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**Board Directors**

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

* **Call to Order** – 6:00pm – Sat for Lawrence

* **Approval of Past Meeting Minutes** 
  + Approved minutes from Oct 11, 2023.
* **General Board Items** – Sat for Lawrence
  + Updates on working groups for Strategic Initiatives:
    - 1. Partnership (Sat) – Discussing focusing on 7-8 partners including TBC and Tennis Canada; exploring potential for member discounts (Babolat, Tad’s, Gatorade, etc); Exploring possible public events such as family days, schools, etc.
      2. Communication (Michelle) – Exploring ideas including: Newsletter revamp (consistent sections, coach profiles, tips, etc); Onboarding manual for board (board positions definitions, calendar key events, committee work); Calendar (key dates); Volunteer roles available.
      3. Government Relations (Frank) – Exploring ways to develop and communicate consist message on key BTC items (talking points on history, key data, importance in community, etc) with counsellors and Burnaby senior staff; Also ways to assign contacts, track and log interactions.
  + Next meeting Jan 10 – agreed it will be dinner and informal discussion only, not a formal board meeting with minutes.
* **Financials** – Craig
  + YTD Nov Surplus $101.1k vs $8.6k Budget, $92.5k above budget

- Revenues $209k vs. 169k Budget, $40k above budget

- Court Rentals +30k; Energy credit +15k

- Expenses $108k vs. $160k we are $52k below budget

- Repairs (41k); Utilities (5k)

* **Membership & Rules Committee** – Greg
  + Four areas recently discussed:

1. Family Membership Annual Costs - Reviewed annual costs of Family Memberships including detailed usage and historical costing relative to individual memberships. Rate is historically 2X individual adult rate, now after increase it is at 2.2X (equivalent to a 12% discount vs if paid individually for family of 3; 36% discount for family of 2 adults & 2 kids). Had 9 family memberships in 2021-22 season, now at 5 in 2023-24.
   * *Motion: Based on data, recommend a rate freeze for 2 years. – Motion passes* (Notes: will review annually; may make a spot to add a family membership a year as the wait list doesn’t let members all in as a ‘family’; some priority is already given to immediate family members in our rules).
2. Waitlist Management & Processing - Next steps are: Develop companion procedure & review; Secure Waitlist; Update Waitlist according to companion procedure.
3. Onboarding Process for New Members - Define process for faster orientation of new members; Possible booking video clips and expand upon welcome email sent to new members.
4. Communications - Discussed ideas for Club Calendar of Events, refreshers on Rules & Booking, communication and contacts and schedules for BTC programs
   * New Booking System Dev’t – Preliminary testing started – full update next meeting.

* **Operations** – Eliza
  + Current member count is 280, 70 Pay & Play and 4 Early Birds.
  + All coaches have settled in nicely. During Sarah’s absences, her hours are offered to the other coaches (in priority order): Steve, Dimitrije, and Jack. Dimitrije has been coaching Sarah’s other students while she is away. Shelley and Simon were not interested in taking any of her hours.
  + SFU Tennis Team practicing on Monday (2 courts) and Tuesday (3 courts) from 10pm-12am in the evenings. The club is now open until 12am on Monday and Tuesday nights to accommodate.
  + No noticeable leaks in the south east corner of the annex after heavy rainfall. Kirk had made some adjustments when installing the bubble and it worked.
  + Submitted application to for the Burnaby Open 2024- June 19-30 2024.
  + Mice seen in the bubble. Traps have been set.
  + Homeless shelter in the parking lot east of Bill Copeland Sport Center has been dismantled and moved, so homeless activity has decreased substantially.
  + Staff Christmas Dinner for 15 (11 staff, 4 coaches) was held on December 10. Thank you to ex-staff Rika Joy who worked in the office while we were dining.
  + Holiday Hours now posted and we are open on both Christmas and New Years Day because Luka offered to work.
  + BTC Singles Ladder has begun. We have 38 people participating.
  + Asked cleaner to increase her visits from 2x to 3x a week due to increased usage of our washrooms from the early morning HP Jr’s.
  + Early morning HP Jr’s clinics – Jack coaching 6am to 8am on 3 courts with 10-12 kids, 4 per court, and increasing to 4 courts in January. He brings another coach to assist.
  + Important Dates:Board Dinner Wednesday, January 10, 2024 at Hart House**;** U14 Jr Indoor Provincials Feb 23,24,25.
* **Facilities** – From Gary’s report
  + Met 3 companies for Furnace quotes. Two suggested to replace with a new furnace, both quotes at $7,500.
  + Johnson Controls did 3 hrs service, being it’s an Arco furnace that will last forever.
  + Met a Fortis tech to replace the clubhouse original Gas meter with a new meter.
  + Cleaned the kitchen oven.
* **Jr Tennis** – Jacquie
  + Game. Set. Equity. Community Tennis Grant – Weekly program began on Thursday, November 16 and concludes Thursday, December 14. Running two sessions on court 5: 4:00 – 5:30 for girls aged 8 and 9; and 5:30 – 7:00 for girls aged 10 and 11. Total of 19 girls participating.
  + Attended “Community of Practice” session via Zoom with Tennis Canada to hear about their programs and experiences.
  + Sessions Offered: Sunday, Dec 17, 1-3pm on 2 courts - Girls ages 12 -15. Session full with 12 girls; Thursday, Dec 21, 4-6pm in collaboration with the City of Burnaby. Bob Black is coordinating with the Youth Centres; Thursday, Dec 28 & Friday, 29, 1-3pm on 5 courts. Girls ages 8 - 15. 37 girls registered. Girls will receive drawstring bags with National Bank, Tennis Canada and BTC logos. Jeannie Rohr (Tennis BC) and, especially, Sarah Kadi have provided invaluable guidance and support. Eliza and staff continue to provide outstanding admin support. Lynne Schweitzer (former BTC Junior and experienced Coach) is leading the weekly sessions and we are also able to provide newly certified Instructor Jovana Kuljic (one of our BTC juniors) the opportunity to gain more experience.
  + BTC Juniors – November 23 BTC Junior Social had 10 juniors attending. Upcoming is December 28 BTC Junior Social.
* **Socials** – Barb
  + Held new members social, men’s social and Jr social
  + Possible family night in January
  + Logo – Reviewed logo options provided and recommend option 1 – which was agreed. Will explore recommended color of the blue for future meeting (similar to clubhouse) on white T-Shirt, find samples to show and T-Shirt pricing options. Exploring options to thank David Wong for his time working on the logo ideas.
* **Next Meeting Date** – Jan 10 (Dinner only, at Hart House)
* **Adjournment**

Ongoing Action Items

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| Lawrence | - |
| Eliza | - Send to the board a link to Burnaby’s Drug & Alcohol Use Policy  - Assess video alternatives inside new bubble and costs  - Create update for members about new booking system development |
| Sat | - |
| Craig | - Final version of audited statements |
| Frank | - Logo change ideas |
| Michelle | - |
| Barb | - Logo change ideas |
| Jas | - |
| Jacquie | - |
| Brian | - |
| Greg | - New booking system development |
| Nick | - |
| Gary | - |
| All | - Begin work on Strategic Initiatives committees; Present at February board meeting |