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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  Peter Upper – Men’s League Director  Mike Hopkins – Membership Director | Michelle Sing – Women’s League Director  Nick Lee – Tournament Director  Gary Sutherland – Junior Development Director - absent  Eliza Haight – Club Manager  Vacant – Social Director  Vacant – Director at Large |

* **Call to Order** – Lawrence
* **Approval of Past Meeting Minutes** 
  + Approved minutes from Apr 8, 2020
* **General Board Items** – Lawrence
  + **Covid19 operational plan status with Burnaby**

- Burnaby reviewed and approved our re-opening plan

- No doubles allowed, can’t socially distance enough in most cases; Tennis Canada advocates singles only for now.

- Coaching is ok for indoors subject to rules we/GRT outlined, and also for outdoors on normal coaching courts (1:1 coaching only); Summer camps tbd but unlikely

* + **Capital Grant application**

- Underway and 40% completed; An issue is we may need a long term lease to qualify

* + **Finance/Membership Committee** – Developing options soon for discussion
  + **Property Tax Exemption** – Application completed; Due end of June for 3yr term
  + **Outdoor Tennis** – Opening today; Call Burnaby bylaw officers to report any infractions
  + **Insurance** – Coverage still active as per normal
  + **Doubles** – Summer doubles on hold for now by Burnaby; Indoor tbd
  + **Board meeting start time** – We will start at 6pm from now on
* **BTC Survey Status** – Mike/Michelle
* Under way and 85 responses so far
* Data to be used by Finance/Membership Committee
* **Financials** – Craig
  + To end of May, we have $9,500 income over budget, due to revenues $23,000 above plan, although expenses were higher than plan as well.
  + BTC is eligible for and received a $40,000 loan from federal program CEBA interest free to Dec 31, 2022, and we can keep $10k when we pay $30k back by Dec 31, 2022.
  + BTC qualified for covid wage subsidy of approx. $7k (cost recovery for March); We automatically qualify for Apr & May and this could go through to Sept.
  + BC Hydro approved us to cover our bills for now; Fortis Gas tbd
* **Operations Management** – Eliza
  + Clubhouse & Washrooms – It was decided as recommended by Eliza to close them all summer due to Covid19 and lack of staffing to properly clean and monitor them.
  + Backup Generator – Farley & BC Gas will be installing the new unit in 3-6 weeks; Total cost is $58,951; Will be usable with a new bubble; Old generator is functioning in the meantime.
  + Bubble Takedown – Farley Group has BTC scheduled for May 25; If Jericho bubbles are successfully taken down under Covid19 protocols, BTC will be next.
  + Burnaby is repairing/patching inside courts this weekend
  + Asset Tracker & Operations Checklist – still under development
  + Need to budget for a new court sweeper near end of life (cost $10,600 in 2011)
* **Tennis BC** – Nick
* TBC is working on guidelines for return to competitive play July 1st, tbd
* **Coaching** – Nick/Frank/Peter
* Starts this Sunday indoors; 1:1 only for now; Summer camps are unlikely; Confirmed coaches will each use their own tennis balls
* Need outdoor signage re no unauthorized coaching
* Indoor coaching protocols call for staggered bookings; Not applicable for outdoor bookings
* **Next Meeting Date – June 10, 2020**
* **Adjournment**

**To-Do List**

|  |  |
| --- | --- |
| Lawrence | - Capital Grant application  - Finance/Membership Committee recommendations |
| Sat | - |
| Craig | - Add court sweeper to next budget |
| Frank | - |
| Michelle | - Survey results |
| Rhys | - Asset Tracker and Operations Checklist |
| Peter | - |
| Mike | - Survey results |
| Nick | - |
| Gary | - |
| Eliza | - Backup Generator replacement  - Asset Tracker and Operations Checklist |
| All | - |