****

 **Board Directors**

|  |  |
| --- | --- |
| Lawrence Kumar – President Sat Gill – Vice President Frank Kusmer – SecretaryCraig 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 DirectorGary Sutherland – Junior Development Director Eliza Haight – Club Manager Vacant – Social DirectorVacant – Director at Large |

* **Call to Order** – Lawrence
* **Approval of Past Meeting Minutes**
	+ Approved minutes from June 10, 2020
* **General Board Items** – Lawrence
	+ **Capital Grant** – Application has been submitted for maximum amount of $250k. Successful applicants to be notified by Oct 31.
	+ **ITF Tournament** – 2 months away and still alive in concept, but the Seniors portion has been cancelled. Junior portion is under review.
* **Budget for 2020-2021 & Financials** – Craig
* Discussion over percent dues increase required for this coming season. Last year we had no increase. The 15 year averaged annual dues increase since 2005 is 4%. Generally, inflationary increases alone are realistic at 2.5%.
* Projected operating costs are now increasing due to Covid19 related and other expenses: e.g. higher cleaning costs and related supplies ($12k), staffing costs due to minimum wage increase ($11k); No ball machine rental/merchandise sales ($3k decrease); higher depreciation due to backup furnace replacement ($6k increase); discretionary lighting replacement ($5k); clubhouse maintenance ($5k); higher bubble up/down costs due to Covid19 ($4k);
* Projected revenue increases from 2019-2020 actuals which may be secured include: Burnaby Open in 2021 ($6k increase); higher coaching court rental rate as per the contract ($6k increase); Junior Dev’t on again; Contract block bookings on again.
* All agreed to approve a 7.5% due increase for the 2020-2021 budget. (2.5% inflationary + 5% for bubble savings). This should enable us to achieve a savings of $65k toward the bubble.
* Assumptions include 275 members, 50 P&P, 0 summer members, updated head pro contract based on agreed to rates.
* **Early Morning Juniors** – Gary
* All agreed to abolish this due to lack of interest. It could be renewed in future if there is demand for appropriate use.
* **Tennis Canada** – Sat
* We agreed to let TC use BTC courts 9, 10, & 11 at low demand times Mondays and Fridays, 11am to 3pm, to the end of Aug.
* Sat is to remind them to all be off the courts by 3pm, and use only designated courts.
* Lawrence will talk to Burnaby Parks about potential TC use of additional public courts.
* TC pays a courts rental to BTC, earning us ~$2k in revenue partly making up for loss of Burnaby Open. So far on TC rental days from 12noon to 3pm there were un-booked member courts.
* **Communication** – Michelle
	+ Has a draft communication on BTC’s Covid19 preparations and new rules, and on annual budget fee increases. To be finalized and sent out soon.
* **Operations Management** – Eliza
	+ Covid19 waivers for all members to sign are in development; to be put on the BTC website next week; this practice is consistent with other tennis clubs and recreational facilities; there will be a one time per season declaration, plus a waiver confirmation on-line during bookings.
	+ New Backup Generator – Install had been delayed. Set to install early August by Farley Group and BC Comfort is doing trenching, gas line, electrical and permits. Cost $65k incl. trenching.
	+ May need concrete work done this summer at sump pump by the furnace – Eliza to advise.
	+ Bubble installation date is booked for: Sept 3rd
* **Next Meeting Date – Sept 9, 2020**
* **Adjournment**

**To-Do List**

|  |  |
| --- | --- |
| Lawrence | - Capital Grant application status - Talk to Burnaby Parks about potential TC use of additional public courts- ITF tournament status  |
| Sat  | - Negotiate tennis camp details with TC and make booking/billing arrangements with Eliza |
| Craig  | - Updated budget with 7.5% increase  |
| Frank | -  |
| Michelle | - Communication to members explaining our fixed operating costs, our Covid19 protocols and new cleaning procedures |
| Rhys | - Asset Tracker and Operations Checklist  |
| Peter | - |
| Mike | -  |
| Nick  | -  |
| Gary  | - |
| Eliza | - Implement Covid19 risk measures as approved- Obtain waivers from all current club users including guests- BTC Covid action plans prominently posted in/around the club and on website- Backup Generator replacement status and concrete work - Asset Tracker and Operations Checklist  |
| All  | - |