

DATE: OCTOBER 22, 2020

Meeting at 6:30PM

Location: Virtual

Attendees: Barrington Nichols (BN), Yuns Oh (YO), Darren Pun (DP), Marco Chan (MCh), Paul Hur(PH), Paul Poirier (PP), Cheryl Bartel (CB), Mélanie Curé (MC)

Absentees: Elliott Beals, Justin Friesen

1. CALL TO ORDER

6:37pm start. Called to order by BN.

2. APPROVAL OF AGENDA

→ *PH moved. PP seconded.*

3. APPROVAL OF JUNE 18TH MEETING MINUTES

Follow-up needed on point 3

action item: MC to ask auditor if we should be expensing some assets since we are approaching 500K. If so, BoD to decide what the threshold should be.

→ *Motion to approve by MCh. Seconded by DP.*

4. REVIEW OF 2020-2021

Purpose & Vision of the Board

for 2020-2021, trying to get badminton running in any way we can protect the financial situation of the MBA

Special Areas of Interest & Sub-Committees

— goal to create sub-committees to tackle strategic planning priorities in 2020-2021

— committees will ideally include: 2 Directors + 1-2 Member(s)-at-large. MC to facilitate

*Directors & ED/PC to seek out potential interested members. Will follow-up in November and possibly create a call-out at that time.

By-Law Review Committee

goal: Review existing by-laws and ensure language and policies are up to date.

members: BN to serve. MC to facilitate. BN to contact a member-at-large.

Codes of Conduct Review Committee

goal: Review and update Codes of Conduct for athletes, coaches, and event hosts. Ensure recent national-level policy changes are considered and incorporated.

members: MC to serve and facilitate. YO to contact potential member-at-large.

Financial Policy Review Committee

goal: Review and update Financial Policy.

members: MCh and DP to serve. MC to facilitate. Recruitment needed.

Competition Committee

goal: Review and update ranking system. Oversee competition and tournament programming.

members: PP and JF to serve. Recruitment needed.

Bilateral Committee

goal: Develop and implement bilateral programming.

members: YO and CB to serve. MC to facilitate. Recruitment needed.

5. VICE-PRESIDENT AND SECRETARY POSITIONS

Ardelle Martin (Vice-President) and Dan Savard (Secretary) have both stepped down.

→ ***Motion to appoint Yuns Oh as Vice-President and Marco Chan as Secretary by PP. Seconded by CB.***

6. FINANCIALS

Budget remains unchanged since AGM. MC and Linda Ferguson currently inputting IFF budget into Quickbooks; will then be adjusted to account for changes moving forward.

→ ***Motion to accept report by YO. Seconded by PH.***

7. EXECUTIVE DIRECTOR'S REPORT

Report tabled.

Questions about tournaments and Regional Team tech package by Paul Poirier.

→ ***Motion to accept report by YO. Seconded by MCh.***

8. PROVINCIAL COACH'S REPORT

Report tabled.

→ ***Motion to accept report by YO. Seconded by PP.***

9. OTHER BUSINESS

Thank you to new Board Members.

10. NEXT MEETING

Virtual (Zoom) meeting scheduled for November 19th at 6:30pm.

11. ADJOURNMENT

Meeting adjourned at 7:42pm by BN.

DATE: DECEMBER 9, 2020

Meeting at 7:00PM

Location: Virtual

Attendees: Barrington Nichols (BN), Yuns Oh (YO), Darren Pun (DP), Marco Chan (MC), Paul Poirier (PP), Cheryl Bartel (CB), Elliott Beals (EB), Justin Friesen (JF)

Absentees: Paul Hur, Mélanie Curé

1. CALL TO ORDER

7:03 pm start. Called to order by BN.

2. APPROVAL OF AGENDA

Financial is missing, follow up with MCu on next meeting

→ ***YO moved. EB seconded.***

3. APPROVAL OF OCTOBER 22ND MEETING MINUTES

→ ***YO moved. PP seconded.***

Follow up with MCu regarding issue regarding to capitalization of asset since MBA is approaching \$500K in Gross

4. COMMITTEE UPDATE

Reviewed current personnel for each committee, would be nice to recruit one extra people for the code of conduct review committee

MCu will reach out to organize and manage the process of each committee

The goal of the committee is to work on and complete the update before 2021/22 season.

5. EXECUTIVE DIRECTOR'S REPORT

→ ***EO move to defer the ED report to next meet due to absent of MC, PP seconded***

6. PROVINCIAL COACH'S REPORT

JF presented the report

BN requested an update for an update on the training situation with Victor. JF commented he hasn't been logging his training property and he's on track with the rest of the team lately.

→ ***YO moved to accept, CB second***

7. OTHER BUSINESS

EB gave an update on the Badminton Canada committee, currently working on selecting Team Canada members and have issue selecting due to multiple COVID related issue. Also Badminton Canada is not expecting to resume national tournament in the short term.

8. NEXT MEETING

Virtual (Zoom) meeting scheduled for January 27th, 2021 at 7:00pm.

9. ADJOURNMENT

Meeting adjourned at 7:37pm by BN.

DATE: FEBRUARY 10, 2021

Meeting at 7:00PM

Location: Virtual

Attendees: Barrington Nichols (BN), Yuns Oh (YO), Darren Pun (DP), Marco Chan (MCh), Paul Hur (PH), Cheryl Bartel (CB),
Mélanie Curé (MCu), Justin Friesen (JF)

Absentees: Paul Poirier, Elliott Beals

1. CALL TO ORDER

7:06 pm start. Called to order by BN.

BN & MCu mentioned that MBA is in a better situation compare to other province from their discussion with other province's associations during the Badminton Canada conference.

2. APPROVAL OF AGENDA

→ *PH moved to approve the meeting agenda. BN seconded.*

3. APPROVAL OF DECEMBER 9TH MEETING MINUTES

Business from prior meeting, MCu mentioned she emailed Tony regarding the 500k capitalization policy and has yet to receive a response.

→ *CB moved to accept minutes, DP seconded*

4. COMMITTEE UPDATE

All committees had their initial meetings and progress prior to the board meeting except for Code of Conduct Review Committee, due to Badminton Canada currently reviewing its by-law & code of conduct and the committee will review MBA's once the Badminton Canada documents are released.

5. EXECUTIVE DIRECTOR'S REPORT

MB Bridge Grant application approved, \$10,000

CERS was handled by Sport MB

IFF Financial Plan is due March 15, required board approval before submission. (other IFF documents due early May)

1 on 1 coaching resume Friday 2/12/2021

Planning to collaborate with MASRC to host clinic once restriction permit.

All tournaments for 2020/21 season are cancelled

→ *PH moved to accept ED report, DP seconded*

6. PROVINCIAL COACH'S REPORT

Canada Winter Game 2023. Margie Koehler, Misilyna Wu, & Gurmeet Jassal are on the committee for the team selection. The focus of the committee is to ensure the process is fair to all athletes.

Manitoba Games, call out for coaches & managers are due March 2nd, Manitoba Games have been successful in the past and we hope to continue the tradition.

Badminton Canada's Canada team selection is carried forward existing team members from Pre-COVID, as there is no benchmark to rate the athletes during the lockdown. Team Manitoba will likely adapt the same approach.

→ *MCh moved to accept provincial coach report, CB seconded.*

7. FINANCIAL REPORT

MCu provided financial projection for review

DP requested MCu to provide actual financial performance to review at next meeting

8. OTHER BUSINESS

Remove outdated signing authority (Ardelle Martin, Daniel Savard, Honesto Navarro, Ryan Giesbrecht, and Sylvio Tessier) & add Yuns Oh & Marco Chan as signing authorities.

→ ***PH moved, CB seconded***

9. NEXT MEETING

Virtual (Zoom) meeting scheduled for March 10th, 2021 at 7:00pm.

10. ADJOURNMENT

Meeting adjourned at 8:01 pm by BN.

DATE: MARCH 11, 2021
Meeting at 6:30PM
Location: Virtual

Attendees: Barrington Nichols (BN), Yuns Oh (YO), Darren Pun (DP), Marco Chan (MC), Elliott Beals (EB), Paul Hur (PH), Paul Poirier (PP), Cheryl Bartel (CB), Mélanie Curé (MCu), Justin Friesen (JF)

Absentees: none

1. CALL TO ORDER

6:35 pm start. Called to order by BN.

2. APPROVAL OF AGENDA

→ *YO moved to approve the meeting agenda as presented. BN seconded.*

3. APPROVAL OF FEBRUARY 10TH MEETING MINUTES

Point 5 – clarify that only the IFF financial report is due on March 15. Remaining IFF documents are not due until May.

→ *YO moved to accept minutes, CB seconded*

4. EXECUTIVE DIRECTOR'S REPORT

Bilateral funding possibly deferred to 2021/22

Planning to start partnering with MASRC on new program/clinic

Only recreational play is allowed at open facilities, program yet to confirm

→ *YO moved to accept the ED report as presented, DP seconded*

5. EMERGENCY FEDERAL FUNDING DISTRIBUTION

Received \$12,500 related to support Badminton re-opening, MCu mentions that SMB approved the funding with a suggestion that \$3,000 to MBA to support smaller club, \$2,500 to Winter Club, \$7,000 to Prairie Badminton. MBA has full control in the actual allocation of the funding.

MCu planned to reach out to clubs and allocate the funding in order to build connection between MBA & the club.

Board member requested MCu to obtain a written confirmation from SMB regarding their suggestion to ensure transparency in the funding allocation process.

Funding distribution approval is pending until a written suggestion is received from SMB

6. PROVINCIAL COACH REPORT

JF is now back on court with Canada Winter Game & Team Manitoba athletes.

Manitoba Game has received a healthy amount of applications. MCu is happy that more new coaches applied for the coaching positions.

7. FINANCIAL REPORT

Year-to-date financial is presented.

Received Badminton Canada funding last year but not this year, due to MBA hosted national last year.

MCu mentioned that two community members applied and received Women to Watch coaching grant. MBA is act as a middleman to distribute the funding to the individuals

YO mentioned the idea to look for separate source for disability funding outside of bilateral funding. JF mentioned not many alternative available at the moment.

Prepaid expense on the balance sheet (\$8,372) looks to be an outdated amount, requested MCu to follow up with Linda.

CEBA – should MBA apply for the additional \$20k? Not sure if MBA should receive the \$40k in the first place. All board member in agreement of not applying for the additional \$20k.

Financial report is pending for approval until the prepaid expense is explained/adjusted.

8. FINANCIAL PLAN FOR IFF

→ ***MC move to accept the budget as presented, PP seconded***

9. OTHER BUSINESS

Committee: Little process since last meeting.

MASRC presentation – YO & MCu attended the presentation and were very pleased with the presentation. Very excited to be partnering with MASRC

10. NEXT MEETING

Virtual (Zoom) meeting scheduled for March 25th, at 6:30pm.

11. ADJOURNMENT

Meeting adjourned at 8:01 pm by BN.

DATE: APRIL 29, 2021
Meeting at 6:00PM
Location: Virtual

Attendees: Barrington Nichols (BN), Yuns Oh (YO), Darren Pun (DP), Paul Poirier (PP), Cheryl Bartel (CB), Mélanie Curé (MCu), Justin Friesen (JF)

Absentees: Elliott Beals, Paul Hur

1. CALL TO ORDER

6:05 pm start. Called to order by BN.
MCu to take notes in MC's absence.

2. APPROVAL OF AGENDA

→ *YO moved to approve the meeting agenda as presented. CB seconded.*

3. APPROVAL OF MARCH 11TH MEETING MINUTES

Item 7 – PO should read YO.
Prepaid expenses to be clarified by MCu with accountant
→ *YO moved to accept March 11 minutes, DP seconded*

4. EXECUTIVE DIRECTOR'S REPORT

CEWS likely to continue until September
Bi-Lateral funding for 2020-2021 partially received; still waiting on deferral update
CSJ and UGT grants for summer staff approved
All committees meeting in early May or early June. Committee report coming in May.
NWSA Clinic at end of March (date to be changed in report)
Planning for summer camps, MWG, and CWG on track
Upcoming officiating courses in June (restrictions permitting)
Migration to PlayerWeb has started. New fee structures and membership forms (individual and club) to be presented and approved at May meeting.
→ *YO moved to accept the ED report as presented, PH seconded*

5. PROVINCIAL COACH'S REPORT

Wrong file submitted; report presented orally.
Selection criteria for CWG being reviewed with Selection Committee; need to get going on CWG Manager selection. Stressed the need for the selection process to be exceedingly clear and transparent
→ *Correct file submitted later in meeting. BN moved to accept the PC report; CB seconded.*

6. EMERGENCY FEDERAL FUNDING DISTRIBUTION

MCu referred to email from SportMB forwarded earlier this month with distribution plan. MCu requested approval to distribute funds as suggested.
→ *DP moved to approve the distribution plan; YO seconded.*

7. MBA COVID MICRO-GRANT FORM APPROVAL

MCu presented Return to Play Micro-Grant Application Form for clubs
Discussion and agreement that we would accept applications for costs incurred retroactively
→ *BN moved to approve form. CB seconded.*

8. FINANCIAL REPORT

Year-to-date financial is presented.

Prepaid expense on the balance sheet (\$8,372) looks to be an outdated amount, requested MCu to follow up with Linda.

→ **DP moved to approve report. YO seconded.**

9. STAFF PROPOSAL — TECHNICAL DEVELOPMENT & PROGRAMS COORDINATOR

MCu spoke of need not to replace Marj Niemi's former Member Services & Communications role, but rather create a full-time Technical Development & Programs Coordinator role

Discussion about responsibilities: provide resources, support, and follow-through to coaches and officials in-training; plan clinics, exhibitions, tournaments, and other initiatives

Discussion about qualifications of ideal candidate

Discussion around MCu bringing forward a proposal at next meeting, then YO and BN reminded that while Board is responsible for search and hiring of Executive Director, the Director leads and decides hiring needs of the organization.

Consensus: MCu to prepare job posting with feedback from Justin, will post position in early May. As the community is small and candidates are likely to be known to staff or board members, interviews will be conducted with ED and members of the board for transparency and accountability, and to remove possible instances of unconscious bias.

→ **PP moved to approve. BN seconded.**

10. IFF REPORT(S) APPROVAL**SPORT PLAN**

add notes about athlete progression to para strategies

STRATEGIC PRIORITY UPDATE REPORT

add hiring of Technical Dev & Programs Assistant, and highlight the role they will play in pertinent pillars

PERFORMANCE PATHWAY UPDATE

JF to add info to priorities #1 and #2

SPORT INITIATION PROGRAMS UPDATE CHART — no changes**MEMBER DEMOGRAPHICS REPORT**

many problems and gaps identified, particularly in coaching and officiating
problems with reports from The Locker led to some discrepancies

JF and MCu to scan through reports and update data as needed this year

many issues will be solved with migration to new membership database

2022 MWG APPLICATION (YEAR 2) — no changes

2023 CWG APPLICATION (YEAR 1) — no changes

→ **YO moved to accept IFF documents with amendments. BN seconded.**

11. OTHER BUSINESS

None presented.

12. NEXT MEETING

Virtual (Zoom) meeting scheduled for May 19th at 7:00 p.m.

13. ADJOURNMENT

Meeting adjourned at 8:20 pm by BN.

DATE: MAY 19, 2021
Meeting at 7:00PM
Location: Virtual

Attendees: Barrington Nichols (BN), Yuns Oh (YO), Marco Chan (MC), Elliott Beals (EB), Paul Poirier (PP), Mélanie Curé (MCu)
Absentees: Darren Pun, Paul Hur, Cheryl Bartel, Justin Friesen

1. CALL TO ORDER

7:07 pm start. Called to order by BN

2. APPROVAL OF AGENDA

→ *YO moved to approve the meeting agenda as presented, PP seconded.*

3. APPROVAL OF APRIL 29TH MEETING MINUTES

Item 3 – Prepaid expense, to be reviewed during financial report

→ *YO moved to approve the meeting minutes as present, EB seconded*

4. EXECUTIVE DIRECTOR'S REPORT

MCu presented ED report and provided an update progress on the discussion in the committee.

YO questioned whether amendment on By-law needed approval from board. Amended by-law was approved in previously AGM, but not updated on MBA website

Few club have been registered on PlayerWeb database, MBA have time until September to fully implement PlayerWeb. Main benefit of PlayerWeb is to base membership, record recreational player who played into the registered clubs for proper reporting purposes, if the player decided to participate in tournament, PlayerWeb will be able to streamline with tournament software to complete the registration process

PlayerWeb will require the club administrator to collect more information when first sign up, painful for first year and should go smoother in the second year

More membership = Attract sponsorship and funding , benefit to the sport in general in the long run

Members can indicate whether they are PARA & indigenous athlete and provide MBA and other Sport body statistic

We will be the first province to be on board on PlayerWeb

→ *YO moved to approve report as presented, EB seconded.*

5. PROVINCIAL COACH'S REPORT

Justin was absent. Not much happened due to lock down. Will follow up with Justin next meeting.

6. FINANCIAL REPORT

Noted medal and other consumable inventory in prepaid expense, potential audit item.

→ *PP moved to accept the financial report as present, YO seconded.*

7. PROPOSED AMENDMENTS TO FINANCIAL POLICY

Proposed by financial policy committee, changes as followed:

Updated terms on old policy

Reimburse employee \$1000 every three years to purchase personal laptop for MBA use.

Increase per Diem rate, Referee, umpire, course conductor rate to reflect inflation. Some were getting below minimum wage per hour before.

→ ***YO moved to approve the amendment to financial policy, PP seconded.***

8. MEMBERSHIP DOCUMENTS & FEE STRUCTURES

Membership fee structure proposal:

\$10 membership for member who sign up individually

\$8 membership for member who sign up through the club

\$5/\$6 for school athlete to attract high school student to stay in the sport after graduate, PP supported the idea as that would also attract the student to participate tournament other than school tournament (MBA tournament)

\$25 for Coach Membership, make sure coaches have sufficient certification, pervert unqualified individual to, encourage coach to progress further, and promote accountability and protect the player.

EB mention if coach already have a national certification, MCu will have to manually override to give membership to EB

Club registration form, YO suggested to add a field to indicate if the club is accessible for wheelchair.

→ ***PP moved to approve the proposed membership fee structure, YO seconded.***

9. OTHER BUSINESS

None

10. NEXT MEETING

Virtual (Zoom) meeting scheduled for June 2nd at 6:00 p.m.

11. ADJOURNMENT

Meeting adjourned at 8:25 pm by BN.

DATE: AUGUST 18, 2021

Meeting at 7:00PM

Location: Virtual

Attendees: Barrinton Nichols (BN), Yuns Oh (YO), Darren Pun (DP), Marco Chan (MC), Elliott Beals (EB), Cheryl Bartel (CB), Paul Poirier (PP), Mélanie Curé (MCu)

Absentees: Paul Hur, Justin Friesen

1. CALL TO ORDER

7:10 pm start. Called to order by BN.

2. APPROVAL OF AGENDA

→ *YO moved to approve the meeting agenda as presented. DP seconded.*

3. APPROVAL OF MAY 19TH MEETING MINUTES

Not available, to be reviewed at next meeting.

4. EXECUTIVE DIRECTOR'S REPORT

Micro-grant applications to be paid out to club when receipts are received

Interviews completed for Tech Development & Programs Assistant position. 2 candidates were interviewed and was proposed that Kevin Barkman will be a better candidate for the position, due to prior experience in planning programs in the badminton community and for MBA.

Updated Return to Play protocols currently being developed. Paul questioned if vaccine requirement is being considered, knowing that WWC have a vaccine requirement. MCu suggested adding extra protocols for non-vaccinated to participate. Final protocols are likely going to be similar to what Hockey Manitoba recently issued.

Migration to PlayerWeb is nearly complete and should be live on Friday. Old player database will be transferred to PlayerWeb, old player will be notified when they sign up on the new website. Club leader is required to remit \$8 per members as per pricing approved in spring. All registered members will be granted a Base membership, which is needed for most tournaments and programs.

Couple tournaments for the upcoming year are still looking for a host.

There are a lot of national level junior tournaments upcoming this year.

Summer camp plan is similar to last year

MB Winter Game ID Camps are scheduled to run on first week of school as we are trying to get participants before other sport starts.

School division have started releasing whether or not they will allow community use, which will affect DWP and other programs.

Director that ended 1st term must declare intention to retire or be available for re-nomination.

→ *YO moved to accept report, PP seconded.*

5. PROVINCIAL COACH'S REPORT

JF is absented from the meeting, most points on the report were touched by the ED report.

Regional Teams have not yet been rolled out due to COVID. Regional Teams are meant to be continuous rather than specified to tournaments. Therefore it is planning to roll out when situation allow.

→ *YO moved to accept report, PP seconded.*

6. FINANCIAL REPORT

Audit financial is to be approved by the board member before presenting at AGM.

→ *MCu to check on endowment fund receivable; bring forgivable portion of CEBA loan into income.*

→ *YO moved to accept June to July financial as present. MC seconded.*

7. REVIEW OF UPDATED POLICIES

Conduct and Ethics Policy, Discipline and Complaints Policy, and Appeal Policy were presented.

Policies were built from policies issued by Sport Canada, which were adopted by most PSO to unify code of conduct across all sports.

→ *YO moved to approve policies as presented, PP seconded.*

8. MICRO-GRANT PAYOUT : IN-CAMERA MEETING**9. NEXT MEETING:**

Virtual (Zoom) meeting scheduled for Sept 23th at 7:00 p.m.

10. ADJOURNMENT

→ *Meeting adjourned at 9:00 pm by YO, seconded by PP.*