****

**Board Directors Others Present**

|  |  |
| --- | --- |
| George McLachrie – PresidentLawrence Kumar – Vice PresidentDavid Pel – Treasurer Frank Kusmer – Secretary Peter Upper – Men’s League Director (absent)Mike Hopkins – Membership DirectorGary 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: May 8, 2019.

**3. General Board Items** – George

- Still seeking 5yr contract with Burnaby. The percent of Burnaby residents is key. No response yet.

- Applied for annual tax exemption as non-profit.

- Tennis Canada – They had recent meeting with mayor and George will follow up; We will invite two BTC members to join Transition Committee.

- Confidentiality Agreement – Draft of Code of Conduct and Ethics had been circulated to Board (Act in best interests of BTC; Avoid conflicts of interest; Respect collective authority of Board; Maintain confidentiality).

*- Motion: Approve the Code of Conduct and Ethics & Confidentiality Agreement. – Motion passes; one vote objects.* Signed by all members present except one who left meeting.

- Discussion: Board members can ask specifically to have their name listed in minutes voting for or against a motion/decision.

- Michelle drafting communication to membership on confidentiality.

**4. Pros/Cons of 90 minute bookings vs Current 1 hour bookings** – All

- Concept involves eliminating one hour bookings back to back; We would not use 24hr courts

- We are the only local club using 1hr bookings (Coquitlam has 1 hr bookings mostly for coaching) – Others have 90 min bookings in place; However, JegySoft advises that most clubs they serve across North America use 1hr bookings.

- Mentioned a bit in survey but not lots of member support

- Would need more member input after educating them on impacts before making any changes

- Could generate more revenue; eliminates 24hr bookings, therefore risks loss of $14k revenue from public rental of 24hr courts.

- 90 min works best for singles, not for doubles bookings needing 2 hrs.

- Agreed unanimously: Defer to future and for now stay with 1hr bookings.

**5. Coaching Model** – All

- Coaching committee recommendations reviewed, discussed and finalized in unanimous vote among those present as follows:

- BTC will pursue a coaching model with the following components:

* Aligned with coaching objectives, win-win for all parties, revenue focused, firm accountabilities
* All coaches must of Tennis Canada certified and have insurance/criminal check
* Pursue a Head Pro Model who can contract with their own coaches
* Normal head pro organizing duties in exchange for a retainer; minimum 500 hrs in club
* Base retainer plus monthly bonus incentive if hard targets met on utilization and programs offered
* Offer ongoing weekly clinics/programs tbd all year round for members & non-members
* Achieve a high percentage (tbd) coaching court utilization including regular clinics/programs
* Head pro can permanently exclude low demand coaching court times from the utilization calculation; these times will be used separately by BTC for revenue generation without restriction, including court rentals, outside coaches, etc.
* Indoor court fees: $20/hr; $25/hr if 2+ on court; Outdoor $10/hr; $15/hr if 2+ on court
* Coaching fees tbd – BTC members get reduced rate over public
* Coaching bookings – All booked through our JegySoft on-line system – no exceptions and includes summer coaching courts; Must use club courts outside
* Unused courts must be released before 24hrs
* Penalty clause: Incident fee tbd for each incident of failing to book via JegySoft or not using outdoor BTC coaching court
* Coaching fee collection – tbd; Explore options for front desk to collect fees; BTC either remits payment every 2 weeks or invoices head pro every 2 weeks.
* Provide first opportunity to GRT to achieve contract; Alternatively we will post an RFP.

**6. Communication**

- Michelle to draft communication BTC membership

- George to advise coaches of direction of our coaching model

**Next Meeting – July 10, 2019**

**Meeting Adjourned**

To-Do List

|  |  |
| --- | --- |
| George | - Status of BTC 5 year contract extension with Burnaby - Status of RHF work to be done for wheelchair access - Advise on potential of working with Burnaby to enforce rules on public courts  |
| Lawrence |  |
| David |  |
| Frank | - Meet with GRT; Coaching status update - Review Societies Act minute book requirements  |
| Michelle | - Member communication on coaching and board confidentiality agreement  |
| Graham |  |
| Peter | - Meet with GRT; Coaching status update |
| Mike | - Rules Committee status |
| Nick  | - Burnaby Open status- Meet with GRT; Coaching status update |
| Sat |  |
| Gary  |  |
| Eliza |  |
| ALL |  |