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**Board Directors**

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| Lawrence Kumar – President  Sat Gill – Vice President  Frank Kusmer – Secretary  Craig Watson – Treasurer - absent  Rhys Green – Operations Director  Peter Upper – Men’s League Director | Mike Hopkins – Membership Director  Michelle Sing – Women’s League Director  Nick Lee – Tournament Director  Gary Sutherland – Junior Development Director - absent  Eliza Haight – Club Manager  Vacant – Social Director |

* **Call to Order** – Lawrence
  + Welcome to new board for the coming year, and especially to new first time members Craig Watson and Rhys Green
* **Approval of Past Meeting Minutes** 
  + Approved minutes from Dec 4, 2019
* **Financial Status** – Craig(absent)
  + Carried forward to next meeting
* **Formal Documents** – Frank
  + Signatures obtained for Consent to Act as Director and Code of Conduct & Ethics from Rhys and Michelle.
* **General Board Items** – Lawrence
  + Board start time reviewed - strong agreement we will stay with 6pm
  + Role of Club Manager expanding:
    - Eliza to deal now with all operational routine matters directly, as opposed to running them past board or having items first discussed at board level,
    - Board role shifting to less operations focus, more on oversight, governance, large impact items needing approval, financial decisions over Eliza’s $1000 authority and budget items,
    - Eliza can also escalate anything to board as she determines.
  + 2020 Calendar:
* Newsletter – to be sent by Jan 31 – Michelle to draft; Another one by May 31
* Eliza checking open ratios on newsletters
* Include intro of new board, child safety, W. Cda Tennis Centre status
  + BTC Jr Tournament - Set for Feb 28
  + Fall 2020 ITF Tournament – To be held 26Sept to 03Oct; ITF coming to us with proposal; Want to use outdoor courts, with court fees going to Bby not BTC. If indoor courts needed due to weather it was agreed we can charge: $25/hr/indoor court, plus $300/day for use of our clubhouse (clearer alone is $75/day). Lawrence to track status and advise.
  + Committees – Final membership set as follows:
    1. Rules – Mike H (chair) + Nick L
    2. Finance – Craig W (chair) + Lawrence K
    3. Coaching – Frank K (chair), Nick L, Peter U
    4. Tournament – Nick L (chair), Gary S, + Craig W + tbd volunteers
    5. Transition – Lawrence (chair), Frank K, Nick L - on hold for now
    6. Safe Sport – Michelle S (chair), Gary S, Sat G
    7. Operations – Rhys G (chair), Eliza H, Michelle S
    8. Communication – Michelle S (chair), Eliza H
    9. Social – Sat G (chair), Craig W, Eliza H
* **Operations** – Eliza/Rhys
  + Bubble Emergency Generator & Systems – When power went out generator did not automatically start, and was started manually by staff. Had been an issue previously.
* Regular testing of our old diesel generator takes place but is near end of life, needs replacing,
* Johnston Controls tested it today and the backup came on – so we have an intermittent issue with auto-startup,
* The Furnace can also shut off due to high water level at intake (water got into furnace, sensor damaged and furnace went off),
* Sump Pump was not operational recently and had to be manually started; Getting a new auto-sump pump installed asap ($1000 cost) plus water sensor,
* Backup Generator & Standby Fan – Runs 6-8 hrs; Eliza getting quotes from Farley Group and others on replacing it now with new Natural Gas Generator with 18,000 CFM Standby Fan; Could replace it start of next season if installation delays are too long to get it done this winter; Could be up to $60,000 for total replacement cost,
* Eliza looking into potential for staff storm coverage during closed hours,
* Eliza checking into emergency pressure alarms for bubble,
* 3 areas to improve were discussed:

1. Signage – if furnace/blowers stop, everyone in bubble must vacate ASAP. Must stress the need for speed due to risk of collapse/injury.
2. Staff – Eliza to undertake regular training on Emergency Protocols and to ensure they react quickly as an emergency and fully understand what to do to remove everyone from bubble, start backup generator, make calls, etc.
3. Coaches – Eliza also to discuss Emergency Protocols with all coaches so they fully understand risks and remove all from inside bubble asap if power or blower is out.

* Court Etiquette & Pay’NPlay – Reminder sent to Pay’NPlay customers, and coaches reminded to tell clients and parents about proper etiquette, cutting behind courts during play, noise, etc.
* Nick to investigate how Richmond Tennis new bubble was funded.
* **Coaching Update** – Frank/Nick/Peter
  + Coach Personal Playing Time Rules – Now booked into Jegy to track time in pink; Agreed to set rules as follows:

*It is agreed that the HTP, and their assistant coaches, may use available courts for their own personal playing time up to 4 hours per coach per week without any court rental fee to BTC (2 hrs on court 6 maximum, 2 additional hrs on weekdays before 3pm when booked 20hrs or less in advance),*

*i.  If a coach is playing with a BTC member, the BTC member must use their court booking allowances within the normal BTC rules,*

*ii.  If a coach is playing with a non-BTC member, no guest fees apply,*

*iii.  After 4 hrs of play in a week, if a coach is playing additional hours on non-coaching courts, regular guest fees and booking restrictions of 2 times per month apply for the coach and guests,*

*iv.  Coach personal playing time will not be deducted from calculations of bonus targets in Section 4, and may negatively impact bonus achievement,*

*v.  Coaches wishing to play on doubles nights cannot bump members, and doubles hours played will count toward the 4 hrs of weekly personal playing time.*

* + Coaching revenues ahead of last year Oct-Dec by about $1,200, despite a slow start and less hours booked; Bonus targets not being met, 39% court utilization,
  + Eliza to work with staff to implement protocols so coaches respond to requests for coaching,
  + Approved 50% coverage for coaching advertising costs (Bby Now, Leisure Guide),
  + Free coach play level evaluations by Jack to be coordinated through Eliza,
  + Clinics going ok, GRT doing a 4.0 clinic, Jack averaging 27-35hrs weekly, high performance clinics only at start of year so far.
* **Safe Sport Committee**  – Michelle
* Scope agreed to be primarily on coaching relationships with kids and Rule of Two,
* Tennis Canada initiative; All coaches must be certified (all our’s are),
* Rules & Guidelines tbd; Will have few parents and members on committee;
* To be finalized by mid-April
* **Next Meeting Date – Feb 12, 2020**
* **Adjournment**

**To-Do List**

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| Lawrence | - ITF fall 2020 tournament status  - |
| Sat | - |
| Craig | - |
| Frank | - code of ethics and consent signature follow-ups |
| Michelle | - Newsletter – to be sent by Jan 31 – Michelle to draft; Another one by May 31  - Safe Sport Committee coordination |
| Rhys | - |
| Peter | - |
| Mike | - |
| Nick | - investigate how Richmond Tennis new bubble was funded |
| Gary | - sign code of conduct and ethics |
| Eliza | - Backup Generator – get quotes from Farley Group and others on replacing it now or later with Natural Gas Generator with 18,000 CFM Standby Fan  - investigate potential for staff storm coverage during closed hours  - emergency pressure alarms for bubble  - undertake regular staff training on Emergency Protocols and set up Signage  - discuss Emergency Protocols with coaches  - implement protocols so coaches respond effectively to requests for coaching |
| All | - |