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**Board Directors Others 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 (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  Sat Gill – Social Director  Eliza Haight – Club Manager  Vacant – Junior Development Director |

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

**2. Approval of past meeting minutes**

- Approved minutes from: Mar 13, 2019.

**3. General Board Items** – George

- BTC may approach companies in future for help with financing

- Application for Permissive Tax Exemption is ready to be sent in and has detailed stats on BTC, including % Burnaby residents which is key

- BTC is seeking a 5 year extension of our contract with Burnaby – more on this soon

- Make sure we review survey results to utilize info in future changes

- Tournament May 11-13 – charging $10/hr for court usage + $60/day for cleanup; selling snacks also

- Tennis Canada – Meeting coming up in June

- Board confidentiality agreement - to be developed and signed by board members

- Motion: *Ask members to confirm interest in joining board by 2 weeks before AGM.* Motion rejected after discussion that some members join last minute. Agreed Comm Committee will draft and send communication to members on board positions available and responsibility descriptions; Board positions have a 2 year term – with 50% of the positions renewing every year to ensure stability

- BTC will approach Burnaby regarding enforcement of rules on public courts; Burnaby has been concerned about illegal coaching/virtual clubs taking many public courts at once; potential profit stream for BTC if Burnaby agrees – a business plan analysis would be needed.

**4. Committees and Timelines**

- Confirmed the following committee members:

* Communication – Michelle, Frank, Mike, Eliza
* Coaching – Nick, Peter, Graham, Frank
* Finance & Budget – Dave, Lawrence, George
* Risk Analysis – Frank, Eliza
* Rules – Mike, Lawrence, Graham (plus 5 BTC members to be confirmed by Mike)
* Transition – George, Lawrence, Dave, Frank, Sat, Graham

- Timelines:

* Survey results communication sent already – good feedback
* Coaching mid-year performance status to be sent in next few weeks
* Before end of April: coaching objectives for next season to be drafted/approved by board; coaches advised contracts for next season tbd until new coaching model designed, request ideas from coaches on model to achieve objectives; communication to members of objectives, coaching model to be developed over summer and member workshop to be set for May.
* Draft member communication and insert objectives
* Each committee to review survey results and identify priorities by end of May

**5. Financial Status** – Lawrence

- Summer revenue from coaching outside is $10/hr – coaches must use only club courts

- $4k made in March – low due to $3k GST penalty

- We have $42k surplus now and estimate $45k savings toward bubble by end of indoor season

- Club tournament scheduled and part of head pro retainer; Decided that next season BTC will collect fees and buy trophies instead of coach.

- Discussion over renting courts to juniors indoor every 2 alternating Saturdays now; Carried fwd.

**6. BTC ‘Burnaby Open’ Summer Tournament** – Nick

- Burnaby open dates June 22-30 - 99 %  (to be finalized)

- Jack selected as director; no interest from GRT; Tad’s will be a sponsor

- Tournament committee will meet up in the next few weeks

- Secured a nice silent auction / raffle prize

**7. Grant Proposal** – George

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

- Signed to go forward with $20k of work; most likely doors, ramps, possibly washrooms –tbd; George and Graham to advise next meeting

**8. Club Management** – Eliza

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

- Ball machine broken & needs replacing; Nets separating courts 5/6 need replacing.

- Still investigating replacement options – carry forward

**9. Facilities – Graham**

- Investigating bubble light bulb replacement around $3k; Carry forward

**10. Social Events** – Sat

- Bursting Your Bubble Social Night – Set for 25 Apr

**11. Societies Act Requirements**  – Frank

- Carried forward to next meeting.

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

- Carried forward to next meeting.

**Next Meeting – May 8, 2019**

**Meeting Adjourned**

To-Do List

|  |  |
| --- | --- |
| George | - Advise on status of BTC 5 year contract extension with Burnaby  - Follow up with RHF to determine work to be done for wheelchair access  - Advise on potential of working with Burnaby to enforce rules on public courts |
| Lawrence |  |
| David |  |
| Frank | - Review Societies Act minute book requirements |
| Michelle | - Draft communication on coaching objectives  - Draft a communication to members on board positions available and board responsibility descriptions (tbd for sending in summer) |
| Graham | - Get quotes for bulb replacement and deck railing repairs  - Get quotes on ball machine models and nets and advise next meeting  - Follow up with RHF to determine work to be done for wheelchair access |
| Peter |  |
| Mike | - Confirm Rules Committee members by next meeting |
| Nick |  |
| Sat | - Advise on Bubble Down Event outcome |
| Gary |  |
| Eliza | - Get quotes on ball machine models and nets and advise next meeting  - Draft a board confidentiality agreement for next meeting |
| ALL | - Each committee to review survey results and identify priorities by end of May |