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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 - absent  Vacant – Social Director  Vacant – Director at Large |

* **Call to Order** – Lawrence
* **Approval of Past Meeting Minutes** 
  + Approved minutes from May 13, 2020
* **General Board Items** – Lawrence
  + **Tennis Canada**

- TC (Anita) updated BTC prior to this meeting on the status of the WCTC project including applying for federal infrastructure grants. TC (Oded/Roberto) described their junior programs and requested court time from the club for junior camps.

- Board discussed TC camp request and agreed with the following conditions:  
 --3 courts, 2 days per week [Friday + another day], 11am – 3pm  
 --fee of $15 + GST per hour per court (same as GRT)  
 --schedule to avoid camps on stat holidays   
 --the term of this arrangement is up to August 31  
 --Sat to negotiate details with TC and make booking/billing arrangements with Eliza

* + **Restricted Funds Motion**
  + *This motion is to confirm that the Burnaby Tennis Club maintains an internally restricted fund for the purpose of replacing the bubble and related equipment. The accumulated savings in this fund are available for a bubble replacement project.*
  + *If the club is successful in its 2020 Capital Project Grant application then the board approves the use of the restricted funds for the bubble replacement project to be completed within three years of receipt of the funds. The amount in the restricted funds as of April 30, 2020 was $554,650.*

- Motion was made and approved to confirm availability of restricted funds for bubble replacement – M/S/C  
- Board discussed that the club has restricted funds held in the form of GIC’s for the purpose of replacing the bubble and that if the club receives a capital grant then the funds are available for a bubble replacement project.

* + **Insurance for Covid**

- Most insurers are excluding Covid coverage as something like force majeure; Covid is a viral contaminant and as such does not cause property damage so it isn’t covered; Insurers are rejecting business interruption claims due to Covid.   
- BTC should not expect our insurance to cover Covid related claims for property, liability, or directors/officers  
- Agreed BTC should protect itself now by obtaining waivers from all current club users including guests – Action Item: Eliza  
- BTC Covid action plans should be prominently posted in/around the club and on our website – Action item: Eliza

* + **Finance/Membership Committee Recommendations for Managing Covid19 Risks**

- It was agreed to adopt the committee recommendations.

- 2/3 of BTC’s revenues come from membership dues; The Break/Even point is 225 members (about $300,000 on a cash basis), so if we only have around 225 members or less (instead of the 275 targeted), then more drastic actions will be required.

- Highlights are as follows: (Eliza to execute approved items as follows)

- Membership dues will increase 5%; to be confirmed during budget approval process,

- A Covid19 Shutdown Guarantee will be offered during membership signup: If a Covid19 shutdown occurs and last for 1 month or longer, members will be offered a credit for the length of the shutdown for next season’s signup, up to a maximum of a 2 month credit,

- Members playing as guests are allowed up to 3x/month (increased from 2x/mo),

- The regular Pay’nPlay limit will be increased to 60 to accommodate regular P&P clients plus members converting to P&P.

Additional board Covid19 discussion:

- The BTC indoor Covid19 opening plan was approved by City of Burnaby,

- A member communication well in advance of next season renewals will be sent explaining BTC fixed operating costs, as well as our Covid19 protocols and new cleaning procedures.

* **Survey Results** – Mike/Michelle
* Doubles play being allowed is a key issue for reaching our membership target of 275, (38% of responders play singles; 29% doubles and the rest play both)
* 70% say they will likely renew, most of the rest are unsure so far; 76% would renew if start of the season was limited to singles only,
* Most responders are ok with a 5% fee increase,
* It was noted we typically have 25-40 members leave each year for various personal reasons,
* If any members don’t rejoin this coming year due to Covid19 concerns, and don’t play at all as guests or pay’nplay, – it was agreed we will waive their initiation fee next year.
* **Financials** – Craig
  + Revenues were up by $22k; Expenses down vs budget by $38k, resulting in $60k income over budget. Reasons include the later than normal bubble takedown, no planned clubhouse repairs, savings of $7k in wages, $7k in received in wage subsidies, and $3k less supplies.
* **Operations Management** – Lawrence for Eliza
  + New Backup Generator – Delayed due to shipment delay, plus unexpected repairs of an electrical panel and the need to run in a new electrical power line in a trench.
* **Coaching** – Nick/Frank/Peter
* It was agreed that Shelley will continue to use the back courts for her summer coaching as in past years as City of Burnaby allows this.
* **Next Meeting Date – July 8, 2020**
* **Adjournment**

**To-Do List**

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| Lawrence | - Capital Grant application |
| Sat | - Negotiate tennis camp details with TC and make booking/billing arrangements with Eliza |
| Craig | - Add court sweeper and hand sanitizer costs to next budget |
| Frank | - |
| Michelle | - Draft a communication to members explaining our fixed operating costs, as well as our Covid19 protocols and new cleaning procedures |
| Rhys | - Asset Tracker and Operations Checklist |
| Peter | - |
| Mike | - Implement Covid19 risk measures as approved |
| Nick | - |
| Gary | - |
| Eliza | - Implement Covid19 risk measures as approved  - Obtain waivers from all current club users including guests  - BTC Covid action plans should be prominently posted in/around the club and on our website  - Backup Generator replacement  - Asset Tracker and Operations Checklist |
| All | - |