**Burnaby Tennis Club**

**Board of Directors Meeting Minutes**

**Wednesday, May 16, 2012**

**Present**

Larry Melnyk – President                                        Nelson Lu - Treasurer

Graham Youde – Operations                                   Mark Sun – Junior Development

Val Cuthbert – Secretary                                          David Pell – Director at Large

 Hazel Padula – Ladies League                                George McLachrie – Membership                           Geoff Lakeman – Vice President

Susan Youde – Social

**Absent**

Jackie Brown – Tournament Director

Louie Bortolazzo – Men’s League

**Approval of draft agenda**

    Approval of Draft Agenda moved by Graham, seconded by Susan.  Motion approved.

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

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

**Business arising from the April 18, 2012 Minutes**

* Glen plans to organize a hell week tennis camp.  **Action:**  Follow up at the next meeting
* The outside of the club needs to be painted.  **Action**:  Larry will see if the City of Burnaby will do this.  Two of the club members paint for a living.  If the City will not do this, we will check with the members.
* Hazel presented some suggestions on the work that should be looked at inside of the club.  The office and kitchen need a fair amount of work, there is painting required downstairs and probably upstairs also.   **Action**:  Hazel will report out on work to be done at the next meeting.
* The suggestion to have a hair dryer in the women’s washroom attached to the wall will not be looked at this time.
* Larry and Geoff will put the information regarding the decision related to practice walls on the website.
* The Board approved the purchase of 4 clocks at $30.00 each.  **Action:**  Geoff will purchase the clocks.
* The summer office hours will be posted on the club door and on the website.
* Glen received the money owed to him from the Tennis B.C. charge.
* Geoff and Val now have signing authority for cheques.
* David recommended a 3% increase to membership fees to take in the cost of inflation.  George 2nd the motion.  Motion carried.
* Video Security for the outside of the office.  **Action**:  Louie will provide information at the next meeting.

**Head Pro Report**

**Burnaby Open – June 22 – July 2, 2012**

* The courts need to be power washed.  **Action:**  Larry will contact the City of Burnaby and talk to the BC Seniors organization to see if they will do it.
* Bulk E-mail sent out last week looking for volunteers.  He will send out another request.
* Received 10 responses to help so far
* Detailed duty checklist below:

1. Power washing of courts
2. Volunteer list and schedule
3. Need more bleachers moved near the clubhouse
4. repair and trim the windscreens
5. Answer Daily tournament e-mail questions
6. borrow score cards for all courts from Tennis BC
7. Attach score cards for all courts from Tennis BC
8. Borrow squeegees from Tennis BC
9. Order Tennis balls
10. Explore food options for concession – Graham and Susan will look into this
11. Replace center net straps on many courts
12. straps must be properly fastened to the court
13. Set up the online registration
14. Determine if outdoor light bulbs need replacing – The City will replace the bulbs
15. Order prizes
16. Check that all net heights are adjustable
17. Organize tournament scheduler, data entry, and referee’s
18. Check umpire chairs are fully functional
19. Secure available courts around city lessons
20. Arrange a daily bathroom cleaning schedule
21. Proper and visible court numbers on all courts
22. Pick up banners for the event
23. Keep courts clear of all debris
24. Arrange possible extra garbage collection
25. All benches are safe and have one per court

**Summer Camp Dates**

* 2 camps in July, 1 in August
* Offered to kids aged 7 – 18
* Monday-Thursday 9-noon & lunch

**Junior Rookie Tour Event**

* Will be moved to September due to Senior Games.

**Club Tournament Summary**

* Very good attendance, over 60 total entries
* Excellent overall sportsmanship throughout

**Office Manager Report**

* Phone numbers have been exchanged between Dave Pel, Jim Riches, George McLachrie and Laurie Smith
* Calendar tacked in window of Glen’s office for lack of a better place.
* Mats have been purchased for shower in ladies washroom
* Looking for the template for logo; graham is helping find one that is needed for the next deadline of the City of Burnaby leisure guide which is May 28th.   Rae to discuss with George as there is one already in use.
* Senior’s games – Aug 22, 23 & 24.  Rae will send out an e mail to advise members of the Senior’s games and encouraging them to participate and volunteer.
* Nelson moved that the janitor’s wages be increased from $55.00 per time to $60.00 per time.  Hazel seconded the motion.  Motion approved.
* Larry will talk to the BC Seniors Games regarding the extra Janitor service at $70.00 per day and will check to see what Insurance they have.

**General Discussion on engaging members to volunteer at the club and encourage usage of the club to socialize**

* The New West Tennis Club had members donate items to the club such as furniture, TV’s, etc.  Ask someone from the New West Club about their method of encouraging volunteers
* Utilize the web to engage members.  **Action:**  Geoff and Larry to prepare info for the web
* Look into purchasing a T.V. and the sports channel

**Proposed amendments to Head Pro Contract**

* A couple of changes were discussed and implemented.

**Code of Conduct Committee**

* Committee members - Susan, Graham, and Val.  The committee will investigate and make recommendations to the board on club rules and regulation issues that are not resolved by staff and where a member requests a review by the Board.

**Head Pro Contract Monitor and Evaluation**

* The board approved the proposed monitoring and evaluation guidelines.

**Other Business**

* George will not run for the Membership Director’s position next year.  He suggests that the board start looking for someone to replace him.  If someone else was available before the end of his term that would be fine also.
* The summer rules are posted on the website.  It is important that members follow the rules.

**Next Meeting**

* June 20, 2012