**Burnaby Tennis Club**

**Board of Directors Meeting Minutes**

**Wednesday, June 22, 2011**

**Present**

Larry Melnyk – President Nelson Lu - Treasurer

Graham Youde – Operations Susan Youde – Social Director

Hazel Padula – Ladies League Val Cuthbert – Secretary

George McLachrie – Membership David Pell – Director at Large Rosemary Riley – Junior Development Geoff Lakeman – Vice President Jackie Brown – Tournament Director

Rae Smith – Office Manager

**Absent**

Louie Bortolazzo – Men’s League

Glen Richards – Head Tennis Pro

**Approval of draft agenda**

 Moved by David. Seconded by Hazel. Motion Carried

**Business Arising from May 18, 2011 Minutes**

* **Action Item**: George and Rae will draft a letter to send out to members advising them that they have until a specific date to submit membership dues. New members may be added after that date. The number of new members will be limited to the number of existing members who do not sign up again. Historically, there are approximately 30 members who do not join the following year. George suggested that we add occupation to the membership form. (This would be optional) This could give us an idea of the number of people who may play in prime time, non prime time, etc. It could also assist in identifying members who have skills that could be utilized in club functions. It was suggested that the first letter go out mid August.
* The price of the new bubble mentioned in the last minutes is good for 90 days.
* Dave communicated with Tennis BC. and summarized the discussion from the previous meeting. Larry had an informal discussion with Mayor Derek Corrigan. He said that city council would look at any serious proposals regarding the bubble that we may come up with either on our own or in collaboration with another group such as Tennis BC. Tennis BC did ask him about the possibility of expanded tennis facilities at Burnaby Lake including a more permanent structure. This was a preliminary query and would require much more work. He assured Larry that the Burnaby Tennis Club would be a key player in any proposals and that no arrangements would be done behind our back.
* **Action Item**: George and Rae will request quotes from Telus and work on obtaining a phone tree system.
* Summer staff is in place. Winter staff needs to advise Rae by mid August if they do not plan to return.
* The Head Pro Contract started June 1st, 2011 and is on file.
* There is now an automatic door closer between the office and the club facilities.
* Graham will contact the city again regarding the lines in the handicapped parking spaces.
* There was a correction to the previous minutes. Junior league should read junior programs. Hazel moved that the minutes be revised. Jackie seconded same.

**Adoption of Minutes May 18, 2011**

 Moved by Jackie, Seconded by Geoff. Motion carried

 **Office Manager Report – Rae Smith**

* There is one outstanding member who has not paid. A letter should go out to the person advising them to pay. If they still do not pay, the next step is to have a collection agency deal with the outstanding payment.
* Membership rules and fees: Rae redid the summer rules and changed the rates. She will send out an e mail to the members when approved. Winter fees have also been updated to include the 3% increase.
* Summer rules. Graham moved that single and double play should be equal and that the rule should be changed/and or removed. Susan seconded the motion. Motion carried.
* Advertising the tennis club. There was an ad placed in leisure guide. The guide will be out the beginning of September. As the membership is closed, they would have to go on a waiting list. She would like to see membership stay open and keep hands on. The general consensus was to open up membership once the deadline for annual membership payments ended.
* Outside Lights. There were complaints about the lights outside. It was thought that it could be a faulty circuit breaker. The city came down and found out that eight lights were actually burnt out. The circuit breaker was fine. They will be replaced as soon as possible.
* Nelson’s proposal. Nelson suggested that balls from Men’s night should be sold to players for $1.00 a can. All present balls are going to Glen. Nelson moved that the balls from men’s night and mixed doubles should be sold for $1.00 per can. Unsold balls to go to the ball machine. George seconded the motion. Motion carried.

**Tournament Update - Jackie Brown**

* There are 485 entries. It was impossible to get a food vendor to attend. Fruit, power bars and gaiter aide may be purchased and available for sale. Glen was picking up the banners today. Balls have been labelled. Only 12 people volunteered to assist. Benches need to be moved.
* The janitor needs to be advised to come in every day. A staff person should check toilet paper supplies.

**Rules Committee Recommendations – Jackie Brown**

* The proposed changes in BTC Booking Rules updated May 26, 2011 was handed out. It was suggested that members review the proposed changes for the next meeting and that the suggestions be discussed over the next few meetings.

**BTC Bank Arrangements – David Pell**

* Not for profit organizations can adopt a policy regarding their investments. The club could be getting a better return on their investments. **Action Item:** Nelson and David will investigate options and report back.

**Treasurer’s Report - Nelson Lu**

* The club currently has $330,000 in the bank. At October 2010 the club had $400,000 in the bank.

**Next Meeting –** July 20, 2011