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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 -absent  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
* **BTC Member Jaz Khera attended as guest with questions** 
  + Concerns over 2 month maximum ($183) Covid19 credit and how this relates to BTC finances
  + Feels it may be too low and has 7 questions regarding operating costs to run BTC if closed due to Covid19 restrictions.
  + Lawrence will respond in writing in the next few days and provide this to BTC members. It was noted that most other clubs are not giving refunds and that our member fees pay for only about 2/3 of the costs to run the club. The rest comes from pay’n’play, coaching, etc as long as we are open. If BTC is closed those revenue streams get cut off.
* **Approval of Past Meeting Minutes** 
  + Approved minutes from July 8, 2020
* **General Board Items** – Lawrence
  + **Capital Grant** – Successful applicants to be notified by Oct 31.
  + **ITF Tournament** – Will not be going ahead this year.
  + **AGM** – We could do this via Zoom near the end of Nov.
  + **Board Positions Expiring** – Michelle, Nick and Frank to advise if staying by end of Oct.
  + **Endowment Fund** – This is being explored as a way to receive donations where donor gets tax receipt. BTC can’t give tax receipts, but Vancouver Foundation may be able to do so for us.
  + **GRT Leaving** – Motion passed for Glenn to receive honorary lifetime membership. Glenn Richards farewell event and sendoff to be held Sept 13th in the bubble. Many thanks to Glenn for his long BTC service as our Head Pro. Eliza will put up plaque in the clubhouse with all honorary members photo and short write-up.
* **Updated Budget for 2020-2021 & Financials** – Craig
* Sending financials with Aug 31 year end to accountants for review
* Net income is approximately $78k, plus adding back depreciation and $10k forgiven from Covid loan from government results in $103k cash, which is $16k over budget (revenue was $13k over budget).
* **Communications Update** – Michelle
* A communication will be drafted soon covering the Covid19 responses to questions from Jaz Khera and board positions open.
* **Covid19 Credit** – Mike
* Discussed the 2mo maximum credit currently proposed.
* Options were discussed to increase member refunds if closed due to Covid. There are many variables, especially timing, which impact the financial bottom line. It was agreed that the bubble fund needed to be set aside before any additional refunds due to the bubble’s age.
* It was decided that if closed due to Covid19 for 2 months or more, in the event BTC has a surplus after the bubble fund designation, BTC will return any excess surplus to members. It was also noted that rates may need to be increased more next year if this happens.
* This will be addressed in a general communication and also at the November AGM.
* **Tennis Canada** – Sat
* Did not behave using our summer courts as expected, and concerns were raised including failing to stick to times allocated, spilling onto public courts and holding a tournament format. Sat has raised these concerns with them. BTC earned $2340 from their court use.
* **Coaching Model** – Nick, Frank, Peter
* Discussion held on options reviewed by Coaching Committee and recommendations.
* Approval given to proceed as recommended with all coaches on independent contracts this year and indoor bookings and fees coordinated by the BTC Front Office.
* It was agreed that BTC will collect indoor coaching fees through the Jegy booking system and that based on comparable clubs a reasonable rate for court fees is 30% of the total fee charged, with a minimum of $25/hr court fee for all coaches. Summer outdoor court rates are potentially up to $20/hr.
* Each coach will have designated hours allocated but may have them removed if usage is low.
* Some coaches may also sub-contract other properly qualified coaches, and all coaches must strictly follow BTC’s Covid19 protocols. There will also be expectations for outdoor court usage in the summer.
* We will start with contracts for Shelley and Jack, and then assess options for additional independent coaches.
* **Operations Management** – Eliza
  + Covid19 plan has been sent, bubble is now up and markers in the entrance and lobby and in place. Sanitizer will be at every court. Bubble opening Sept 14th.
  + Farley Group noted a bottom section of the bubble is shrinking and was difficult to install – and is not sure about next year as it causes difficulty at the doors and grade beam.
  + New Backup Generator – now installed and working and electrical feeds are still required to be permanently installed due to permit delays.
  + Staggered court times are more challenging, especially for doubles night it is difficult to move people if someone cancels.
  + It was agreed members may wait in the upstairs clubhouse if needed between staggered court times subject to proper social distancing and wearing masks.
* **Next Meeting Date – Oct 14, 2020**
* **Adjournment**

**To-Do List**

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| Lawrence | - Capital Grant application status  - AGM planning  - Endowment fund status  - Responses to questions from Jaz Khera |
| Sat | - |
| Craig | - Updated budget with 7.5% increase |
| Frank | - |
| Michelle | - Communication regarding Covid19 and responses to questions from Jaz Khera and board positions open |
| Rhys | - Asset Tracker and Operations Checklist |
| Peter | - |
| Mike | - |
| Nick | - |
| Gary | - |
| Eliza | - Put up plaque in clubhouse with honorary member photos and short write-up  - Backup Generator work still required  - Asset Tracker and Operations Checklist |
| All | - |