

**WOODSTOCK BADMINTON CLUB  
ANNUAL GENERAL MEETING MINUTES  
June 17, 2014  
Woodstock Badminton Club**

Welcome: Ron Cougler offered a warm welcome and called the meeting to order at 7:10 p.m.

Present: Carol Bossenberry, Muriel Carder, Wendy Clements, Ron Cougler, Drew Fallowfield, Marg Johnson, Eric Kendall, Keith Murray, Nancy Shaw, Bob Trowhill, Jack Vann, Dana Wells

Regrets: Kevin Cougler, Darlene Hull, Dave Truscott

Not Present: Adam Clark

**Additions to Agenda:** Nancy requested an additional item be added after item 12. "Youth Director Report"- Governance Document Review.

**1. Review of Minutes from last Annual General Meeting June 27, 2013.**

No omissions/errors noted. Carol made a motion to accept these Minutes, seconded by Drew. Approved and motion passed.

**2. Omissions/errors and Approval of the Board Minutes April 8, 2014:**

No omission/errors reported. Carol moved to accept these Minutes, seconded by Drew. Approved and motion passed.

**3. Omissions/errors and Approval of the Board Minutes of May 13, 2014:**

No omissions/errors noted. Bob made a motion to accept these Minutes, seconded by Nancy. Motion approved and passed.

**4. President's Report from Kevin Cougler**

Presidents Report - 2013/14 I'm pleased to report that the year 2013/14, which represents year 3 of our 5 year plan to "turn the club around" has yielded extremely positive results. The club continued its trend of increased net revenue and showed promise of sustainability based on concessions and playing revenue alone. Major renovations undertaken included fixing the roof above the lounge/upstairs, insulating and repairing brickwork on the outside of the club and providing a facelift to the inside of the front entranceway. Grants received in 2013/14 included the Ontario Trillium Foundation, Farm Credit Canada, Oxford Community Foundation and the City of Woodstock (financial actuals can be found in the Treasurer's report) which made these renovations possible and helped contribute to programming. The Governance Committee worked hard to provide the club with an updated Constitution and set of by-laws and the website was maintained regularly and has received over 39,000 visitors in the last three years since it was created. A new

Twitter account was created and is starting to generate a following while the website has 31 subscriptions. Activities at the club were covered in local media more than ever before and the youth program showed signs of life with attendance regularly reaching double digits for the first time in years. Part of the strategy behind generating youth interest was to provide the facilities for use to schools in Woodstock and to provide instruction to elementary and secondary school badminton teams when possible. The strategy has yielded encouraging results with new students coming to play at the club, an elementary school tournament being organized for the first time and sponsors recruited to help provide schools with the equipment needed to run a badminton program in their facility. In February, I announced my decision not to run for a fourth term in order to allow the Board time to consider a replacement and to provide for a mechanism to ensure a smooth transition. I believe that a successful organization is due in large part to regular Board turnover. 2013/14 saw a return to focus on programming at the club as long time programs were enhanced with new members and the community benefitted from the creation of new programs such as the pre-school, Friday night family night and summer youth programs. Pickleball members continued to rise and a new Pickleball tournament was organized successfully. While the club is moving in the right direction and much has been accomplished in the last three years I feel there are areas of improvement that could take our club to even greater areas of prosperity. I encourage the new Board to consider revamping the youth program to make it more appealing to members of the Woodstock community and to continue their focus on programming which, by driving additional memberships, could ultimately lead to enough funds being generated to hire a part time person to help manage the facility, including the tuck shop. I have thoroughly enjoyed the last three years as President of the club and wish the club nothing but success moving forward.

Motion to accept this report was made by Nancy, seconded by Jack. Approved, motion passed.

**5. Vice-President Report-** unavailable

**6. Treasurer/ Finance Report-**

Ron circulated the Treasurer's Report and the Financial Statements- (attached). Ron extended a thank you to member Keith Murray for auditing the Year-End Statement. The fee for the Line of Credit is now reduced from \$25.00 to \$15.00 per month. Several suggestions were made for the next Board of Directors (see 16.c).

Carol made a motion to accept this Report, seconded by Bob. Approved, motion carried.

Reports from other Directors/Standing Committees:

**7. Fundraising Director Report-** unavailable

### **8. House/Renovations Director Report from Drew Fallowfield-**

This last year saw both an increase in refreshment / merchandise choices and revenue due to these offerings. Previous relationships with suppliers were maintained and new ones struck in order to supply the club with Yonex goods. Club wear had started to be researched with a supplier found who was willing to work with the club in regards to minimum orders as well as different styles of clothing and price points. This is one area where I believe that we could increase club revenue and I believe that the new House Director should continue this venture and make it bear fruit!

Thank you very much to all for your continued efforts and support. I wish you and all new board members continued success and prosperity in the coming years!

Wendy moved to accept Drew's Report, seconded by Carol. All approved, motion passed.

Drew also provided a brief update from the Renovations Committee: exterior siding work is making good progress with new flashing, stuccoed areas. Kevin is currently working on a major grant to provide greater accessibility to the building.

Wendy moved to accept this Report, seconded by Bob. All approved, motion carried.

### **9. Maintenance Director Report from Eric Kendall**

AGM 2014 Once again we reach the end of another productive year. I can't keep track any more with all the work that has been done. Thanks goes to Drew Fallowfield for being the project manager for all the work that has been done. Also Kevin Cougler for all his work with grant proposals without them we couldn't do 90% of what we've accomplished. We have remodeled our foyer this year and are proceeding with outside work that includes stucco and siding. This will be one step closer to having our ultimate goal of heat on the courts. I'm sadly giving up much of my volunteering at the club which has giving me a lot of good memories over the years and I hope I have played a small role in moving the club forward so that it will still be here 80 years from now. It's been a real honor to help out and work with our present board. I do plan to still help out but on a much smaller scale. My wife is retiring this summer and we hope to travel a fair bit and I do not want any large responsibilities while we transition into this new part of our lives. I would also like to thank many of the people who have helped me over the last year in different capacities. John Snowden, Larry West, Gwen Musselman, Marg Johnson and Scott Revell to name a few. Thank you Eric

Wendy moved to accept Eric's Report, seconded by Bob. Motion was approved, passed.

### **10. Membership Director Report from Wendy Clements-**

Wendy reports Club membership has increased tremendously over last 4 years: 88 in 2010-2011, 65 in 2011-2012, 83 in 2012-2013, 142 in 2013-2014. She is happy to note

many of these are family memberships and added Kevin has been working with local schools and is continuing to build these relationships further.

Drew made a motion to accept Wendy's Report, seconded by Keith. Motion was approved and carried.

#### **11. Publicity/Social Director Report from Carol Bossenberry-**

Publicity / Newsletter Annual Report to WBC June 17, 2014- Submitted by Carol Bossenberry. As a new board member and new to the role of Publicity Director it has been a busy year. Promotion of the club has been the result of the co-ordinated efforts of many, members of the board and general membership. The goal has been to promote membership by increasing awareness of the club in the community, promotion of the club to corporations and schools, increasing organized play times, increasing member access to the club with the Key Fob system and maintaining affordable membership fees.

During the summer of 2013 three large WBC signs were affixed to the north wall along Hunter Street and the west wall facing Delatre Street. The signs are highly visible and have given the club a presence in the neighbourhood.

A Fun Fitness Family banner was developed and will be available for use for promotion of WBC at community events. A promotional pamphlet was developed promoting club hours of play and advertizing benefits of club membership.

A "Fun Fitness Family" Grand Re-Opening was held on August 24<sup>th</sup> 2013 to celebrate renovations to the lounge, accessible washroom and Board Room/office. Members and potential members were invited to visit, have a hot dog, see the improvements to the club and try out badminton or pickleball. A press release was sent to local media and personal invitations were delivered to politicians, community groups, service organizations and businesses. A total of 64 promotional ads were broadcast on Heart FM and the Heart FM Van was on site and broadcasting during the Open House. Thanks to the "chef du jour" Ron Cougler and the other volunteers that helped out.

The Annual 2013 Open House Week was held during the week of September 30 to October 4. During the week of September 29<sup>th</sup> a total of 20,000 promotional flyers were sent to local households through Canada Post and the Oxford Review.

During school holidays the regular club schedule continued with the exception of December 25<sup>th</sup> and January 1<sup>st</sup>. Families were invited to come out with their kids during the extended morning hours during the school break, December 23<sup>rd</sup>, 26<sup>th</sup>, 30<sup>th</sup> and January 2<sup>nd</sup>. As well on Family Day February 17<sup>th</sup> the club was open to families from 9 am to 1pm.

Continuing the effort to raise the WBC profile in the community, volunteers attended the Woodstock Rec & Leisure Fair March 2<sup>nd</sup> 2014 with a table and banner. Volunteers also had a display at the Best U health Expo held at South Gate Centre March 24<sup>th</sup> 2014. A one

year membership was donated as a draw prize at both events and free passes were given out.

The newsletter team of Carol Bossenberry, Nancy Shaw and publisher Ron Cougler have produced a monthly newsletter filled with news about members and club events. The newsletter is sent electronically to each member (who has provided an email address on the membership application) and printed copies are posted on the bulletin board and delivered to the lounge. The goal of the newsletter is to keep members up to date about club activities and promote upcoming events.

Nancy moved to have Carol's Report accepted, seconded by Wendy. Motion was approved and carried.

## **12. Tournament Director Report- unavailable**

### **13. Youth Program Director Report by Bob Trowhill**

2013-14 Youth Director Year End Report- I would like to thank all of those involved, either directly or indirectly, with the youth program this past season. Special thanks to Saj Malik for stepping up to help us through a difficult time in our program development and to Russell Yeung and Aaron Trowhill for their volunteer hours assisting the kids.

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.

The Saturday morning lesson for all members is an initiative, now in its second season, which has proven to be popular with the membership. Most Saturday mornings averaged about 12 to 16 participants and at times over 20!

The Wednesday afternoon junior lessons saw participation that averaged about 12 kids per week. Both in week and weekend lessons were used as a promotional exercise by allowing non-members to participate in one lesson free of charge to generate membership interest in the club. Near the end of the season there was an influx of kids trying out the facility with consideration for the upcoming lesson season next fall. The last scheduled Wednesday lesson had 18 kids participate. With luck, these people will become members, increasing our networking ability to expand even further. The Youth Program attracted 14 new junior members alone this year, some of them bringing their family along. I find it satisfying to watch a family enjoy the lessons together and it seems to me that the game of badminton wasn't the only thing that improved within these families. I would recommend that this format remain intact for the upcoming season with a review of feasibility yearly to ensure that space for junior membership is considered to be the top priority for this time slot.

Late in April, Kevin Cougler organized and taught a badminton clinic once a week at Algonquin School. This led to an elementary school tournament at the club, the first in a number of years. The tournament was completely funded by generous donations from Partners in Research, Jeff Binder and Muller Systems with pizza kindly donated by New Orleans. Profits from this initiative were split and donated to the Big Brother/Big Sisters and to the participating schools to purchase much needed equipment. Judging by the enthusiasm of the 80+ participants from the three schools involved I would say that the tournament was an overwhelming success. Thank you to all of the volunteers who made this fun event possible.

For the summer, Kevin has arranged time slots to encourage the kids to maintain the skills developed over the course of the regular season. This will keep the interest in the club alive and with luck will speed up the lesson start in September.

The 2013/2014 Youth Program season saw a shortcoming in the day to day operating expenses of approximately \$334.00 or less than one family membership away from becoming a self sustaining program. A change in the coaching arrangement early in the season resulted in a higher than projected operating budget. Generous help from the City of Woodstock Community Grant Fund and the Oxford Community Foundation more than bridged this gap to not only a financially successful season but a safe and fun season for everyone. The kids made tremendous strides in their badminton skills over the course of the season.

The Youth Program is gaining momentum quickly and is, in my opinion, an important component for the club's future. Based on this, the goal for the upcoming season must be to continue to solicit coaching staff and volunteers to assist with the program. A concerted effort must be made to find coaching to fill the gap between beginner and high performance.

Although not necessarily a youth program initiative, a need exists for a high performance training program. I feel that the club is missing out on a lucrative opportunity to fill a need for high performance lessons for the advanced, competitive player. This club has traditionally been known for turning out competition winners. Capitalizing on this aspect will attract yet another segment of the badminton community, diversifying our ability to remain a viable entity for the years to come

This is my second term on the Woodstock Badminton Club board of directors and I have to say that the club is truly blessed with a diverse group of individuals willing to take on the day to day business of running the club. Each one of these individuals brings and is willing to share their unique point of view. As is normally the case with a group such as this, there will be differences in those unique points of view and we've had many. I have to say that I'm proud of the way these differences have been worked through either at lengthy

board meetings or through countless e-mails to arrive at a normally unanimous consensus, paving the way for the club to move forward. I'm also proud of the way that our diverse and at times passionate views have been expressed in a manner that is sensitive and understanding to other board members. I am pleased to be a part of this group.

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

#### **14. Governance Documents Review**

Copies of the revised WBC Constitution, By-Laws and Policies were circulated to all present. Ron explained this was a major overhaul of these documents to benefit the Club and help to make thing run smoother.

Two adjustments in wording of **the Constitution** were made:

2.0 Mission Statement ended with "these sports" instead of "this sport."

3.0 Membership - Last sentence to read "A member in good standing is any member who has signed a Membership Agreement and has paid in full the membership fee set by the Board.

Wendy made a motion to accept this wording, seconded by Carol. Approved and passed.

In the **By-Laws**, Student Membership now reads: A person who is attending school from JK-12, or is registered full time at a post secondary, accredited institution to a maximum age of 25.

A motion was made by Keith to accept this wording, seconded by Wendy. This was approved and passed.

The **WBC Policies** were reviewed. A suggestion about Rentals was made for the new Board. (see 16.c) Wendy moved to accept the WBC Rental Policy, Liquor Policy, Locker Rental Policy, FOB (Security System) Policy, Club Opener Policy, Protective Eyewear Policy. This was seconded by Carol. This motion was approved and carried.

Carol made a motion to accept these revisions in the WBC Constitution, By-Laws and Policies, seconded by Eric. This was approved, motion passed.

#### **15. Election of Board of Directors for 2014-2015**

Ron invited members to put forward nominations for positions on the Board of Directors.

For Executive positions:

President: Carol nominated Drew, Eric seconded. Drew accepted the nomination. Unanimous votes were given.

Vice-President: Drew nominated Dave Truscott, seconded by Carol. This is subject to Dave's acceptance.

Treasurer: Carol nominated Keith; he declined. Carol nominated Wendy, seconded by Nancy. All approved.

Secretary: Carol nominated Nancy, Wendy seconded. All approved.

For Director positions:

Carol was nominated by Wendy, seconded by Jack. Carol accepted the nomination. All approved.

Bob was nominated by Keith, seconded by Carol. Bob accepted the nomination. All approved. Marg was nominated by Wendy, seconded by Carol. Marg accepted the nomination. All approved.

Dana was nominated by Marg, seconded by Carol. Dana accepted the nomination. All approved.

Darlene was nominated by Carol, seconded by Wendy. This is subject to Darlene's acceptance.

Wendy was nominated by Keith, seconded by Nancy. Wendy accepted the nomination. All approved.

Sheila Wright was nominated by Marg, seconded by Drew. This is subject to Sheila's acceptance.

Alice Longfield was nominated by Marg, seconded by Carol. This is subject to Alice's acceptance.

Miranda Longtree was nominated by Bob, seconded by Wendy. This is subject to Miranda's acceptance.

## 16. Other Business

a. Keith brought forward the topic of on the new anti-spam legislation and how it affects the WBC. Suggestion made for the new Board of Directors (see 16.c.)

b. Drew identified **Tuesday July 8<sup>th</sup> as the date for the next meeting.**

c. \*\* Suggestions for the New Board of Directors:

1. Finance suggestions: a better budgeting process, Variance Reports, improved cash handling procedures as per the Treasurer's Report.

2. Review of club rental costs to be on par with comparable sites

3. Review new anti-spam legislation for electronic messaging and make appropriate changes to WBC's electronic messaging practice.

**Adjournment:** Keith moved the meeting be adjourned, seconded by Carol. The Annual General Meeting closed at 9:20 p.m.

Minutes submitted by Nancy Shaw