

**Burnaby Tennis Club  
Board of Directors Meeting Minutes  
Wednesday, March 30, 2011**

**Present**

Larry Melnyk – President  
Geoff Lakeman – Vice President  
Graham Youde – Operations  
Hazel Padula – Ladies League  
Jackie Brown – Tournament Director  
George McLachrie – Membership

Louie Bortolazzo – Men's League  
Nelson Lu - Treasurer  
Susan Youde – Social Director  
Val Cuthbert – Secretary  
Glen Richards – Head Tennis Pro  
David Pell – Director at Large

**Absent**

Rosemary Riley – Junior Development  
Rae Smith – Office Manager

**Approval of draft agenda**

Moved by Jackie Brown. Seconded by Hazel Padula. Motion Carried

**Adoption of Minutes Jan 19, 2011**

Action item: Strike last line under general discussion, first bullet.

Moved by Jackie Brown, Seconded by Hazel Padula. Motion carried

**Business Arising from Jan. 19<sup>th</sup> Minutes**

- Booking issues – A rules committee has been formed to study the issue and present recommendations to the Board.
- Head Pro Contract – Contract ongoing. Louie, Graham, and Larry will meet with Glen to discuss contract and present recommendations at the next Board Meeting.
- The daytime social scheduled March 23 was rescheduled to March 30<sup>th</sup> and then cancelled as there were minimal people signed up to attend.
- Wheelchair tennis has started on Monday nights on courts 1 and 2.
- The City of Burnaby has put up new parking signs west of the walkway to the corner to address the safety issue of poor visibility.
- Hazel contacted the City of Burnaby regarding court time for League play. It was too late to arrange and will be looked at for next year. The women's league has organized the two games in April for outdoors. Men's league has two matches scheduled in the bubble.
- A motion was moved by Nelson Lu and seconded by Louie Bortolazzo to not charge extra for the league play. Motion carried.

**Presidents Address and welcome to new members**

Larry welcomed new members George, Jackie and Val. He thanked Graham for staying all night on Monday night to work on the electrical/generator problem with the bubble. David Yang was acknowledged as he also worked all night. Larry was thanked by the board members for looking after the bubble all day on Tuesday. Larry congratulated Graham and Susan and everyone involved in organizing a great Social in March.

Action Item

- David to be paid overtime at double time.

### **Head Pro Report – Glen Richards**

1. Junior Development Update - Two April Classes Remaining, 24 Juniors enrolled
2. Rookie Tour Events - July 10 and August 7, for entry level players under 14
3. Annual BTC Club Tournament - April 11 – 17, Sign-up sheets in the office
4. Box Ladder Update - Latest grouping has 50 players
5. Outdoor Court Cleaning - Extremely Dirty Courts – can they be cleaned in time for the Burnaby Open

Action Item

- Larry will contact the City of Burnaby to find out what the schedule is to clean the Outdoor courts

6. Burnaby Open - Concession/Catering, volunteers, squeegees to Dry Courts

Action Items

- Jackie will assist Glen in organizing the Burnaby Open
  - Glen will purchase two or three squeegees to assist in drying the courts
7. Lady's night solutions - Leave current system in place until the bubble is down (mid May). Then trial during late summer because typically during summer there are far less participants. A weekday and time is still undecided as either will alter attendance.

Action Item

- Status quo. Revisit before the end of August. A suggestion was put forward to include the women in the Tuesday night play.

### **Petition Regarding Courts 1 and 2**

A member's petition was put forward to move the ball machine and lesson courts from 5 and 6 to 1 and 2. If that was not possible an alternate suggestion was to move the ball machine to court 1.

The petitioners feel that courts 1 and 2 are less desirable courts due to "unevenness and poor lighting" and the ball machine usually has only 1 person using the court.

Glen advised that members/non-members had provided him with feedback. The majority of students said that they would not be interested in taking lessons if the court for lessons was 1 or 2.

Non-members taking lessons or parents taking kids to lessons sometimes do not know the court etiquette. They would walk behind courts 4, 3 and 2 to get to court 1, disturbing players during their games.

Graham advised that the club was obligated to the city to provide two courts for public play. If courts 1 and 2 were utilized for the ball machine and lessons, then courts 3 and 4 would become public courts. Any 24 hour court bookings would be on courts 1 and 2.

The cost of setting up courts 1 & 2 would be \$740.00, not including the cost of new divider nets.

#### Action Item

- The petition was defeated. All board members were not in favour of the petition. Larry will discuss the rationale with the petition organizers.

### **Office Manager Report – Rae Smith**

1. The fridge needs to be replaced, fixed or thrown out.

#### Action Item

- George moved to purchase a new fridge. Hazel seconded the motion. Motion carried.
2. Should summer hours remain the same as last year? Last year, 4 hours, 4 times per week, closed Thursday, Friday and Sunday.

#### Action Item

- Nelson moved that the club remain open 4 hours 7 days a week. Seconded by Val. Motion carried.
3. Initiation fees. Put summer initiation back on \$100 – rates below to confirm
- |                 |                      |
|-----------------|----------------------|
| Family \$234.67 | Intermediate \$90.67 |
| Adult \$117.33  | Junior \$64.00       |
| Senior \$ 90.67 |                      |

#### Action Item

- Nelson moved that the numbers be rounded up. George seconded the motion. Motion carried. New fees:
- |        |          |              |         |
|--------|----------|--------------|---------|
| Family | \$235.00 | Intermediate | \$90.00 |
| Adult  | \$120.00 | Junior       | \$65.00 |
| Senior | \$ 90.00 |              |         |
4. Rae submitted suggested changes on existing rules & regulations. These suggestions were forwarded to the Rules Committee.

### **Rules Committee Update – Jackie Brown**

The committee is to consolidate ideas and present them to the board at a later date. (summer) Jackie forwarded two booking violation letters for approval. The letters are attached to the minutes.

Nelson moved to accept the letters. Hazel seconded the motion. Motion carried

### **Insurance/Income Tax Forms – Nelson Lu**

The board approved 10 Million Director's liability insurance; the club also has club liability insurance for 5 million which expires in November. Nelson will be asking for a quotation for 10 million and will seek approval from the board to increase this amount.

Treasurers financial report highlights – January 1<sup>st</sup> to February 28<sup>th</sup>, 2011 report attached and discussed.

Nil income tax returns dating back to 2002 were not filed. David is investigating whether it is possible to not file them. The Board of Director's names have not been upgraded with CRA and the club would like to change the year end date with CRA.

Action Items

- David looking into updating the Board of Director's names and will seek approval for the year end change from CRA.
- Nelson will look into increasing the club insurance from 5 million to 10 million.

### **Emergency Lights/Electrical Upgrades – Graham Youde**

Action Item

- The board approved \$3,700.00 to purchase emergency lights and electrical upgrades.

### **Head Pro's Contract – Larry Melnyk**

Action Item

- Larry, Graham and Louie will meet with Glen to discuss contract and report out at the next Board Meeting.

### **Board Member's Roles and Responsibilities – Larry Melnyk**

Action Item

- Larry will put together a binder with the Board Members Roles and Responsibilities. The binder will be located in the office.

### **Office Staff Roles and Responsibilities**

Information on the roles and responsibilities are located in the office.

### **Next Meeting – April 20<sup>th</sup>, 2010**

The agenda will be forwarded a week before the meeting. Val will send an e mail out to members to submit agenda items 10 days before the meeting.

## First Booking Violation Letter

From  
Subject  
Date  
To

Dear \_\_\_\_\_

According to Gigasports booking records, it appears that on (x) you (Y), which contravenes BTC, rule (Z). The following are the details:

If you believe that the violation was the result of a system or staff error, please contact the office right away so that we may review our records. If this does not resolve the issue to your satisfaction, you have 14 days to file a written appeal (via email or regular letter-mail to the Club).

Please note that this letter serves as an official reminder only; members are not penalized for a first violation. However, a second (proven) violation will result in a loss of booking privileges for 2 weeks, as per BTC rules.

As you know, we have implemented the booking monitoring system in the interests of ensuring fair and equal access to court time for all members. We will continue to closely follow booking activities in order to identify and properly deal with any violations and/or errors that occur. We strongly encourage all members to assist the process by reviewing club rules and checking on-line bookings regularly, to ensure they are violation-free!

We appreciate your support and welcome your feedback and suggestions for improving the system.

Yours truly

Second Booking Violation Letter

From

Subject

Date

To

Dear \_\_\_\_\_

According to Gigasports booking records, it appears that on (date) you (X), which contravenes BTC, rule (Y). The following are the details:

As per BTC rules, because this your second violation, we must suspend your booking privileges for 2 weeks unless it can be shown that the violation was the result of an error in the Gigasport system or on the part of a staff member.

If you believe that the violation was the result of a system or staff error, please contact the office right away so that we may review our records. If this does not resolve the issue to your satisfaction, you will have 14 days to file a written appeal (via email or regular letter-mail to the Club).

As you know, we have implemented the booking monitoring system in the interests of ensuring fair and equal access to court time for all members. We will continue to closely follow booking activities in order to identify and properly deal with any violations and/or errors that occur. We strongly encourage all members to assist the process by reviewing the club rules and checking their on-line bookings regularly, to ensure they are violation-free!

We appreciate your support and welcome your feedback and suggestions for improving the system.

Yours truly,

## Treasurer's financial report highlight - Jan 1st to February 28th 2011

### Income/Expense

	budgeted amount		actual	% variaton	2010 amount		
Revenue	\$	48,200.00	\$	55,450.00	15%	\$	63,000.00
Expense	\$	43,200.00	\$	38,200.00	-12%	\$	36,300.00
Profit	\$	5,000.00	\$	17,250.00	245%	\$	26,700.00

### Cash position as of March 28, 2011

Cash at the beginning of bubble season in Oct 2010	\$	405,000.00
Cash at March 28, 2011	\$	380,000.00
Cash used to maintain bubble operation Oct to Mid March	\$	25,000.00
Average cash court fee receipts per month in Feb/March	\$	12,000.00

Rae and I have set up a system to monitor cash receipt at the desk to ensure accountability since the end of February. So far, no discrepancy have been identified