**Burnaby Tennis Club**

**Board of Directors Meeting Minutes**

**Wednesday, November 16, 2011**

**Present**

Larry Melnyk – President

Graham Youde – Operations                                   Susan Youde – Social

Val Cuthbert – Secretary                                         Rae Smith – Office Manager

 Hazel Padula – Ladies League                                Rosemary Riley – Junior Development

 George McLachrie – Membership                           Jackie Brown – Tournament Director

Geoff Lakeman – Vice President

**Absent**

Nelson Lu – Treasurer

Louie Bortolazzo – Men’s League

Glen Richards – Head Tennis Pro

David Pell – Director at Large

**Approval of draft agenda**

     Draft Agenda moved by Jackie, seconded by Hazel.  Motion approved.

**Adoption of the Minutes from Oct. 19, 2011**

Moved by Graham, seconded by Hazel.  Motion approved.

**Business Arising from October 19th, 2011 Minutes**

* Mark’s proposed doubles Clinic.  Doubles Clinic on hold as Mark injured himself.
* Susan will purchase a calendar for the office.  Calendar to be used to record upcoming events at the clubhouse.
* BTC Clothing.  Clothing will be ordered for staff.  It will take 10 days to receive them.  There are navy blue sweatshirts, golf shirts, tee shirts and polo shirts.  The samples are in the office.  Club members will be able to order them as well.
* Dave received the keys to the club.
* Larry does not have the geological report.  Wendy Dawson may have it.  **Action Item:**  Rosemary will check with her.
* New member’s night.  Seventeen people attended.
* December 10th rental by club member Jose Crisologo price changed to $600.00.
* Fitness Group.  They did not get back to Rae regarding the insurance that they carry.
* Buzzer System and Lights installed.
* Monthly newsletter from the president could include pictures from the socials, info on league play, etc.  Larry and Geoff will organize the newsletters.
* Nelson purchased the Insurance.
* 55 people attended the last evening social.
* 28 people attended the daytime social.
* The new rules will be reviewed by the board at the January meeting.

**Office Manager’s Report**

* The ball machine is becoming a nuisance; as much as Tom Gomez has tried to keep it in good working order.  The Ball machine needs to be replaced.
* Uniforms for the Staff; all sizes and styles have been put into place by Graham.  The staff is excited.
* Men’s House league, not spring leagues.  We charged the members for guests only.  Spring leagues – 2 times indoors.  Did the board pass for them to bring guests in for free?
* Coca Cola Machine; they will not be sending us any more commission cheques, roughly $120.00.  We will send the machine back.  We plan to look for another machine that will bring us a commission.
* Socials.  Both of the socials turned out fantastic.  New members night was so so.  The people that showed up had a good time.  The numbers were not great.
* Val agreed she would send me any action items early so I would have time to prepare them for the next meeting.  Thanks.
* Two staff members are leaving as they have found permanent jobs.  We have one new employee trained; all shifts are covered so far.  The rest of the shifts are being picked up by the remaining staff.
* Dishwasher.  Hazel will get 3 estimates and then purchase new dishwasher

**Ball Machine**

* Graham provided information on different types of ball machines.  He was going to gather more information for the December meeting.   George made a motion that in future any club purchases over $1,000.00 would require three estimates.  Rosemary seconded the motion.  Motion carried.

**Court Floor Cleaner**

* There have been problems with the court floor cleaner.  The problems include a broken sweeper brush, short battery life, damaged bumper; the 36 inch wide machine will not fit through our 34 inch wide doors.  Larry to set up a meeting with the sales rep. and a few of the Directors to look at the issues and what options are available.

**Halloween social night feedback/future plans**

* The social was very successful.  The magician was really good.  The next social will be December 2nd.  It is Xmas pot luck social with karaoke.

**Mad Hatters’ daytime social feedback/future plans**

* The daytime social was also very successful.  28 people attended.  The date of the next daytime social has not been decided at this time.

**Membership Update**

* The membership is at 288 members.  George produced a graph showing a breakdown of the membership by females, males, seniors, juniors and where the members lived. Copy of graph attached.   The club membership max. is 300 members.
* **Action Item:**  George will look into placing an ad in the Leisure Magazine.
* **Action Item:**  George will develop a short survey for members who did not join again this year.  Val and George will contact the past members with the survey questions.

**Nelson’s proposal re guest rules**

* The new rules that were put in place at the beginning of the season will be reviewed at the January meeting.  There will be no additional changes until the review is completed.

**Permanent Structure Proposal**

* Action Item:  George, Larry, Graham, Geoff and Dave will prepare information to be presented at the AGM February 29th, 2012.

**BC Senior Games – August 2012/Tennis on Burnaby Courts**

* There will be approx. 200 tennis players.  The senior’s games organizers should be asked to cover the extra Janitor costs that will be associated with keeping the club house open during the games.  Larry moved this motion.  Seconded by Geoff.  Motion approved.

**Ladies League**

* It looks like the daytime league will not continue as there are not enough people.  There are two evening leagues.

**Next Meeting**

* Wednesday, December 14th at 7:00 p.m. at the Vancouver Golf Club.