

# Board Meeting Minutes – 23 February 2017

The Bridge Restaurant, Prebbleton, Christchurch

Meeting Opened 7:00pm

## Present

John Morrish, Sarah Burt, Matt Selen, Adam Thomas, Trevor Campbell, Lou Satherley, Julie Rademaker

## Apologies

Megan Heaney

## Minutes of the board meeting

### Matters Arising

Adam to reword the Mainland Meeting section to include a little more detail.

### Action Items

<b>Lou</b> to work with Julie to setup a spread sheet we can use to capture our progress on strategic measures	In progress
<b>Julie</b> to start work on a contact database of all players in Canterbury. <b>Lou</b> to assist?	In Progress
<b>Sarah</b> to show Jeanna how to use MailChimp in the holidays.	In Progress
<b>Megan</b> to start putting material up in the hall to liven it up.	In Progress
<b>Matt</b> to produce a “this is what our floor is made of” poster or similar for the hall	In Progress
<b>Adam</b> to send a reply to Des / Ashgrove Club saying we can help your coaches, but can’t provide coaches	Done
<b>Adam</b> and John to write a list of objectives for the position to guide the first three months work. Circulate to the board.	Done
<b>Adam</b> talk to Trevor and Julie for details of above funding applications	Done
<b>Julie</b> to ask Alan Spinks if he has some time to update our Honours Board – will find out about his health first.	In Progress (Lou has chatted to him)
<b>Julie</b> to contact Vision Systems and begin the process of getting the system installed	Done
<b>Adam</b> to add an item to the next agenda to discuss opening the upstairs area to the public or not.	Done

## Board Correspondence

**Outgoing:** E-Mail letter to Des re: Coaching

**Incoming:** E-Mail from Sri Lankan Coach wanting paid work

## Board Reports

### Financials

The budget and actuals were presented to the board.

- Our insurance is sorted – we are on the cheaper rate now, and no extra has been charged
- We have been billed for the Certificate of Public Use from CCC - \$6,000
- Accounts will be off to the Auditors very soon for last year ready for AGM.
- Court use is increasing.

### Office / Operations

- We need a quote for Wisden for accommodation, van hire and flights so we can apply for funding. Julie is following this up.
- Green Prescription players want to enter the St Paddy's Day tournament. Julie asked if they can, given they aren't affiliated to a club. The Board agreed there's no reason why they shouldn't be able to enter. No requirement to be a member of an affiliated Club.
- There are black marks on court 4. Matt recommended we read the cleaning instructions we were given when the floor was laid.
- The drinking fountain has been damaged. People have been wrenching the spout around to get their bottles under it. Matt suggested a taller spout be put on it. Julie to mention this to Bill Tredinnick.
- There is a problem with water flow in the showers at the hall.

**ACTION:** **John** to talk to Bill about the showers and water fountain.

**ACTION:** **Julie** to send info on the Interclub fees for 2017 to all Clubs.  
\$250 for all except Doubles III, Mens only and C  
\$200 for Doubles III, Mens only and C  
10% Discount for early payment

### **MOTION Lou / MATT**

THAT Interclub fees are set at  
\$250 for all except Doubles III, Mens only and C  
\$200 for Doubles III, Mens only and C  
10% Discount for early payment

**CARRIED**

### Seniors

- Lou has sent out a one page e-mail to all clubs with information about seniors, when tournaments are, and how to get involved.
- Megan is continuing to run senior training on Sundays until Jamie arrives
- Jonathan Smith owes a lot of money, outstanding since last year. We will send him an e-mail notifying him that he won't be considered for senior selection while he has debt to the Association.

**ACTION:** **Trevor** to email Jonathan and notify him that he won't be considered for senior selection while he has debt to the Association.

### Juniors

- The Christchurch East Badminton Group won't start until Term 2.
- Junior trainings are up and running. Numbers are good overall.
- Preparations are starting for the South Island Teams event, which is in April.

### Masters

No report this month

## Coaching

No report this month

## Interclub / Tournaments

- Interclub will start early May.
- St Paddy's Day tournament is in hand.

## Hall

- Trevor Ballard can get us a whole lot of free ceramic tiles. Do we need them? We will let him know we have nowhere suitable for them.
- John got a call from the electrician who is interested in quoting us for LED lights as replacements for the current fluorescent tubes.

ACTION: John to call him back and say it would be good to get the lights replaced on one court. No need for the end lights to be done if enough light can be provided by the side court lights.

## General Business

### Strategic Plan

Board members ranked their top 5 items from the strategic plan as below:

<b>Adam</b> Increased player numbers Stronger connections with community groups More coaches Stronger presence in Schools More volunteers	<b>Trevor</b> Increase player numbers Junior Interclub More coaches Increasing sponsorship Break even / profit at events	<b>Matt</b> Increase Player Numbers More coaches Effective Clubs Stronger presence in Schools Stronger connections with community groups
<b>Lou</b> BC is financially stable Increasing player numbers More coaches More volunteers Effective clubs	<b>Sarah</b> Governance and best practice operations Financially stable Increase player numbers Increase volunteers Stronger connections with community groups	<b>John</b> BC involved in Secondary Schools Comps Junior Interclub Junior programmes running in all clubs More qualified coaches in clubs Increased player numbers More coaches Annual coach courses and workshops
<b>Top Choices</b> 1. Increased player numbers 2. More coaches 3. Juniors 4. Effective Clubs 5. Volunteer Numbers		

- We need membership numbers from clubs so we have a baseline to measure from.
- A clubs meeting will be held as part of the AGM, effectively starting directly afterwards.
  - The discussion will be about how BC can communicate directly to club members, and how the membership system between clubs and BC works.
  - We will contact the president of each club to ensure each club is represented.

### Upstairs Lounge access. Public vs Restricted vs Closed

- A new lock box will be bought for the bar keys which will be kept in the itchen upstairs
- Clubs, and those running tournaments, events will have access to the keys to upstairs when they are using the hall. But not the bar.



## Winter Sport and Rec feature in The Star newspaper

The Board agreed we wouldn't put an advert in this year. Expensive, and we didn't think it would be effective.

## AGM preparations – Sarah

- Spreadsheet was sent out with responsibilities, to do list.
- Reports are due Thursday 9<sup>th</sup> March

## Badminton New Zealand Awards Nominations

- We will nominate Trevor Ballard for volunteer of the year.

**ACTION:** Adam to write the nomination for Trevor Ballard – Volunteer of the Year

## **Board Only Time**

- Sarah suggested that if Julie hasn't been on a First Aid course, we could put her through one.

**ACTION:** John to ask Julie if she has a First Aid certificate

**ACTION:** Adam to add Lou's idea of producing a video, promoting the hall and getting it shared on FaceBook. John will ask Megan if she would be up for doing that.

Meeting Closed 9:25pm

**NEXT MEETING**

16 March 2017