****

**Board Directors**

|  |  |
| --- | --- |
| Lawrence Kumar – President  Sat Gill – Vice President  Frank Kusmer – Secretary  Craig Watson – Treasurer  Gary Sutherland – Operations Director  Peter Upper – Men’s League Director (absent)  Mike Hopkins – Membership Director | Michelle Sing – Women’s League Director  Nick Lee – Tournament Director  Barb Crowley – Social Director  Jas Khera – Director at Large (absent)  Jacquie Breadon – Junior Development Director  Eliza Haight – Club Manager |

* **Call to Order** – Lawrence
* **Approval of Past Meeting Minutes** 
  + Approved minutes from May 12, 2021
* **General Board Items** – Lawrence
  + **BC Gaming Capital Grant Application** – We need to confirm we have internally restricted funds available. 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 2021 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 May 31, 2021 was $569,219. –* The motion passes.

* + **Bubble Replacement Status** – A structural engineer was hired (Element Engineering) and we should have their initial report completed in the next few weeks. The committee will meet to review the report upon completion and provide an update and recommendations to the board.
  + **Summer Board Meetings** – The board decided to have a July meeting and review the need for an August meeting at that time.
  + **Tennis Canada** – They are still planning for a Western Canada Tennis Center but no specific timelines are available.
  + **Contract Rentals of Courts** –There are historically 3 indoor block bookings. Options were discussed. Due to increased demand for court time, it was decided BTC will not renew these three block bookings. Current block booking users can still access courts through pay and play or join as a member. Eliza will advise them all soon and will also contact SFU tennis to see if some court time might be provided during low demand times.
* **Financials** – Craig
* Proposed Dues Motion: *Make a 3% increase to next year’s club fees for inflation.* – Motion passes. This will be included in an updated 2021-22 budget for approval at the next meeting.
* We have a $46,000 net income surplus vs the budget to the end of April, 2021, mostly due to higher than plan court rental fees and coaching revenues, and lower than plan expenses.
* The end of year surplus should allow us to add approximately $100,000 to the bubble replacement fund.
* New Member Initiation Fees – They are currently $600, with 50% off for Burnaby residents. Mike will review this and make recommendations at a future board meeting.
* **Junior Development** – Jacquie
  + Confirms board approvals of recent requests by email were:
    - 1. Jack can use 2 courts Saturdays in May and June, from 12noon to 3pm.
      2. Kids Team Tennis is approved to use all BTC courts from 3pm to 5pm on Saturday, June 19th.
* **Facilities Update** – Gary
  + Clubhouse railings are unsafe. Getting quotes to replace them, in both wood and aluminum. Aluminum costs around $3,600 + GST. We may need an engineering report and permits.
  + Motion: *Gary will oversee a project to replace the deck railings, and possibly the vinyl decking, and make recommendations to the board for final approval of up to $10,000 all inclusive costs (including all permits, reports, supplies, taxes and labour).* – the motion passes.
* **Tennis Canada** – Sat
  + They are seeking court times at BTC. This was discussed and voted on, and for now this request is rejected.
* **Operations Management** – Eliza
  + Office summer hours are: Tues & Thus, 4:30pm to 9:30pm.
  + Competitive doubles is popular and we will have one weekly Tuesday session 6pm to 8pm.
  + Junior clinics in May and June are getting good attendance.
  + Summer coaching revenue is on track and the payment process is working well.
  + Court 8’s net was replaced.
* **Next Meeting Date – July 14, 2021**
* **Adjournment**

**To-Do List**

|  |  |
| --- | --- |
| Lawrence | - Updates on bubble replacement & engineer  - BC Gaming Grant application status |
| Sat | - |
| Craig | - Prepare final 2021-22 budget |
| Frank | - |
| Michelle | - |
| Barb | - |
| Jas | - |
| Jacquie | - |
| Peter | - |
| Mike | - New Member Initiation Fees –review this and make recommendations |
| Nick | - |
| Gary | - Oversee a project to replace the deck railings, and possibly the vinyl decking  - Address outdoor lighting improvements and garbage bin placement with Burnaby |
| Eliza | - Address outdoor lighting improvements and garbage bin placement with Burnaby  - Assess video alternatives and costs for next indoor season’s start |
| All | - |