**Burnaby Tennis Club**

**Board of Directors Meeting Minutes**

**Wednesday, May 18, 2011**

**Present**

Larry Melnyk – President Nelson Lu - Treasurer

Graham Youde – Operations Susan Youde – Social Director

Hazel Padula – Ladies League Val Cuthbert – Secretary

Glen Richards – Head Tennis Pro George McLachrie – Membership David Pell – Director at Large Rosemary Riley – Junior Development Geoff Lakeman – Vice President Jackie Brown – Tournament Director

**Absent**

Rae Smith – Office Manager

Louie Bortolazzo – Men’s League

**Approval of draft agenda**

Moved by Hazel. Seconded by Jackie. Motion Carried

**Business Arising from April 20, 2011 Minutes**

* The Rules Committee will present their recommendations at the June 15th Board meeting. George put forward a motion that June 15th would be the final date extension for the committee to present their recommendations. Seconded by Val. Motion carried.
* Refunds were provided to the visitor’s spring league play who had previously paid.
* **Action Item:** Glenn will send out an e mail for volunteers to assist in the Burnaby Open this month. Jackie will assist him.
* Rosemary located a binder that contained some of the roles and responsibilities of board members as well as other Club information. Larry now has the binder.
* The Visitor’s buzzer is now installed in the clubhouse.
* Graham contacted the City to put in lines in the handicapped parking lot section. They will be doing this.
* **Action Item**: Rae spoke to Telus regarding a phone tree system. They are to get back to Rae with some packages on April 27th.
* Graham contacted the city to fix the outdoor lights – they are all now working.
* The light in the bubble was repaired and it will be checked again when the bubble goes up next year.

**Adoption of Minutes April 20, 2011**

Moved by Jackie, Seconded by Nelson. Motion carried

**Head Pro Report – Glen Richards**

1. Burnaby Open Checklist – June 24th to July 3rd.
   * Food Concession Ideas. Glen will contact mobile food venders such as Mr. Tube steak, ice-cream truck, etc. to arrange the availability of food for the tournament.
   * Volunteers - **Action Item:** Glen will send out a bulk email to club members for volunteers for the tournament.
   * Squeegees - Glen will look into purchasing 3 squeegees.
   * Score Cards on all Courts, Windscreens to be fixed, tennis balls to be ordered, signage for all gates, trophies to be ordered, umpires chairs cleaned and fixed up, all tennis nets and straps inspected and fixed, check-in board fixed up.
   * Glen is looking into purchasing a box from the West Van Tennis club to be utilized to lock up his items.
   * Junior league has two hours every 2nd Saturday.
   * **Action Item:** George to talk to Glen and Rae regarding information on the Junior Programs and to contact the Burnaby Now regarding advertising.

**Office Manager Report – Rae Smith**

* The two league teams were given their money back as per minutes of the previous minutes.
* Contacted the swim club. They will come to rent out Club House on June 11th from 12 – 2 p.m. The cost is $100.00
* Spoke to Telus: They gave her a breakdown as to what we are paying for and what we need. They will offer us some packages. On April 27th, they will get back to her.
* Summer staff is now in place. Very little training needs to be done.
* She had a meeting with Grey Chen about our booking system. At this point, he would like to donate his time. As a member, he would like to fully understand the rules and see if he can write a more bullet proof system. There was a general discussion regarding the issues related to one person setting up a system. Generally, when they leave there is a problem with others being able to utilize and continue with the system. Geoff recommended that we do not have Grey look into this and continue with the current system. George seconded the motion. Motion carried.

**Back Boards – Hazel Padula**

* Hazel recommended that back boards be put in place on court 6 & 7 and 4 & 5. They could be utilized when the courts were not in use. The board did not approve recommendation.

**Head Pro’s Contract – Larry Melnyk**

* There was a question as to the amount of money paid to Tennis B.C. for the Burnaby Open. **Action Item:** Dave will find out the amount and advise board members.
* There was a general discussion on the contract and changes to the contract. George moved that the Head Pro’s Contract be approved. Val seconded the motion. Motion carried.
* A committee was established to develop a performance evaluation tool and process for the Head Pro’s Contract. Those on the committee are Dave, Jackie, Rosemary, Val and Hazel.

**Bubble down Operation – Graham Youde**

* The bubble was packed up and gone in 5 hours at the lowest price yet. Any repairs required will be completed when the bubble goes up. It will cost $300.00 to $500.00 to replace all the moulding for the doors.

**Cost of New Bubble – Larry Melynk**

* Larry handed out information and pictures on a new bubble from the Farley Group. The cost to purchase the Bubble is $189,995 plus HST. Hanging Light Fixtures would cost $57,350.00 plus HST. The bubble would last for 10 years. When the existing bubble needs to be replaced, the club currently has the funds available to purchase the new structure.

**Treasurer’s Report – Nelson Lu**

* Treasurer’s report included as an attachment at the end of the minutes

**Update on meeting with Tennis BC – David Pel and Larry Melnyk**

* David and Larry met with Tennis B.C and Tennis Canada . They are interested in partnering with the Burnaby Tennis Club to look into the feasibility of building a National Tennis Training Center in Burnaby. The facility specifications include 4 to 6 acres, 16 tennis courts initially, 8 courts to be covered either year round or seasonably and the ability to expand to 24 courts in the future with 12 courts covered year round or seasonally.
* They have developed a proposal that includes a short list of facility options for consideration. The operational costs are based on the municipally operated Grant Connell Tennis Centre in North Vancouver.
* The Options range from an 8 court model, with a 1000 permanent spectator seats for tennis events which would include the Western Canada National Training Center with a minimum of 65% of slot times allocated for community recreation use. (cost $24,400.000) to a 4 court option integrated in a community centre re-build with no locker room or viewing amenities. (cost $4,650,000)
* Funds would need to be found through Government and/or other private organizations to build this facility.
* UBC received 8 million dollars through the Federal Government to build their current tennis facility.
* They were interested in developing a proposal with the Club and going as a united team to Burnaby City Counsel with the proposal.
* It was noted that the tennis courts are located on swampland and may not receive approval from the City for a permanent structure.
* The clubs interests were paramount in the discussion with Tennis B.C. Tennis B.C. would need to come up with a proposal that was exceptional for the Club, before the Board would consider any joint effort.
* Other comments on the proposal: The club would loose autonomy, there would be a specific # of courts allocated to the club, and the club membership fees would go up.
* The Majority of Board members voted not to pursue this partnership. Larry and David will continue their talks with Tennis B.C. but let them know that the Board was not interested in partnering with them at this time to develop a plan and proposal for a permanent tennis facility.

**Feasibility of Club Increase (3%) – David Pel**

* The Club has not increased the membership fees for two years. The cost of living goes up each year and in order to continue to cover inflation, expenses, etc. David recommended that a 3% increase be added to the 2011/2012 membership fees. Rosemary moved the motion, George seconded the motion. Motion approved.

**Next Meeting – June 15th, 2011**

