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**Board Directors**

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| Lawrence Kumar – President – absent  Sat Gill – Vice President  Frank Kusmer – Secretary  Craig Watson – Treasurer  Rhys Green – Operations Director  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 – absent  Vacant – Social Director |

* **Call to Order** – Sat
* **Approval of Past Meeting Minutes** 
  + Approved updated minutes from Feb 12, 2020
* **General Board Items** – Sat
  + Fall 2020 ITF Tournament – Status is TBD for 25Sept to 03Oct; Court outdoor lighting was tested by Tennis Canada and was very poor, averaging 150 vs the 500 lumens needed. Tournament cannot proceed at BTC unless they upgrade our outdoor lighting.
  + Capital Grant – Richmond Tennis – Lawrence met with RTC director on their successful capital grant application. We have good information on how it works, and if accepted we have 1 year to start the project and 3 years to finish. Our board unanimously agrees to proceed with an application for the grant. Lawrence to advise on next steps. Rhys to advise on a company that may be able to help us write the grant application.
  + Burnaby property tax and rental agreement – 3 year cycle with annual declaration now; Rental agreement now signed. BTC is just over 50% Burnaby members, as Burnaby residents must be primary users. Burnaby residents are given priority on our waitlists.
  + Rick Hansen Foundation – This grant for wheel chair accessibility is not being pursued now by either side.
* **Financial Status** – Craig
* Income is $44k above budget due to extra earnings from membership dues, court rentals and interest income, while expenses are $9k below budget.
* Mike will discuss his recommendation on our maximum membership number for next season at our next board meeting.
* **Operations** – Rhys
  + Backup Generator: Rhys is trying to get a time set up to discuss this with Farley Group, who are planning on coming the end of April for bubble takedown. Eliza has started the permitting process with City of Burnaby.
  + Asset Tracker – Rhys is making a list of every major asset, with dates and a condition assessment, to improve our bubble maintenance scheduling.
  + Eliza is making an Operations Checklist for staff inspections and will email it to the board for input/ideas. It will include things like: garbage, clocks, temperature, snow removal, lighting, ensuring scheduled people are playing.
* **Safe Sport Committee**  – Michelle
* Board agreed to the current version of committee’s recommendations.
* Implementation: A communication is to be sent next week in a Newsletter.
* Coaches are all in full support, and were all involved in it’s development (GRT, Jack, Shelley).
* Eliza will review our Safe Sport protocols with staff and implement procedures on reporting, recording and escalating.
* **Early Morning Juniors** – Gary
  + These are high performance juniors only 6am to 8am. Demand has now dropped.
  + Has been running for 6 yrs; Their parents had access and were also being the coaches.
  + There are just 2 juniors now and they are not nationally ranked, so are not high performance.
  + Issues discussed:
    - 1. Keys are being passed between parents – no tracking or records in place
      2. Cannot teach other parents kids, but some do so
      3. Liability issues if injury, improper access, misuse
      4. Can Jegy enable a log for 6-8am bookings? Early Birds still play 6-8am. Eliza to investigate.
      5. Should we allow this on one specific day per week?
    - Agreed Unanimously: No one should be allowed into the bubble without our advance approval and knowledge of who, when, restrictions made clear, keys logged, and no keys should be passed around.
    - Eliza to develop procedures on how to deal with early morning 6-8am usage (juniors & early birds).
* **Burnaby Open** – Nick
  + Set for June 19-28 – Starts on a Friday
  + Needs a buying crew and suggest we email membership to ask for volunteers, including running the concession. Will work with Eliza on an email.
  + Key issue is the time it takes for buying all the food needed every day, filing propane tank, etc.
* **Next Meeting Date – April 8, 2020**
* **Adjournment**

**To-Do List**

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| Lawrence | - ITF fall 2020 tournament status and decision on low lighting levels  - Capital Grant: Our board unanimously agrees to proceed with an application for the grant. Lawrence to advise on next steps. |
| Sat | - |
| Craig | - |
| Frank | - |
| Michelle | - Newsletter – next one by May 31; note emergency procedures in newsletter |
| Rhys | - Rhys to advise on a company that may be able to help us write the grant application.  - Asset Tracker status.  - Advise on status of Farley Group coming in April. |
| Peter | - |
| Mike | - Discuss recommendation on our maximum membership number for next season at our next board meeting. |
| Nick | - |
| Gary | - |
| Eliza | - Make Operations Checklist for staff inspections and email it to the board for input/ideas.  - Review our Safe Sport protocols with staff and implement procedures on reporting, recording and escalating.  - Develop procedures on how to deal with early morning 6-8am usage (juniors & early birds). |
| All | - |