

**Burnaby Tennis Club
Annual General Meeting
Wednesday, February 23, 2011**

Minutes

Directors and Staff Present

Larry Melnyk – President	Graham Youde - Operations
Geoff Lakeman – Vice-President	Rick Keffer (ret) - Membership
Nelson Lu – Treasurer	Junior Development – Rosemary Riley
Sharon Brodie (ret.)	Social Director – Susan Youde
Maria Del Negro (interim) – Secretary	Louie Bortolazzo – Men's League
Director at Large – David Pel	

Rae Smith – Office Manager

Absent

Glenn Richards – Head Tennis Pro
Hazel Padula – Ladies League

The quorum was reached. The meeting was chaired by Larry Melnyk, President of the BTC Board of Directors.

Approval of the minutes of the March 23, 2010, Annual General Meeting.

MOTION: Approve the minutes of the Feb. 25, 2009, AGM. **APPROVED**

Adoption of the agenda for the AGM, February 23, 2011

There was some discussion to change the agenda to reflect some items that might need more time but this failed and therefore a **MOTION** was declared and the original agenda was **APPROVED**.

President's Report

Larry Melnyk welcomed the Board members and the BTC members present, to the Annual General Meeting. Then, Larry gave a brief introduction to each Board Member. His President's report was submitted and read to the membership, and is attached for your information.

Key points:

- Thank you to Mark Sun for helping with the presentation. Larry I would attach a copy for the membership.
- Bubble issues due to weather. Thank you to Graham Youde.
- Burnaby Open is the second largest tournament in BC after Stanley Park
- Glenn Richards in New Zealand representing Canada, but safe after earthquake hit.
- Best indoor tennis deal in town. This is our club and it is up to us to make it work.

- Booking courts an issue and needs to be addressed. We set up a committee to look into this and Nelson will explain more in his report along with Eng Choo's assistance.
- Highlight of the season continues to be the socials put on by Susan Youde and Lori Chong with the assistance of Rae Smith, Glen Richards and Graham Youde and many member volunteers.
- Glenn's recommendations for a Ladies Night.
- Petition re moving ball machine and coaching activities courts.
- Good PR from Vancouver Parks and Rec.
- Over the last year, two directors have stepped down with other commitments, they are Sharon Brodie, Secretary and Rick Keffer, Membership. The Secretary's position was filled on an interim basis by Maria Del Negro.

Head Tennis Pro's Report

Glenn Richards was away in Christchurch, New Zealand representing Canada at the ITF Senior World Team Championships that unfortunately were cancelled due to the earthquake in Christchurch, but thankfully the Canadian team was safe and on their way home.

Glen Richard's report was submitted and addressed with the membership and is attached for your information.

Key points:

- Burnaby Open turned a profit of \$6,500 for the club.
- Junior Development Program now has a High Performance group with Nationally ranked kids.
- Thank you to those members that supported his trip to New Zealand representing Canada and the Burnaby Tennis Club.

Office Manager's Report

Rae Smith's report was submitted and addressed with the membership and is attached for your information.

Key points:

- First time in 25 years BTC has been sold out.
- New heating system working well.
- Bubble issues due to weather and a backup system now in place triggered by power failure when the pressure gets to low.

Treasurer's Report

Nelson Lu's report was submitted and addressed with the membership and is attached for your information.

Key points:

- Profit of \$49,000 for 2010 compared to previous year's loss of \$19,000 after CCA.
- Cash profit of \$83,000 compared to last year's of \$20,000 before CCA due to \$30,000 increase in revenue and a \$40,000 reduction in expenses
- A audit system of daily cash receipts has been implemented by the front desk.
- BTC Rule enforcement committee was formed with the help of several volunteer members. The committee assists the office staff with ensuring rule compliance and collection of court fee receivables.

The 2010 Financial Statements were adopted.

Director at Large - Budget

David Pel's budget was submitted and addressed with the membership and is attached for your information.

Key points:

- Bubble fund necessary to replace existing bubble in future.

It was moved by Jackie Brown and seconded by Luise Schulz to approve the 2011 Budget. CARRIED

Vice-President's Report

Geoff Lakeman's report was submitted and addressed with the membership and is attached for your information.

Key points:

- New access system implemented for the bubble to ensure all players report to the office prior to playing is working well.
- Geoff will research a clock/buzzer system to mark the top of the hour in the bubble.

Secretary's Report

Sharon Brodie's report was submitted and addressed with the membership and is attached for your information.

Operation's Director Report

Graham Youde's report was submitted and addressed with the membership and is attached for your information.

Key points:

- Furnace problems under control.
- Diesel back up has a new battery and charger.
- Bubble collapse overview.
- Emergency lights.
- Remote button to open clubhouse door will be installed under the front office desk to facilitate staff to allow guests, pay and play members, etc. access to the washrooms by way of the front door to the clubhouse and not the hallway area between the office and the clubhouse where balls, restrung raquets and supplies are stored.

Membership Director's Report

Rick Keffer's report was submitted and addressed with the membership and is attached for your information.

Key points:

- Membership boosted and communications strengthened between the Executive and membership.
- Updated the BTC website in April.
- Putting together and sending out our first survey in May with 85 people responding.
- Got the Burnaby Now to do a story for the Burnaby Open for which Glen Richards did an interview.
- Unfortunately due to health and time issues Rick will be stepping down.

Junior Development Report

Rosemary Riley's report was submitted and addressed with the membership and is attached for your information.

Key points:

- Junior Development Program has been running for 28 years.
- This year more Junior members than ever before.
- High Performance Group in place.
- Summer Camps attract 15 – 20 kids per session.

Social Director's Report

Susan Youde's report was submitted and addressed with the membership and is attached for your information.

Key points:

- Overwhelming response to club socials. Each social has been sold out since the start of the season. More socials to come.
- Any ideas are welcome and thank you for the support.

Ladies League Director's Report

Hazel's report was submitted and addressed with the membership and is attached for your information.

Key points:

- 1 Night was on leave of absence due to illness and injuries but coming back to play the 2011 season.
- 2A Night was not able to maintain their standing and has gone down to Night 3.
- 2A Day will be taking a leave of absence during the 2011 season but will fortunately be able to help out the Night 3 team.
- Day socials were well attended.

Men's League Director's Report

Louie Bortolazzo report was submitted verbally and addressed with the membership.

Business arising from the last AGM, February 2010.

Larry reported that the Board has an ongoing review of Glenn's contract.

Eng Choo submitted the findings of the BREC and his report is attached for your information.

Election of Directors:

Unanimously elected to the open positions or graciously accepted retaining their existing positions are the following:

Membership Director:	George McLachrie
Secretary:	Val Cuthbert
Director at Large:	David Pel
Men's League Director:	Louie Bortolazzo
Tournament Director:	Jackie Brown

All other positions have one year remaining and are up for election in February, 2012.

New Business arising.

New Committee was established to deal with the booking rules and the members wishing to volunteer are as follows:

Luise Schulz
Jerry Himmelman
Graham Youde
Tony Hester
Jackie Brown
Edmund Wu
Maria Del Negro

ADJOURNMENT: 8.45pm

Next Board Meeting
March 16, 2011

Next Annual General Meeting
February 29, 2012

Maria G. Del Negro

From: imelnyk [imelnyk@telus.net]
Sent: February 25, 2011 12:36 PM
To: Maria G. Del Negro
Cc: Nelson Lu; MARK RILEY; Hazel Padula; Graham Youde; Geoff Lakeman; Louie Bortalazzo; David Pel; Maria G. Del Negro
Subject: President's report 2011

President's Annual Report February 23, 2011

Good evening! Thank you all for being here tonight!

Thank you, Mark Sun, for helping with the presentations this evening.

Last year I mentioned that our mission as directors is to do our best to provide an excellent venue in which to play tennis at a reasonable cost. The BTC is a work in progress. It continues to improve with your help and support.

Several years ago, Jim Halco, the previous president stated that when the Bubble courts first opened in the early 1980's we billed it as the "best indoor tennis deal in town". He felt that it was certainly accurate in 2007! Jim also pointed out that this was only possible through the unpaid efforts of those who donate their time and expertise to make it so. I believe that his words ring true today. This is our club. It's up to us to make it work. I encourage you all to get involved somehow. Attend AGM meetings. Vote. Consider joining a committee. You do not necessarily have to be a Board member for some of the committees. Run for a Board position if you feel that you have time, energy, and interest. Leave written suggestions, comments, constructive criticisms, and ideas at the office. Send e-mails to the BTC office. Use the BTC webpage forum. Volunteer at the Burnaby Open. Remember - we are a non-profit society and depend on volunteer members. You can make a difference. Ask not what your club can do for you but ask what you can do for your club.

Indoor court fees in New York City are \$100. per hour. We pay no court fees and have the lowest initiation fee in the lower mainland. Hollyburn charges \$40,000. The Richmond Tennis Club only allows one advanced booking at a time. We have the most generous indoor booking privileges in the lower mainland.

Let us look back and review some of the highlights and some the main challenges that we need to address.

Easter Monday 2010 brought us an unwanted surprise. The high winds during the night had caused substantial damage to the Bubble - an "L" -shaped tear in the fabric 20m X30m. The Bubble had collapsed as a result and damaged lights, standards etc. Graham (Operations Director) and I got on to it right away. We called in the experts and supervised until the work was done. The Bubble was up and running in less than 2 weeks. Our insurance paid the costs minus the deductible.

The City of Burnaby allowed us to keep the Bubble up for much of May. We felt this would please the membership who lost a couple of weeks in April and it did, mainly because May was a rather rainy month.

The Burnaby Open is the second largest tournament in BC after Stanley Park and is very popular with all levels of players. We let a private company come in to run the food/drink concession. We decided not to introduce alcoholic beverages for sale for obvious reasons. The concession did not do especially well. The Club ran the concession in 2009 but it was a real struggle to get volunteers at that time. This year (June 2011) the tournament will probably be bigger than last year. We always made a profit. Last year it was over \$6500. after expenses. Furthermore, we will get good exposure to the local tennis community which usually results in new members joining the BTC.

Glenn Richards, our Head Coach who is under contract to us is the Tournament Director. Glenn is not an

employee of the BTC. Right now we have a small sub-committee of BTC Directors negotiating Glenn's contract. Glenn gets a set lump sum for running the tournament.

Glenn is currently down under in New Zealand representing Canada in World Competition. Glenn is captain of the Canadian team and was supposed to play singles and doubles in the 45's category. Ryan Clark (Tennis BC) informed me this morning that he is safe and sound! The players are all okay too! Glenn may be back with us sooner than anticipated. I'd like to acknowledge and thank Cynthia Gomez and her husband Tom for their successful fund raising efforts to support Glenn in his quest.

After reviewing old BTC Board minutes going back more than 5 years it was soon apparent that booking indoor courts was a chronic problem - even before the days of on-line booking, which by the way, was instituted by Ajit Krishnaswamy. In July 2009 there was already a sub-committee of directors working on harmonizing the online booking system with rules. They worked for countless hours and even involved Gigasports to fix up problem areas at a reasonable cost. They consulted with the City of Burnaby to comply with their lease (\$1 annually) requirements (e.g. allowing 25% of playing time to be accessible to non-members). The rules have been tuned every season. We need to study ideas for improvement very carefully and consult with the BTC membership before making any changes because even small changes can have harmful unforeseen consequences.

This season we started a BREC committee that has been monitoring court use, effectiveness certain rules, and rule infractions. Occasionally, there have been repercussions from these efforts to ensure a fair system. Nobody is pleased when receiving warnings in regards to their booking practices. Nobody in the office is overjoyed at the prospect of confronting someone who apparently is not following the rules. A kinder, gentler approach is now in effect. A written warning is now given with a chance to appeal. Nobody on the BTC Board enjoys the possibility of suspending a member's booking privileges. I believe that anyone who received a fair and clear warning about rule violations, yet deliberately continued to flout or bend the rules must be held accountable. The Bookings are monitored. Discrepancies are noted. Printouts are made each day and the office is made aware of chronic problems. This is a very time consuming and oftentimes a thankless task. By the way, all clubs in BC face similar chronic issues- even the most upscale private clubs, according to Ryan Clark, Director of Tennis BC.

Eng Choo (longtime member & SFU Mathematics Professor) monitors the booking data and sends summaries to the office. He has provided the Board with valuable insights and ideas based on meticulous examination of reams of data. Eng informed us that emails sent to some members have resulted in a marked decrease in rule infractions and therefore made it easier for members to book courts

A highlight of the indoor season continues to be the Social events put on by Susan Youde and her crew. Lori Chong, Graham Youde, Rae Smith, Glenn Richards and many member volunteers turn Friday night Socials into something truly remarkable. They out do themselves each time. The most recent was the celebration of Chinese New Year. Gung hay fat choy! The tennis, the food, décor, and congenial atmosphere were awesome. Mark Sun even set up a live feed from the Australian Open and projected it on a big screen in the packed Clubhouse.

We try to keep our operating costs down and our finances on track. Nelson Lu our treasurer and David Pel Director at Large and financial expert look after the financial end of things and will present our financial statement and Budget proposal at this meeting.

Graham Youde has been really busy this year as operations director. Not only does he arrange to get the Bubble up, down and stored each year but also takes care of the heat, light, walkways, diesel generator, control systems, signage, safety mechanisms, and even helps his wife Susan with the regular social events.

He and Office Manager, Rae Smith saved the Bubble from terrible damage during the early hours on January 12, 2011. Their decisive actions enabled the Bubble to be re-inflated, and the internal damage to be repaired quickly. As a result indoor play resumed two days later!

I don't know how Graham has time to attend monthly Board meetings, the AGM yearly and hold down a full time job as well.

Much of our work gets done quietly behind the scenes. An example is Barry Pendergast, our jack of all trades. He gets the lights up every year, repairs things in the bubble, adjusts the nets, fixes leaky faucets, unplugs toilets, removes rodents from the electrical hut and unclogs gutters, drains, and entertains with his unique brand of humour.

Let's not forget Susan Youde and her team who always manage to provide refreshments at this and other meetings. There are many other people I could mention, who have gladly helped out but it would take the rest of the meeting to acknowledge them all. Thank you all!

We asked Glenn to research the feasibility of adding an evening competitive ladies night similar to the Men's night formula. Glenn studied the matter thoroughly and made the following 8 recommendations:

1. Implement 4 Ladies Night Courts during Men's Night (mid -March)
 2. All ladies playing Men's Night would be switched out
 3. Sign-up would occur at the same time as Men's Night
 4. The 15- 20 men that do not get on the list will NOT be penalized for the following week
 5. The plan is to organize Ladies on an alternative night from Men's Night in October 2011 to address the possible concerns from Men's Night participants.
 6. Ladies Night to be run as a competitive event like the Men's Night as the majority has requested.
 7. Ladies Night event requires a 20 person (16 players, 4 spares) commitment to be successful otherwise program will need to be evaluated.
 8. Prior to implementing Ladies Night, a survey from Men's Night participants is suggested.
- *** 22 ladies signed up *** approx. 7 currently playing on Tuesday nights
*** 7 of the above can only play Mondays *** 5 prefer non-competitive

A significant number of members signed a petition urging the BTC Board to move the ball machine and coaching activities to courts 1 and 2. The petition was read at the Board meeting in January. The discussion of the petition was tabled until the next Board meeting in March 2011. I recommend that a representative from this committee attend our next Board meeting and make a presentation.

Geoff Lakeman, VP, ordered the installation of a coded lock on the Bubble entrance door to improve security and safety. The feedback has been very favourable except from those who can't remember the code or those who don't want to register at the office.

Wheelchair tennis. We have been asked to provide a court for wheel chair tennis by one of the National coaches. This will commence in March. We are trying it out and see how it goes.

Club surveys. Rick Keffer did an outstanding job as membership Director. He used online surveys in order to find out what members wanted and to answer their questions right on the webpage. Rick left his position before the end of his term but makes his expertise available to us. The position is open for nomination and election at this meeting.

A TV production company called Chaos TV (Phil DeSalva 604 8090557) called expressing an interest in our Bubble for shooting scenes for a TV series. They did not follow up yet but I'm sure that late night filming when nobody is playing could bring in added revenue to the club.

Recently, Erin Moore, a Vancouver Parks and Recreation consultant interviewed me. She remarked how polite and friendly the Burnaby Tennis Club office staff were. Erin came to us because the City of Vancouver Parks and Recreation Department was looking at the BTC as a potential model for their tennis program. I asked her, "Who recommended us?" - The City of Burnaby Parks and Recreation Department did. It was nice to receive a vote of confidence from Burnaby. Let's not disappoint them - let's not disappoint ourselves. Let's harness our talents and work together in making this a great club, a fun place to be and play tennis.

AGM - February 23, 2011

HEAD PRO'S REPORT

Good evening and welcome to the AGM. Thank you for taking an interest in our Club's future.

Our current Board of Director's have all done a tremendous job over the past year. Many people do not realize all the hard work that each board member puts forth to enable the other members to enjoy a positive experience playing tennis. Thanks for all your dedication.

I would now like to summarize the past year from the coaching perspective

Last year's Burnaby Open, included for the first time, a full Junior category for all ages. Overall, the tournament continues to be a big success and is the 2nd largest Provincial event behind only Stanley Park. A huge part of our event is always the volunteers. If anyone is available to help for this year end of June, please contact Glenn. Last year we had a great core of about 10-15 helpers but could use another 10 to keep the shifts shorter. Total profit for the Club was over \$6,500.00

We also continue to promote and grow the game. We host 2 Junior Rookie Tour events in the Summer as well as 4 weekly Summer Camps. Also, our very popular Junior Development Program now has a High Performance group with Nationally ranked kids.

Our Coaching staff are all Tennis Canada certified Instructors. Rae Smith and Nick Lee focus mainly on Beginner and Intermediate level Juniors. The participants then make a transition into other programs. Glenn and Shelley teach most of the Intermediate to Advanced students. The Club is then paid a court fee of \$5, \$10 or \$15 per hour depending if students are Members or Non-Members and how many players are on the court

In conclusion, I would like to thank all the wonderful and generous members for supporting me on my current trip to New Zealand.

Glenn Richards

Maria G. Del Negro

From: Staff [burnabytennisclub@gmail.com]
Sent: February 23, 2011 11:28 AM
To: Maria G. Del Negro
Subject: Rae's note

Larry,

- First time in 25 years we have been sold out
- A new heating system was finally non-issue
- Everyone not too hot or not too cold
- We now have a waiting list with 6 people on it
- Bubble attempted to come down very maturely but tested the skills once again
- Great support from board, especially from Graham Youde and Larry Melnyk
- Ball machine back to operation after a lengthy down time
- Dishwasher needs to be replaced due to leaking
- Office entrance will be set to use a code number or a FOB
- Backup system now trigger to come on with a power failure or using a pressure sensor when the pressure gets too low
- Bubble doors is to be locked at night and open first thing in the morning – fire department rules
- Purchase a shop vac to keep water under control
- Lockers in Ladies' and Men's washroom offers in day time only – bring your own lock

Rae

Treasurer's Report - 2010 financial year

Here are the highlights:

1. Profit of \$49,000 compared to last year's lost of \$19,000.00 - after CCA
2. Cash profit of \$83,000 compared to last year's cash profit of \$20,000 before CCA. This was due to \$30,000 increase in revenue and a \$40,000 reduction in expense.
3. We are able to put \$30,000 into our bubble/equipment fund and still has an operation cash profit of \$53,000
4. A system of daily auditing of cash received by the desk had been implemented, with the co-operation of all desk staffs and the office manager. See attached spreadsheet for detail. Our weekly cash court fee income average \$3,000.00
5. BTC Rule enforcement committee (BREC) was formed with the help of several volunteer members. BREC assisted the office staffs to ensure rule compliance and collection of court fee receivables. I am acting as a co-ordinator between the board, the office and BREC.
6. To prevent public no-show. All public bookings will be asked to pay the court fee in advance by credit card (or cash at the desk) at the time of booking. The fee is non-refundable.

BURNABY TENNIS CLUB
Financial Statements
Year Ended December 31, 2010
(Unaudited)

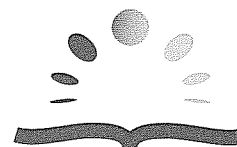
BURNABY TENNIS CLUB

Index to Financial Statements

Year Ended December 31, 2010

(Unaudited)

	Page
REVIEW ENGAGEMENT REPORT	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 7



Alikova & Associates Inc.

Accounting
Bookkeeping
Consulting services

REVIEW ENGAGEMENT REPORT

To the Members of Burnaby Tennis Club

I have reviewed the statement of financial position of Burnaby Tennis Club as at December 31, 2010 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the Organization.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Langley, British Columbia
February 17, 2011

I.G. Alikova & Associates Inc.
CERTIFIED GENERAL ACCOUNTANT

BURNABY TENNIS CLUB
Statement of Financial Position
December 31, 2010
(Unaudited)

	2010	2009
ASSETS		
CURRENT		
Cash (Note 2)	\$ 71,372	\$ 96,775
Accounts receivable (Note 2)	9,647	5,083
Inventory (Note 2)	400	400
Prepaid expenses	5,440	4,573
	<u>86,859</u>	<u>106,831</u>
PROPERTY, PLANT AND EQUIPMENT (Notes 2, 3)	78,771	110,526
LONG TERM INVESTMENTS (Note 4)	325,000	205,000
	<u>\$ 490,630</u>	<u>\$ 422,357</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable (Note 2)	\$ 17,801	\$ 17,957
Goods and services tax payable	7,021	2,936
Wages payable	1,473	1,551
Deferred income (Notes 2, 5)	135,947	121,046
	<u>162,242</u>	<u>143,490</u>
NET ASSETS		
Members' Equity- Unrestricted (Note 6)	3,388	(46,133)
Members' Equity- Restricted (Note 6)	325,000	325,000
	<u>328,388</u>	<u>278,867</u>
	<u>\$ 490,630</u>	<u>\$ 422,357</u>

ON BEHALF OF THE BOARD

_____ *Member of the Board*

_____ *Member of the Board*

BURNABY TENNIS CLUB**Statement of Revenues and Expenditures****Year Ended December 31, 2010***(Unaudited)*

	2010	2009
REVENUE		
Dues & Fees	\$ 183,607	\$ 170,414
Court Rentals	97,092	78,904
Tournament Revenue & Miscellaneous Sales	21,142	12,235
Interest	947	3,953
Junior Development	(120)	6,771
	<u>302,668</u>	<u>272,277</u>
EXPENSES		
Amortization	33,511	37,066
Bad debts	2,435	700
Consulting fees	14,000	13,617
Delivery, freight and express	15	-
Donations	200	250
Employee benefits	829	724
Insurance	6,318	11,013
Interest and bank charges	2,785	2,091
Legal fees	25	25
Meals and entertainment	5,611	5,761
Memberships	5,395	50
Miscellaneous	153	3,176
Office	20,378	20,753
Junior Development	1,291	6,438
Professional fees	7,813	7,943
Property taxes	1,345	2,371
Repairs and maintenance	31,359	41,378
Salaries and wages	74,251	72,237
Security	1,865	579
Supplies	9,473	9,003
Telephone	2,892	2,682
Utilities	31,203	53,359
	<u>253,147</u>	<u>291,216</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ 49,521</u>	<u>\$ (18,939)</u>

See notes to financial statements

I.G. Alikova & Associates Inc.

BURNABY TENNIS CLUB**Statement of Changes in Net Assets****Year Ended December 31, 2010***(Unaudited)*

	General Fund	Restricted Fund	2010	2009
NET ASSETS - BEGINNING OF YEAR	\$ (46,133)	\$ 325,000	\$ 278,867	\$ 297,806
Excess of revenue over expenses	49,521	-	49,521	(18,939)
NET ASSETS - END OF YEAR	\$ 3,388	\$ 325,000	\$ 328,388	\$ 278,867

See notes to financial statements

I.G. Alikova & Associates Inc.

BURNABY TENNIS CLUB
Statement of Cash Flows
Year Ended December 31, 2010
(Unaudited)

	2010	2009
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ 49,521	\$ (18,939)
Item not affecting cash:		
Amortization of property, plant and equipment	33,511	37,066
	<u>83,032</u>	<u>18,127</u>
Changes in non-cash working capital:		
Accounts receivable	(4,564)	(955)
Accounts payable	(120,157)	26,463
Deferred income	14,901	8,149
Prepaid expenses	(867)	4,317
Goods and services tax payable (recoverable)	4,085	614
Wages payable	(78)	1,551
	<u>(106,680)</u>	<u>40,139</u>
Cash flow from (used by) operating activities	<u>(23,648)</u>	<u>58,266</u>
INVESTING ACTIVITY		
Purchase of property, plant and equipment	<u>(1,755)</u>	<u>(31,479)</u>
INCREASE (DECREASE) IN CASH FLOW	<u>(25,403)</u>	<u>26,787</u>
Cash - beginning of year	<u>96,775</u>	<u>69,988</u>
CASH - END OF YEAR	<u>\$ 71,372</u>	<u>\$ 96,775</u>
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest paid	<u>\$ 2,786</u>	<u>\$ 2,090</u>
Income taxes paid	<u>\$ -</u>	<u>\$ -</u>

BURNABY TENNIS CLUB
Notes to Financial Statements
Year Ended December 31, 2010
(Unaudited)

1. DESCRIPTION OF BUSINESS

The Burnaby Tennis Club was incorporated on May 10, 1972 under the Societies Act of British Columbia. The Club was established as a non-for-profit organization and operates indoor and outdoor tennis facilities located within the Burnaby Lake Sports complex.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Use of estimates

When preparing financial statements according to Canadian GAAP, we make estimates and assumptions related to the reported amounts of revenue and expenses, the reported amounts of assets and liabilities. We based our assumptions on a number of factors including historical experience, current events and other assumptions we believe are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. We use estimates when accounting for certain items such as useful lives of capital assets and impairment of long-lived assets.

Financial instruments & Term deposits

The financial instruments of the Club consist of term deposits, receivables and payables. The fair value of the instruments approximates their carrying values, unless otherwise noted.

Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated amortization. Property, plant and equipment are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	100%	declining balance method
Furniture and fixtures	20%	declining balance method
Bubble	15 years	straight-line method
Heating equipment	20%	declining balance method
Lighting equipment	10 years	straight-line method

The Organization regularly reviews its property, plant and equipment to eliminate obsolete items.

Change in Accounting policies

The method of calculating deferred revenue changed during year 2006. In prior years membership revenue was deferred over the winter playing session to match the erection and removal of the bubble. However to better match annual membership for the Club members, the deferred revenue calculation and allocation has been changed to a 12-month calculation to reflect revenue received and recognized.

BURNABY TENNIS CLUB
Notes to Financial Statements
Year Ended December 31, 2010
(Unaudited)

3. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2010 Net book value	2009 Net book value
Office furnishings	\$ 42,210	\$ 40,194	\$ 2,016	\$ 2,520
Equipment	6,570	6,570	-	-
Court equipment	6,969	6,969	-	-
New heating equipment	105,789	40,322	65,467	81,834
Lighting equipment	55,494	55,494	-	-
Bubble and Grade Beams	223,267	211,979	11,288	26,172
	<u>\$ 440,299</u>	<u>\$ 361,528</u>	<u>\$ 78,771</u>	<u>\$ 110,526</u>

4. TERM DEPOSITS

A combined term deposit represents the following fund that have been set aside by member resolution for future capital improvements at the club.

Buble Replacement Fund

Fund has been set aside in term deposits for replacement of the tennis bubble. This restricted fund is being funded at a rate of \$30,000 per annum. Interest on term deposits range from 1.7% to 3.9%. These term deposits for bubble replacement funds are non-redeemable except on maturity dates.

With approval by board of the Club members part of Buble Replacement Fund was used to replace heating system during year 2008. Old heating systems was written off and disposed by supplier of new heating systems.

	2010	2009
36 Term cashable investment	\$ 120,000	\$ -
35 Term cashable investment	95,000	95,000
33 Term cashable investment	30,000	30,000
34 Term cashable investment	80,000	80,000
	<u>\$ 325,000</u>	<u>\$ 205,000</u>

5. DEFERRED REVENUE

The club membership fees are paid on an annual basis and membership revenue is deferred over 12-month period.

6. MEMBERS' EQUITY

In accordance with the Club's non-for-profit status, any surplus derived from carrying on the business and affairs of the Club are to be applied solely in promoting and carrying out its objectives and purposes and not to be distributed to its members. This is noted as "Members' Equity- Unrestricted" on the Financial Statements. "Members' Equity- Restricted" noted on the Financial Statements refers to funds that club members have voted to restrict for specific future events or needs- see Note 4.

Burnaby Tennis Club
2011 Budget

	<u>Budget 2011</u>	<u>Actual 2010</u>	<u>Budget 2010</u>	<u>Actual 2009</u>
Revenue				
Dues & Fees	185,000	183,607	175,000	170,414
Court rentals	81,150	97,092	80,000	78,904
Tournament Revenue Misc Sales	12,000	18,508	12,150	12,235
Interest	4,000	947	4,000	3,933
Junior Developmment	7,000	-120	7,000	6,771
	<u>289,150</u>	<u>300,034</u>	<u>278,150</u>	<u>272,257</u>
Accounting & Legal	8,500	7,838	8,500	7,943
Advertising & Promotion	800	1,626	800	0
Bank Charges & Interest	1,750	2,786	1,750	1,356
Bubble Expenses	26,000	14,002	18,200	12,210
Club Supplies	9,000	9,473	9,000	9,003
Bad debts		2,435		1,846
Donation		200		250
Dues, Permits & Licenses	2,000	5,095	4,200	50
Supplies - Junior Develop	6,000	1,411	6,000	4,184
Insurance	11,000	6,318	9,000	11,013
Janitorial & Supplies	13,000	14,139	13,000	12,209
Office & Supplies	5,000	3,565	5,000	5,190
Repairs & Maintenance	25,800	17,357	21,000	23,359
Social Events & Meetings(net)	3,000	1,351	3,000	5,761
Tennis Pro Fees	15,000	14,000	15,000	13,617
Miscellaneous	2,500	309	2,500	12,118
Electrical - Bubble	12,500	14,180	12,500	12,585
Heating - Bubble	35,000	13,902	40,000	40,729
Utilities Office		3,144		
Security		1,865		
Telephone	2,800	2,892	2,800	2,682
Sewer, Water & Garbage	3,000	1,344	2,400	2,371
Wages & Benefits	73,000	75,080	70,000	70,686
Website & Maintenance	3,500	2,690	3,500	3,145
Sub-Total	<u>259,150</u>	<u>217,002</u>	<u>248,150</u>	<u>252,307</u>
Additions to Equipment Fund	5,000	5,000	5,000	
Additions to Bubble Fund	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	
	289,150		278,150	
Profit / (Loss)		<u>53,032</u>		<u>19,950</u>

BURNABY TENNIS CLUB 2011 BUDGET

Restricted Fund Balances

	Bubble Fund	Furnace Fund	General Fund	Total
Estimated replacement cost	\$500,000	\$85,000	N/A	\$585,000
Estimated useful life of existing	15	10	N/A	
Opening fund balances as at January 1, 2010	\$100,000	\$30,000	\$171,550	A* \$301,550
2010 Annual addition required to fund replacement	\$25,000	\$5,000	\$64,822	\$94,822
Fund Balances at December 31, 2010	\$125,000	\$35,000	\$236,372	B* \$396,372
2011 Budget additions	25000	\$5,000	\$0	\$0
Balance December 31, 2011	\$150,000	\$40,000.00	\$0	\$0

A* = Cash and Investment balance as reported on the
December 31, 2009 financial statements

B* = Cash and Investment balance as reported on the
December 31, 2010 financial statements

Burnaby Tennis Club AGM – 2011

Vice Presidents Report

This year we instituted a new a new access system for the bubble. The purpose was to ensure all players (member and the public) report to the office prior to playing. We now have very few cases of unregistered players on the courts.

The card access system we put in to the clubhouse continues to work well. All non-returning members have either had their cards deactivated or have turned them in.

One other technology improvement I will research this year is a clock / buzzer system to unambiguously mark the top of the hour in the bubble. This is not yet a budgeted item.

Maria G. Del Negro

From: Susan Youde [syoude@shaw.ca]
Sent: February 26, 2011 10:32 PM
To: Maria G. Del Negro
Subject: Fw: Operations Director's Report

OPERATIONS DIRECTOR'S REPORT

AGM February 23rd, 2011

- 1) Furnace. I believe the furnace problems are finally behind us. The heat has been constant and no emergency calls were needed. We are still on a four times a year service program to maintain the furnace.
- 2) Diesel Back-up. The diesel has a new battery and a new battery charger. It is serviced once a year every fall at "bubble up" time. This service includes new air filter, oil and oil filter, fuel and fuel filter and the replacement of any worn or damaged parts.
- 3.) Bubble collapse. As we all know, the bubble is getting old and so are its parts. When it snowed, the door latches could not hold the extra pressure and the doors blew open. As the bubble came down, the weight of the snow increased. This created a constant pressure in the bubble and fooled the back-up into thinking everything was alright. To prevent this from happening again, barrel locks have been installed on all the emergency doors, (I had this approved by the BBY fire marshal). These locks will be opened before play begins in the morning and locked after play ends at night. We also have a system that can now start the back-up for any reason including pressure loss, open doors, power failure etc.
- 4) Emergency lights. New emergency lights have been ordered and will be installed soon.
- 5) Non-members use of washrooms. A remote button will be installed under the office desk. This button will be used by the staff to open the clubhouse doors for the use of washrooms by Pay and Play, guests etc. This will prevent non-members from walking through the office and down the hall where we store our balls and supplies.
- 6) Men's washroom. We are looking into the installation of a heavy duty, high performance toilet in the mens washroom. It seems like the one we have is just not up to the job!!!

Graham

Maria G. Del Negro

From: Sharon Brodie [sharonbrodie@shaw.ca]
Sent: February 2, 2011 6:08 PM
To: Larry Melnyk
Cc: Maria G. Del Negro
Subject: Report you requested

Secretary's Report

My name is Sharon Brodie and I was the Secretary on this Board from September, 09 to September 2010.

The job primarily entails taking and typing up the minutes of Board Meetings, and includes other minor typing chores as needed by the Board. As I had to step away from the job this last fall, I was happy to see Maria Del Negro accept the position and carry the load.

Best wishes are conveyed to the Board.

Sharon Brodie

JUNIOR DEVELOPMENT UPDATE

1. The Junior Development Program has been running for 28 years.
2. This year, we have more Junior members than ever before.
3. We now have a High Performance group of Nationally Ranked Players.
4. Hosting a Junior event at our Club during the Burnaby Open has increased interest for new Junior Members.
5. This years most improved Junior is Simon Danyluk
6. Our Summer Camps attract 15-20 kids per session.
7. Many of these kids can now play Adult Spring League which will strengthen our teams significantly.
8. This will all undoubtedly attract more top juniors to our club

Membership Director Report 2010

The two main issues coming into this year were trying to boost the membership for the 2010 season and try to strengthen the communications between the Executive and the membership as I seen in the years I have been with the club did not seem to be as good as it could be.

With the help of all the Executive, I believe we achieved both those objectives.

The first thing I did was help with the updating of the website in April. This gave me the ability to make sure the membership was informed of things happening in the club.

The next thing, a very important one was putting together and sending out our first survey in May. I believe this went a long way in helping to educate the members and the Executive into what was on everyone's minds and may have also helped with retention of some of our members.

I took until after the summer to get all the questions answered and posted on the website, but it was worth it and I am very proud of the work I and the rest of the Executive did to make this happen.

In the end we had 85 people who took the survey which I have been told is a good result.

The next thing I did was get The Burnaby Now to do a story to get some publicity for the Burnaby Open hosted at the club, Glenn did an interview and from all accounts it was a success.

Well with all that was done, after all the numbers were in I believe we did boost the membership for 2010-11 and the communication between the Executive and the members is better than it was sowe as an Executive reached the objectives that I started out with when I joined.

But unfortunately in October health and time issues lead to m to resigning my position as Membership Director.

My time on the board was enjoyed and I think we have a good core of people that genuinely care about the continued success of the BTC.

Your Sincerely

Rick Keffer

Maria G. Del Negro

From: imelnyk [imelnyk@telus.net]
Sent: February 28, 2011 3:34 PM
To: Maria G. Del Negro
Cc: Nelson Lu; MARK RILEY; Hazel Padula; Graham Youde; Geoff Lakeman; Louie Bortalazzo; David Pel; Maria G. Del Negro
Subject: Ladies' League Report

Ladies' League Coordinator Report - Hazel Padula
AGM February 23, 2011

This past year we had three ladies divisions: 2A Night and a 1 Night who were on Leave of Absence because of illness and injuries. They will however, be playing the 2011 season.

Our 2A Day team will not be playing the 2011 season as there are not enough ladies committed to playing and therefore will be on Leave of Absence.

The 2A Night team was not able to maintain their standing and will be in Night 3. Many of their problems included not having enough spares with strength for courts #1 and #2. The situation will be alleviated for 2011 with the help of many of the girls from 2A Day.

Our day socials were well attended. We were pleased many new members turned out for our last social making for an equal number of ladies and men. The new members added a lot of fun and laughs. Thanks to Rae and Staff, Glenn, Lori and those who attended and those members who helped set up and clean up. Both the Day and Night Socials makes for a great mix and a lot of fun to be a member of the Burnaby Tennis Club.

Hazel Padula
Ladies League Coordinator

Maria G. Del Negro

From: Susan Youde [syoude@shaw.ca]
Sent: February 26, 2011 10:31 PM
To: Maria G. Del Negro
Subject: Fw: Social Director's Report

SOCIAL DIRECTOR'S REPORT

AGM Burnaby Tennis Club
February 23rd, 2011

We have had an overwhelming response to our club socials this past year. Each social we have put on since the start of the season has been a sold out event. We have had to make a cutoff mark at sixty people because our clubhouse is delightfully bursting at the seams!

Recap of Club Socials This Season

September: 60's Flower Power
October: Halloween in Italy (featuring the BTC comedy club)
December: Christmas Potluck Karaoke Night
January: Chinese New Year Celebration

Upcoming Socials

Friday March 18th: Hawaiian Luau
End of April: Season Finale

If there is a specific theme that you would like to see, let us know, and we'll do our best to make it happen.

In closing, we would like to thank you for your support of our club socials, and as long as you keep wanting them, we'll keep 'em coming....tennis balls included!

Sincerely,
Your "Very Social" Socials Girls,
Susan and Lori