

**WOODSTOCK BADMINTON CLUB**  
**BOARD MEETING MINUTES**  
**September 8, 2015**  
**310 Hunter Street**  
**7:00 p.m.**

**Welcome:** Drew called the meeting to order and welcomed everyone at 7:08.

**Present:** Carol Bossenberry, Wendy Clements, Drew Fallowfield, Nancy Shaw, Bob Trowhill, Dana Wells

**Regrets:** Miranda Rowntree, Russell Yeung

**1. Review of Minutes from last Meeting of August 11, 2015**

It was noted Bob's Youth Program Director Report had been circulated but not discussed and approved.

Discussion followed on topics in this Report such as the disappearance of the slightly used birds set aside for Juniors and the very affordable cost for coaching; there were no questions.

Wendy made a Motion to accept this Report, seconded by Carol. All approved, Motion carried.

Review of the Minutes brought forward no questions. Carol made a motion to accept the Minutes, seconded by Wendy. All approved, Motion carried.

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

Stock:

Victor order placed, received, stock in cabinet

RSL birds on order and scheduled to be received mid-September

Update on South Gate Centre Relationship:

I have had an opportunity to speak with Kevin regarding this relationship and he tells me that it was actually Darlene who had originally set something up. At this point no one knows what the details of the relationship look like. I have scheduled a meeting with South Gate Centre's Executive Director to go over what things will look like going forward. I will be able to share the outcome of this meeting with everyone via email prior to the next board meeting so that if there is anything to vote on we can do so at the October meeting.

#### Update on CES Programs:

I have been in touch with Peter Standish at CES to see what, if any, programs are being offered that we may be able to take part in this year. His response was that there will be something that we can take advantage of, however they have not yet been told what the programs are at this time. He indicated that I should follow up with him closer to the end of the month when he will know what the programs are, what kind of funding is available, and when we can sign up. I will have another update in October.

#### Required Website Updates:

General - Can we add our logo to the header on all pages?

General - Can we remove the 'donations' from the right side of all pages?

Programs/Junior Badminton/Junior Program - Start Date to be October 7, 2015

Programs/Junior Badminton/Saturday Morning Lessons - Start Date to be October 3, 2015

Programs/Junior Badminton/Saturday Morning Lessons - Link to Subsidized Rate Form to be removed and replaced with the wording: 'Youth program subsidies are available. Please contact either the Youth Program Director or the Membership Director for more information.' (If we could hyperlink Bob and Carol's email addresses to their director roles in this sentence that would be great)

Sponsors - Should include Trillium (w/ logo) for the last two grants (one before and one after FCC grant)

Volunteers - What email address is this form attached to and does the email address need to be updated?

Tournaments - Add HP Tourney to this page; include logo, link to reg. form

Downloads - Current Constitutions and By-laws to be uploaded

Downloads - July (a note stating that no meeting was held) and August Minutes to be uploaded

Contact - What email address is this form attached to and does the email address need to be updated?

Contact - All email addresses will need to be updated once generic email addresses are created

#### Donations:

We have been approached by two organizations with sponsorship requests - The Woodstock Navy Vets and The South Gate Centre. In both cases, supplying door

prizes seems to be the most feasible option for us. As we have decided to allocate a portion of the budget this year towards advertising I feel that we should grant these requests. There are no minimum prize values that either organization is looking for. The events are as follows:

Bob McFarland Memorial Golf Classic - September 12, 2015

Woodstock Navy Vets Home Opener - September 18, 2015

I propose that we have a brief deliberation over what we will provide and I will follow up with these organizations with the consensus.

Other Business:

Tournaments:

Although this is a little early to start thinking about much beyond the High Performance Tournament that is coming up in a couple of weeks, we need to start firming up some details surrounding the other two tournaments that the club normally holds - The Woodstock Masters and The Parkes Memorial. At this time it would be good to speak with the organizers of these tournaments to see if and when they will run this season so that we can start to prepare. As for the HP tournament, we need to ensure we have the kitchen stocked and some volunteers in place to man the kitchen for the dates of the tournament.

Reports:

This is just a reminder that we would like this seasons meetings to run as smoothly as they did last season - which means that we would like to have all reports submitted to Nancy by the Sunday before each Board meeting so that they can be circulated to everyone. This way we can keep meeting times short by only having comments / questions rather than having to sit and read through or listen to reports. Thank you all for your cooperation!

Email Addresses:

I would like to standardize our correspondence with industry standards - this means generalizing our email addresses. This will make things more professional looking as well as make things easier come Board turn-over time.

What I propose is that we each have gmail accounts that correlate to our Board positions:

President.WBC@gmail.com  
VicePresident.WBC@gmail.com  
TreasurerWBC@gmail.com  
Secretary.WBC@gmail.com  
etc...

If anyone needs help setting up an account Russell and I will be available to assist.

Discussion followed on requests for donations; it was agreed \$100.00 per request was appropriate. A package of pickleball items will be donated to South Gate Seniors' Centre, a badminton package will go to the Navy Vets.

Drew will work on developing an Agreement with South Gate.

The Secretary will circulate the Board members' new e-mail addresses to all Members once they are set up and working.

Carol made a Motion to accept Drew's Report, seconded by Wendy. All approved, Motion carried.

### **3. Vice-President's Message- deferred**

### **4. Treasurer's Report**

Wendy circulated copies of the Financial for August:

Comparative Income Statement 01/08/2015 to 24/08/15 vs 01/06/2015 to 24/08/2015

Comparative Income Statement 01/08/2015 to 01/08/2015 vs 01/08/2015 to 24/08/2015

Balance Sheet as at 24/08/2015 (\$312,697.86).

Wendy explained the gas bill is an estimate since the meter had not been read; with an actual reading, a \$260.00 credit was received and reflected in the September bill.

The summer's \$600.00 water and hydro bill was higher in part due to the court lights being left on for extended periods after use.

Dana made a Motion to accept Wendy's Report, seconded by Bob. All approved, Motion carried.

**5. Maintenance Director Report-** as submitted by Dana

Nothing too much to add for maintenance issues. Just has one issue in the men's washroom where we had the urinal fixed that was leaking. Also had Nitehawk in to go over the fob system that wasn't working, was a quick fix with the computer so it is working fine now.

Dana explained that the computer connection with the security system was disrupted but is now restored. Burned out exterior lights continue to be replaced. A call was placed to the city to restore the burned out street light in front of the Club.

Wendy made a Motion to accept Dana's Report, seconded by Nancy. All approved, Motion carried.

**6. Junior Program Director Report**

Bob noted a person or persons continue to take away the second hand birds set aside for the Juniors. This is a big loss to the Junior program and needs to be addressed further. He will post "Donate to the Youth Program" signs by the bins to discourage this behavior.

Dana made a Motion to accept Bob's Report, seconded by Carol. All approved, Motion carried.

**7. Membership Director Report**

Carol has been working hard to update/ revise forms, circulated:  
Woodstock Badminton Club Recreation Programs 2015-2016  
Woodstock Badminton Club Procedure for Signing Up Members  
Junior Program Membership Application  
WBC Brochure

A few suggestions were made, Carol will follow up. Wendy will assist in copying. Nancy made a Motion to accept Carol's Report, seconded by Bob. All approved, Motion carried.

**8. Other Business**

Dana asked for volunteers to be Contacts for the alarm system. The current list is out of date. Nancy/Bruce, Drew, Wendy, Dana agreed.

Dana advised on behalf of WBC he has signed up with the Pickleball Association of Ontario and personally paid for this membership. WBC can be seen as a "Friend" on their website.

Carol spoke about adding a statement related to privacy at the bottom of the Club's correspondence and will follow up.

Nancy asked about who oversees the Club's voicemail. Drew/ Dana will follow up.

Bob received a Member request about the safety equipment "over goggles". Drew will follow up.

Wendy still has a line on a used cooler through her employer. The Board agreed she should go ahead and negotiate the best possible price.

Drew asked for volunteers to assist with the BK Junior High Performance tournament coming up soon. Nancy volunteered for Saturday morning, Carol will consider Saturday/ Sunday. An all Member e-mail will be sent out for additional help. Drew/Bob will ensure the Canteen is stocked and everything is in place.

**9. Next regular Board Meeting-** the date for the next Board of Directors Meeting is Tuesday October 13<sup>th</sup>.

A Motion to adjourn was made by Wendy at 8:40, seconded by Dana. All approved, Motion carried.

Submitted by Nancy Shaw