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**Board Directors**

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

* **Call to Order** – Lawrence
* **Approval of Past Meeting Minutes** 
  + Approved minutes from Jan 8, 2020
* **Financial Status** – Craig
  + We are tracking at a $75,000 surplus to the end of January; Year-end projection is a $65,000 surplus toward the bubble replacement fund.
* **General Board Items** – Lawrence
  + Fall 2020 ITF Tournament – To be held 25Sept to 03Oct; ITF coming to us with proposal; Want access to 4 courts for 8-9 days/13hrs per day. Outdoor courts usage is a block booking with city – their jurisdiction. BTC would earn around $11,000 if indoor courts are needed.
  + Board decision: If indoor courts are needed, we will allow only 3 courts to be used (including courts 1 & 6) and we’d cancel coaching & pay’n’play for that period. Court fee rates would apply. This helps protect member access while supporting the tournament, should it proceed.
* **Operations** – Eliza
  + Backup Generator: It was agreed that the existing diesel backup generator system is not reliable and is at end of life, so it needs to be replaced.
  1. Farley Group has been asked for a proposal to get it replaced before the end of our indoor season to mitigate risks of failure during a power outage – but they are having difficulty getting an installer. Farley will be at BTC in a few days for a look.
  2. Frank & Nick explored other options, such as Yeadon Domes – but we received no quote. Yeadon had problems installing the Coquitlam Tennis structure, which recently tore in a storm, and it’s ownership advises they would not choose them again due to quality and service issues – so Farley seems the best option, despite being a bit more expensive, and their service to us over the years has been good.
  3. It was recognized that replacing the backup generator system now may not be possible this indoor season, so the best alternative is to have a new one installed during bubble setup this fall.
  4. **Motion made:** ***Approve the purchase of a new natural gas backup generator with 18,000 CFM standby fan for up to $60,000 installed – subject to Farley’s inspection and feedback on the current system’s status.*** – Motion passed unanimously.
  5. It was noted that this new component can and will be used when a new bubble is acquired - as it would be needed anyway as part of a new tennis air bubble structure.
  6. This expense will be funded through general funds.
  + Pressure Alarms – Not feasible as we do not have internet in the bubble. We may get fibre optic in 2021 so we can re-visit this then.
  + Emergency protocols in case of power outage – All staff have been trained now; Written emergency procedures are in place; Signage will be placed in the bubble, and it will be noted in our newsletter; The bubble can deflate in 8 minutes without a blower on.
  + Honorary memberships - Eliza is reviewing how we may approach past contributions for long term members; she will develop criteria and policy recommendations.
* **Safe Sport Committee**  – Michelle
* Scope agreed to be primarily on coaching relationships with kids and Rule of Two,
* Tennis Canada initiative; All coaches must be certified (all our’s are),
* A coaching TPA certificate is needed by all our coaches, as this covers safe sport - GRT confirmed all coaches have one. Criminal record checks are done at the time of certification and renewed every 3 years via Tennis Canada.
* All coaches will complete a “Respect in Sports Module” by the end of 2020
* We will add a clause to all coach contracts – stating they must remain TPA certified, and if they lose their certification, or don’t pass a criminal record check, they must inform BTC immediately and they will lose their coaching privileges immediately.
* BTC policies and procedures are being developed – to be done by Feb 28 and reviewed at the next board meeting. This will include members reporting any incidents seen regarding children’s safety to the BTC office and measures to take.
* **Open Women’s League** – Michelle
  + Requests reduced summer membership fees for these team members, as done in the past 2 years for 8 team members - provides good profile for BTC; this is outdoor play only, addresses a unique circumstance to enable high calibre team play at BTC.
  + **Motion made: *Allow Women’s Open League membership to pay $60 for a summer membership.*** - motion is approved unanimously.
  + Eliza will develop a new category for Women’s Open League summer memberships so we don’t need to have a special motion annually.
* **Burnaby Open** – Nick
  + Set for June 19-28 – Starts on a Friday
  + Jack has agreed to be tournament director again
* **Richmond Tennis** – Nick
  + Their new bubble fund receive a Capital Project Grant of $177,000; They had the same amount saved and the grant matched it, plus the city added additional funding,
  + We will review their application process and seek to apply for our bubble replacement – application must be done between June 1st and July 31st.
* **Next Meeting Date – Mar 11, 2020**
* **Adjournment**

**To-Do List**

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| Lawrence | - ITF fall 2020 tournament status  - Review and advise on Richmond Tennis grant application process |
| Sat | - |
| Craig | - |
| Frank | - |
| Michelle | - Newsletter – next one by May 31; note emergency procedures in newsletter  - Safe Sport Committee recommendations |
| Rhys | - |
| Peter | - |
| Mike | - |
| Nick | - |
| Gary | - |
| Eliza | - Backup Generator – advise feedback results from Farley Group on Backup Generator with 18,000 CFM Standby Fan  - Set up emergency protocols signage in bubble  - Develop honorary membership criteria and recommendations  - Create a Women’s Open League summer membership category |
| All | - |