



MBA Board of Directors Special Meeting Minutes

January 11, 2023, 9 PM

Location: Virtual

Attendees: Yuns Oh (YO, President), Paul Poirier (PP, Vice-President), Renée Kunka (RK, Appeals Manager), Cheryl Bartel (CB), Lionel Curé (LC), Michael Oman (MO), Mariette DeGagné (MD), Adam Morin (AM)

Absentees: Cadin Dupasquier (CD), Marj Niemi (MN)

1. Call to Order
10:05 Called to order by YO.
2. Land acknowledgement – read by YO.
3. Approval of Agenda
Agenda items Other Business – added Strategic Plan, Board responsibilities vs. Executive Director vs. Contractuals, Insurance for Board Members
RK moved to approve, CB seconded. Approved
4. Approval of December 17 meeting minutes
Changes – Items 5.0 Executive Director's Report – change wording complained to Concerns. Executive Directed requested to be minuted and was refused.
RK moved to approve, CB seconded. Approved
5. Approval of January 11 special meeting minutes
Item 14 Adjournment – time change to 10:57.
PP moved to approve, AM seconded. Approved.
6. Email motion: December 22, selection of Seniors and Masters bids. Voted by email.
Approved within 48 hours, Selkirk chosen. Recorded on this agenda – this meeting.
Approved.
7. Executive positions: Treasurer, Secretary – YO will distribute by email the Roles and responsibilities associated to these positions. Discussions around appointees to have been on the board for a least one year. No one can answer therefore deferred once roles are distributed. Final position and processes will continue by email.
PP moved to approve, seconded by MO

8. Staff reports

- a. Executive Director's Report after clarification and discussion approved as presented. More details to follow on ongoing projects namely Regional Tech Pack currently in development. Concerns were raised on delivery model in rural areas. Once a first draft is in place, important to review with all four regions. Executive Director to continue reporting on the project and processes.
?? Moved to approve, seconded by ?? (I am not sure who proposed and seconded.)
 - b. Provincial Coach's Report Presented by Justin, after discussion and clarification accepted as presented.
PP moved to approve, seconded by Lionel. Approved.
 - c. Technical Development & Programs Assistant's Report – Melanie answered questions on the report and report accepted as presented
AM moved to approve, seconded by Lionel. Approved
9. Tournament Calendar – for information and update only. Melanie gave an update of all upcoming tournament and changes. Information will be updated on website calendar. (f) MB Yonex Senior Provincial Championship PB withdrew from hosting this event. Executive Director will call for bids and will return to the Winter Club as they had initially demonstrated interest in hosting this event. More information later.
10. Committees: Executive Director will send out a description of each committee to all board members requesting each member demonstrate interest on one or more of these committees. YO will receive the responses and will make a list of each committee and report at next board meeting.
YO will oversee the creation of an HR committee.
PP moved to approve, RK seconded. Approved.
- YO and Executive Director will define the responsibility of this committee and report to the board for approval and voting. YO will invite board members to register for the committee.
11. Restoration of Prairie Badminton to Probationary Good Standing – YO has acknowledged the letter received from PB. Executive Director will contact PB will be reinstated as on probationary good standings with further details on definition of Probationary Good Standing Status to be sent to PB. YO will draft and bring to board a Probationary Good Standing Status. This will need to be approved by the board. Once approved by the board, the Executive Director will be sent to PB.
PP moved to approve, RK seconded.
12. In camera discussion of MBA situation – reorganized for discussion after Other Business. In camera meetings not documented and not distributed to the public (standard practice). Discussions that these meetings be documented and minutes taken to provide history of discussions.
LC moved to approve, RK seconded. Approved

13. Other business – concerns not knowing where we stand financially and is affecting the boards decision making.

- a. Year End 2022 Financial Reports – not yet received by the Executive Director after multiple date delays. YO will follow-up with the Auditor and will report to the board on the status.
LC moved to approve, MO seconded.
- b. Monthly Statements – Ashley Wiebe was hired as our bookkeeper. Executive Direct will follow-up on status of monthly financial statements backlog since June 2022. In discussions with Ashley, expected reports were to be completed by end of January 30, 2023. Executive Direct will contact Ashley on the status of these reports. Should some months be completed, ED will obtain copies to be distributed to the board. Moving forward, YO, Executive Director and Ashley agreed to quarterly reports for presentation to the board.
LC moved to approve, MO seconded.
- c. Strategic Planning Session – brought forward that the agenda did not include the previous discussion on time to create a Strategic Plan. Executive Direct informed she works from an existing Strategic Plan which is uses to report Internal Formal Framework (IFF) once per year when updating and reporting the funding applications. ED will provide the Board with the existing plan. Board members will review. YO will schedule agenda for Board Meeting or Initiate a special meeting to review the plan.
- d. Board Responsibilities vs. Executive Director vs. Contractuals – It was brought forward the importance of defining each roles and responsibilities within the organization. It was recommended that the Provincial Coach's Report and Technical Development & Programs Assistant's Report be forwarded directly to the Executive Director – minimum 3-days prior to the scheduled board meeting. Executive Director will present these to the board.
- e. Board Liability Insurance – is there a Liability Insurance for the Board of Directors of MBA. Executive Director will investigate and report next meeting.

14. Next meeting – YO will inform the board of the next meeting. Financial Statements are expected and will need to be distributed to the board as soon as they are received.

Executive Director with YO will schedule a Special AGM to present the Financial Statements.

15. Executive Director leaves the meeting at 12:15.

16. In Camera Meeting starts 12:15.

Adjournment of meeting 1:18.