

**Woodstock Badminton Club**  
**Directors Meeting**  
**Tuesday, January 12, 2016 7:00 p.m.**  
**Minutes**

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

The meeting was brought to order at 7:10 pm.

Russell Yeung, chair asked for additions to the Agenda.

In the absence of the Secretary, Nancy Shaw, Carol Bossenberry took minutes.

A copy of the previous meeting minutes was circulated. Approval of the minutes of the December 8, 2015 meeting: Moved by Dana Wells; Seconded by Bob Trowhill.

Directors Reports were distributed by email prior to the meeting.

**President - Russell Yeung**

**President's Report**

Welcome and I hope everyone had a nice break over the holidays to spend some time with family and friends.

There wasn't too much going on the last month. I was able to finally finish the website and transferred to the new hosting service. This went live just before Christmas. I just finished adding all the members who have given us email addresses and sent out an initial message to announce the new site.

Next I will be setting up emails in accordance with the different board positions. This way we will only need to change the forwards for these without needing to change every instance where this is referenced.

The rentals are done for the busy Christmas season. Many thanks to Bob for helping out. I believe there is still another in April and the rest are from Kevin's STEM camps and WHEAt gym in February.

There is a request again this year from the Woodstock Christian School for their electives. This is for 5 Wednesdays starting Feb 3 from 2 - 3:15, with a possible 6th session for a snow day. Kevin Cougler has agreed to provide the coaching as in previous years. We will need to adjust the Wednesday afternoon badminton session times to run from noon to 2 pm in February and cancelled for the March 2 session.

I have replied to Badminton Ontario regarding the hosting of the coaching clinic. They will contact me when they have dates finalized.

Carol and myself are working on reconciling the fobs assigned to members. Once that is complete, we will disable all the fobs that are not in use. I will also be implementing a system whereby every member with a fob will be issued their own individual access code which they will be responsible for.

The Bill Parkes HS Tournament will be held this year from April 1 - 3. Penny has sent me the entry form. We will need to recruit volunteers to manage the kitchen for those days. I will take care of ordering the birds needed.

Duen Daley has been with us for a month now and things are working out well. I have just purchased a laptop for him to start investigating grant possibilities.

In addition to the report above Russell mentioned that the website is up and running and that he had set up new email addresses – [email@woodstockbadmintonclub.org](mailto:email@woodstockbadmintonclub.org) for use of board members and to receive messages sent via the website.

The February rental to the Christian School will affect Wednesday badminton. Suggestion that badminton start early and end early. Regular players will be notified.

Russell will order 20 additional tubes of yellow birds for the Bill Parkes tournament.

Approval of the President's Report: Moved by Miranda Rowntree; Seconded by Bob Trowhill.

### **Vice-President's Message – Bob Trowhill**

#### **Vice Presidents Report**

Another busy holiday season is behind us. Thank you Russell for handling all of the rentals for the season! Thank you to the rest of the board for keeping things running smoothly over the festive season as well.

I only have a couple of things on the go for this meeting:

I would like to open a dialog concerning the way we are handling our membership renewals, specifically our policy regarding the way we backdate the renewal to the previous membership date. It has come to my attention that there isn't a clear cut time frame or a clear definition as to when a renewal is to be considered a new membership therefore adjusting the membership termination date.

Also, I would like to discuss the possibility of a firm policy for dealing with delinquent membership renewals to make things easier for our diligent Membership Director to be even more efficient. Disabling a members key fob, effectively revoking their privileges as a member, should not be subjective, it needs to be a clear cut policy agreed to and enforced by the entire board of directors.

A sub-committee may be a more efficient way to discuss the required policy changes suggested.

Discussion: re disabling fobs. Email notices are sent to members as memberships are expiring and a reminder that memberships have expired. If there is indication that memberships will not be renewed then fobs will be disabled after approximately 2 weeks.

Approval of Vice-President's report: Moved by Carol Bossenberry; Seconded by Miranda Rowntree.

#### **Treasurer / Finance Report**

In the absence of Wendy Clements discussion of the report was deferred to the February meeting.

### **Youth Program Director- Bob Trowhill**

#### **Youth Director Report**

Attendance has been slim over the holidays during both the Wednesday and Saturday lessons. Going forward, I may need to rethink the lesson schedule during the Christmas holidays in an effort to reduce the operating budget of the Youth Program.

The "Eye Protection" initiative is going very well with excellent compliance during the lessons AND with minimal whining from participants. I have noticed a number of under-age members playing without eye protection during the open play hours. Going forward, I will attempt to "educate" the membership as a whole to the benefits of eye protection. This will be handled through an e-mail blast, once our club secretary returns and through possible signage throughout the club.

Preliminary planning has begun for the Bill Parkes Memorial tournament slated to happen at the beginning of April. Recently there has been some discussion regarding the number of birds requested for the tournament. Wendy: Would it be possible to check the records to see how many birds have been ordered for the tournament in the past? (See President's Report)

With a reduced number of directors, I can't stress enough the need to be prepared for this event. Ensuring that there are volunteers and supplies available early will take the panic away at the last minute.

Approval of Youth Program Director Report: Moved by Dana Wells; Seconded by Miranda Rowntree.

## **Membership Director- Carol Bossenberry**

### **Membership Director Report**

Current members - 113

Total memberships - 94

Totals are down from last year at this time.

I have been in contact with quite a few but have not had responses from others. Several families have not renewed (total 15 people). A couple of members have had major health problems and another is pending surgery and will pay court fees until after recovery.

Still working on getting the fob list finalized.

Discussion re back dating renewals to the previous expiry date. Each case will be looked at individually taking into circumstances ie. whether the person continued to pay paying court fees or not, injury or surgery etc.

Approval of Membership Report: Moved by Carol Bossenberry; Seconded by Miranda Rowntree.

## **Fundraising / Publicity /Social Director - Miranda Rountree**

Miranda reported that there are still quite a few smoothies for sale and that we should promote sales for Valentines Day.

Approval of Fundraising Report: Moved by Carol Bossenberry; Seconded by Dana Wells.

## **Maintenance Director- Dana Wells**

### **Maintenance Director Report**

We will be talking about our fire safety plan and the training associated with it.

Nothing really to add on maintenance over the past month, has been fairly quiet. Still waiting on the new light for outside.

Discussion: Dana will go over the fire safety plan and training with board members after the meeting.

Approval of Maintenance Report: Bob Trowhill; Seconded by Miranda Rowntree.

Meeting adjourned at 7:50 pm.