any time now.

Another item to note about the court lights is that the electrician has been contacted about the light set that is out in Court #2. The parts required have been ordered and are in. We are working on a time for the electrician to come in and replace the faulty ballast. Parts and labour for this are all covered under warranty.

Update re: Service Ontario & CRA - Good news! We are now 100% up to date as far as Service Ontario is concerned. Our Corporate Profile has been brought up to date with current board members listed and retired board members removed. It should be noted that this should be done yearly so that we can avoid very lengthy and complicated processes in the future. As for updating our file with the CRA, we have actually gone backwards. After following the instructions of numerous CRA agents, we have been elevated a couple of

levels to a supervisor of a supervisor. We now have clear instructions on how to bring our file up to date and become enrolled in the payroll program. We will continue to work with the CRA to ensure we are up to date and will have the ability to submit our monthly remittances. More updates on the CRA to follow.

Canteen Employees - I would like to extend a very big thank you to Community Employment Services Woodstock as well as Woodstock and District Developmental Services Job Links Program for providing the funding for and the employees to be able to have staffing in the Canteen from 6-9 Monday to Friday each week from the start of January through to June 23, 2015. I would also like to extend a very big thank you to Emily and Melissa who have been constant fixtures at the club, greeting everyone who comes in the evenings, manning the canteen, stocking, cleaning and doing countless other things. Their contract officially comes to an end June 23rd, it has been a pleasure having them with us!

Wendy made a Motion to accept Drew's Report, seconded by Bob, all approved, Motion was passed.

### **3. Past-President's Message-** as submitted by Kevin on May 11<sup>th</sup>

It has been my pleasure again this year to coach 4 local elementary school programs in badminton. They are: Algonquin PS, Woodstock Christian, Central PS and East Oxford PS. While I travelled to Algonquin and East Oxford, the other two schools made use of our club facilities. In total i would estimate about 100 youth and 50 hours or so from a metrics perspective. Some of these youth have chosen to try out our junior program or have started to come to the club with their families on Friday nights or other times. It would be my pleasure to coach them again next year if asked.

We ran a second junior tournament this year for schools. This year we had 4 schools participating: Algonquin, East Oxford, West Elgin and AJ Baker. The tournament was a big success and the kids had loads of fun. Many parents came to watch their kids as well. I ran the tournament by myself (Bob prepped me ahead of time with great draw sheets) and turned the coaches into volunteers if I needed them. Wendy was helpful by filling up the kitchen with stuff and fixing up my accounting errors at the end of the day.

I also had a great time coaching the juniors with Bob and Saj this year on Saturdays. If the club would like it will be my intention to continue this involvement as needed next year. I may also be able to swing Wednesdays. Coaches are definitely needed to keep the momentum going at the club with this program as Bob has done a fantastic job of rebuilding this program."

A Motion was made by Wendy to accept Kevin's Report, seconded by Carol. All approved, this Motion was passed.

**4. Vice President's Message-** as submitted by Russell on May 9<sup>th</sup>

The computer in the office is now set up with the security/fob system software. 20 extra fobs were ordered and delivered by NiteHawk, who also set up the software.

We had one rental on April 28th. A big thank you to Bob for looking after this as I was away. There are also 3 additional confirmed rentals, 2 this year and 1 in 2016.

We had an incident recently where a number of juniors were left on their own in the club without adult supervision. Thus I am putting this up for discussion.

There are 2 separate issues here.

At what age is a junior allowed to be by him/herself without a guardian present when the club is open for play with a designated opener.

Discussion : There is apparently no legal age limits where a child can be left alone by him/herself at home. I have found 2 guidelines.

From Durham Children's Aid Society ...

**10 -12 years**

Short periods of indirect supervision of 1-2 hours may be acceptable for this age range. These short periods of indirect supervision may be provided by an adult in the next house or apartment-- if the adult is aware of the parents' absence, and agrees to look in on the child during specified periods of time.

Please note that indirect supervision via telephone contact is generally unacceptable for this age range.

**13 - 14 years**

Longer periods of indirect supervision (2 - 5 hours) are acceptable for this age range. An adult/babysitter should be available by telephone to the children in case of an emergency, or if the child requires assistance.

**15 -16 years**

At this age, the child should be able to be left alone for a full day. The parent should be readily available by telephone to the child in case of an emergency.

These are guidelines only. Every child and situation is different, and should be assessed individually.

From Halton Children's Aid Society ...

Contrary to most peoples' perception, there is not specific age at which a child can be left unattended. The Child and Family Services Act states that parents of children under the age of 16 years, must make "reasonable provisions" for their care. This requires parents to ensure that if they leave their children at home alone, that they have made appropriate efforts to ensure their children's safety. This must go hand in hand with a common sense approach, for instance, ensuring children have emergency phone numbers, are mature and responsible and are not left for long periods of time without adult supervision. CAS strongly suggests parents not to leave a child under the age of ten (10) alone. If the child

is under the age of ten (10) and CAS intervenes, the onus is on the parent to provide reasons and rationale to CAS that their child has not been left in a potentially harmful situation. In addition, the Criminal Code of Canada includes the offence of abandoning a child. Everyone who unlawfully abandons or exposes a child who is under the age of 10 years, so that his/her life is or is likely to be endangered, or his/her health is or is likely to be permanently injured, is guilty of an offence that carries a penalty of imprisonment of not more than two (2) years.

My recommendation is that nobody under the age of 12 shall be left at the club without someone taking responsibility. This could take the form of a parent/guardian being present or an opener accepting responsibility. Eg during organized play or lessons.

At what age is a junior allowed to be at the club without a guardian present when the club is not open.

Discussion : I suggest nobody under the age of 16 be allowed in the club without adult supervision when the club is not open. In this case, this junior(s) will be let into the club by an adult member with the adult member subsequently leaving then coming back to close and secure the club.

At what age can someone be issued a fob.

Discussion : I did not find any direct reference to an age but all indications are that a fob is only issued to adults. So you must be 18 years old to be issued a fob. In the case of this incident of the juniors left by themselves, this should not have been allowed. In addition, the mother is not a member and she should not have the door security code.

Another point I would like to bring up for discussion is the position of Past President. As written in the constitution, the position of Past President is an Executive position. It is not an elected position and can only be filled by the previous president. I see a number of issues here. If the past president is unwilling or unable to accept the position, it cannot be left vacant as the club cannot operate. I suggest that we reword the constitution to make this position one that may be left vacant. In addition, the wording needs to be changed to reflect this position as not an elected position.

After some discussion, Miranda made a Motion to accept Russell's Report, seconded by Wendy. All approved, Motion approved.

**5. Treasurer's Report** -Wendy circulated copies of the Financials for May/15:

Comparative Income Statement 01/04/2015 to 30/04/2015 vs 01/06/2014 to 30/04/2015

Comparative Income Statement 01/04/2014 to 30/04/2014 vs 01/04/2015 to 30/04/2015

Comparative Income Statement 01/06/2013 to 30/04/2014 vs 01/06/2014 to 30/04/2015

Balance Sheet as at 30/04/2015 (\$310,884.38)

Miranda made a Motion to accept Wendy's Report, seconded by Bob. All approved, the Motion was passed.

And for June/15:

Comparative Income Statement 01/05/2015 to 31/05/2015 vs 01/06/2014 to 31/05/2015  
Comparative Income Statement 01/05/2014 to 31/05/2014 vs 01/05/2015 to 31/05/2015  
Comparative Income Statement 01/06/2013 to 31/05/2014 vs 01/06/2014 to 31/05/2015  
Balance Sheet as at 31/05/2015 (\$312,113.08)

Wendy noted on the Balance Sheet under Accounts Payable there is a small amount outstanding for employee benefits; this will be rectified when the appropriate CPP and EI forms are received and completed.

A Motion was made by Nancy to accept Wendy's Report for June, seconded by Wendy. All approved, Motion was passed.

## **6. Membership Director Report**

Carol observed current membership now totals 150. She noted this amount changes almost daily as memberships are renewed or expire. Carol often reviews the list to be able to provide the most accurate count.

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

## **7. Youth Program Director Report-** as submitted by Bob May 9<sup>th</sup>

May 2<sup>nd</sup> marked the end of another great lesson season. Participation has increased steadily since October with the addition of many new memberships and lots of new faces coming into the club. The 2015-16 lesson season promises to be a busy one judging by the number of inquiries that I have been responding to over the last month. The success of our Youth Program competitors at the Bill Parkes Memorial Tournament has generated interest from both local and out of town students.

I am currently working on a full report of the season to be presented at the AGM next month.

A Motion was made by Wendy to accept Bob's Report, seconded by Carol. All approved, Motion was passed.

## **8. Other Business**

a. AGM-Nancy noted our AGM is fast approaching (June 23<sup>rd</sup>). All Members have now been notified either by e-mail or Canada Post mailing. Included in the mailings are the AGM Notice, the Agenda, Minutes from the last AGM (June 17, 2014) and a copy of the amendments to the Constitution and By-Laws proposed by Drew.

Elections will be held. Nominations and voting will be based on the respective Executive and Director positions; nominees choose the position in which they are interested.

The decision was made to include a review and acceptance of the Minutes of this Meeting at the AGM.

b. Nancy advised she will be present for the AGM but will have to extend her regrets for the July meeting as she will be out of town.

**9. Next Meeting-** the date for the next meeting is Tuesday July 14<sup>th</sup>.

A Motion to adjourn was made by Wendy, seconded by Carol at 8:00. All approved, Motion was passed.

Minutes submitted by Nancy Shaw