**Burnaby Tennis Club**

**Board of Directors Draft Meeting Minutes**

**Wednesday, July 27, 2011**

**Present**

Graham Youde – Operations                                   Susan Youde – Social

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                                  Louie Bortolazzo – Men’s League

Glen Richards – Head Tennis Pro

**Absent**

 Rae Smith – Office Manager

Larry Melnyk – President

Nelson Lu - Treasurer

**Approval of draft agenda**

     Moved by David. Seconded by Hazel.  Motion Carried

**Business Arising from June 22, 2011 Minutes**

        George has contacted Telus regarding the phone tree.

        Graham will contact the city again regarding the lines in the handicapped parking spaces.

        Eight lights are burnt out and will be replaced asap.

        Rae will update board at the next meeting on the status of the one member who had not paid their membership dues yet.

**Adoption of Minutes June 22, 2011**

        Moved by Hazel, Seconded by George.  Motion carried.

**Head Pro Report – Glen Richards**

        The Tennis Tournament was a great success.  Congratulations Glen

        Tennis BC raised the entry fee slightly this year.  Revenue was generated with the late entry extra fee, they did not need to pay for rented courts this year.

        The cost of the extra janitor service needs to be added to the tournament expenses.

        The majority of the volunteers were students.  Only a few members volunteered.

        Next year it was suggested that food resources be researched ahead of time.

        505 people entered

        The Stanley Park Tournament was down this year.

**Rules Committee Recommendations - All**

        Recommendations were reviewed and discussed.   **Action**:   The rules recommendations will be voted on at the next meeting.

        Once rules are finalized they should be sent out to the membership, the consequences of not following the rules should be made clear and the rules will be enforced by the Board.

        The rules and consequences of not following the rules should also be posted at the front door and on the website.  The board will be responsible for sending out a letter and follow up on offences.  There will be a permanent rules committee to oversee the process.

        Eng is interested in the role of enforcement officer.  He will be invited to the next meeting.  **Action**:  Graham and Larry will discuss with Eng prior to the meeting.

        **Action:**  Jackie will resend the proposed rules changes to all board members.

        There was a suggestion to add a memo page to the Club Website where members could post if they were looking for people to join their games or if they were looking for people to play with during prime time or non prime time**.  Action:**  Geoff will contact Giga Sports to see if this is possible.

**BTC Bank Arrangements – David Pell**

        David suggested that we have someone from the bank meet with the board to go over investment options.  The Vancouver Foundation has someone who manages their funds.  **Action:**  David will meet with the Vancouver Foundation to look at their process.

**Treasurer’s Report - Nelson Lu**

        Financial Report attached.

**Permanent Structure**

        George will put together a committee to work on a feasibility study regarding a permanent structure.  David and Larry will co chair the committee.  The goal is to have a proposal available by the end of this year.  All board members will be on the committee.

**Other Business**

        David received a courtesy call from a City Counsellor to advise him that a Burnaby City Counsellor has sent a letter of complaint to the club.  His wife had made many phone calls to the club and the calls were not returned**.  Action:**  David will follow up on this complaint asap.

        The club phone message does not state what the current hours of club staffing are.  **Action:**  Susan will contact a staff member to have the hours of operation put on the voicemail.

**Next Meeting:  August 17, 2011**