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**Board Directors**

|  |  |
| --- | --- |
| Lawrence Kumar – President  Sat Gill – Vice President  Frank Kusmer – Secretary  Craig Watson – Treasurer  Rhys Green – Operations Director - absent  Peter Upper – Men’s League Director | Mike Hopkins – Membership Director  Michelle Sing – Women’s League Director - absent  Nick Lee – Tournament Director  Gary Sutherland – Junior Development Director  Eliza Haight – Club Manager  Vacant – Social Director |

Past directors present: Graham Youde and Anthony Mazzucco

Staff present: Eugene Joy

* **Welcome, call to order & round table –** **Lawrence** 
  + Welcome to new board for the coming year, and especially to new first time members Craig Watson and Rhys Green
* **Approval of Past Meeting Minutes** 
  + Approved minutes from Oct 9, 2019
* **Formal Documents – Lawrence / Frank**
  + Consent to Act as Director signed by Craig W & Gary S (Sent to Rhys Green via email)
  + Code of Conduct & Ethics – A draft had been sent to all directors; Reviewed and signed by directors; (Still to sign are: Rhys G, Michelle S, Gary S)
  + Confidentiality Policy – A draft policy document had been sent to all directors; A motion was introduced: *“Accept the draft Confidentiality Policy as a permanent BTC policy which applies to all BTC directors “* - The motion was carried.
* **General Board Items – Lawrence** 
  + Calendar – A 12 month calendar of key annual events was reviewed – to be re-visited
  + Committees were established for the next year:
    1. Rules – Mike H (chair) + tbd
    2. Finance – Craig W (chair) + tbd
    3. Coaching – Frank K (chair), Nick L, Peter U
    4. Tournament – Nick L (chair), Gary S, + tbd volunteers
    5. Transition – Lawrence (chair), Frank K, Nick L - on hold for now
    6. Safe Sport – Michelle S (chair), Gary S, + tbd
    7. Operations & Safety – Rhys G (chair), + tbd
    8. Communication - Michelle S (chair), + tbd
  + Role of Past President – This non-voting role is already in the BTC constitution; It was agreed that George McLachrie, as past president, will be involved in some special liaison advisory roles for BTC with City of Burnaby, Tennis Canada, Fundraising and Sponsors; George will need to sign confidentiality documents.
  + Annual BTC filings – Frank to follow up
* **Fall 2020 tournaments** – Jr and Snr ITF Tournaments may be using the BTC facility (indoor and outdoor courts) Sept 26 to Oct 3rd, 2020. – Lawrence to follow up

* **Bank Signing Officers** –

***RESOLUTION CONSENTED TO BY THE DIRECTORS OF BURNABY TENNIS CLUB***

As of December 4, 2019 - Be it resolved that:

The following positions and individuals are to be removed as signing officers of the Burnaby Tennis Club accounts held at Vancouver City Savings Credit Union (“Vancity”).

|  |  |
| --- | --- |
| President (now Past) | George McLachrie |
| Operations Director | Graham Youde |
| Ex-Secretary (if she is still listed) | Val Cuthbert |

The following positions and individuals are to be added as signing officers of the Burnaby Tennis Club accounts held at Vancouver City Savings Credit Union (“Vancity”). Vice-President

|  |  |
| --- | --- |
| Vice President | Sat Gill |
| Treasurer | Craig Watson |

Once the above changes are made, the following positions and individuals will be the signing officers of the Burnaby Tennis Club accounts held at Vancouver City Savings Credit Union (“Vancity”).

|  |  |
| --- | --- |
| President | Lawrence Kumar |
| Vice President | Sat Gill |
| Treasurer | Craig Watson |
| Membership Director | Mike Hopkins |

This resolution was passed at a Meeting of the Directors of the Burnaby Tennis Club duly called and held, at which a quorum was present.

* **Coaching Update – Nick, Frank, Peter** 
  + Jack is averaging 27 to 35 hrs per week
  + Sharing advertising costs with GRT to be addressed by Eliza
  + The coaching committee will work with Eliza who will determine the operational rules for coach personal play time:
    1. logging coach personal play court time in the system,
    2. adjusting existing rules to potentially expand amount of weekly coach personal play time, including on weekday unused courts before 3pm,
    3. use of court 6 for personal play time vs leaving it open for member use such as ball machine/serving.
* **Operations – Eliza** 
  + Eliza to look into pay’n’play concerns on court etiquette, including disruption of nearby players
  + Eliza also to review what coaches are telling clients about proper conduct and etiquette.
* **Next Meeting Date – Jan 8, 2019**
* **Adjournment**

**To-Do List**

|  |  |
| --- | --- |
| Lawrence | - banking signing officer changes  - fall 2020 tournament status |
| Sat |  |
| Craig |  |
| Frank | - review Societies Act annual filings requirements  - code of ethics and consent signature follow-ups  - coaching committee follow-ups |
| Michelle | - sign code of conduct and ethics |
| Rhys | - sign consent to act as director  - sign code of conduct and ethics |
| Peter | - coaching committee follow-ups |
| Mike |  |
| Nick | - coaching committee follow-ups |
| Gary | - sign code of conduct and ethics |
| Eliza | - look into pay’n’play court etiquette, including disruption of nearby players  - review what coaches are telling clients about proper conduct and etiquette  - determine operational rules for coach personal play time:   * + 1. logging coach personal play court time in the system,     2. adjusting existing rules to potentially expand amount of weekly coach personal play time, including on weekday unused courts before 3pm,     3. use of court 6 for personal play time vs leaving it open for member use such as ball machine/serving. |
| ALL |  |