**Burnaby Tennis Club**

**Board of Directors Meeting  Minutes**

**Wednesday, March 21st, 2012**

**Present**

Larry Melnyk – President                                        Nelson Lu - Treasurer

Graham Youde – Operations                                   Jackie Brown – Tournament Director

Val Cuthbert – Secretary                                          David Pell – Director at Large

 Hazel Padula – Ladies League                                George McLachrie – Membership                           Geoff Lakeman – Vice President                             Louie Bortolazzo – Men’s League

Mark Sun – Junior Development

**Absent**

Susan Youde – Social

**Approval of draft agenda**

    Approval of Draft Agenda moved by David, seconded by George.  Motion approved.

**Adoption of the Minutes from January 18, 2012.**

  Hazel moved that the minutes be adopted, George seconded the motion.  Motion approved.

**Appeal of court fees and suspension from the club**

There was a lengthy discussion regarding fees that were charged to member Mark Sun and the group that he had organized a tennis games for.  He had also received a suspension from the club as the fees had not been paid and the club was not able to contact him to discuss the issue.  After hearing further details on the situation, the Board approved that the fees would not need to be collected.

It was suggested that in future any issues regarding court rules that could not be resolved by Rae and her staff do not need to be resolved at a board meeting.  In future they will be investigated further by the Board Members who were on the Court Rules Committee.

**Business arising from the January 18th Minutes**

* Glen plans to organize a hell week tennis camp February or later.
* Signs were put up around the club to remind people not to enter the court area until the buzzer goes and to leave the court area as soon as they finish their game.
* The Pepsi machine is in the club
* Staff was reminded that members need to phone in to book tennis courts.
* Graham will look into all new nets, etc for next year.  He will discuss the purchase of any extra netting required at the end of the nets with Wanda.
* Improve lighting.  Graham will replace all bulbs next year.
* Painting and redecorating the club.  (Hazel).  There should be an overall picture of what upgrading should be completed.  The women’s shower needs a board or some other solution to ensure non slipping when getting out of the shower.  Benjamin Moore does wall art. **Action:**   Hazel will check on the price.  Send suggestions to Hazel regarding the inside of the club.
* The outside of the club needs to be painted.  **Action:**  Louie will check prices to paint the outside of the building.

**Head Pro Report**

* BTC Club Tournament.  April 8 – 15, poster and sign-up sheets in the office shortly, numerous singles and doubles categories will be offered.
* Burnaby Open Update.

-        Important new date change.  Tennis BC has had to move the event earlier to June 22 – July 2, 2012.

-        This may cause the Junior event to be moved to another site

-        Our club courts have become extremely dirty this winter season

-        The excess water flowing onto the club courts is very concerning

-        There are currently 11 burnt out lights on the outdoor courts.  Burnaby Parks and Recreation have been advised and will replace them when they can.

-        August 21st – 25th.  The BC Seniors games will be held at the club.  The City has blocked off the courts for this time.  There will be 300 – 400 people.   Larry is chairman of the Tennis Seniors games.  The club facilities will be open during this time.  They will be asked to pay for the extra cleaning/janitorial service that will be required.  Larry will also ask them to provide portable toilets and they will also need to pay the additional staffing costs if required.

-        Susan and Graham will look into food options for the Burnaby Open

-        Tennis BC charge $56.00 for each league that the club has.  The total cost for the club would be approx. $300.00.  Jackie moved that the club pay this cost.  Seconded by Val.   Motion Carried.

**Office Manager Report**

* The events calendar will be in the office.
* Is the club accepting new members at this time?  Any potential new members for next year could pay the initiation fee at this time.
* There was a lot of water in the bubble.
* She will get Barry’s son to clean up the leaves on the courts.

**Outdoor Court Scheduling/allocations from Burnaby Parks Board**

* Larry will contact the Burnaby Parks Board to clean the outdoor courts.
* He inquired about having the bubble up early for the senior’s game in case of rain.  If the senior’s games tournament paid for this it would be an option.  The cost would be more than normal as the person who puts the bubble up coordinates same with other Tennis Clubs which reduces the cost.

**Observations and feedback on the AGM/Volunteers**

* We were not able to get 30 members out by the start of the meeting.  In future it should be up to the board to ensure there are enough people.  The board members could be responsible to bring two people each.  We also need to work on the messaging for next year and the rationale for members to attend.
* It was a surprise at the meeting that someone was running for a position on the board.  In future if someone is running for a position, we as board members should be informed.  Board members should be trying to attract and encourage members to participate in the process.
* The need for volunteers was mentioned at the Board meeting.  There was a general discussion on how to attract volunteers.  Volunteers could be recognized when Larry sends out his newsletters and the board could periodically send out a general request for volunteers.  **Action Item:**  Board members to send Larry the names of current volunteers.

**Recommendations from AGM**

-        Someone requested a backboard for practicing.  This issue was resolved at a board meeting; we need to inform the membership of the decision.

-        Clocks synchronized.  This is a good idea – graham to look into this.

-        Drainage of water in the bubble.  This is an opportunity for Larry, Graham, David and George to meet with the City of Burnaby to discuss concern and to discuss our concept of a new semi-permanent facility or other options.

-        Bubble Doors – the hydraulic arm needs to be replaced.  Graham will look into this for next year.

**New Structure Research**

* David and George are to be introduced to Jim Ritchie and Laurie Smith (previous board members) as they would like to hear what they had to say regarding their research into a permanent structure.  They will also meet with Ted Sederis and Hazel as to how they handled the debenture issue in the past.

**Investments**

After a brief discussion on various investment alternatives, the board decided to invest the money in the club as follows:

1. $77,000 into two cashable GICs bearing an interest rate of 1.2% per annum
2. $285,000 into two 3 year locked in escalating GICs bearing the following interest rates:  1st year 1.55%, 2nd year 1.95% and third year 3.2%.
3. $45,000 in our checking account for operating expenses
4. $3,000 in a 5 years locked in GIC bearing an interest rate of 2.1% as collateral for the $3,000 irrevocable letter of credit to the City of Burnaby.

**Bookkeeper**

* David would like to hire a new bookkeeper for the club.  The cost is $20.00 per hour; the person lives closer to the club and has good references.   David moved to hire this person, George seconded the motion.  Motion carried.
* David raised some concerns with the current bookkeeping records.  Currently the hst/gst is not being remitted correctly.  This has exposed the club to penalties & interest if detected by Canada Revenue Agency.   Failure to reconcile membership payments/deposits to the revenue reported on the financial statements and Year end financial statements incorrectly report the allocation of restricted funds.

**Pro rating early bird fee**

* Jackie moved that the early bird fee could be pro rated if someone joined later in the year.  Mark seconded the motion.  Motion carried.

**New Members**

* The website does not define who to contact regarding membership questions.   Action Item:  Geoff will have George and Rae’s names added to the website.
* There was a suggestion that there be a standard staff process for responding to e mails and phone calls.  **Action Item:**  Rae to define process

**Criminal Record Checks – Jr. Coaches**

* There was a question regarding whether the Jr. Coaches had criminal record checks.  The contract states must provide professional with evidence of a clean record.   Larry was to review same.

**Other Agenda Items**

* Additional board members are required to sign cheques.  Nelson will organize with Van City to give Val and Geoff signing authority.

**Next Meeting**

* April 18, 2012