



**2<sup>nd</sup> Committee meeting (2012-2013 season)  
18 Oct 2012**

Present: Cathy, Lee, Barry, Gunnar  
Excused: Susanne, Arne

**1. Last Committee meeting, outstanding actions, hand-overs**

- The minutes of the previous meeting (11 October) were approved.
- Cathy and Barry will complete the handover for the Treasurer's position before the next Committee meeting.
- Membership management: As there is no designated membership secretary in the current committee, Barry has agreed to maintain a full membership list of the club. As treasurer, he is in the best position to ascertain that only members who have paid the due membership fees are listed as members. This list will be managed in a password-protected are of the website. Lee will provide the required database, which will become the central membership management tool for the club. Barry will liaise with Susanne as regards the management of members signed up on BadmintonVlaanderen

**2. Committee actions: calendar of meetings in 2012-13, transparency / publication on the website**

- The minutes of all Committee meetings, as well as other documents of general interest (such as the advance planning for Committee meetings) will be published on the club's website once they have been approved by the Committee. For meeting minutes, this approval should be given by e-mail within one week (a lack of reaction by a Committee member will be considered as approval).
- The final versions of the minutes of all Committee meeting will remain on the website for the rest of the on going season and for the entire subsequent season. After this, they may be archived but will remain available to all club members upon request.
- The calendar of committee meetings was approved with slight amendments. The final version is now available and can be published on the website.

**3. Club tournament**

- As the hall is not available for a full-scale club tournament on 18 November, a smaller mixed-only tournament will be organised on that day during the normal training hours. Lee has set up a registration form on the website and members have been encouraged to sign up. Gunnar will organise the tournament itself. If numbers are insufficient or the standards of players are too unbalanced, a system of rotating partners may be applied.



- As the tournament is considered a fund-raising event for the club, an entry fee of EUR 5 will be charged.
- Furthermore, members will be asked to volunteer to bring cake which will be for sale during the tournament.
- A raffle (ticket prices of EUR 1 or 2) will also be organised.
- The deadline for registration is 2 November.

#### **4. New year party**

- The proposed date for the New Year Party is 19 January 2013. Gunnar will check the availability of De Kam.

#### **5. Finances and fund-raising**

- The tournament will be used for fund-raising purposes (see above).
- Discussions of a training scheme for newcomers have been postponed to the next meeting due to the absence of Susanne. Cathy will identify potential training dates.
- The possibility and financial impact of organising an official tournament (for example the senior or junior provincial championships) in the 2013-14 and/or 2014-15 season was briefly discussed. The Committee will look into this in more detail during the season.
- Selling quality / functional sportswear, branded with the new BIBC logo, could be a way to raise funds. This will be discussed in more detail at the next meeting. A sample shirt would be needed for demonstration purposes.
- A reduced fee for Stephan Vancaster of EUR 60 has been proposed and accepted as he is registered with the LFBB via Le Logis and will therefore not incur any league registration fee for BIBC.
- The standard reduced membership fee is EUR 80.

#### **6. Teams & tournaments**

- The league competition is running without any noteworthy incidents, although the dates of some matches (11 November, 30 December) still need to be changed. The concerned team captains have been informed and asked to contact the respective opposition.
- The list of tournaments on the website needs to be updated by Lee to include the following events:
  - Herne tournament (8-9 December)
  - Smash Pouletornooi (25 January)
  - Keerbergen Christmas tournament (date on BadmintonVlaanderen website)
  - Other interesting tournaments to be identified



## **7. Communication issues – keeping in touch with the members. Regular newsletter?**

- It was agreed that the Committee should send out a regular newsletter. Arne has (in absentia) been asked to prepare a regular information bulletin and to think of a suitable format.
- The newsletter should normally be sent out once a month, shortly after each Committee meeting. Prior to the mailing, the Committee will briefly discuss the content of the newsletter (by e-mail on the basis of a draft by Arne.)
- Content for the newsletter could include:
  - News from the Committee
  - News about matches
  - Tournament results
  - Tournament announcements
  - New members
  - Leaving members
  - Private news (“gossip corner”)
  - Events
  - Contact details of the club / Committee
- Getting in touch: In order to facilitate direct contacts between prospective members and the club, Lee will create a contact form on the website.
- A restricted page with useful information for Committee members has been discussed and will be considered by the Webmaster.

## **8. Publicity**

- A new poster to advertise the club has been distributed by e-Mail and is available for download on the website. Committee and club members are encouraged to print the poster and put it up in relevant places.
- Adverts have been placed in the Bulletin. Other options for advertising – especially expat websites - will be explored by Cathy. Lee and Cathy will check advertising possibilities in St John's.

## **9. Rules and Statutes changes: planning**

- The Committee intends to finalise the discussions about the revision of the statutes that have been going on in the club within the current season. An agreement representing the majority of club members will be sought.
- The Committee will present a draft to the membership in due course. Gunnar will collect and existing material and present it to the Committee as a basis for its discussions.
- In line with the draft calendar for Committee meetings this season, the Committee aims to discuss a final draft early next year.
- Once the Committee has agreed on a proposed revision of both the statutes and the rules of practice, club members will be consulted



- the draft revisions will be made available online
- an online consultation of club members will establish whether the majority of members a) agrees with the proposed changes, b) agrees with the proposed new statutes subject to amendments, or c) disagrees with the proposed changes and prefers to keep the old statutes. If this consultation produces further suggestions for amendments to the Committee's draft, these will be assessed by the Committee and may be included in the final proposal.
- Following these steps, an extraordinary general meeting will be sought to approve the new statutes and rules for practice, unless a majority of club members expresses the wish not to change the statutes at all.

## **10. Any Other Business**

- Lee to design a template letterhead with the new logo for official club business.
- Some health insurances refund part of the membership fee in sports clubs if the latter provides a confirmation of affiliation. In order to allow BIBC members to benefit from this offer, a Committee member needs to sign a form provided by the health insurer. Members will be reminded of this possibility and a note will be made on the website.
- There is considerable confusion among teams within the clubs and among other clubs whether the league requires two or four score sheets. Gunnar has asked Guido Claes for confirmation, but so far, there has not been any feedback.
- Cathy will check the current stock of plastic shuttles.

## **11. Next meeting**

- The next Committee meeting is scheduled on 15 November 2013.