

WOODSTOCK BADMINTON CLUB
BOARD MEETING Minutes (unapproved)
December 8th, 2015
310 Hunter Street
7:00 p.m.

Welcome: Russell called the meeting to order at 7:00.

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

Regrets: none

1. Review of last Board Meeting Minutes from November 17th, 2015- The Minutes were reviewed, no errors or omissions were noted. Carol moved to accept the Minutes, seconded by Nancy, all approved, Motion passed.

2. President's Message- as circulated by Russell:

We have hired a new person (Duen Daley) to work the kitchen on Tuesday, Wednesday and Thursday nights. I have offered him \$12/hr at 9 hr per week. He has accepted this offer. I will be signing a contract for funding with CES some time next week. He is very nice and professional and it seems all the people who know him think very highly of him. His initial duties will just be to take care of the kitchen, etc and generally familiarize himself with the operation. After that, depending on what he is comfortable with, we could get him researching grant and funding possibilities as well. At that point I would like to see if we can get a laptop for him to use while in the kitchen.

Kevin has requested Mar 2, 9 am - 1 pm for his annual public school intro to badminton. We need to send out a notice that pickleball will be cancelled that morning. I have updated the calendar to reflect this event.

String and grommets are on order for John Snowden. Should take about a week to come in.

There is a woba request for interest in hosting another coaching clinic. We have done them in the past and they were apparently successful ventures. I can pursue this further if we decide we want to host the event. I am guessing our rental charge will be \$200 for the day? I don't know what we did previously but we should be consistent.

After spending too many hours to count, I think I can safely say that the new website is more or less ready to go live. I am anticipating to switch things over the week of the 21st. There will be a bunch of stuff to check over after the switch to the new host to make sure everything is still working. Hopefully (fingers crossed) it will just work and I don't have to go in and reset all the links. Miranda - please put something on the website announcing this change. Nancy - please send out an email to announce the new website. My plan is to subscribe on the website everyone who has given us permission to send them mailings by email. This way they will automatically get any new posts we put on the new site. They have the option to unsubscribe. Carol - prior to that week, I will need a copy of the members spreadsheet so I can pull the emails from it.

Russell added that WBC's request for a CES subsidy was approved for \$7.50 per hour, 10 hours weekly, for 16 weeks. The contract was signed today. The successful candidate Duen starts tomorrow.

Russell spoke with past WBC president Kevin Couglar about WOBA's NCCP clinics which are offered at individual clubs. Russell will make further inquiries and express interest on behalf of WBC.

Arrangements will be made to purchase additional paper cups at Costco. All Members need to be aware our church neighbors request no parking in their lot this Saturday the 12th.

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

3. Vice-President's Message- as submitted by Bob:

I would like to kick off my first report as Vice President by first thanking Russell for not only stepping up to take over the President's position but for continuing to do a great job with a number of items including the web site, rentals and of course the hiring of our new employee, Duen Daley. I would also like to say a hearty thank you to the rest of the board for their continued efforts in their assigned portfolios and their willingness to go beyond their specified duties to ensure that the club runs smoothly. Great job everyone!!!

In further discussion, thanks was given to Bob for accepting his new role as Vice-President.

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

4. Treasurer's Report - the Financials as circulated by Wendy:

Comparative Income Statement 01/11/2015 to 27/11/2015 vs 01/06/2015 to 27/11/2015

Comparative Income Statement 01/11/2014 to 27/11/2015 vs 01/11/2015 to 27/11/2015

Balance sheet as at 27/11/2015 (\$322,840.55).

Discussion followed on the prospect of moving some funds into a savings account. It was decided to keep things as they are for the time being.

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

5. Youth Director's Report- as submitted by Bob:

The numbers attending the lessons have remained stable over the last few weeks. No new prospects to report.

Another close call incident involving the lack of eye protection at a Wednesday junior lesson has expedited the need to enforce the club's policy. After a discussion with Dan Pronovost, the Vice President of the Kitchener Badminton Club, it would seem that enforcing a mandatory 100% eye protection policy for anyone under the age of 18 will be an uphill battle. My plan for December is to work towards ensuring that everyone in my program has eye protection. During that time I will formulate a letter to the general membership informing everyone that we will be enforcing 100% compliance to the policy starting at the first of January. I will send something Miranda to add to the website as well. My personal thought would be that from a club liability perspective, "strongly recommending" that anyone playing badminton should be wearing eye protection, might be a nice lead in to this push for mandatory compliance from the junior members. I will keep the board informed as to my progress over the next month.

Further discussion underlined the need to reinforce the Protective Eyewear Policy. Not all Junior Members are compliant.

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

6. Maintenance Director's Report - as submitted by Dana:

1. Still working on the outside light with the electrician. A revised quote for lights included a rear spot light and a side above door light. The revised amount came to \$998. An option to install just the spot light was sent back to the electrician for consideration and an option to add a side light at a later date if deemed necessary (drive lighting not sufficient). A split of \$700 for the rear spot light with timer and a \$300 side light option was proposed to the electrician - waiting to hear back. Approval from the owner of the building - Aaron Smith was obtained to carry out the work once approved by the board.

2. Winter snow removal contract was entered into with Wedgewood Designs (Harvey Butler) to clean the sidewalks and entry ways for \$50 per cleaning after the snow has accumulated more than two inches. Salting was an add on option for \$15 extra if required.

3. Pickleball times normally slated for Saturday Dec. 12 and 19th have been moved to Sunday Dec. 13 and 20th from 1:00 to 3:00 pm.

Dana added he's had some difficulty communicating with the electrician. If the proposal is accepted, we will proceed with just installing the light at the back corner and add another if we think necessary.

The Fire Safety plan will be finalized soon. Discussion about getting a carbon monoxide detector; one will be purchased for the Club. Repairs to the roof are complete.

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

7. Fundraising and Publicity Director's Report-

Miranda advised that the mintie bar campaign is now underway. Ziplock bags of 10 have been placed in the kitchen along with the bin with some singles. I have set up a contest for anyone who is willing to purchase a bag of 10 to then sell or gift to friends, family, co-workers etc... The contest is set up so that every time a bag of 10 is purchased you enter your name & phone number into the ballot box on the counter. When all the bags are sold (or when a sufficient time is passed) we will draw for a \$50 voucher to purchase goods from our cabinet. I really hope that we can move the mintie bars much faster this year using this new system. Perhaps we could encourage each of the Youth Program members to take at least one bag home to sell (more would be fantastic).

With regards to the Rec & Leisure Fair, I have completed the registration form and will hand it over with payment this week. The event takes place on Sunday March 6th at Cowan Park from 1-4pm. Volunteers to man the table will be required. We are also able to set up demonstrations.

Miranda added she brought in the new supply of packaged mintie bars for our fundraiser. The Juniors will be helping out with sales. She also continues to work with Russell on development of the WBC website which hopefully will be complete December 21st.

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

8. Membership Director's Report

Carol stated our Membership now stands at 122. She is pleased with the new and renewed memberships. She confirmed the list of Openers, and that they have kitchen keys. Some fobs remain missing but this will be worked out as people renew memberships.

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

9. Other Business

a. NCCP Clinics- WOBA- after some discussion it was agreed WBC will host a clinic. Russell will follow-up.

b. rentals- The issue of accepting rentals was raised again by Dana; he is willing to open and close the Club for a specific request. The pros and cons of rentals, staffing, set up/take down, booking into the future were examined. It was agreed due to the lack of volunteers to assist with these arrangements consistently over a period of time, the decision remains to **not** accept requests for rentals until the next Board of Directors is in place in the fall. On a discretionary basis, exceptions will be considered for a school/ community service event.

c. Nancy inquired about the Nighthawk Security service. It was clarified Nighthawk likely has a monitoring service which contacts those who have agreed to be called when alarm activation issues arise.

d. Bob asked about finding a suitable location for the spare pickelball/ badminton racquets, so visitors can use them if the kitchen is not open. These will be stored under the coat rack.

e. Nancy asked about a commercial size cooler which has become available to the Club. Miranda will follow up with her husband who has offered to bring it to the Club.

7. Next Regular Board Meeting- Tuesday January 12th, 2016.

A Motion to adjourn was made by Dana, seconded by Carol. All approved, Motion passed. The meeting closed at 9:00.

Nancy advised she will be away for the January and February meetings, gives her regrets.

Submitted by Nancy Shaw