

TIMMINS BADMINTON CLUB

Annual General Meeting 2026

Date: October 1, 2026

Time: 7:00 pm

Location: Google Meet

Attendees: Andrew Yu, President, Jeremy Elomaa, Secretary, Denis Charette, Treasurer

1. Call to Order & Meeting Logistics

- a) Welcome address and opening remarks by President Andrew Yu.
- b) Verification of voting member quorum (minimum 20% of Adult Members in Good Standing).
- c) Review and formal member vote to approve the AGM agenda (Simple Majority Vote).
- d) Approval of the Founding Meeting Minutes (Simple Majority Vote).

2. Executive Reports

- a) **President's Report:** Overview of Year 1 operations, facility update regarding the possible shift to the Timmins Centennial School facility (pending confirmation), and a review of safety policy compliance.
- b) **Treasurer's Report:** Presentation of official financial statements for the fiscal year ending August 31, 2026.
- c) **Reserve Fund Strategy:** Presentation of the newly defined healthy financial reserve threshold and the strategy for reinvesting surplus funds into the club.

3. Financial & Fee Resolutions

- a) **ONCA Financial Assurance Waiver (Extraordinary Resolution):** Pursuant to section 76(2)(b) of the Ontario Not-for-Profit Corporations Act, the board recommends a member vote to not appoint an auditor and to waive the audit and review engagement for the applicable financial year. (Requires 80% approval of votes cast).
- b) **2026/2027 Membership Fees & Policies:** Presentation of the budget and vote to approve membership fees (Simple Majority Vote). Key updates include:
 - Maintaining base membership fees at last year's rate.
 - Elimination of the \$5 drop-in program to mitigate insurance risks (members only).

- Elimination of the 7-day payment grace period (full payment required prior to court access).
- c) **Budget approvals** for two additional sets of nets, shuttle inventory, and a professional Google Workspace account for club administration.

4. Operational Consultations

eBadders Data Reset: Consultation and member decision regarding whether to purge and reset player statistics on the eBadders system for the new season or retain historical data.

5. Executive Committee Elections

- a) **Board Status Briefing:** Confirmation that founding President and Treasurer roles remain active until 2027. Announcement of the Secretary's intent to transition out of the role once a successor is found to ensure continuity.
- b) **Nomination Rules:** Reminder that as per Executive Guidebook Section 6.2, all nominations must be made by a fellow member in good standing. Self-nominations from the floor are strictly forbidden.
- c) **Election of Vice-President:** Floor nominations, 2-minute candidate speeches, and secret ballot/acclamation.
- d) **Election of Director of Events and Activities:** Floor nominations, 2-minute candidate speeches, and secret ballot/acclamation for this newly proposed role.
- e) **Election of Secretary:** Floor nominations, 2 minute candidate speeches, and secret ballot/acclamation.

6. Bylaw Amendments (If Applicable)

Review and vote on any bylaw amendments submitted by members prior to the meeting notice deadline.

7. Member Open Forum & Adjournment

- a) Open discussion for Adult Members in Good Standing to ask questions or offer operational feedback.
- b) Announcement of upcoming season launch dates, registration timelines, and initial playing schedules.
- c) Formal motion to adjourn the meeting.

TBC Founding Meeting Minutes (September 23, 2025)

TBC Founding Meeting

Sep 23, 2025

Meeting Time: 7:00 PM EST

Individuals Attended (Throughout Meeting):

A total of 15 members and prospective members were present, including the newly acclaimed Executive Committee.

Summary:

This meeting was focused on formalizing the Timmins Porcupine Badminton Club; hereinafter referred to as the Timmins Badminton Club, or “TBC”, as a member-driven not-for-profit corporation with an operational framework and financial structure.

Key discussions throughout the meeting included the review and adoption of TBC’s By-Laws, the approval of membership fees, the roles of the Executive Committee and filling these positions, membership fees, the executive’s role in fee setting, quorum requirements, and the overall distinction between the By-Laws and the use of policies for operational and financial matters.

As part of the Agenda, the By-Laws were adopted. The Executive Committee was elected with **Andy Yu** acclaimed as President, **Jeremy Elomaa** as Secretary, and **Denis Charette** as Treasurer. The Executive Committee approved the initial membership fees and authorized the President and Treasurer to set up TBC’s bank account.

Details:

The Founding Meeting was called to order. A review and discussion of the draft By-Laws was conducted to ensure all participants had an opportunity to provide input and ask questions prior to the vote.

By-Laws Adoption

A motion to adopt the By-Laws of the Timmins Badminton Club was proposed and seconded by attending members. The Motion Carried Unanimously.

Executive Committee Election

The following members were elected by acclamation to the inaugural Executive Committee:

- President: **Andy Yu**
- Secretary: **Jeremy Elomaa**
- Treasurer: **Denis Charette**

Initial Membership Fees

A motion was proposed and seconded by the Executive Committee to approve the initial membership fees, as outlined in the meeting's documents. The Motion Carried Unanimously.

Quorum Discussion

A discussion was held regarding the 20% quorum requirement in the newly adopted By-Laws, with a concern raised that this may be too high. The Executive Committee acknowledged the feedback and agreed to consider it for review and possible amendment at the next Annual General Meeting (AGM) or a Special General Meeting.

Financial and Cash Management

The Executive Committee confirmed a preference for digital payments (e-transfers) for transactions and authorized the President and Treasurer to set up the club's bank account. Furthermore, a secure two-person sign-off system will be implemented for all cash handling to ensure proper financial controls. The club will provide receipts for transactions.

Action Items

- A member will submit a written authorization to request a Special General Meeting to address the quorum requirement.
- The Executive Committee will establish a protocol for members experiencing difficulty with the one-time membership fee.
- The Executive Committee will develop a fair system for the provision of shuttles, including a code of conduct.
- The Executive Committee will establish the two-person sign-off process for cash management.

TIMMINS BADMINTON CLUB

FINANCIAL STATEMENTS

August 31, 2026

Timmins Badminton Club
Statement of Financial Position

August 31, 2026

ASSETS

Current

Cash 8,693

Accounts receivable 0

Prepaid expenses 0

Total current assets 8,693

Non-current

Property, plant and equipment 395

TOTAL ASSETS 9,088

LIABILITIES AND NET ASSETS

Current

Accounts payable 255

Deferred revenue 0

Total current liabilities 255

Net assets 8,833

TOTAL LIABILITIES AND NET ASSETS 9,088

Timmins Badminton Club
Statement of Revenue and Expenses

August 31, 2026

Revenues

Membership	9,330
In-kind contribution	320
Others	2,520

Total revenues	12,170
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Expenses

Insurance	774
NOBA	100
Gym rental	0
Organization setup	206
Shuttles	158
Accounting & legal	36
Supplies	65
Promotion	0
IT expenses	320
Banking service fees	119
Bad debt expenses	1,560

Total expenses	3,337
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EXCESS OF REVENUES OVER EXPENSES	8,333
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Timmins Badminton Club
Statement of Cash Flows

August 31, 2026

Operating activities

Net cash provided by operating activities	9,088
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Investing activities

Purchase of property, plant and equipment	(395)
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Net cash used in investing activities	(395)
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Financing activities

Net cash provided by financing activities	0
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NET INCREASE IN CASH	8,693
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Cash, beginning of year	0
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CASH, END OF YEAR	8,693
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The accompanying notes are an integral part of these financial statements.

TIMMINS BADMINTON CLUB

NOTES TO THE FINANCIAL STATEMENTS

As of August 31, 2026

1. Incorporation and nature of the organization

Timmins Badminton Club is a not-for-profit entity, incorporated on September 24, 2025 without share capital in the Province of Ontario.

The purpose of the Club is to be a vibrant, volunteer-driven hub for badminton enthusiasts in Timmins, focused on recreation, camaraderie, and community.

These accompanying financial statements reflect the assets, liabilities and operating results of the Organization.

2. Significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) as set out in Part III of the CPA Canada Handbook.

Fund accounting. The Club follows the deferral method of accounting for contributions. There is only one fund and it accounts for the Club program delivery and administration activities.

Cash. Cash is defined as cash on hand, cash on deposit, and short-term deposits with maturity dates of less than 90 days, net of cheques issued and outstanding at the reporting date.

Revenue recognition. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Contributions and in-kind donations. The Organization records contributed materials and services when the fair value can be reasonably estimated and when such materials and services are used in the normal course of operations and would otherwise have been purchased. Contributed materials are recorded as revenue and as an expense or asset at their fair value at the date of contribution.

Board members, employees and other volunteers contribute their time to assist in the Organization's activities. While these services benefit the Organization considerably, a reasonable estimate of their fair value cannot be made and, accordingly, these contributed services are not recognized in the financial statements.

Financial instruments. The Organization, as part of its operations, carries a number of financial instruments. It is management's opinion that the Organization is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

Credit risk. The Organization is exposed to credit risk on the accounts receivable from members and donors. In order to reduce its credit risk, the Organization has adopted credit policies which include the regular review of outstanding accounts. Any outstanding accounts not collected prior to year end are provisioned for bad debts.

3. Economic dependence

The Organization is economically dependent on membership revenues to fund its operations. Substantially all of the Organization's operating revenues are generated from annual membership fees and related member activities.

4. Related party transactions

There were no related party transactions for the fiscal year ended August 31, 2026.

5. Subsequent events

There are no subsequent events to report.

TIMMINS BADMINTON CLUB

NOTES TO THE FINANCIAL STATEMENTS

As of August 31, 2026

6. Schedule of revenues

Category	Members	Rate	Total
Junior	18	60.00	1,080.00
Adult	71	100.00	7,100.00
Family 1	6	150.00	900.00
Family 2	1	250.00	250.00
Drop in per session	0	10.00	0.00
Junior incl. as Family members	11	0.00	0.00
In-kind contribution			319.78
Fundraising & Donations*			2,519.91
Grant			
Tournament			
	107		12,169.69

* Donation from the Timmins Porcupine Badminton Club

7 Audit and Review Engagement Requirement

The Club is a corporation other than a public benefit corporation as defined under the Ontario Not-for-Profit Corporations Act, 2010. As the Club's annual revenues are less than \$500,000, the members have passed an extraordinary resolution pursuant to Section 76(2) of the Act to dispense with the appointment of an auditor and to waive the requirement for an audit or review engagement for the fiscal year ended August 31, 2026. Accordingly, these financial statements have not been audited or reviewed by an independent public accountant.

**TIMMINS
BADMINTON CLUB**
2026/2027 SEASON BUDGET
Board Report

Budget Overview

The proposed 2026/2027 operating budget is based on 100 memberships and 92 sessions. Budgeted membership revenue is \$10,350. After variable insurance costs of \$850 and fixed operating costs of \$1,462, the Club is projecting an excess of revenues over expenses of \$8,038. For context, the 2025/2026 season generated \$12,170 of total revenue and an excess of revenues over expenses of \$8,333. The prior season had 107 registered members; 16 had outstanding accounts at year-end, resulting in 91 paid members for reporting purposes.

\$10,350	\$12,170	\$8,038	91
Budgeted Revenue	2025/26 Actual Revenue	Budgeted Surplus	2025/26 Paid Members

Membership Revenue Assumptions

Membership Category	#	Rate	Revenue
Junior (Aged 10-17)	20	\$60	\$1,200
Adult (Aged 18+)	71	\$100	\$7,100
Family	7	\$250	\$1,750
Single Family	2	\$150	\$300
Total Membership	100	\$103.50 avg.	\$10,350

Number of sessions: 92

2025/2026 Actual Results Compared with 2026/2027 Budget

Measure	2025/2026 Actual	2026/2027 Budget	Variance
Registered members	107	100	(7)
Paid members	91	100	9
Membership revenue	\$9,330	\$10,350	\$1,020
Fundraising / donations	\$2,520	\$-	\$(2,520)
In-kind contribution	\$320	\$-	\$(320)
Total revenue	\$12,170	\$10,350	\$(1,820)
Total expenses	\$3,337	\$2,312	\$(1,025)
Excess of revenues over expenses	\$8,333	\$8,038	\$(295)

Registered members in 2025/2026 were 107. Sixteen members had outstanding accounts at year-end; these are excluded from the paid-member count, leaving 91 paid members. The financial statements record the related \$1,560 as bad debt expense and present accounts receivable at \$0.

2026/2027 Detailed Operating Budget

Budget Item	Assumption	2026/2027
REVENUE		
Membership revenue		\$10,350
Grants		\$-
Tournaments		\$-
Fundraising / donations		\$-
In-kind contribution		\$-
Total Revenue		\$10,350
VARIABLE COSTS		
Insurance	\$8.50 per member	\$850
Total Variable Costs		\$850

Budget Item	Assumption	2026/2027
Contribution Margin		\$9,500
FIXED COSTS		
NOBA affiliation		\$100
Gym rental		\$-
Organization setup		\$-
Shuttles		\$362
Accounting & legal		\$-
Supplies		\$500
Promotion		\$500
Total Fixed Costs		\$1,462
TOTAL EXPENSES		\$2,312
BUDGETED EXCESS OF REVENUES OVER EXPENSES		\$8,038

2025/2026 Actual Membership Detail

2025/2026 Membership Category	Members	Rate	Gross Revenue
Junior	18	\$60	\$1,080
Adult	71	\$100	\$7,100
Family 1	6	\$150	\$900
Family 2	1	\$250	\$250
Junior included as family members	11	\$0	\$0
Total registered	107		\$9,330
Less: members with outstanding AR	(16)		
Paid members	91		

The 16 outstanding member accounts are not allocated to specific membership categories in the available records; therefore, category counts above remain the registered counts and the deduction is shown separately.

Key Budget Assumptions and Notes

- 2025/2026 actual results are included for comparison. Actual total revenue was \$12,170, total expenses were \$3,337, and excess of revenues over expenses was \$8,333.
- Prior-season membership reporting shows 107 registered members less 16 members with outstanding accounts receivable, for 91 paid members. The \$1,560 related amount is included in 2025/2026 bad debt expense.
- Membership revenue is based on 100 members across the four membership categories shown in the budget.
- The budget assumes 92 sessions during the 2026/2027 season.
- Insurance is budgeted at \$8.50 per member, for a total variable cost of \$850.
- No revenue has been budgeted for grants, tournaments, fundraising/donations or in-kind contributions.
- No expense has been budgeted for gym rental, organization setup, or accounting and legal costs.
- The budget provides \$500 for supplies and \$500 for promotion, in addition to \$362 for shuttles and \$100 for NOBA affiliation.

Proposed Board Resolution

THAT the Board of Directors approve the Timmins Badminton Club 2026/2027 operating budget as presented, with budgeted revenues of \$10,350, budgeted expenses of \$2,312, and a budgeted excess of revenues over expenses of \$8,038.

Prepared from the 2026/2027 season budget information and the Timmins Badminton Club financial statements for the year ended August 31, 2026.

Call for Directors: Timmins Badminton Club Executive Committee

September 9, 2026

Help shape the future of the Timmins Badminton Club by joining our volunteer Executive Committee! As a member-run, volunteer-driven organization, our success and vibrant court environment depend on dedicated players stepping forward to lead.

Open Executive Positions

Vice-President (2-Year Term): Assists the President with overall club governance, leads special projects, and serves as an official signing authority.

Secretary (2-Year Term): Manages official club records, meeting minutes, membership lists, and liability waivers while serving as Privacy Officer and signing authority.

Events & Activities Director (2-Year Term): Coordinates regular club play nights, leads volunteer recruitment and scheduling, and develops new social events and recreational clinics.

Why Step Up?

Direct Community Impact: Play a hands-on role in keeping play organized, accessible, and enjoyable for all skill levels.

Strengthen Our Network: Work closely with fellow members to build a welcoming, active badminton community in Timmins.

Gain Valuable Experience: Build governance, operational, and non-profit leadership skills on an active board.

Eligibility & Nomination Details

Eligibility: Open to any Adult Member (aged 18 or older) currently in good standing.

Nomination Process: Nominations are made during the Annual General Meeting. Candidates must be nominated by another voting member and must accept the nomination (self-nominations from the floor are not permitted).

Screening Requirement: Because Executive positions carry operational trust, appointment is conditional upon submitting a clean Police Vulnerable Sector Check (PVSC) within 45 days of election. The club provides full financial reimbursement for all PVSC costs upon receipt.

Get Involved

If you are interested in running or know a fellow member who would be a great fit, reach out to any current Executive Committee member before the AGM or connect with peers to coordinate a nomination. Your time and ideas keep our courts thriving!

Timmins Badminton Club

Executive Position: Vice-President

Term & Eligibility

- **Term Length:** Elected at the Annual General Meeting for a two-year term.
- **Term Limit:** May not serve more than three consecutive terms in this position.
- **Eligibility:** Must be a voting member in good standing.
- **Screening Requirement:** As this is a "Designated Position," the appointment is conditional upon obtaining and submitting a clean Police Vulnerable Sector Check (PVSC) within 45 days of the election. This check must be renewed every three years.

Key Responsibilities

- **Presidential Support:** Assists the President with club operations and assumes the duties of the President in the event of their absence or inability to act.
- **Special Projects:** Undertakes and manages specific projects as assigned by the Executive Committee.
- **Financial Authority:** Serves as one of the authorized signing officers for club bank accounts, cheques, and financial documents.
- **Governance:** Participates as a voting member of the Executive Committee to manage club affairs, review budgets, and resolve disciplinary matters.

Timmins Badminton Club

Position: Secretary

Term & Eligibility

- **Term Length:** Elected at the Annual General Meeting for a two-year term.
- **Term Limit:** May not serve more than three consecutive terms in this position.
- **Eligibility:** Must be a voting member in good standing.
- **Screening Requirement:** As this is a "Designated Position," the appointment is conditional upon obtaining and submitting a clean Police Vulnerable Sector Check (PVSC) within 45 days of the election. This check must be renewed every three years.

Key Responsibilities

- **Records & Correspondence:** Serves as the official record keeper and handles all official correspondence for the club.
- **Meeting Administration:** Works with the President to draft and circulate meeting agendas at least three days prior to Executive meetings. Records and maintains formal meeting minutes, including all motions and voting outcomes.
- **Membership & Waivers:** Maintains the official club membership list. Ensures a signed liability waiver is on file for every participant before they play, and securely stores these records for a minimum of seven years.
- **Privacy Officer:** Acts as the club's designated Privacy Officer to ensure compliance with PIPEDA and protect member information.
- **Volunteer Screening:** Receives, reviews (alongside the President), and securely files the highly confidential Police Vulnerable Sector Checks for all required volunteers.
- **Public Transparency:** Ensures that public-facing governance documents are accurately posted to the "Club Governance" page on the club website.
- **Financial Authority:** Serves as an authorized signing officer for club banking and financial transactions. (Note: While the By-Laws designate the Vice-President for signing authority, the Executive Guidebook specifically grants this authority to the Secretary).

Timmins Badminton Club

Position: Director of Events & Activities

Term & Governance Context

- **Term Length:** Elected at the Annual General Meeting for a two-year term.
- **Board Role:** Serves as a voting Director on the Executive Committee.
- **Eligibility:** Must be an adult voting member in good standing.
- **Screening Requirement:** As a member of the Executive Committee, appointment is conditional upon submitting a clean Police Vulnerable Sector Check (PVSC) within 45 days of election, renewable every three years.

Key Responsibilities

- **Club Play Oversight:** Oversees regular club play nights, ensuring proper game flow, court rotation using the court management system, and general adherence to court etiquette and safety guidelines.
- **Volunteer Leadership:** Leads volunteer recruitment, onboarding, and training for club operations. Creates and manages volunteer schedules for session hosts, net setup, and takedown teams.
- **Event Planning & Execution:** Coordinates activities beyond regular play nights, such as recreational tournaments, skills clinics, and social gatherings for members.
- **Program Foundations:** Builds frameworks, planning templates, and operational processes for new club activities, setting up a structured foundation for future expansion.
- **Executive Governance:** Attends Executive Committee meetings as a voting member to contribute to general club decision-making, policy creation, and budget oversight.