**Burnaby Tennis Club**

**Board of Directors Meeting Minutes**

**Wednesday, June 20, 2012**

Graham Youde – Operations                                   Mark Sun – Junior Development

Val Cuthbert – Secretary                                          Nelson Lu – Treasurer

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

Susan Youde – Social

**Absent**

Larry Melnyk – President

Jackie Brown – Tournament Director

Louie Bortolazzo – Men’s League

David Pell – Director at Large

**Approval of draft agenda**

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

**Adoption of the Minutes from May 16, 2012.**

  Mark moved that the minutes be adopted, Graham seconded the motion.  Motion approved.

**Business arising from the May 16, 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.  The City will not paint the club house.  The deck was power washed.
* Geoff is still looking into the purchase of the clocks.  He ran into some complications related to the shipping cost.
* The club courts were power washed by the City.
* Burnaby Open Food Truck.  Susan and Graham have organized a food truck “Duggy Dog” to come by 5 – 8 p.m.  Most food trucks wanted a $300.00 guarantee.   Duggy Dog did not require a guarantee.
* Susan and Graham will look into providing coffee at the Burnaby Open
* Rae will give Geoff and Mark the password to Giga Sports.  **Action**:  They will look into modifying the website and will co ordinate and manage website.
* Completion of the Club Standards of Contact pending.

**Head Pro Report**

**Burnaby Open**

* There was a question as to whether volunteers had been contacted to assist in the Burnaby Open.  Some volunteers have been scheduled.
* There are five lights out on the club courts.  The City of Burnaby is working on the wiring.

**Office Manager Report**

* Jim Riches new phone number was given to George and David.
* Nelson looked into whether staff who have worked at BTC for a least 5 years are entitled to 6% holiday pay in place of 4%.  Outcome – yes they are entitled.
* Nets between 7 & 8 are too low, needs to be raised, she spoke to Glenn
* Tenant (court cleaner) has a 1 year maintenance and replacement of air filters, as well as a warranty check up; the company wants to deal directly with Larry, I will follow up when he returns
* Attached new pro-rated dues schedule for 2012/2013 season.  These reflect the 3% increase due to inflation.  **Action:** Rae and George will send out an e mail to members with the new rates sometime from the middle to the end of August.
* She communicated with Hazel about the cleaning of the offices
* George moved that the Thursday staff hours be changed from 4:30 to 9:30 p.m. as the club has mixed doubles that night.  Graham seconded the motion.  Motion approved.

**Club Interior Redecorating/Painting**

        The kitchen needs painting and new storage area added.  The office area needs to be cleaned up and redone.  Records only need to be kept for 7 years.  The rest should be shredded.

        Hazel checked with Wanda regarding the purchase of furniture.  Wanda advised that we could probably get desks, etc. quite cheaply during a liquidation sale.

        **Action:**  Hazel will get quotes on painting the club.  Nelson will provide Hazel with the name of the two handymen that he recommends.

**Submission for approval of Irina Alikova’s quote**

* Agenda item deferred to the meeting in July.   David to report out on the change and to go over the reasons for the change.

**Permanent Facility**

* George and David have a meeting next Tuesday with the Director of Parks, Recreation and Cultural Services as part of the feasibility study regarding a permanent structure.  They will report out at the meeting in July.

**Club Renovations**

* George had a space planner look at the club house.  The quote was approx. $120,000.00 to completely redo the clubhouse.  This would include expanding on/over the decks, including a new phone system, TV, speakers, washrooms, offices, kitchen, etc.    Graham has the information, to bring forward to the board when he as operations director deems it to be relevant and timely.

**Camera Video Surveillance System**

Graham, Mark and Nelson are to look into quotes for surveillance systems/video system.  Nelson provided information on video security and a quote of $2,200.00 to install.

**Other Business**

* Mark was inquiring about whether the club could accommodate children/youth to play tennis in the early morning from 6:30 – 8:30.   There would be an extra cost to open the club early.  The extra cost would be the same as the current early playing tennis group pays.  Mark will talk to a few parents to see if they would be interested.
* There was a suggestion to look into the cost of a satellite dish and the tennis channel.  **Action**:  Mark will look into this

**Next Meeting – July 18, 2012**