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**Board Directors**

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| Lawrence Kumar – President  Sat Gill – Vice President  Frank Kusmer – Secretary  Craig Watson – Treasurer (Absent)  Gary Sutherland – Operations Director  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 (Absent) |

* **Call to Order** – 6:00pm – Lawrence
* **Member Presentation** – David Pel attended to thank this board for their ‘fantastic job’ and how much it is appreciated by members. Thanks David!

* **Approval of Past Meeting Minutes** 
  + Approved minutes from Dec 13, 2023.
* **General Board Items** – Lawrence
  + Code of Conduct Policy Update – Motion: *Change the current Code of Conduct policy to read that board members must attend at least 75% of board meetings.* – Motion carries. Lawrence and Eliza to coordinate updating updated Code of Conduct policy and leaving it at the front desk for board members to sign.
  + Updating BTC Bylaws:
    - 1. To help achieve quorum at AGM’s. *Motion: Ask for approval at the next AGM in Nov 2024 to reduce quorum to 20 from 30. – Motion carries.*
      2. To enable the ability to remove a board member. Motion: *Ask for approval at the next AGM in Nov 2024 to add a new bylaw enabling a legal remedy within the board’s capacity to remove a board director. – motion carries.*
      3. Frank will ask the BTC legal counsel to create draft language to update our bylaws to achieve these two outcomes, intended for presentation to members and their approval at the Nov 2024 AGM.
  + Updates on Strategic Initiatives working groups:
    - 1. Partnership (Sat) – following up with some vendors for discounts.
      2. Communication (Michelle) – received approval to move forward with updated Newsletter format; will have an outline for a Board Manual soon.
      3. Government Relations (Frank) – reviewed work underway, including better understanding City of Burnaby org-chart and roles; discussed attending council meeting - will continue to evaluate the need and benefits.
  + Lawrence signed with Burnaby the approval to use two additional outdoor courts for summer clinics (courts 16 & 17) until Sept 30th and also 3 days in May and in June for the use of courts for the Burnaby Open.
* **Financials** – Craig absent
  + Carried forward
* **Membership & Rules Committee** – Greg
  + Developing a draft policy and guidance for Family Member rates by April.
  + Updating waitlist procedures and onboarding process for new members.
  + New Booking System – Development work nearing completion; Will be able to make rules changes in this system much easier; Interactive testing process is underway now between Eugene and Greg. Will expand testing afterward.
* **Operations** –Eliza absent
  + Carried forward
  + It was noted a tear in the bubble by the blower on Court 1 was being repaired this week under warranty.
* **Facilities** – From Gary’s report
  + Helping coordinate repair of tear in bubble this week.
  + Getting washroom renovation quotes.
  + Purchased plastic sheeting to protect bubble surface during take-down and set-up.
* **Jr Tennis** – Jacquie
  + Game. Set. Equity. Community Tennis Grant Update - Jeannie Rohr (Tennis BC) and Sarah Kadi provided invaluable guidance and support. Eliza and staff provided outstanding admin support: flyers, registration, bookings, invoicing, etc. Lynne Schweitzer (former BTC Junior) was lead Coach for weekly and Dec sessions.
    - 1. Weekly program concluded Dec 14. 2 sessions for girls aged 10-11. 19 attended.
      2. Session Dec 17 on 2 courts for girls aged 12-15 was successful with 5 girls.
      3. Session December 28 and 29 for girls aged 8-15. 36 showed up and 5 coaches including our own Jovana Kuljic and Grace Balla. This mini-camp ended our programming on a high note.
      4. Sarah and I are working on our presentation for Tennis Canada Jan 31st.
  + Future Grant Programming – exploring ideas as we’d need to charge the girls without a grant in place.
  + Juniors - Dec 28 BTC Junior Social. 17 juniors attend. Sarah Kadi did a great job of running the session with a “Team Tennis” format, resulting in a lot of laughter and a fun night. Next one will be on January 25th.
* **Socials** – Barb
  + Pasta Social and Demo night was full with 20 playing and 31 for dinner.
  + Logo – final graphics for new club logo are done in various formats (thanks to David Wong for his work on this); Exploring options for t-shirts and other items; Could have members purchase items via Jeggy – full order would all go in at once to secure quantity pricing. Higher end options are around $40 each.
* **Next Meeting Date** – March 13, 2023
* **Adjournment**

Ongoing Action Items

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| Lawrence | - Lawrence and Eliza to coordinate updating updated Code of Conduct policy and leaving it at the front desk for board members to sign. |
| Eliza | - Lawrence and Eliza to coordinate updating updated Code of Conduct policy and leaving it at the front desk for board members to sign.  - 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 | - Ask the BTC legal counsel to create draft language to update our bylaws to achieve the two outcomes, intended for presentation to members and their approval at the Nov 2024 AGM.  - Logo change ideas |
| Michelle | - |
| Barb | - Logo change ideas |
| Jas | - |
| Jacquie | - |
| Brian | - |
| Greg | - New booking system development updates |
| Nick | - |
| Gary | - |
| All | - Begin work on Strategic Initiatives committees; Present at February board meeting |