

KBC Board Minutes - November 21, 2016

Present: Mike, Heather, Tony, Andy, Karen
Regrets: Donna, Rosalie, Warren, Christine
Invited Guest: Mike Quigley

Meeting called to Order at 7:02 pm

Review of Action Items from last meeting:

- A). Badminton BC - Mike sent follow-up email to Penny, still no word back to confirm cost of sanctioned tournament for members, or link re transition to new Society Act
Action: Badminton BC membership to be put on agenda for next month
- B) Online Payment System (RAMP) - from information provided, it looks like it is not designed for membership fees; it is designed for coaching lessons, but users pay a fee
Action: Christine to provide more details at next meeting
- C). Photo Gallery for KBC tournament winners - Madelyn & Donna are actively working on it
- D) Email to parents re juniors staying inside building in winter - was prepared and sent out by Christine after last meeting; Mike will send out another copy to the executive
- E) Gutter replacement - completed on Gaston side of building, as requested, for \$2100 including covers.
Action: Mike to look into whether it is also necessary to replace gutters on Richter side of building
- F). Drainage on Gaston side of building - the City has said they may address this issue while working on Richter St. (for police station)
- G) Discussion re asking Brian Garvie to sell shuttles & giving him access to inventory room: Motion was made & passed to allow Brian access to inventory room to sell shuttles in the evening as required, as well as access to the office to use the debit/credit card terminal.
Action: Mike will provide necessary training to Brian for working the debit/credit terminal
- H). Coaching Contract Committee - Warren declined to be on the committee, Mike Quigley volunteered to take his place on the committee; this was given Board approval by email after last meeting
- I). SLR Coaching Volunteer - request has been put on website for senior coach

Approval of Minutes - unanimously approved

Approval of Agenda - unanimously approved

1) Reviewing Coach's Contract - Committee brought update to the Board on progress and discussions with Scot Young so far. The Board's position on several details of the contract was clarified.

2) December 9th KLO School function - Approved unanimously by Board

Action: Mike will confirm the exact time of use to ensure that the hours and number of courts requested do not interfere with Scot's existing teaching hours I thought I mentioned this but I did confirm that this session would NOT conflict with Scot's schedule.

3) Week of December 5th or 12th, City of Kelowna wants to use facility for employees - Approved unanimously by Board

Action: Mike C will confirm the exact time of use and ensure that the hours and number of courts requested do not interfere with Scot's existing teaching hours

4) Goggle Policy - A motion was made, and passed unanimously, to sell all eyewear at \$10, effective immediately, to encourage members to use it as a safety issue. (Juniors will still receive 1st pair free)

Action: Andy will inform the rest of the executive, as well as Brian Garvie & Tess Tearoe, who also sell merchandise in the inventory room

5) Tennis symposium April 5-7 (1 Hour Session) - A motion was made and unanimously agreed to allow this hour gratis as goodwill on behalf of KBC. Mike will open the building for them.

Action: Mike will ensure that the hour requested does not interfere with Scot's existing teaching hours
I have had further discussions with this group and concluded that we should revisit our decision. It was my understanding that they were looking for a venue to discuss Tennis however it appears that they are actually wanting to use the court area for demonstration of the sport. I am concerned for a number reasons 1) Building is not set up for Tennis 2) Contrary to our City lease 3) other organisations may use this to argue access to our facility. All of this out ways our decision to be a good corporate citizen.

6) KBC Junior Winter Games - in Kamloops this year; no other information available.

Action: Mike C will ask Christine to get more info for the board for next meeting

7) Christmas Party - Rosalie has suggested a date of Dec 4 with free club play starting 1:00pm; she will put up all necessary posters. It was confirmed that the club will pay for all food for the event.

8) RAMP Proposal - deferred to Christine to provide more details at next meeting re user fees, etc

Action: Karen will check with the City Rec Centre to inquire about the online program they use

9) Communication with the City/Roof Leak: There was some confusion over who is the current contact for KBC at the City, since Heather had called in to the City regarding the roof leak, and had been told that Tammy was the contact. Doug Nicholas at the City confirmed that he is still in charge, and Mike confirmed that he will act as liaison for any club issues in the future.

Action: Mike will contact contractor to deal with the roof leak between Courts 4 and 5, since it is a maintenance issue for which the club is responsible

10) Website "Coaching Page" - eventually to be replaced by hyperlink to Scot's own webpage.

Action: Wording at top of webpage to be changed to reflect more accurately the relationship between KBC and the coach as an independent contractor; (Karen will ask Warren to change wording)

11) 2nd Quarter Financial Statement - Adult & Junior Memberships are up moderately in the past 6 months versus the same 6-month period last year. Discussion involved around how to reduce KBC Assets: a) Items in "Suspense" consist mostly of money being held for Scot, and since under the new contract Scot will be taking control of all of his own revenue and expenses, Suspense (and therefore Assets) will be reduced; b) the amount for Equipment & Fixtures is to be mostly eliminated in the near future.

12) GST Late Payment - a small amount was payable from the 2008/09 fiscal year, which Heather has now paid

13) Inventory (volunteers) - Andy volunteered to count, and will ask Donna Campbell to assist. The count will be taken before the end of Jan 2017, then again at the end of the fiscal year.

14) Procedures inventory sales - Heather has asked that to help with the accuracy of inventory, when selling grips, the colour be noted; also, when selling shoes, that the model & size be specified

Action: Andy will pass this request on to the rest of the board, as well as to Brian & Tess

15) Display in Lobby - prices are out of date, display can be enhanced.

Action: Donna is to update the display, preferably without prices since they frequently change

I recall Andy making a suggestion to post an updated list of inventory with Prices for the membership. Did we not approve? I think it is an excellent idea.

**No motion or decision was made about the inventory list.

16) Dress code issue: There was recently an issue regarding whether a player could wear a hat or not.

According to the IBF (International Badminton Federation), it is frowned upon to wear any hats while playing badminton (or jeans, or black-soled shoes or sleeveless undershirts for men).

Action: Tony will add this to the Rules & Regs on next year's membership application, so there is no confusion. I think we need to go a little further and develop a dress code that covers this off.

17) Notification from BC Registries re Society Act -

Action: Karen to take care of following the necessary steps

18) Return of Fees - when Membership Refunds are requested, either an executive member can make the decision and let Tony know, or else refer the situation to Tony.

19). Membership Update: As of today,

Full Adult memberships: 201

Restricted Adults: 51

Adult Students 14

Honorary members 15

Junior members: 47

Grand total: 321

20) Cameras - Recommendation was made to obtain 2 cameras for outside: 1 by the garbage bins, 1 to replace the existing one that is not working.

Action: Mike C to inquire about getting replacement

21) Signage - Outside lit display board available at a cost of \$3500, which could go on Richter side of building

Action: Mike to send out info to board members for review

22). Parking on Richter side - Mike to check whether that side of the building is reserved for club, or public (due to bus stop)

Meeting adjourned at 9:45pm