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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  Mike Hopkins – Membership Director  Gary Sutherland – Director at Large | Michelle Sing – Women’s League Director  Nick Lee – Tournament Director  Graham Youde – Operations Director  Sat Gill – Social Director  Eliza Haight – Club Manager (absent)  Eng Choo – Club Member  Vacant – Junior Development Director |

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

**2. Booking Rules** - Eng Choo, Club Member

- Eng provided a list of booking rule concerns and discussed them for 10 minutes

Board Response:

- Members should immediately inform Eliza, with specifics, of any incidents of booking rule violations

- Eliza will ensure there are more frequent visual checks of who is playing on court by staff

- The Rules Committee will take these concerns into consideration for next season

**3. Approval of past meeting minutes**

- Approved minutes from: Feb 13, 2019.

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

- Feb YTD has $46K net income vs $70k in budget plan

- GST for 2016/17 error discovered due to underpayment by bookkeeper recording GST as revenue; BTC owes additional $8k GST; Dave to monitor bookkeeper more closely; Eliza to ensure all GST is broken out as line item on all bills

- Projected to end year with surplus around $45k after GST error is deducted

- Possibly additional revenue available from outdoor summer clinics at $10/hr for BTC

**5. Grant Proposal** – George

- Rick Hansen Foundation (RHF) offering $20k to BTC for wheelchair tennis upgrades - great news!

- George & Graham to follow up with RHF to determine what will assist wheelchair tennis the most, and with City of Bby who owns our facility and advise the board

- Risks noted were renovation risk leading to potential additional costs (asbestos risk; facility wear issues) and uncertainty over Tennis Canada plans impacting BTC.

**6. Club Management** – Eliza’s notes reviewed

- Bubble coming down 26 April; Last day of play is 25 April.

- Ball machine broken & needs replacing; Used in bubble only, no where to store in summer; Generates $1k revenue annually; $6,696 to replace equivalent model;

- Nets separating courts 5/6 need replacing.

- Eliza & Graham to get quotes on less expensive ball machine models and nets and advise next meeting.

- Reviewed Club Spark booking system offer from Tennis Canada – too expensive and complex to re-program our specific booking rules – Rejected proposal.

**7. Survey Results (Communications Committee)** – Michelle, Eliza, Mike, Frank

- 55% participation is a great response rate.

- Summary to be sent to all members plus link to full results within 2 weeks.

- Results will be used as direction for steps to make improvements.

- Committee to advise board of recommended next steps.

**8. Coaching Status** – George

- BTC Tournament needs director; No proposal from GRT and deadline as passed; Director paid $3k last year; Nick to coordinate getting BTC Tournament director in place.

- Survey results to be sent first to members, then we will develop next steps and objectives for improvement.

**9. Coaching Structures** – Nick

- ‘Best practice’ facilities have a pay scale (based on coaching education, experience, playing level) as an incentive for coaches to stay active with on-going professional development.

- Some well run clubs have a Head Pro or Tennis Director who programs and organizes coaching staff.

- Not best to have independent coaches competing with each other.

- Alternative set-up works well where club sets rates, takes in all fees and gives coaches an hourly wage for lessons and a ’retainer’ for off-court duties. This is most effective for generating income for the club.

**10. Men’s League** -– Peter

- Starts April to mid-June; Schedule sent; 4 indoor sessions, remainder are outdoor.

**11. Facility Operational Status** – Graham & George

- Heavy rains had caused filters to get wet and then ball fluff got sucked into sump pump filters, resulting in ball fluff blown back into bubble – resolved.

**12. Club Updates** – George

- Tennis Canada doing soil studies now

- We are asking for a new 5 year lease from Burnaby – due June 30th.

- Committees:

Communication – Michelle, Frank, Mike, Eliza

Coaching – tbd

Finance & Budget – Dave, Lawrence

Risk Analysis – Frank, Eliza

Rules – Mike, Lawrence, Graham

**13. Social Events** – Sat

- Bubble Down Event tbd; U18 tournament – great feedback from parents re food/water we provided

**14. Societies Act Requirements**  – Frank

- Reconciling documents for minute book against those required – to update next meeting.

**15. Risk Assessment** – Frank, Eliza

- Carried forward to next meeting.

**Next Meeting – Apr 10, 2019**

**Meeting Adjourned**

To-Do List

|  |  |
| --- | --- |
| George | - Follow up with RHF to determine what will assist wheelchair tennis the most, and with City of Bby, and advise the board |
| Lawrence |  |
| David | - Monitor bookkeeper more closely |
| Frank | - Review Societies Act minute book requirements  - Complete draft risk assessment with Eliza  - Survey summary and communication |
| Michelle | - Survey summary and communication |
| Graham | - Provide prices/quotes for bulb replacement and deck railing repairs  - Follow up with RHF to determine what will assist wheelchair tennis the most, and with City of Bby, and advise the board  - Eliza & Graham to get quotes on less expensive ball machine models and nets and advise next meeting. |
| Peter |  |
| Mike | - Survey summary and communication  - Bring together rules committee before fall to review rules for next bubble season |
| Nick | - Coordinate getting BTC Tournament director in place |
| Sat | - Advise on Bubble Down Event |
| Gary |  |
| Eliza | - Complete draft risk assessment with Frank  - Ensure there are more frequent visual checks by staff of who is playing on court  - Ensure all GST is broken out as line item on all bills  - Eliza & Graham to get quotes on less expensive ball machine models and nets and advise next meeting  - Survey summary and communication |
| ALL |  |