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**Board Directors & Manager Present**

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| George McLachrie – President  Lawrence Kumar – Vice President  David Pel – Treasurer (absent)  Frank Kusmer – Secretary  Peter Upper – Men’s League Director  Mike Hopkins – Membership Director  Gary Sutherland – Director at Large (absent) | Michelle Sing – Women’s League Director  Nick Lee – Tournament Director  Graham Youde – Operations Director  Anthony Mazzucco – Social Director  Vacant – Junior Development Director  Eliza Haight – Club Manager |

**1. Welcome & call to order** - George

**2. Approval of past meeting minutes**

- Approved minutes from: Oct 10, 22, 29, 2018 and Dec 12, 2018.

- Oct 17, 2018 to be edited to minutes from general notes – carried forward to be approved via email.

**3. Financial Status** – Lawrence, Dave

- Financials in line with budget for December.

- Legal invoice received for Society Act Transitioning of $2500, coaching light due to coach vacations.

- First four months of the year, net income $25k vs $48k budget. Projecting $40k year-end profit.

- Less membership dues due to more senior members joining vs adult members.

- $10K budgeted for clubhouse improvements, but will use funds for shortfall at the end of the year.

- Burnaby residents at just over 50%, including Jr. Dev’t and lessons. NB: City of Burnaby target is to be over 50%.

**4. Club Management & Status** - Eliza

- 4 new members and 1 pay and play registered in December. We had approved 7 regular and 5 P&P.

**5. Facility Operational Status** – Graham

- Temperature in bubble is good, sump pump working well with monitoring.

- Almost 100 patches have been put on bubble this year so far.

**6. Societies Act Requirements**  – Frank, Dave

- Carried forward to next meeting; Frank and Dave to meet soon.

**7.** **Aligning guest fees with prime and non-prime booking times** – Mike

- Guest fees are different for different groups of players, guests, member or public. Would like to align all guest fees to $25 per court per hour non-prime, and $30 per court per hour for prime time.

***Motion:* Align guest fees with the prime and non-prime booking times in the booking system and booking rules.** Motion passes.

**8. Ideas & Comments from Gary** – from emails

- Suggests appreciation recognition for members / employees regularly – but board feels we are too small for a fixed schedule. Can recognize members/guests in newsletter when appropriate.

- Coaching appreciation to BTC members is up to coaches.

- Pickle ball potential, even a small amount, discussed and rejected by board.

- Summer office hours- manager can explore opportunities to offer potential clinics for more revenue.

- Recommends reports (quarterly) on all coaches performance – part of board due diligence now.

**9. Prime Time Ideas – Tony**

- Suggests prime time hours in the morning from 9am-12pm be changed to non prime. This will allow morning primetime to free up for retired, and keep the afternoon free for more members.

- Would like to get members feedback regarding primetime in the morning changing to non prime.

- Include specific questions in the upcoming member survey.

**10. Board Communication Committee** – Michelle, Frank, Eliza

- Address communication by being more transparent and frequent in communications.

- Suggest we involve all members and conduct a survey asking for feedback. Approved.

- Survey to be designed by this committee plus Mike.

- A monthly email will be sent to invite members to each board meeting opening 10 minutes.

- Committee is drafting first of regular communication to members, to be sent by George.

**11. Senior Men’s League** – Peter, Eliza

- Sr. Men’s League is open level, for high quality aged 35 plus players. There are 8 teams, all with clubs that have indoor facilities. It runs from Oct to Feb. The Burnaby team has 17 players with 14 BTC members, 3 non-members.

- They pay $600 fee but get first two court times free- a $240 value.

- We would like them to pay for the league fees prior to start of season and verify times needed.

- Eliza to collect fees from now on and approve all court times booked well in advance.

- Peter and Eliza to monitor more closely.

- Regarding scheduling - We will not schedule league matches or practice right before or after other block bookings to avoid an entire afternoon being blocked off from member bookings.

**12. Tennis Canada Update** – George

- Received an update from Dave Ellenwood, Director of Parks, who had attended a meeting with Anita from Tennis Canada to approach the provincial government for funding under the sport ministry.

- Tennis Canada will apply for a provincial grant this fall (although it is unclear how given there are no clear plans yet for a facility and therefore no cost estimates).

- Geotechnical testing will take 1-2 years and will start with field 10 (gravel field south east of BTC).

- The city is updating community centers Willingdon Park, Cameron, CG Brown and Burnaby Lake Ice rink and this may impact or slow moving forward.

- As our current lease is up in 2019, we will need to resend a notice of lease, asking for a 5 year renewal.

- Tennis center still about 3-5 years away if it goes ahead.

**13. Coaching Model** – George

- George was not able to meet with either Shelley or Glenn. Will meet with or email them separately to advise of motion from last meeting and will discuss at next meeting.

**Next Meeting – Feb 13, 2019**

**Meeting Adjourned**

To-Do List

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| --- | --- |
| George | - George will contact GRT and Shelley individually regarding communicating previous motion. |
| Lawrence |  |
| David | - Frank and David to meet and review Societies Act filing requirements and minute book requirements and advise at next meeting |
| Frank | - Frank and David to meet and review Societies Act filing requirements and minute book requirements and advise at next meeting  - Board Communication Committee – Draft first email - Frank, Michelle, Eliza  - Draft member survey - Frank, Michelle, Eliza, Mike |
| Michelle | - Board Communication Committee – Draft first email - Frank, Michelle, Eliza  - Draft member survey - Frank, Michelle, Eliza, Mike |
| Graham |  |
| Peter |  |
| Mike | - Draft member survey - Frank, Michelle, Eliza, Mike |
| Nick |  |
| Tony |  |
| Eliza | - Board Communication Committee – Draft first email - Frank, Michelle, Eliza  - Draft member survey - Frank, Michelle, Eliza, Mike  - Implement: Align the guest fees for prime and non-prime to one standard fee  - Set plan for summer to find new revenue sources from clinics  - Manage Senior Men’s League bookings and payments for next season |
| ALL | - Review, edit and approve draft Oct 17, 2018 minutes |