



Board Directors Others Present

George McLachrie – President

Lawrence Kumar – Vice President

David Pel – Treasurer (absent)

Frank Kusmer – Secretary (absent)

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

Sat Gill – Social Director (absent)

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: April 10, 2019.

3. General Board Items – George

-Will be meeting with the City of Burnaby regarding contract extension on May 16. Will also be discussing enforcement of rules on public courts- i.e. Un-authorized coaching, unlicensed events, and virtual club use

-notification of expiring coaching contracts were sent to GR Tennis and S Roxburgh.

-Rick Hansen Foundation Grant- will contact RHF to determine work to be done and will meet with Graham to draft a plan on how to use the funds

-Confidentiality Agreement draft was provided to the Board which will be reviewed and finalized by next meeting.

4. Committees and Timelines

- Communication – Michelle, Frank, Mike, Eliza- will be sending out a communication regarding the members workshop
- Coaching – Nick, Peter, Graham, Frank- Members workshop for coaching model set for May 27, 7pm in the clubhouse
- Finance & Budget – Dave, Lawrence, George- Board members were asked to submit requests by May 31st as the budget will be worked on in June.
- Risk Analysis – Frank, Eliza- will be tabled till August/September
- Rules – Mike, Lawrence, Graham, BTC members Geoffrey Low, George Melo, Eng Choo, Jackie Brown- first meeting set for May 18 to discuss potential ideas arising from survey. Follow up meeting in June. Recommendations will be presented to the Board before the August board meeting.
- Transition – George, Lawrence, Dave, Frank, Sat, Graham- First meeting set for June to meet with Tennis Canada

5. Financial Status – Lawrence

- Current year budget was structurally fine except there were a few large unusual costs (i.e. Legal costs, GST errors and reinstated retainer) that reduced this years \$65K bubble contribution to approx. \$40K +/-.

- Discussion on replacing junior development program with in-house junior program: Carried fwd.

6. BTC 'Burnaby Open' Summer Tournament – Nick

- Committee members are Anthony Mazzucco, Barb Crowley, Sharon Brodie and Eric Talstra
- Burnaby open dates June 22-30, 2019, registration opens on May 11, 2019
- Tournament committee had 1 meeting. Towels have been ordered and trophies will be ordered in the upcoming weeks.
- Volunteer letters sent to local High Schools. Already have 16 volunteers.
- Working on soliciting sponsors and donations

7. Club Management – Eliza

- Ball machine and nets quotes were obtained. Will be carried forward to summer as we get closer to indoor season.

9. Facilities – Graham

- Power outage on May 4 due to high winds. Back up blower did not initiate which required a manual start. Some tears in the bubble occurred but has been fixed by Farley group during the disassembly of the bubble. May need to look into an overhaul of the blower to ensure proper operation during power outages
- Painting of deck and railing repair will be done this summer before the Burnaby Open

10. Social Event- Sat

- 'Sorry to Burst Your Bubble' social was well attended. 22 members along with Head Pro Glenn.

Next Meeting – June 12, 2019

Meeting Adjourned

To-Do List

George	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- Review Societies Act minute book requirements
Michelle	<ul style="list-style-type: none">- Draft a board confidentiality agreement for next meeting- Draft a communication to members on board positions available and board responsibility descriptions (tbd for sending in summer)
Graham	<ul style="list-style-type: none">- Follow up with RHF to determine work to be done for wheelchair access
Peter	
Mike	<ul style="list-style-type: none">- Advise on outcome from Rules Committee meeting
Nick	<ul style="list-style-type: none">- Advise on Burnaby Open details
Sat	
Gary	
Eliza	
ALL	<ul style="list-style-type: none">- Each committee to review survey results and identify priorities by end of May