

DATE: JUNE 21ST, 2018

Meeting at 6:45PM

Location: Shaw Park Clay Oven Restaurant

Present: Ardelle Martin, Dan Savard, Mano Navarro, David Harrisson, Orlando Athayde, Ryan Giesbrecht, Justin Friesen

Absent: Jack DeKoning, Tasia Lightly

Meeting starting 6:45 pm at Shaw Park Clay Oven Restaurant.

1. APPROVAL OF AGENDA

Added Performance Reviews to Other Business

2. APPROVAL OF MAY 30TH MINUTES

Amendments made to May 30th minutes: "Approval of April 30th minutes" instead of "May 30th", and Ryan to find out about INAC Grant in July, not June.

Motion to approve by Ardelle, seconded by Orlando, all in favor, approved.

3. FINANCIALS

Ryan reported a projected surplus of ~\$29,000.

Changes to the reporting of Coach Payments will reflect groupings based on programs, rather than individuals with their allotted funds from the program budget. Lines are to be combined for simplicity in reporting.

Motion to approve by Dan, seconded by Orlando, all in favor, approved.

4. EXECUTIVE DIRECTOR REPORT

Bilateral funding can be used for Blind Sport, Para Badminton, and Female Initiative programs, which gives the budget many more options for spending.

Applications for Friends of Badminton Manitoba Grant have been allocated. The Coach Grant has gone to Mano Navarro. The Athletes Grant has been allocated to both Rylan Ramnarace and Arnish Patel, which will require an increase in allotment to be voted on by the board. The Club Grant has gone to Lac Du Bonnet.

Motion made by Ardelle to approve \$500 extra funding for FOBM Athlete Grant, seconded by Orlando, all in favor, approved.

5. PROVINCIAL COACH REPORT

Tabled

6. OTHER BUSINESS

Coaching Compensation Plan

Fee structures for coaches has been updated to reflect proper incentives for coaches to acquire their certifications.

Motion to approve by Orlando, seconded by Ardelle, approved.

Financial Policy Approval

The document was fully reviewed and edited by Orlando, with all changes agreed upon by the Board.

Motion to approve by Orlando, seconded by Mano, approved.

Coaching Eligibility

ACTION ITEM: Ryan to draft preliminary conditions for application document.

Coaching Method of Payment

The board discussed options for the best method to pay coaches for their services. Receiving an invoice for their professional services is appropriate and efficient.

ACTION ITEM: Orlando and Ryan to draft template for invoice template.

Performance Reviews

Ryan Giesbrecht, Justin Friesen, and Marj Niemi were recently reviewed for their performance. All three performed their duties above what's required. Changes have been made to their compensation.

It was deemed fair for Marj is to receive a raise from \$14.50 to \$17 per hour due to exceptional performance throughout the year.

Motion to approve raise made by Mano, seconded by Ardelle, all in favor, approved

For the Executive Director and Provincial Coach, a raise was proposed in accordance to inflation rates of 2.2%.

Motion to approve raise made by Mano, seconded by Orlando, all in favor, approved

After reviews, it was noted that an hours sheet or record-keeping method will be beneficial to accurately track time spent on programs.

ACTION ITEM: Orlando to draft hours sheet for MBA staff with "notes" section for general information.

7. SCHEDULE NEXT MEETING

The next meeting is scheduled for September 5th at 6:30 PM at Sport Manitoba.

The AGM Date has been set to September 19th at 6:30 PM, location TBD.

8. ADJOURNMENT

Motion to adjourn made by Orlando, seconded by Ardelle, all in favor, adjourned at 8:50pm.

DATE: SEPTEMBER 5, 2018

Meeting at 6:30PM

Location: Sport Manitoba

Attendees: Ardelle Martin, Ryan Giesbrecht, Tasia Lightly, Mano Navarro, Orlando Athayde, Dan Savard, Justin Friesen

Absentees: Jack DeKoning, David Harrison

CALL TO ORDER

Meeting called to order at 6:35 pm on September 5th, 2018 at Sport Manitoba.

1. APPROVAL OF AGENDA

Addition of Dan and Ryan trip to Ottawa (badminton Canada AGM) to other business and changed item 10 to in camera and adjournment changed to number 11.

2. APPROVAL OF JUNE 21ST MEETING MINUTES

Amendments made to June 21st minutes. In item 4 changed to read "The club grant has gone to Lac du bonnet N17. Item number 6 will be updated to include the fee structure changes.

Motion to approve by Orlando, seconded Dan, all in favour.

ACTION ITEM: Ryan to update item number 6 to include fee structure changes.

3. FINANCIALS

- In June assumed 29,000\$ profit, it came out to 20,000\$ so 9,000\$ shy of projection, but still a profit.
- Camp numbers fairly similar to previous years
- 6 summer students through green team and Canada summer jobs
- Guest coaches were needed to help out (this will be reflected in the next budget)
- Will have changed to the new structure by next report
- Did not get INAC grant, but it will not impact the budget but the program will have to be taken out (to be stripped from the minutes)

Motion to revise budget with the INAC grant removed made by Dan, seconded by Tasia.

4. EXECUTIVE DIRECTOR REPORT

Budget/Financials

- Will be changing financial reports to show what we have spent vs what we expected to spend.

Coaching

- Ordered coaching badges
- Secured grant for national coaching seminar
- Need to set coaching training schedule

INAC/Bilateral/UIP

- Denied, but have \$28,000 leftover from UIP and \$16,000 from bilateral which can be used for aboriginal communities, women in sports and other minorities.

Tournaments & Events

- Main tournaments have been allocated, but are waiting to talk to the new Winnipeg Winter Club pro before planning other tournaments with him.
- Waiting for official confirmation from badminton Canada for addition of U11/U13 pan am tryouts

MABL

- Registration is open and recruitment events are scheduled

Access

- Less turnout so decreased courts, but hoping for increase in the fall

Summer and IPP Camps

- Pretty on par
- Added individualized athlete reports from the coaches and post camp reports that the athletes can fill out to give feedback which seemed to go well with the athletes
- Post camp review done with summer camp coaches to review the other coaches, themselves and the camps

Fall Camps

- Organized a fully-funded athlete clinic in Thompson MB for sept 7-9

Staff

- Hired 6 summer students through Urban green team and Canada summer jobs

5. PROVINCIAL COACH REPORT

- 2 High performance camps in the summer
- CWG stage 2 tryout and the selection committee selected the teams. Alternate for males was Ivan Tsang and no alternate was selected for females as only 5 tried out (Claire Meier withdrew).
- Ivan Tsang will likely file an appeal as he was injured during his match with Kyi
- Will need to host another tournament to name an alternate for the females. Especially because Ghajaayine's eligibility is in question due to her family moving to Ontario.
- Para badminton clinics hosted in Winnipeg
- Need to coordinate CWG team travel and accommodations
- Nominated 2 officials for national

6. BOD NOMINATION COMMITTEE REPORT

Two nomination forms. Barrington has agreed to be considered for president. Leah Inglis is also up for consideration.

7. AGM AGENDA

Previous years agenda as a guideline. AGM will be held at Sam's place café, Sept 19th at 6:30 pm.

Agenda can be used with the following amendments:

- Change item 2 to 2017
- Change 7. To 2017-18
- Remove item 9.

ACTION ITEM: Ryan to revise agenda

8. OTHER BUSINESS

Ottawa trip

- Badminton Canada was presenting their directions for badminton
- Online system for club member integration through tournament software (may be expensive, but might be coming)
- Got a feel for the different challenges of the different provinces
- Take-away was that we should be trying to develop the next leaders from the board, trying to grow them through leadership programs
- AGM will be moved to an event to increase spectatorship and visibility

Discussion about new fixed height service regulations, that have not become national regulations yet.

9. NEXT MEETING (PENDING NEW BOARD MEMBERS AVAILABILITY)

The next meeting will be tentatively scheduled for October 17th at 6:30 pm at Sport Manitoba.

10. IN CAMERA

11. ADJOURNMENT

Motion to adjourn made by Dan, seconded by Orlando, all in favour, adjourned at 8:03 pm.

DATE: OCTOBER 16, 2018

Meeting at 6:30PM

Location: Sport Manitoba (Basement Room 1)

Attendees: Ardelle Martin, Leah Inglis, Orlando Athayde, Ryan Giesbrecht, Barrington Nichols, Justin Friesen

Absentees: Tasia Lightly, Honesto Navarro, Dan Savard

CALL TO ORDER

Meeting called to order at 6:40 pm on 16th Oct at Sports Manitoba

1. APPROVAL OF AGENDA

Orlando highlighted that approval did not require the previous amended agenda points be agreed by the board.

2. PROVINCIAL COACH REPORT

Justin confirmed his attempt to focus on the CWG team during camps and be accessible offsite with each individuals (specifically Felix, Rylan, Arnish & Kyi) to help with their development and needs. Confirmed that Hanna R has left the team and therefore a new tryout will need to be organized. Barrington commented of the effectiveness of camps considering the layout and lack of specific individual coaching. Justin agreed that there are limitations, however the hope that the players are provided guidance to allow them to each have relevant takeaways of their games to help with their development.

- Justin will be attending a coaching conference in Ottawa. Will also apply for grant to include Elliot Beals attending

3. FINANCIALS

- Orlando noted that the listing of account receivables would be of value
- Looking for items to be deposited within a tighter timescale of 90 days upon being received
- Quarterly Budget reports to be created to allow the Board to know MBA's status with regards to the yearly goals

4. EXECUTIVE DIRECTOR REPORT

- Coaching badges confirmed - Respect In Sport
- U11/U13 Pan Am tryouts confirmed
- UPIP grant funds outstanding needs to be spent by March 2019
- MABL numbers down due to lack of leadership for the organization of teams. Is there potential of incentives for team captains?
- Ryan highlighted that with the forthcoming Nationals there will be cost to ensure the setup is adequate with a need to rent chairs, stanchions, carpet runners etc. Estimates are awaited so we know budgeting cost

- Option of increasing Linda's hrs thereby helping Ryan with the books and quarterly reports. \$25 per hr- an extra 8hrs a month increase to the budget.

Motion to revise budget with the INAC grant removed made by Dan, seconded by Tasia.

5. GROUP INSURANCE POLICY REVIEW

Cyber breach main threat offered under Group insurance.

Motioned by BN to add to existing coverage 0 2nd by LI. All in favour.

6. MBA CORPORATE CREDIT CARD ISSUANCE

Request by Ryan for the applying and usage of a corporate card, allowing purchases to be done under the MBA name. For ease of banking apply to ACU for card.

Motioned by BN to apply for the no fee cashback Business Card with \$10k credit limit - 2nd by AM. All in favour

7. REVIEW OFFICIALS WAGES

Review presented by Ryan. Increase of \$1 per hr for officials and \$5 for Lead Instructors with a new role of Assist Instructors. Expected cost to budget \$1000.

Motioned by BN to accept increased salary cost to budget - 2nd by OA. All in favour

8. STEFAN CARTER UPDATE

Looking to highlight and acknowledge Stefan's positive impact to the badminton community. AM & OA to spearhead the information gathering and attempt to ensure prominent publicity of Stefan receiving "BM Sport for Life" Award.

9. SPORTS MANITOBA PARKING REQUEST

Request by Ryan for MBA to allow him to purchase an indoor car park.

Motioned by LI to accept cost to the budget - 2nd by AM

10. OTHER BUSINESS

- Junior Badminton Committee – seeking new members
- CWG Appeal process actioned – Tasia to provide details

Next meeting tentatively scheduled for 22nd Nov at Sports Manitoba for 6.30pm with the hope that all Board members can attend.

11. ADJOURNMENT

Motioned to adjourn by OA, 2nd by AM. All in favour, adjourned at 8.15pm.

DATE: NOVEMBER 22, 2018

Meeting at 6:30PM

Location: Sport Manitoba

Attendees: Ardelle Martin, Ryan Giesbrecht, Tasia Lightly, Orlando Athayde, Barrington Nichols,

Absentees: Jack DeKoning, Mano Navarro, Leah Inglis, Dan Savard, Justin Friesen

CALL TO ORDER

Meeting called to order at 7 pm on November 22nd, 2018 Sport Manitoba.

1. APPROVAL OF AGENDA

Addition of in camera session after decision for next meeting. Agenda approved.

2. APPROVAL OF OCTOBER 17TH MEETING MINUTES

Amendments made to the October 17th meeting minutes under Item 3: Financials adjust the statement to read "items to be deposited within a tighter timescale of 7 business days upon being received".

Motion to approve by Ardelle Martin, seconded Orlando Athayde, all in favour.

3. FINANCIALS

Linda has sent letters out to delinquent accounts for accounts receivable. Waiting to get responses.

Some of the delinquent accounts are players who sign up, but then don't show up. Orlando has suggested not listing them unless they have signed a document registering for the program.

ACTION ITEM: Ryan to make comparative reports for January meeting

Motion to amend the financial policy for Item # 5 under budget and reports to adjust changing quarterly approval to "for review quarterly".

Motion made by Ardelle Martin and seconded by Orlando Athayde.

4. EXECUTIVE DIRECTOR REPORT

Tabled.

ACTION ITEM: Ryan/Marj to look into school phys ed teacher contact information to open a line of communication with the schools for coaching

Olivia Meier received gold at Para Badminton Pan am Championships in Peru

ACTION ITEM: organize to highlight her recent competitive achievements

5. PROVINCIAL COACH REPORT (NOT AVAILABLE AS PROVINCIAL COACH AWAY WITH CWG TEAM)

Tabled.

6. RECRUITING NEW JR COMMITTEE MEMBERS

Jr. Nationals committee could hopefully carry over to the next year. This committee has dwindled, and we need to refresh it. Would really like there to be parents from outside Winnipeg to be on the committee. With modern technology they don't need to be in Winnipeg to attend the meetings.

7. CWG APPEAL PROCESS ACTIONED (TASIA TO PROVIDE DETAILS)

Appeal was submitted per the appeal policy. Criteria for appeal based on our policy must be based on

Motion to amend MBA's appeal policy to include the following changes:

- 1) Appeals must be responded to in 7 BUSINESS DAYS
- 2) We should require that the appeal be submitted as a .pdf electronically.
- 3) All documents pertaining to the selection must be submitted by the selection committee to MBA electronically when the decision is made.

Motion made by Tasia Lightly, seconded by Barrington Nichols. All in favour.

ACTION ITEM: Admin to make templates for team selection documents.

8. SEPARATE CREDIT CARD ISSUANCE FOR PROVINCIAL COACH

Originally thought we could have one card with two users (10,000\$ limit). That doesn't appear to be the case.

Discussion about no fee card vs. fee card. If the cards with a fee earn more points or cash back and have coverage like trip cancellation. That can be decided in the future, but for now we will stick with the no fee card.

Motion to issue another card for the provincial coach that is on the same account as that of the executive director with a 10K limit for the two (combined). Motion made by Tasia Lightly, seconded by Ardelles Martin.

ACTION ITEM: Ryan to discuss with the bank if it is possible to have two cards that are on the same account (company gets one statement).

9. PERSONAL INFORMATION PROTECTION & ELECTRONIC DOCUMENTS ACT (PIPEDA) – NEW REPORTING REQUIREMENTS EFFECTIVE NOV 1, 2018

Ryan provided the email that he received (tabled) and he responded asking for a template.

ACTION ITEM: Ryan to add a copy of agenda/minutes to show that we have complied

10. OTHER BUSINESS

Presentation by Prairie badminton. Asking for a 3-year formal agreement with MBA to host specific programs at Prairie Badminton.

Will need to replace our executive director and provincial coach. Will need to have a conflict of interest plan.

ACTION ITEM: Ryan and Justin to provide a request for programs/events to host

11. NEXT MEETING (PENDING NEW BOARD MEMBERS AVAILABILITY)

The next meeting will be tentatively scheduled for January 16th or 17th at 6:30 pm at Sport Manitoba.

ACTION ITEM: Ryan to send out a survey monkey to ensure that everyone can attend.

12. IN CAMERA**13. ADJOURNMENT**

Motion to adjourn made by Tasia Lightly, seconded by Ardelle Martin, all in favour, adjourned at 9:59 pm.

DATE: JANUARY 17, 2019

Meeting at 7:30PM

Location: Sport Manitoba

Attendees: Ardelle Martin, Ryan Giesbrecht, Justin Friesen, Tasia Lightly, Orlando Athayde, Barrington Nichols, Dan Savard

Absentees: Mano Navarro, Leah Inglis

CALL TO ORDER

Meeting called to order at 7:30 pm on January 17th, 2019 at Sport Manitoba.

1. APPROVAL OF AGENDA

Agenda was approved by all.

2. APPROVAL OF NOVEMBER 22ND MEETING MINUTES

Typos were corrected.

Motion to approve by Orlando Athayde, seconded by Dan Savard, all in favour.

3. FINANCIALS

Slight profit compared to last year. Likely due to UPIP which accounts for the difference.

Still work to be done on receivables.

4. EXECUTIVE DIRECTOR REPORT

Tabled.

IFF session before February. Discussion as to whether it would be better to do survey on our own and then meet or to do a brainstorming session with everyone present and an athlete's parent as a moderator.

Still need volunteers for Jr. Nationals. Transportation, communications.

Provincial championships will be hosted in Brandon. They are excited and looking forward to hosting a great event.

Action items from last meeting are in progress. To be updated later.

5. PROVINCIAL COACH REPORT

Tabled.

6. CREDIT CARD UPDATE

Credit cards have been approved and received for 10,000\$ each as per board approval.
{ATTACH EMAIL TO MINUTES}.

7. VACANT BOARD MEMBER POSITION

Leah Inglis has officially vacated her position and the board will endeavour to find a replacement.

8. PRAIRIE BADMINTON PROPOSAL

Tabled.

7. IFF PROCESS

As per discussion in ED report, we will be determining a time to meet with the board to prepare the documents necessary.

8. OTHER BUSINESS

The board is exploring implementing selection process for rental facilities. This will include a sealed-bid process. When applicable sealed bids will be submitted to the president of MBA.

9. NEXT MEETING (PENDING NEW BOARD MEMBERS AVAILABILITY)

The next meeting is scheduled for Thursday February 28th, 2019 6:45 pm at Sport Manitoba.

10. IN CAMERA**11. ADJOURNMENT**

***Motion to adjourn made by Tasia Lightly, seconded by Ardelle Martin, all in favour,
adjourned at 9:08 pm.***

DATE: FEBRUARY 28, 2019

Meeting at 6:45PM

Location: Sport Manitoba

Attendees: Ardelle Martin, Dan Savard, Barrington Nichols, Orlando Athayde, Ryan Giesbrecht, Justin Friesen,

Absentees: Mano Navarro, Tasia Lightly

Meeting starting at 6:45 pm at Sport Manitoba.

1. APPROVAL OF AGENDA

Added Prairie Badminton to agenda.

2. APPROVAL OF JANUARY 17TH MINUTES

Motion to approve by Ardelle, seconded by Orlando, approved.

3. PRAIRIE BADMINTON

Discussed allocation of MBA summer camps. Board members initiated talks with potential host. A decision was made to host summer camps at Prairie Badminton for summer 2019. A sealed-bid process will be created for program and tournament hosting.

4. EXECUTIVE DIRECTOR REPORT

Discussed restructuring MABL to accommodate a more individual-based experience.

Discussed 2M's software solution for small club memberships. Badminton Canada wishes to use Manitoba and Quebec as the first Provinces to onboard the software starting in June. The executive director will discuss a counter-offer with Badminton Canada to limit the cost to individual Manitoba members.

5. PROVINCIAL COACH REPORT

Tabled. Added "of March" to accompany the dates with no indicated month.

6. IFF STATUS

In the next meeting, Ryan will show "Strategic Priorities" to propose to Sport Manitoba.

7. FINANCIALS

Ongoing review of accounts receivable with Orlando. Cash to be reviewed for potential reallocation.

ACTION ITEM: Linda, Ryan, Orlando to re-evaluate surplus cash and reallocation options.

8. VACANT BOARD POSITIONS

Potential candidates were discussed, and priority candidates will be contacted.

9. OTHER BUSINESS**10. SCHEDULE NEXT MEETING**

The next meeting is scheduled for March 28th at Sport Manitoba, 6:45 pm

11. ADJOURNMENT

Motion to adjourn made by Orlando, seconded by Dan, all in favour, adjourned at 8:30PM.

DATE: MARCH 28TH, 2019

Meeting at 7:00PM

Location: Sport Manitoba

Present: Tasia Lightly, Orlando Athayde, Barrington Nichols, Dan Savard, Mano Navarro

Absent: Mano Navarro, Leah Inglis

Staff: Ryan Giesbrecht, Justin Friesen

Community members: Khanh Mai

Meeting called to order at 7:00 pm on March 28th, 2019 at Sport Manitoba.

1. APPROVAL OF AGENDA

Adding approval of minutes from February 28th, 2019 and adjournment and next meeting.

2. APPROVAL OF MINUTES

Adjust minutes to say "cash receivable to be reviewed" in two places in the financials header.

Motion to approve made by Dan Savard and seconded by Orlando Athayde.

.3. FINANCIALS

UIPI skews the year to date budget because it has just arrived.

Most of the receivables have been cleaned up, a couple small ones remain but a lot of the larger ones have been resolved.

We generally show a profit at this time as we have received all our payments but have not paid out.

Budget will be sent out by Ryan to the board so that it can be approved at the April meeting.

4. EXECUTIVE DIRECTOR REPORT

Report tabled.

Spring break camp is sold out. Summer camp registration has begun.

Organizing coaching conference during Jr Nationals.

IFF is due at the beginning of May so it must be approved at the next (April) meeting.

Draft budget: should change the wording of removing access program and MABL from the list of programs. The board should discuss any removal of programs before putting it in the budget. It is not being cut so much as the delivery method is being shifted to the private sector.

5. PROVINCIAL COACH REPORT

Tabled. Canada games played as expected and received 5th place.

Felix had a rough draw, but it was made fairly according to the rules, so it came down to “luck of the draw” and unfortunately it was not in his favour this time.

Because it is four years until the next games it is a good time to make changes to the HP program. Justin is looking for input on changes that should be made. Planning to touch base with Eliot to see what his plans are.

What can we do to improve off court training?

Offer some form of incentive for athletes to attend the off-court training. We have tried this in the past with offering funding to those who attend, and it has not worked yet. Discussed possibly charging extra for those who don't attend. More thinking needs to be done.

6. TOURNAMENT PRIZES

A member concern has been brought to the board, to summarize the email there have been serious concerns about how prizes at tournaments are organized and the discrepancy between tournaments and the quality of prizes. It raised concerns about where the tournament fees are being spent.

One issue was the member stated that they had trouble finding contact information for the board and who to send their concerns to. We should put contact information for the board members on the website.

We will write a response that will be posted to our website and available to the membership.

Brandon tournament is different because it is supplemented by the Brandon club and they use less officials which saves money.

ACTION ITEM: Ryan to take the information he has put together in the response email to the member concern and edit it to put on our website.

7. MBA TRANSPARENCY

We need to review the structure of how we are communicating with our community. We need to educate them about what goes on behind the scenes.

On the topic of transparency, the board should make a public statement about prairie badminton as well to get ahead of the gossip.

ACTION ITEM: The board (led by Barrington and Orlando) will write a letter to the community about prairie badminton.

8. NORMAN OPEN INCIDENT

An accusation has been made of two young athletes being victimized at a tournament, but Ryan is attempting to get details about the event. Until there is more information there isn't anything we can do.

9. IFF APPLICATION STATUS

Ryan will be sending the application out for review. It must be approved at the April meeting.

10. VACANT BOARD MEMBER POSITION

No new board members in the pipeline. Perhaps Darren from U of Manitoba who also has a financial background.

11. OTHER BUSINESS**12. ADJOURNMENT AND NEXT MEETING**

Next meeting to be scheduled

Motion to adjourn made by Tasia Lightly, seconded by Dan Savard, all in favour, adjourned at 8:45PM.