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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 – absent | Mike Hopkins – Membership Director  Michelle Sing – Women’s League Director  Nick Lee – Tournament Director  Gary Sutherland – Junior Development Director - absent  Eliza Haight – Club Manager – absent  Vacant – Social Director |

* **Call to Order** – Lawrence – Special Covid19 Planning Meeting Conference Call
* **Approval of Past Meeting Minutes** 
  + Approved minutes from Mar 11, 2020
* **General Board Items** – Lawrence
  + Ongoing Items
    - 1. Grant application – LK will start draft and has helpful information from Richmond Tennis; If we get a grant it is likely to be $250k, added to $550k savings = $800k leaving us short around $200k for a new bubble including taxes and contingencies, which is 3yrs savings.
      2. New Backup Generator – Eliza has this moving forward; Rhys and Eliza will design an Operations Checklist and Asset Tracker.
      3. Early Morning Jr’s – Eliza now has keys from parents.
* **Covid19 Planning – Current Impacts (Spring)**
* Deflation delays, unclear if/when bubble can be taken down; Costs of deflation, storage and setup in fall are about equal to operating costs of maintaining bubble inflated all summer ($15k down, $5k storage; $15k up).
* Farley (takes bubble down) has travel ban in place and no one local can do it. We must wait for Farley and social distancing conditions to improve to take bubble down, or it will stay up. If bubble still up in June LK will ask Bby to leave it up.
* Actions taken to mitigate costs: staff laid off, cancelled cleaning, reduced temp and lights off.
* Insurance – LK to check if we need to extend it if bubble stays up.
* Outdoor booking privileges tbd if it stays up.
* Other cost reduction actions: Craig to apply for non-profit Gov’t wage subsidy program; Eliza applying for BC Hydro and Fortis credit relief programs.
* **Risk Committee to make recommendations**
  + Risk Committee is Sat, Frank, Eliza, Rhys; to make recommendations to board in next few weeks.
* **Covid19 Planning – Fall Impacts** 
  + May not be able to re-open on time, or may need to close after we have opened
  + Most feel it is likely we will re-open on time
  + Risks include financial cost of closing and willingness of members to pay full fee
  + Steps we can take to mitigate risks include singles only for some time, clubhouse closed, more frequent cleaning, reduce contact points in common areas.
  + It was agreed the emergency generator needs to be replaced asap regardless to reduce risk of power failure and collapse
  + May remove or take down light standards in bubble to reduce risks, but it takes 6 people and social distancing is as issue
  + Risk Committee will assess this further and make recommendations to board
* **Communication – Michelle**
* Advise members we have a risk committee, Covid19 planning is underway, financial update and we are seeking deferrals and wage subsidies to reduce costs.
* **Tennis BC – Nick**
* TBC has advised operations are cancelled for spring/summer
* Also cancelled so far are: tournaments, leagues, lessons, school programs and officiating
* **Next Meeting Date – May 13, 2020**
* **Adjournment**

**To-Do List**

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| Lawrence | - Capital Grant application  - Insurance – check if we need to extend/modify it if bubble stays up |
| Sat | - Risk Committee recommendations |
| Craig | - Apply for non-profit Gov’t wage subsidy program |
| Frank | - Risk Committee recommendations |
| Michelle | - Newsletter |
| Rhys | - Asset Tracker and Operations Checklist  - Risk Committee recommendations |
| Peter | - |
| Mike | - Discuss membership numbers and options for next season |
| Nick | - |
| Gary | - |
| Eliza | - Backup Generator replacement  - Farley status and potential deflation of bubble  - Risk Committee recommendations  - Make Operations Checklist for staff inspections  - Review our Safe Sport protocols with staff and implement procedures on reporting, recording and escalating.  - Develop procedures on how to deal with early morning 6-8am usage (juniors & early birds).  - Asset Tracker and Operations Checklist  - Apply for BC Hydro and Fortis credit relief programs |
| All | - |