**Burnaby Tennis Club**

**Board of Directors Meeting Minutes**

**Wednesday, April 18, 2012**

**Present**

Larry Melnyk – President                                        Nelson Lu - Treasurer

Graham Youde – Operations                                   Jackie Brown – Tournament Director

Val Cuthbert – Secretary                                          David Pell – Director at Large

 Hazel Padula – Ladies League                                George McLachrie – Membership                           Geoff Lakeman – Vice President                             Louie Bortolazzo – Men’s League

Susan Youde – Social

**Absent**

 Mark Sun – Junior Development

**Approval of draft agenda**

    Approval of Draft Agenda moved by Jackie, seconded by Hazel.  Motion approved.

**Adoption of the Minutes from March 21st, 2012.**

  Louie moved that the minutes be adopted, Jackie seconded the motion.  Motion approved.

**Business arising from the March 21st, 2012 Minutes**

* Glen plans to organize a hell week tennis camp.
* Rules Committee.  There was a suggestion to change the name from the Rules Committee to the Code of Conduct Committee.  Jackie moved the motion be adopted.  Valseconded the motion.  Motion approved.   It was suggested that the Board members who were on the rules committee move to this committee and that one or two additional board members could be added.  Suggestion to be tabled for further discussion.  **Action Item:**  Add to May’s agenda
* The outside of the club needs to be painted.  **Action:**  Louie has received a quote ($5,000.00) and will confirm the price in writing.
* Hazel had a suggestion from an artist to paint a retro tennis scene on the entrance wall.  It cannot be done with the Pop Machine in the entrance.  **Action**:  Hazel will get a quote on same.
* Hazel will ask Rae to purchase shower mats for the women’s showers.
* There was a suggestion to have a hair dryer in the women’s washroom attached to the wall.

**Head Pro Report**

1. Junior Development Update

* + Spring session finished with a pizza party.  There was good attendance with 26 kids.
	+ Next session will start in October

1. Club Tournament Update

        Currently in progress.  65 players entered.

1. Court Maintenance

        Many courts have damaged or missing center net straps.

        **Action:**Glen to call the City to see if they will supply the straps.

1. Seniors Games

       Will be held at the Burnaby Tennis Club and are booked from August 21st to 25th.  It is the 25th Anniversary of the games.  They will use the club house and are looking into paying for the extra Janitorial service.

1. Improvements to Men’s night.

       Some members feel the process is not transparent.  The process for men’s night is outlined on the website.  Some members may not know it is there.   **Action:**  Glen to review the process that is posted to ensure it is clear.

**Office Manager Report**

* The events calendar is in the office.
* The club is accepting new members.  4 – 5 people joined.
* There was a request made to the City of Burnaby to put the Bubble up for the senior’s game if it rained.  Burnaby said no.
* Bubble Doors - Graham will look into replacing the hydraulic arm for next year.
* Backboards - The information regarding the boards’ decision not to install a backboard should be placed on the website.  (who was going to do this?)
* The City of Burnaby was informed about the water in the bubble from the construction.
* Rae had Barry’s son clean up the leaves on the courts.
* The clocks in the bubble are being hit by the tennis balls.  Action:  Inform members that if anything is damaged in the bubble to advise the staff.  Geoff will look into an alternate type of clock for next season.
* George and David to be introduced to Laurie Smith and Jim Richards.  Rae to provide them with the phone numbers.
* Rae is currently training summer staff.  Susan made a motion that summer hours should be 5 days per week for 5 hours.  The Board approved same.  Rae will decide on the days.
* Extra Tennis B.C. charge Glenn paid for 3 men’s teams.  The club will rebate him 56.3 = $168.00
* If the women’s team has already paid – Hazel should bring in receipt for reimbursement.
* Can Val and Geoff sign cheques yet?  Not yet – they need to go by the Credit Union to sign the appropriate papers.
* A copy of the Issue of warning letter and prorated chart for Early Bird fee was presented for feedback.  Feedback was given on changes to the letter.  Geoff moved that the revised letter be accepted.  Hazel 2nd the motion.  Motion approved.  Prorated chart for Early Bird fee approved by the board.
* Are the winter rates for next year available yet?  **Action**:  David will review inflation rate and bring recommended rates to the next meeting.

**Protocols related to Club Rules/Club Code of Conduct**

* There was a general discussion regarding the process for dealing with violations to the club rules and inappropriate member conduct.  The process for dealing with violations was not clear to everyone and the club does not have anything posted in writing regarding standards of conduct.
* There was general agreement that Violations of the Club rules should be dealt with by the office staff.  If a member disagrees with the violations ruling – they could ask for a review by assigned board members.  (Code of conduct committee)
* The club membership’s code of conduct needs to be in writing and posted in the club.  **Action:**Graham, Susan and Val will work on this.

**Head Pro Contract – Monitoring/Evaluation Update & Process**

* The Head Tennis Professional draft contract monitor/evaluation considerations document was handed out for review and feedback.  **Action**:  Board members to forward feedback to the committee.  It was recommended that the contract monitor take place at six months and the evaluation at the end of the contract.  **Action:**Final recommendations and the process to be presented to the Board at the next meeting for approval.
* It was recommended that someone from the evaluation committee attend the contract negotiations.  Val will attend the negotiations.

**Head Pro Contract renewal/revisions**

* **Action**:  If board members have recommendations or any suggested changes to the contract, forward same to Larry.  The contract renewal date is June 1, 2012.

**Socials**

* The last social was a lot of fun and it was sold out.  The magician was a big hit.
* Susan is thinking of having a social in the summer.
* The board thanked Susan and Graham for all their work in putting on great socials during the year.

**Video Security**

* Nelson suggested that we look into putting in Video Security in the office area.   He will provide additional information at the next meeting.  **Action**:  Louie was going to contact a contractor for a quote.

**Next Meeting**

* May 16, 2012