**Burnaby Tennis Club**

**Board of Directors Meeting Minutes**

**Wednesday, August 15, 2012**

 Larry Melnyk – President

 Nelson Lu – Treasurer

 Hazel Padula – Ladies League David Pell – Director at Large

Susan Youde – Social Val Cuthbert – Secretary

Jackie Brown – Tournament Director Graham Youde – Operations

**Absent**

Geoff Lakeman – Vice President

Louie Bortolazzo – Men’s League

Mark Sun – Junior Development

George McLachrie – Membership

**Approval of draft agenda**

 Approval of Draft Agenda moved by Val, seconded by Graham. Motion approved.

**Adoption of the Minutes from July 18, 2012.**

 Change George to present and date to August 15th

 Jackie moved that the minutes be adopted with the noted changes, Hazel seconded the motion. Motion approved.

**Business arising from the July 18, 2012 Minutes**

* Clocks have been purchased by Geoff
* David will instruct the new bookkeeper to pay holiday pay on each cheque to temporary employees.
* Dependable lock will change the key lock. Graham will contact them when the bubble goes up.
* Burnaby Open. Nelson to review income and expenditures. To be discussed at the next meeting.
* Painting the inside of the club. Hazel received a quote of $2,700.00. She will get another quote which includes the entire building.
* The City of Burnaby owns the building. They are responsible to paint the outside.
* Hazel and Rae will look at the office furniture that Dave has available for sale.
* Hazel suggests that the club switch lights to low energy once they need to be replaced.
* Dave received two quotes for bookkeeping services. Nelson moved that Irina Alikova continue as the bookkeeper, Graham seconded the motion. Motion carried.
* Standards of conduct committee will develop standards of conduct before the next season.
* Satellite dish: **Action**: Mark will provide an update at the September meeting.

**Head Pro Report**

1. Summer Camps:
* 3 weeks of camps are completed.
* Very good participation totals, ages 6 – 16
* An extra camp may be added for late August

1. Junior Rookie Tour
* To be held on September 15th on 4 club courts
* Designed for under 8, 10, 12 and 14 year old kids
* These are entry-level players using low pressure balls and smaller court
1. BC Senior Games
* Checklist from the Burnaby Open
* Nets, windscreens, etc. should be measured and fixed
* The bubble courts need to be cleaned almost every day from falling leaves
1. Ladies League Lessons
* They are interested in group lessons in the fall**. Action:** Glen will organize this

**Office Manager Report**

Members must renew their membership by September 30th, 2012. The e mail that will go out to members was reviewed. David will look into issuing receipts via e mail.

**Senior’s Games**

* Score cards will need to be set up on all courts
* It will be held Tuesday to Saturday from 8:00 a.m. to 6:00 p.m. Courts are reserved for these times. On Saturday, they should be finished by 1:00 p.m.
* Portable toilets will be on site.

**Transition of Bookkeeper**

* David will work with Rae on this. Cancelled cheques will be sent to the Bookkeeper.
* David will develop written procedures for maintaining records.
* David suggested moving employee wage cheques to direct deposit. David moved this motion be carried out. Val seconded the motion. Motion carried.

**Other Business**

* The bubble will go up on September 13th if the weather is good.
* Nelson reports there is $330,000.00 in the bank.

**Next Meeting**

September 19, 2012