**Burnaby Tennis Club**

**Board of Directors Meeting Minutes**

**Wednesday, August 24, 2011**

**Present**

Graham Youde – Operations                                   Susan Youde – Social

 Val Cuthbert – Secretary                                         Rae Smith – Office Manager

Larry Melnyk – President                                         Nelson Lu - Treasurer

George McLachrie – Membership                           David Pell – Director at Large                                                   Geoff Lakeman – Vice President                             Jackie Brown – Tournament Director

**Absent**

Louie Bortolazzo – Men’s League

Hazel Padula – Ladies League

Rosemary Riley – Junior Development

Glen Richards – Head Tennis Pro

**Approval of draft agenda**

     Draft Agenda approved

**Business Arising from July 27th, 2011 Minutes**

        **Action Item:**Jackie and Nelson will review all expenses related to the tennis tournament and ensure all the bills have been paid before the final cheque goes to Glen.

        Nelson moved that Eng become the enforcement officer.  Graham seconded the motion.  **Action Item:**Larry to discuss with Eng.

        David will meet with Van City the end of September.

        **Action Item:**Geoff will contact Giga Sports to see if they can add a memo page to the website.

        A Geological report was completed in the past.  **Action Item:**Rae to see if she can locate it.

        Complaint from the Parks Board Commissioner.  The commissioner is not available by phone**.  Action Item:**  David will follow up with a letter of apology.

        **Action Item:**George is getting a quote on the telephone system for the office.

**Other Business**

        The Bubble is scheduled to be put up September 14, 2011.  The seals in the door will be fixed.   **Action Item**:  Larry will advise the City.

        There is a letter from the City to advise the club that courts will be required for the Senior’s Tennis Tournament from August 21st to August 25th, 2012.  Action Item:  Jackie will follow up with the Senior’s Tournament co coordinator.

        George is getting a quote on a new telephone system for the office.

        There was a general discussion regarding the necessity of copying everyone on the committee on all items.  It was suggested that the Director’s only c.c. those who are involved in the discussion.

        The furnace maintenance contract needs to be renewed.  Graham moved that the contract be renewed for a 3 year term.  George seconded the motion.  Motion carried.

        The emergency lights are here and will be installed once the bubble is up.

        **Action Item:**  Geoff is looking into a buzzer system which would go off every hour.

**Treasurer’s Report**

        There is $315,000.00 currently in the bank.  The balance was $405,000.00 the beginning of October.  $20,000.00 in the cheque account, $295,000 in Term Deposit.

**Rules Committee Recommendations/Decisions**

The proposed changes in BTC Booking Rules Document attached at the end of the minutes.

Numbers 3, 5, 6 and 7 were approved by the Board.  **Action Item**:  Jackie will prepare a written statement outlining the rule changes that will go out to members.    She will also include information on the non compliance consequences.  Non compliance with BTC rules will result in the following consequences.  First Offence – warning letter, Second offence:  loss of booking privileges for one week, third and subsequent offences:  loss of booking privileges for two weeks.

**Office Manager Report – Rae Smith**

Jobs Completed

        Letter by George McLachrie

        Staff summer hours has been added to the answering service

        Minutes posted on the website

        Had a meeting with Telus and George regarding phone updates.  He will get back to us asap.

        George requested to have occupation added to membership form, which we did.

Jobs to do

        Regarding winter staff:  we have two shifts to fill and two shifts uncertain until the staff get their class schedule.

        Yellow pages:  payment has not been made they threatened to have the bill sent to a collection agency.  Need some direction.  It is not known how the club was listed in the yellow pages.  **Action Item**: Rae to look into who authorized the listing in the yellow pages and cancel the listing.

Other Suggestions

The membership form is ready, George’s letter waiting to go out, and envelopes are stamped.  We should not hold up our mail out of our membership form because:

1. Any rule change needs to be passed through Gigasport.  It will take time.
2. Our rules & regs. Should have a penalty attached to each rule.
3. There is a deadline to pay dues which is September 15th.  Members should get the form by August 15th, which is already passed.

**Next Meeting** – September 21, 2011