

WOODSTOCK BADMINTON CLUB
BOARD MEETING AGENDA
January 13, 2015

Welcome- Drew offered a warm welcome to everyone and called the meeting to order at 7:08.

Present: Carol Bossenberry, Wendy Clements, Drew Fallowfield, Marg Johnson, Miranda Rowntree, Nancy Shaw, Bob Trowhill, Dana Wells, Sheila Wright, Russell Yeung

Regrets: none

Not Present: Kevin Cougler

Review of last Board Meeting Minutes from December 9, 2014:

Meeting Minutes from December 9, 2014 were reviewed and found to have no errors or omissions. Wendy made a Motion to approve, seconded by Miranda, all agreed, Motion carried.

Minutes from December 9, 2014's Special General Meeting were reviewed and found to have no errors or omissions. A Motion was made by Wendy to approve, seconded by Carol. All agreed, the Motion carried.

2. President's Message from Drew (as submitted)

Reporting - all reports / messages are to be submitted to the Secretary (Nancy) no later than 5 days prior to each meeting so that they can be compiled into one document and then circulated 3 days prior to the meeting for everyone to be able to read over, digest, and prepare any questions or comments they may have. This should allow us to cut down on the length of our meetings by not having to read reports verbatim or dictate them on the spot - we will be able to discuss and ask questions where necessary and then move on. If you do not have anything to report on for the month, please submit a note to the Secretary indicating that.

3. Past-President's Message- deferred

4. Vice President Report- Board Meeting 2015-01-13 from Russell (as submitted)

Drew and I had a short meeting over the Christmas season and he filled me in on some of what has been happening over the past few years. We discussed the rental upstairs to Keith Priestman's proposal to how to manage the new hires.

I came away with some questions that I feel should be clarified and looked into. In no particular order or priority ...

Upstairs Rental - Do we have any idea of what this is costing us? Ie. are we really making enough money to make it worthwhile? The space could be used for rental and

tournament seating. My understanding is that a lease agreement is pretty much ready to go but before we commit to anything long term, we should do some kind of costing analysis. I am not comfortable with renters having the use of the kitchen, especially now that there is no stove available to use. All the supplies and keys to the whole building, including the office, are in the kitchen. Upstairs could be used as rental space for those who do not wish to use the courts since it has washroom facilities and a kitchen. This way we do not need to give access to the badminton part of the facilities and the security code. At this point there was some discussion on how to get a general idea of these costs.

New Hires- Review how things went in the first week of work. I spent most of Wednesday night with them answering questions and offering suggestions. There was some confusion regarding the management of the till and the process of recording the amounts. I made certain suggestions as to how I think it should be done (rightly or wrongly) and have asked them to email either myself or Drew with any questions or concerns regarding this by Monday and we can discuss at the next board meeting.

At this point these persons were identified as Amanda and Sarah who attend with their job coach. They are settling in to their new roles.

Discussion followed on how to better support these staff. Carol will continue to process new/renewed memberships so they don't have to deal with this. A list of Board Members names and numbers for Amanda and Sarah to contact if needed will be posted.

Security Code, Outside Key Lock, Keys and Fobs- Possibility of having a separate security code for renters. Key lock box code should be changed after each rental.

Kitchen keys should be restricted to openers/exec only. Again, having a kitchen key gives access to essentially the whole building. Not sure how it is now, but I think only exec/board need to have a physical key to the back door. I believe the door will not open if power is out. If power is out, no member including the opener should be in the building. We also threw around the idea of removing the office key from the key cabinet. Every member of the board will get a key and will turn it in at the end of the term. Fobs need to be disabled for those who have not renewed their memberships. Kitchen keys need to be retrieved for those who are no longer openers. Update?

There was discussion here on what options are available. Dana will check into this.

Keith Priestman Presentation- Drew was not there so I am still hazy about if this will work. The main advantage is that we do not have to stock merchandise. But I am a firm believer that you need to have the stuff there to sell it.

Club Rental Procedure- Drew updated me on the process for club rentals, ie walk through before and after the rental, etc. During peak rental times around Christmas, this

seems like quite a task for the house director. I suggested that maybe this can be shared between the board members who live in town.

Wendy made a Motion to accept this report, seconded by Miranda. All agreed, Motion carried.

5. Treasurer's Report

Wendy sent out the Financial Statements prior to this meeting: the Balance Sheet as of 30/12/2014 (total of \$319,533.77) the Comparative Income Statement for December 2013 vs December 2014, the Comparative Income Statement for 01/06/13 to 31/12/2013 vs 01/06/14 to 30/12/2014. Also an Account Reconciliation Summary Report 01/12/2014 to 31/12/2014 Statement End Date showed \$23,352.63.

A summary of the WBC Master's Tournament was submitted by Bill Brennan and Bill Thompson. Wendy will circulate.

A discussion followed on several items in the Financials, including a noted decrease in the membership revenues. Questions arose about WBC's relationship with the Southgate Centre and their practice to award free WBC memberships on occasion. Drew will follow-up with the Southgate Director.

Nancy made a Motion to accept Wendy's report, seconded by Sheila. All agreed, Motion was passed.

6. Maintenance Director's Report from Dana (as submitted)

My activities for the month are as follows:

1. Repaired the closure on the men's court entrance
2. Replaced the door handle on the men's washroom door
3. Replaced 8 bulbs in the court area (4 are currently out, holding on buying a new box of 15 until the court light situation is resolved)
4. Replaced the vacuum with a new Hoover upright vacuum (\$200 before tax)
5. Replaced a pickleball bag that was ripped from the wall
6. Repaired a plugged faucet upstairs in Janet's washroom

Marg donated a paper towel dispenser. I have not installed it pending on us getting the proper paper towel rolls for it and deciding if it is best served in the upstairs washroom or kitchen. After discussion it was decided Wendy will order the appropriate paper towels and it will be installed in the kitchen.

Miranda made a Motion to accept Dana's report, seconded by Carol. All agreed, Motion was accepted.

7. Youth Director Report for January 13, 2015 from Bob (as submitted)

Things are still going along smoothly for the lesson season. Because of the way the holidays fell this year, it was only necessary to cancel two of the Wednesday afternoon junior lessons.

On Saturday January 10th, I have planned a Fun Tournament for the Saturday morning lesson group. This tournament is focused on fun for everyone and learning for the junior players. With the school badminton season about to begin I think that it is important that the kids are familiar with the tournament process. Playing in a tournament environment will also encourage some of the players new to the game to ask specific question with regards to rules and game strategy. I will report the results of the tournament at the board meeting on the 13th.

Bob added there are now 15 teams on Wednesdays. A question was raised about insurance for tournaments; Bob is confident the WBC is covered under our OBA policy.

Wendy made a Motion to accept Bob's report, seconded by Carol. All agreed, Motion was passed.

8. Tournament Director Report

Sheila spoke of several upcoming badminton and pickleball tournaments coming up in the next several months. It was agreed these items will not be listed in these Minutes, rather links to these events will be set up on the WBC website.

The organizers for the Bill Parkes Memorial Tournament may not be available this year. This is a very important event, drawing many high school students from far and wide. It is important to continue this tradition which is typically held just after the March Break. Russell and Sheila will follow up with Penny and Sharon.

May 19th is the date for this year's Ronald McDonald House fundraiser organized by Marg Johnson.

Russell made a Motion to accept Sheila's report, seconded by Dana. All agreed, Motion was passed.

9. Fundraising Director's Report

Miranda reports work continues on the "Club etiquette" poster, the enlargement of pictures on the website and sales of the Mint Smoothies; about two boxes remain. Miranda continues to explore other fundraising activities.

Wendy made a Motion to accept Miranda's report, seconded by Sheila. All agreed, Motion was passed.

10. Membership Director's Report

Carol advised membership is now at 134. A current membership list printout is available. She feels several memberships have not been renewed for a variety of reasons but the total is still acceptable.

Carol's Motion to accept this report was seconded by Marg. All agreed, Motion was passed.

11. Publicity Director's Report

Marg is working on the next edition of the Newsletter for this month. Her deadline for submissions is the 15th of each month. Everyone was encouraged to search out interesting stories/events/news to contribute so Marg has a collection of articles from which to choose.

She is aware Southgate Seniors' Centre is again hosting their health promotion event at the end of March. Volunteers are needed to represent the WBC. Cowan Park's Rec and Leisure Fair will be held on March 1st. Again, volunteers are needed. Nancy is willing to send out these requests once the Club's e-mail account is up and running again. A Motion to accept Marg's report was made by Sheila, seconded by Miranda. All approved, the Motion was passed.

12. Other Business

As submitted by **Drew**- Court Lighting Update - We are in fact getting upgraded lighting above the courts! Our retrofit grant application was submitted on time and has now been approved by all governing bodies with the construction related activities tentatively scheduled to start within the next 2 weeks (supplies are on order and will ultimately dictate the schedule for this). As soon as an exact start and end date are determined I will coordinate with Miranda to have this posted online.

As a side note to the Court lights, Dana and I have discussed the possibility of having the electrical contractor recycle all of the old light tubes that are in the basement when doing the same for the bulbs that are currently in use on the courts. This has a cost attached at 10-15 cents per foot of tube being recycled, and without measuring the total length of tubes we have in the basement currently, would run an estimated \$200.00 to \$300.00 in extra cost. I would like to put forth the motion to have the contractor recycle all of the old bulbs that currently reside in the basement.

Canteen Employees - More to come on this, I have a teleconference set up with the job coaches for this evening.

Drew reported for Kevin that the Woodstock Christian School is again asking to use the Club on several Wednesday afternoons starting January 28 from 1:45- 3:15 with help for badminton skills training for their students. Drew advised Kevin offered to take responsibility for this training.

After discussion about lighting tube recycling Drew made a Motion to approve the approximate cost of \$200.00 for proper disposal of these tubes. Wendy seconded this Motion, all agree, Motion was passed.

As submitted by **Russell**- Vacant House Director Position- Prospective volunteer, spread duties among the board?

Nancy advised she has received a rental request for April, 2015. Currently there is no one assigned to handle these requests. Russell offered to take on this role, as did Bob and Nancy.

As submitted by **Bob**- While talking to Janet (upstairs tenant) a short time ago, she made reference to the rodent activity in the building, mice and bats to be specific. Since Dana normally deals with these issues, I will direct my question to him; I don't think that there is much that can be done about the bat population but would it make your life easier if we hired an exterminator to help us eliminate the mice?

At this point after some discussion Dana agreed to follow-up with the tenant to help determine the extent of the infestation at this time.

Bob's submission continued: After dealing with a number of projects at work that involved planning an emergency response to various situations, it occurred to me that if we have an accident or a catastrophic event that may involve having to remove an incapacitated person from the court area, that there is no direct route or access for a stretcher. While we hope that it will never be required, planning a comprehensive plan ahead of time could save someone's life. I propose that an emergency procedure as well as a "clear access plan" be developed to ensure that if necessary, emergency response teams will have an unimpeded route to an injured person.

Russell advised he contacted a member of the local EMS who is familiar with this facility. It was felt EMS personnel would be able to remove a patient without difficulty.

Dana advised in February he is meeting with a representative from a fire extinguisher company for an annual equipment check. He will discuss the need for any additional extinguishers/ equipment.

13. Next Meeting- February 10, 2015 at 7:00 p.m. at WBC.

A motion was made by Russell to adjourn the meeting, seconded by Wendy. All approved, the Motion passed. The meeting closed at 8:45.

Minutes submitted by Nancy Shaw