

**WOODSTOCK BADMINTON CLUB
BOARD MEETING MINUTES**

October 20, 2015

310 Hunter Street

7:00 p.m.

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

Present: Carol Bossenberry, Wendy Clements, Nancy Shaw, Bob Trowhill, Russell Yeung

Regrets: Drew Fallowfield, Miranda Rountree, Dana Wells

1. Review of last Board Meeting Minutes from September 8, 2015- The Minutes were reviewed, no errors or omissions were noted. Carol moved to approve the Minutes, seconded by Bob, all approved. Motion to accept passed.

2. President's Message - deferred until later in the meeting.

3. Vice-President's Message- as submitted by Russell

Friday Family Membership - for discussion

The idea was good if we can get some memberships specifically for this session. It is difficult to promote this as a social night when there are not enough people to make a go of it. I see a few problems with this :

1) Currently we have no openers for this night. Realistically the only people we can draw from to open will be one of the families that have taken a membership. Note that the Friday membership does not entitle them to a job or free access at any other time. This then raises the concern that you are asking this member to open but then they are not allowed in at any other time. Awkward.

2) How do you promote a social night if there aren't anyone else to socialize with? I understand that when you take a membership, we cannot control who comes in to play at any given time. But when this is the only time slot, it's tough if nobody shows up, ever.

3) Since at this present time, there are no active Friday family members, this will be the ideal time to suspend this membership. Once we sign anyone up, we are obligated to open and if all we get is 1 or 2 memberships, we will lose money on this.

If this is the decision, I can remove that night from the calendar.

Website

Drew's request to remove the Sponsor section has been done.

Moving forward, it is suggested that we should consider revamping the website. The best way to do this is to move it off the Wordpress hosting and put it on a hosted server. I can get the website hosted for \$60/year.

This will have the following benefits :

We will not be restricted to themes and plugins that are only allowed by Wordpress. This limits the variety of styles we have access to whether free or paid. At the present time, there is no backup

for the site. WP does it's own backup but that will be on their servers. If something happens to the site, there is at present no way to recover.

The downside to this is that all the maintenance is up to us to do. So any updates to themes and plugins, etc need to be done. And in the future someone has to look after this. So there will be more work to do after the site is up and running. The other thing is that there is no real way to move the website. We have no access to the Wordpress database. We can probably recover the posts but it will pretty much be more or less from scratch. There are tools available to move a site but with the WP hosting, they cannot be installed. Sucks.

If we want to do this in principal, then when/if we decide to go ahead, I can set it up without coming back for a another discussion. Btw - not likely to happen real soon as I am just trying to learn how to do this on my own site. Of course this does not stop anyone else from taking it on. NB - I am not necessarily volunteering.

Rentals

I will first off say what a pain. Together with people writing down times and dates with nothing to back it up, I am finding that it is a royal pita to keep track of everything. Somehow (I am sure it is my doing) something got changed between what was pencilled in to what notes I took to phone conversations to emails and I wound up promising the same date to 2 different people. Technically as there is nothing signed and approved, we may not be obligated to honour this. But as it has been "written down" from awhile ago, I feel bad about not finding some kind of solution. I made the mistake of double checking this for this report and that was when I noticed the discrepancy. Did not need the aggravation of having to sort this out while trying to get on the road after I got home from work on Friday. I wound up being able to move one rental to a different date and I offered it to her for free.

This is making me wonder if all this is worth the hassle. There is quite a bit of work to look after this. Trying to get all the dates straight notwithstanding, someone has to remember that the rental is happening, haul out the tables and chairs beforehand, meet the renter at the time of rental and do it all again after they are done.

I am going to propose that we do not take on any more rentals and leave it for the next board to see if they want to continue. The bit of money we generate from this is not really worth the time and effort. Of course if someone else wants to take this project on, then ignore what I have just said.

Rentals so far (assuming I have not messed this up again) :

Nov 15, 2015 1 - 4 pm Stacey Feick
Nov 22, 2015 1 - 10 pm Lynda Rowell
Nov 29, 2015 1 - 5 pm Paul Trnka
Dec 12, 2015 2 - 7 pm Dory McMurchy
Dec 19, 2015 12:30 - 5 pm Bertha Defoe
Dec 27, 2015 12:30 - 10 pm Kim Start
Apr 24, 2016 1 - 10 pm Lynda Rowell

WHEAt gym 4 weeks in Feb, 2016. I told her we can do the same as she has in previous years which is donation based (she has been giving \$50 per visit) at the end of the sessions.

Kevin's STEM camps in Jan, Mar, Apr and May 2016. There has not been any arrangements made for rental. I assume it will be the standard member rental rate?

Drew forwarded me a request from Deb Snowden for a rental. I emailed her back but have not heard from her.

Someone wrote Darlene Hull's name on the rental book. I emailed her and she basically said that she had forgotten about that and that she doesn't need it now. Did I say what a pita?

If there is any need of input from me, let me know and I can call someone's cell tonight.

Discussion followed:

Family Memberships- Carol confirmed currently there are no family memberships in place. Dialogue followed on the merits of keeping the time reserved on the schedule when it's not being used. Russell will delete this time slot from the web site. Any further decisions on this program will be dealt with as issues arise.

Openers- Funding is not available to pay staff as before, so the Club will have to hire and pay out of our own funds. Board Members are asked to make inquiries as to who may be interested in working as an Opener Tuesdays and Thursdays for approximately 3 hrs each night.

Website- This is currently a free Wordpress hosted site. There are severe limitations to functionality. There is no way to implement backups and extend any theme features. It is much more desirable and flexible to have the site hosted.

Russell made a Motion for WBC to sign up with another host at the cost of \$60/yr. This Motion was seconded by Carol, all approved, Motion passed.

Rentals- Russell is no longer interested in managing additional rentals, as it is too demanding on his time. He suggests no further rentals be accepted until the next Board term- June 2016.

Meanwhile, requests for rentals continue; it was agreed the Board take time to consider next steps, and revisit in the future. Meanwhile, an all Member email will be sent out asking for volunteer(s) to help handle rentals.

A question was raised as to what days the program WHEAT has reserved. Russell will follow up.

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

4. Fundraising & Publicity Director Report - as submitted by Miranda

Website updates that were requested following the September meeting have been done, with the exception of updates to the constitution and new email addresses. Another Fall/Winter fundraiser is planned with the mint smoothies, however they will be sold in bundles of ten this time to make it easier for people. If the Junior Program would like to run a fundraiser of their own, I have some ideas. Many schools are not able to do any fundraising at this time, so this might be a good opportunity to run one. A dinner & dance fundraiser is still in the back of my mind, however the summer months were not ideal for me to plan this. A committee should be formed to plan such an event. A WBC Newsletter is underway. We've had an offer of help from Theresa Syms to publish a newsletter for the club on a quarterly basis. We are looking for content to include. The next issue is scheduled to come out before the end of the month.

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

5. Maintenance Director Report- as circulated by Dana

Nothing much new to report on the maintenance side for the month. Had some toilet issues upstairs but that is a regular occurrence. All the lights in the courts have been working perfectly, nothing has burned out yet which is great as I had to replace the old bulbs almost weekly.

When I was at the club tonight the answer machine had messages on it, I guess it is not being checked.

Here are the messages I took off of it, I did not respond to the callers:

1. Paul Traka(sp) - 519-685-0391 looking to book the club for November 29, between 1 and 5 pm. Seemed agitated no one returned his calls.
2. Vicky Mayberry - 519-485-5780 - has a 12 yr old son interested in playing
3. Janet - 519-539-0463 - interested in badminton with her grandson
4. Angela Chambers - WCI - 519-537-1050 x 66349 interested in high school program

Dana's Report was reviewed; question was raised as to who is to check the telephone messages. It was agreed when Board members are at the Club, messages should be checked and passed on.

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

6. Youth Program Director Report- as submitted by Bob

The lessons have gotten underway for the season. A bit of a slow start with the first Saturday lesson having 15 people in attendance. The second Saturday lesson netted 19 people, mostly kids with only three adults present. Our first Wednesday, all junior lesson took place on October 7th and had a decent turnout of 12 kids. With Saj being on holidays, Kevin and I have been teaching the lessons with the help from Aaron and Mac. Saj being away may explain the slightly lower number of attendees so far. Many thanks for the help when necessary. One new membership and three more pending so far. With the weather starting to turn I am hoping that people will start turning their attention to indoor activities.

Items to be added to the OTHER agenda:

- I would like to initiate a discussion regarding the Friday night openers and what direction we intend to take.

- In light of the recent injury occurring on the courts October 7th, suggestions for a new hall arrangement/ emergency evacuation plan should get started.

Bob's Report was reviewed. Follow up discussion will occur later in this meeting. A Motion was made by Carol, seconded by Wendy to approve. All agreed, Motion was passed.

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

Comparative Income Statement 01/09/2015 to 30/09/15 vs 01/06/2015 to 30/09/2015

Comparative Income Statement 01/06/2014 to 30/09/2014 vs 01/06/2015 to 30/09/2015

Balance Sheet as at 30/09/2015 (\$315,866.09).

Wendy noted the Executive needs to attend the Royal Bank to sign on the WBC account again.

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

6. Other Business

a. Bob brought up the issue of the difficulty EMS staff had with removing a player from the Club recently. The front hallway coat rack was in the way. It was agreed where it fits will first be examined, alternatives explored if needed.

b. A member has voiced a complaint about the stairs inside the courts; he feels they are a safety issue after he fell on them. Dana will be asked to see what alternatives exist. Bob made a Motion for Dana to investigate if the stairs should be blocked off or removed or something else. This was seconded by Wendy, all approved, Motion was passed.

7. President's Report from Drew, circulated by Russell

Presidents Message: It is with a heavy heart that write this message to inform you all that I will be stepping down as President effective immediately. The club is still moving in the right direction and much has been accomplished in the last almost five years. By continuing to capitalize on the gains that have been made the club will flourish even more than it already has. I thank you all for your hard work and dedication that you continue to give to the club. Most importantly I thank you all for allowing me to grow as person and to have had the opportunity take on the responsibilities that have been bestowed on me. I have thoroughly enjoyed the last almost five years as House Director and President of the club and wish the club nothing but success moving forward.

General:

Saturday Pickleball Time Slot - It has been brought to my attention via Dana that there is an issue with a few members on Saturdays. There have been 2 complaints that Dana knows of with the time change from 2 pm to 3 pm to accommodate Saj. The issue is Saj is not at the club after 2 pm and therefore is not using this "extra" time to his advantage. One member can only stay until 4 pm on Saturday and therefore loses an hour with the 3 pm start. If Saj is not going to use the extra hour he requested, it has been requested to make a motion to move the time back - maybe to 2:30 to accommodate the member that can only play until 4 pm (Les). I know that this was an issue last year on Saj's side of things and that his training sessions do not necessarily start up at the beginning of the season. Instead of making a motion to change it back, I propose that we have a conversation with Saj to find out when his HP training sessions will start and then enforce the 3-5 time slot when Saj is actually going to use the additional hour for training.

Canteen Staffing - I have received word back from CES about what programs are available and have passed everything along to Russell to continue along with. More to come shortly I would imagine.

Yard Work - There have been a couple of things floating around in respect to the yard work that has needed to be done / will continue to be done. I understand at this time that Aaron is back on top of things after getting back into the swing of things with school. Dana and Bob may be able to comment more about what is going on currently but this should be a brief topic of discussion. In addition to this, with the winter season quickly approaching, I have started looking into obtaining a quote for sidewalk clearing for the upcoming season so that we do not end up in the same situation as last year. The best I have been able to do to date is find out that Harvey at OLP is the guy we want to get in touch with - he is very reasonably priced, has all of the right equipment, is very dependable, and comes highly recommended (especially by his competition at larger operations).

South Gate Centre - To date numerous attempts have been made to coordinate schedules to figure out what our agreement will look like going forward, with no results to show at this time. I would

think that this would be good to continue to pursue in order to work out a mutually beneficial agreement - perhaps even put together an informal MOU so that both sides are clear on what each is getting/providing.

Renovations & Repairs: Outside Light - I spoke to the electrician again yesterday about a light in the parking lot area to be building mounted on Aaron's building with the power for the light coming from our building. He will get the quote back to me shortly and I will pass that along to Russell for further consideration. We will also need to get confirmation from Aaron that he will permit the light and some conduit to be discretely mounted on the face of his building (something in writing that is signed would most likely be a good idea).

Water Softener - Dana has made mention that the water softener not working. It causes problems with the plumbing and having things stick. Any plumber would be able to quote the supply and installation of a new one.

Furnace - It has been brought to my attention that the furnace should be checked out for the season as it has not been cleaned / serviced in a while. I would suggest getting in touch with Jason Lovey's at the Comfort Guy who is familiar with our building and has done some maintenance in the past. He did a no cost (when there should have been a cost) assessment for us last year to do a bunch of work. I think we owe it to him to throw a little business his way and he is very reputable and very reasonably priced.

Each item was discussed in turn:

Saturday Pickleball timeslot- at this time it appears the extra time requested for Saj's HP group has not been used, while the pickleball players wait to use the courts. Bob will follow up with Saj.

Yard Work- Issues were brought forward about yard work over the summer. An effort is underway to improve and maintain a better front lawn, garden; regular mowing and whipping are a part of this. A sunken area has developed around the new Post Office boxes; Nancy is willing to take care of this next spring.

Drew suggested hiring someone to clear the winter snow; Dana to follow up.

Outside lighting- Dana to follow up with tenant Aaron about lighting on the side of building, especially for safety in the winter.

Water softener, furnace- the water softener has not worked for some time. Request to possibly have it removed, and maintenance of furnace will be forwarded to Dana.

Dana will also be asked to follow up on Drew's suggestions for the eaves troughs and ice jams.

Relationship with Southgate-deferred.

A Motion was made by Carol to accept Drew's Report, seconded by Wendy. All approved, Motion was passed.

8. Issues arising due to vacancy of President position-

WBC is unable to function without a full Executive Committee. Russell advised the Board is required to call a Special General Meeting in order to have elections and fill this vacancy. Discussion on how this will happen. November 17th was picked as the date to allow time for the Board to prepare; Notices, Agenda and last Meeting Minutes will be circulated to all Members.

9. Membership Director Report- Carol provided a verbal update. Membership now stands at 123. This will be a busier time since many memberships are renewed in the Fall.

10. Next regular Board Meeting- Tuesday November 17th at 7:15.

Special General Board Meeting- Tuesday November 17th at 7:00 at the WBC Lounge.

Motion to adjourn- Carol made a Motion to adjourn at 9:05, seconded by Wendy. All approved, Motion passed.

Submitted by Nancy Shaw