**Burnaby Tennis Club**

**Board of Directors Meeting Minutes**

**Wednesday, January 18th, 2012**

**Present**

Larry Melnyk – President

Graham Youde – Operations                                   Susan Youde – Social

Val Cuthbert – Secretary                                          David Pell – Director at Large

 Hazel Padula – Ladies League                                Rosemary Riley – Junior Development                   George McLachrie – Membership                           Geoff Lakeman – Vice President

Nelson Lu – Treasurer

Jackie Brown – Tournament Director

**Absent**

Louie Bortolazzo – Men’s League

**Approval of draft agenda**

    Approval of Draft Agenda moved by George, seconded by Susan.  Motion approved.

**Rules – Global Concerns - Norm Avelino, club member**

Norm made a request for the board to consider two rule changes.

Rule 3c.iii

He put forward arguments for a member to be able to reserve a court by phone when they arrive to play tennis rather then after using a reserved booking as it is impossible to get a court the following week when you need to wait until you finish playing.

Rule 3e

He suggested that if a member has used their hours for the week, the person could be invited to play as a guest.

There was a general discussion regarding the requests.  The board did not approve the requested rule changes.

**Adoption of the Minutes from December 14th, 2011.**

The minutes from December 14th were approved by the Board.

**Head Pro Report**

There will be no charge for three men’s and two ladies league night time games.

There was a junior’s high performance Christmas class.  Glen is planning to organize a hell week tennis camp.  (February or later)

Junior Development.

* 2nd Session has begun
* January – April 2012
* 28 kids are enrolled, the coaches are from S.F.U.

October 2012 Coaching Certification

* Tennis BC has agreed to move the Friday night date in October to Grant Connell Tennis Center not to disrupt our Halloween Social

Men’s League Meeting

* Glen will attend on January 26th at the New West Club
* Indoor courts given for two home matches per team in early April
* Team Captain’s to attend

Box Ladder

* 2nd session starts next week, 40 players in the current boxes, 30% are new members

Marj Walters Memorial Trophy Recipient

* Awarded to the most improved junior (started in 1999)
* 2011 winner:  Patrick Walker
* Currently ranked top 10 in British Columbia

**Office Manager Report**

* There are mice in the office.  Rae will contact P.C.O. to look after this.  The traps should be placed every 6 to 8 feet.
* Rae will contact Pepsi regarding a replacement for the pop machine.
* There is not enough salt put down when it is slippery.   Rae will remind staff to do this.
* Rae will remind staff that members need to phone in to book tennis games.
* Rae will contact the City of Burnaby regarding the removal of snow.
* A sign will be placed in the tennis bubble, etc. to remind people not to enter the court area until the buzzer goes and to leave the court area as soon as they finish their game.
* The Board members thanked Rae for everything that she does for the club.

**Business Arising from the December 14th Minutes**

* Hazel handed out a document on the pro performance standards which were prepared by a friend.  The document is to be used by the committee to assist in writing the evaluation.

**Action Items:**  The committee will bring a draft document to the April Board Meeting.   A thank you note will be sent to the person for their work.

* Nelson completed the night deposit agreement with VanCity
* Permanent Tennis Facility.  The committee will not be able to have a business case ready by the AGM.  **Action Plan**:  To present info for a business case.  To see what the hurdles would be with the City of Burnaby.   Explore various alternatives, try to establish what costs would be, is there any opposition from the City of Burnaby, etc.  Dave and George will put something together.

**Review Results of Rule Changes**

The rule changes appear to be working.

**Membership Survey Recommendations**

There was a question regarding having to pay the membership dues again if you were only out of the club for a year.  There currently is a sliding scale available.  **Action Item**: Check with Rae to see where this information is available.

There was a recommendation to improve the men’s shower.  There was a general discussion regarding renovations for the kitchen and shower.  There are no funds available at this time for renovations.

**Ball Machine Purchase/Nets for courts 5 & 6**

The new ball machine is at the club.  The machine has 72 special balls that are used.  It will play a game with you.  **Action Items:**  Review the cost of the ball machine rental next season.   Graham will ask Wanda to make more of the green items for the end of the nets between courts 5 & 6.

**Lighting**

More lighting is required for court 1in the corners.  **Action Item**:  Graham will be improving the lighting.

**Painting and Redecorating the Club**

**Action Item:**  Hazel will look into organizing the painting of the club entrance in March.

**AGM**

**Action Item:**  All board members should prepare a report for their area on what you do.  Send the information to Val and Larry at least a week before the AGM.

**Grant Application**

The grant application is very specific to what it will fund.  The club will not be submitting an application.

**2012 Budget/Treasurer’s Report**

David forwarded a rough Draft to members.  General discussion on what additions should be added for this year.  A defibrillator, office phone system upgrades and maintenance expenses are to be added.  Pay and Play revenue is down this year.  **Action Item:**  David will send out an updated budget.

Nelson handed out the 2011 budget information.  See attached document.

Nelson proposed that

* The treasurer is hereby authorized to sign the 2011 account review engagement agreement with the accountant.
* The Board waives the statutory requirements for an audit for the year ended December 31st, 2011.

The Board approved these proposals.

**Additional Agenda Items**

* Chinese New Year Social is Friday, Feb. 3rd
* Office staff has received their Burnaby Tennis Club clothing.  They will be wearing them while at work.  There are sample shirts, etc. available at the office.  Club members may order the clothing.

**Next Meetings**

AGM - February 29, 2012

Board Meeting – March 21, 2012