

**WOODSTOCK BADMINTON CLUB
BOARD MEETING AGENDA
September 9, 2014
310 Hunter Street
7:00**

Welcome

1. Review of previous Board Minutes
2. President's Message
3. Past-President's Message
4. Vice-President's Message
5. Treasurer / Finance Report
6. Directors Reports
7. Other Business

WOODSTOCK BADMINTON CLUB
Board of Directors
Meeting Minutes
Sept 9, 2014

Welcome: Drew extended a warm welcome and called the meeting to order at 7:02.

Present: Drew Fallowfield, David Truscott, Wendy Clements, Carol Bossenberry, Marg Johnson,
Dana Wells, Alice Longfield, Miranda Rowntree, Bob Trowhill

Regrets: Kevin Cougler, Nancy Shaw, Sheila Wright

1. Approval of Minutes of August 12, 2014

Review of Minutes, motion made by Miranda Rowntree to accept Minutes; seconded by Wendy Clements. All approved, motion carried.

2. President's Message-

A quick reminder to all board members to please prepare for the meeting ahead of time, ie: to submit reports, read reports and come with questions.

No other message at this time.

3. Past-President's Message-

No message at this time.

4. Vice-President's Message-

David regrets to inform the board of his resignation effective immediately. His personal and professional lives are taking up more of his time than before and he feels that he is unable to dedicate enough of his time to be a productive member of the board.

5. Treasurer's Report-

Wendy presented complete July, August, and September financials to the board for discussion - the financials were considered to be straight forward. A couple of values were questioned about how they were derived and it was stated that the numbers came from actual invoices. Wendy also presented the 2014/15 Budget for discussion - all figures were based on last years actuals and reasonable projections based on the history of the club.

Motion made by Wendy Clements to accept July Treasurer's Report; seconded by Alice Longfield. All approved, motion carried.

Motion made by Wendy Clements to accept August Treasurer's Report; seconded by Marg Johnson. All approved, motion carried.

Motion made by Wendy Clements to accept September Treasurer's Report; seconded by Miranda Rowntree. All approved, motion carried.

Motion made by Wendy Clements to accept 2014/15 Budget; seconded by Alice Longfield. All approved, motion carried.

6. Membership Director Report-

Carol reported that as of August 31st there were 150 members for the 2013 - 2014 season.

The new season started September 1st - New rates are posted. Membership forms & waivers, shoe tags & fobs are in the canteen. The membership book is in the top drawer under the forms and there is a list of instructions for signing up renewals and new members. Once the membership is processed the member will be sent a welcome letter by email.

There is a new Membership email - membershipwbc@gmail.com

Motion made by Wendy Clements to accept Membership Directors Report; seconded by Miranda Rowntree. All approved, motion carried.

7. Publicity Director Report-

Marg is thankful for the volunteers who quickly filled in the gaps so we could advertise our Open House and the Badminton Club at Streetfest. From that we gathered 26 email addresses of people interested in receiving our newsletters. A family of 7 that won the Membership for a year was very happy and they have participated in the club before. We handed out free passes and have already had one lady participate in pickleball and loved it!

Advertising for the Open House has been sent to radio stations, newspapers and in What's On Woodstock.

The August newsletter has turned into the September issue and will be sent out soon. Thanks to all those who submitted a bio.

Motion made by Carol Bossenberry to accept Publicity Directors Report; seconded by Alice Longfield. All approved, motion carried.

8. Maintenance Director Report-

Dana has completed the following over this past month:

1. Repaired and replaced lights in the courts, lounge and outside. Installed a new dusk to dawn outside fixture. One ballast needs to be replaced and the part is on order for court 4.
2. Received a donated dvr and cameras from GHC Security from Fergus. Used a contractor Allsum

- Communications to install (Sheila's son). Took a full day to install system at a cost of \$745 before tax. Now we can live monitor and review inside and outside video for security purposes.
3. Installed 7 drain extensions around the building.
 4. Checked out the sound system and hooked up the second speaker. Now can play music from iPod or radio for our open house event as well as use the microphone.
 5. Installed a new phone cable for the office.
 6. Completed dusting above the lounge windows, now have a new duster for the weekly cleaning schedule.
 7. Fixed a hole in the ceiling by the women's washroom.
 8. Updated the picture tv with new pictures.
 9. Completed keyfob troubleshooting.
 10. Picked up pickleball sample paddles for the showcase.
 11. At the request of some pickleball members created a pickleball website to compliment the WBC website in hopes to attract more pickleball members to the WBC. The address is www.woodstockpickleball.ca and the cost for one year was \$50 which is inexpensive advertising that gives Woodstock and pickleball a web presence.

Motion made by Miranda Rowntree to accept Maintenance Directors Report; seconded by Alice Longfield. All approved, motion carried.

9. House Director Report-

Alice indicated that there is nothing to report on at this time, but wishes to make mention that if anyone is requesting any merchandise or canteen products to please email her with specifics on brand, quantity, size, colour, etc...

10. Website Director Report-

Miranda indicated that general updates have been made to the website that include but are not limited to forms and prices. Miranda also made mention that she will need assistance with some of the updates such as the calendar, which will require Kevin's help.

Motion made by Alice Longfield to accept Website Directors Report; seconded by Carol Bossenberry. All approved, motion carried.

11. Tournament Director Report-

Deferred

12. Junior Program Director Report-

Bob noted that with the new season starting and everyone getting back in the swing of things he is happy to say that the Youth Program is also ready to get started. Saj Malik will be joining us again in the same scheduled time slots as previous years with the first lesson kicking off Saturday October 4th. Wednesday afternoon lessons will begin on October 8th. This year promises to be

good year with many contacts being built slowly over the last number of years. Through networking, he is hoping to increase the number of participants joining our Youth Program.

Bob hasn't had a chance to speak with Saj concerning the financial arrangements for the new season but at this point he is assuming that they will not have changed from last season. Based on the season having approximately 56 scheduled lesson slots, with the last slot being Wednesday April 29, Bob would ask that a budget of \$6,720.00 be considered for the 2014-15 season to cover coaching expenses.

Motion made by Carol Bossenberry to accept Junior Program Directors Report; seconded by Miranda Rowntree. All approved, motion carried.

13. Other Business

Drew:

1. The WBC Rental Policy is now revised.

Motion made by Drew Fallowfield to accept newly revised WBC Club Rental Policy; seconded by Bob Trowhill. All approved, motion carried.

A digital copy has been forwarded to Alice to use for all future rentals as well as to Nancy for proper filing in the Club records.

2. A tenant agreement was prepared by Kevin and David last term and has been brought to light for the current term to be put in place. It will be reviewed and implemented with the current tenant occupying the upstairs space.

Carol:

1. Could we talk about having a meeting with the "openers"? (I don't know many names) and the daytime regulars who open the club.
2. Training for signing up memberships.

Dana:

1. The club alarm system was not turned on and the lights were left on in the lounge. As this is an ongoing issue we need to send out an email at least to the membership to go over the opening and closing procedures.

2. I spoke with Janet who stopped by and she gave me 2 months rent. I deposited in the safe in the kitchen. We discussed lighting and she has a switch by the front door that covers the interior light and sidewalk light. It does not cover the light right above the door. She said she does not have a switch for that one. As all of these front door lights are high efficiency (13 watts) so I am not too worried about them being on and they help deter vandals. There are other energy hogs such as the upstairs AC that take up far more electricity. Also she asked if I could mount her sign by the front door (it lays on the step now) and will do if no one objects.

3. I oiled the doors again and they close better as well as the kitchen lock.

4. For next week we really need to do a super cleaning job to entice new members. Bob I ask that you speak with Aaron on this when he cleans next week. Also the grass is getting long and needs to be cut soon.

5. Also found some black pipe at the back that I will cut up to use as drain extensions as this was an issue mentioned before.
6. The key fobs in the bag in the office are not programmed and only can be done through the office computer. That computer in the office is another mystery. Is it a club computer? Who has access? Who programs the key fobs? I personally don't want to be involved in the key fob issue as it really isn't a maintenance item and more of a membership item. Just want a protocol in place so I know what to do when someone asks me.
7. There is some planning that needs to be done for the open house and open week

Nancy (via email prior to the Meeting - to be discussed at next Board Meeting):

1. Revision for the Bylaws (adding a definition for a senior and a suggestion re-adding a revision date to the policies.
2. John's at the club about 3x/wk, is usually the first one in and finds about 20% of the time the alarm **not set**.
3. Most members do not have access to the kitchen and it's supplies. But then I spoke with a non-member (11yrs) who was aware of the lock box code. They got the key and went into the kitchen to borrow racquets.
4. Those who do open the kitchen don't always stay around to make sure it is locked up.
5. When the kitchen door is open, you cannot see the Guest Fee box.

These points have raised various questions in my mind:

- are members not comfortable setting the alarm? or forgot the code? Could it be a guest who is the last to leave & thus the alarm is not set? Is this a desirable scenario?
- if the kitchen is closed are we missing sales opportunities? opportunities to collect Guest fees?
- as we found out from the robbery, the kitchen needs to be locked. Could our fob system be set up work on this door? down side? other options?
- perhaps the Guest Fees box should be relocated to a more visible spot. Maybe visitors would be more inclined to pay.
- how does the Board have better communication with members to become aware of these situations?

14. Points for follow-up:

- a. A posting for filling the position of Vice President to be prepared by Drew & circulated by Nancy.
- b. The tenant agreement will be reviewed and put in place.
- c. Nancy's other business points to be discussed at next board meeting.

Date of next meeting: Tuesday October 14^h, 7:00p.m. at WBC.

Drew Fallowfield made a motion to adjourn the meeting at 9:22, seconded by Bob Trowhill. Motion passed.

Minutes submitted by Drew Fallowfield