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**Board Directors Others Present**

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| George McLachrie – President  Lawrence Kumar – Vice President  David Pel – Treasurer  Frank Kusmer – Secretary  Peter Upper – Men’s League Director (absent)  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  Sat Gill – Club Member |

**1. Welcome, call to order and round table** - George

**2. Approval of past meeting minutes**

- Approved minutes from: Oct 17, 2018 and Jan 9, 2019.

**3. Social Director Position** – George, Anthony, Sat

- Anthony wishes to step aside and Sat Gill has agreed to step in as Social Director

*-* ***Motion: Appoint Sat Gill as Social Director effective immediately. - Approved***

- Special thanks to Anthony for all his positive efforts for the club. He remains a big supporter.

- Welcome to Sat and thank you for stepping up to help out.

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

- Revenue is tracking off plan by $31,000, and $6,000 below plan in January.

- Revenue projected to end the year with a gross surplus between $45k-$50k before non-cash depreciation expense of ~$12k.

- Coaching hours on plan YTD; Court 6 usage is still around 50%.

- Ideas discussed for revenue generation include: summer coaching clinics on club courts; finding sponsors who will pay a fee to bring their tennis products for sale.

**5. Survey Design (Communications Committee)** – Michelle, Eliza, Mike, Frank

- Survey questions drafted so far is supported with a few additions.

- Reviewed and agreed to incorporate additional questions forwarded from board members. Michelle to add new survey questions, core group to test survey on-line.

- Eliza and Michelle to set up Survey Monkey.

- Michelle drafting email to be sent by George to introduce survey

- Three incentives agreed on to encourage participation: Free stringing by Nick; SportChek gift card for $40; One hour coaching session paid by club.

- Target for participation is over 40%.

- Board members to encourage survey participation; Survey reminders to be posted in office.

- Focus groups to be set up after survey results evaluated.

**6. Coaching Status** – George

- Emails sent Feb 11, 2019 to GRT and Shelley R. as per December motion and asking for status update.

**7. Men’s League** - Add another ‘C’ team – Peter – Carried forward to next meeting.

**8. Ladies League Bookings & Guest Allowance** – Michelle

- Practice sessions are taking place indoors now; The league will start with the outdoor season.

- The following requests from ladies league players were discussed and decided upon:

* Asked for a reduction in court fees. – Rejected. Current booking rules will apply for guest fees and monthly maximum,
* Asked for exception for a non-coach member to coach a Div 3 league team – Rejected
* Asked to pre-book courts if possible and not count as regular booking – Rejected

**9. League Play Cost Analysis** – Michelle, Peter

- BTC will collect revenues of around $3k during the season

- Leagues are played outdoors and do not take up indoor court hours

- There are currently 87 BTC club members scheduled to take part in league play

**10. Club Management Status** – Eliza

- 88% of total available court hours are being used to the end of January

- Programs use almost 10% (Doubles, socials, early birds); Public bookings use 3.4%; Pay’N’Play use 17.5%; Coaching uses 8.4%.

**11. Monthly Guest Limit** – Eliza

- Member request to increase twice monthly guest limit for 9pm or later bookings, and to increase current limits on 24hr bookings. – Rejected – The 2 x per month guest limit protects annual memberships; It would be an expensive customization to the booking system; It would negatively impact 24hr bookings for members.

**12. Facility Operational Status** – Graham

- Bubble lighting: All bulbs decline in performance over time – they all will need replacing as per industry norms before the beginning of next season. A $5k cost to be budgeted for. LED’s are too expensive.

- Clubhouse deck railings: Repairs needed this summer; Estimate $2k.

- Graham to provide prices/quotes for bulb replacement and deck railing repairs.

- Tony advised we need to replace the canopy for tent used for summer tournament; Approx. $200 cost and should be part of budget for summer tournament.

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

- Frank and Dave met and reviewed legal requirements.

- Frank to visit lawyer’s office and reconcile documents in minute book against those required – to update next meeting.

**14. Risk Assessment** – Michelle

- Advised we should undertake a BTC risk assessment for facility liabilities, etc

- Eliza will do this with help of Frank and report to board with draft results

**15. Coaching Structures** – Nick

- Investigating coaching models and fee structures used at other clubs – still underway

- Most Level 1 coaches make $35/hr after court and other fees are deducted; A high ranked Level 3 coach still makes under $40/hr.

**16. Snacks for Board Meetings**

- Many board members come directly from work for 6pm meeting and need nourishment

***- Motion: Provide snacks at board meetings to $100 max per meeting – Approved***

- Office staff to order healthy snacks for future board meetings

**Next Meeting – Mar 13, 2019**

**Meeting Adjourned**

To-Do List

|  |  |
| --- | --- |
| George |  |
| Lawrence |  |
| David |  |
| Frank | - Finalize and test member survey  - Review Societies Act minute book requirements at lawyers office  - Complete draft risk assessment with Eliza |
| Michelle | - Finalize and test member survey  - Eliza and Michelle to set up Survey Monkey  - Draft email to be sent to introduce survey |
| Graham | - Provide prices/quotes for bulb replacement and deck railing repairs |
| Peter |  |
| Mike | - Finalize and test member survey |
| Nick | - Investigate coaching models at other clubs |
| Sat |  |
| Gary |  |
| Eliza | - Finalize and test member survey  - Eliza and Michelle to set up Survey Monkey  - Survey reminders to be posted in office  - Complete draft risk assessment with Frank  - Order healthy snacks for future board meetings |
| ALL | - All board members to encourage survey participation |