** Board Meeting Agenda**

**Oct 14, 2020 – 6:00 pm – Zoom Call**

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

* **Approval of Past Meeting Minutes**

-Approved minutes from September 9, 2020

* **General Board Items** – Lawrence –
  + **BTC AGM** – to be held November 25, 2020 via Zoom. Only 3 reports will be provided – Presidents report, Treasurers Report and Membership. Michelle, Frank, Nick terms are up and are putting their hands up to run again. Notices to membership will be sent. need to advertise early. Since the meeting is being held online via Zoom, hoping to get more people to attend. Suggested to offer door prizes as an incentive.
  + **Capital Grant status-** no change, successful applicants will be notified by October 31.
  + **Endowment Fund status**- this was mainly being investigated to find a way for BTC to issue tax receipts for donations but in order to do that we need to partner with a charity (i.e. Tennis Canada) to collect funds for us and issue tax receipts on our behalf and then redirect the funds back to BTC but that requires a special agreement and those funds may be locked in an endowment fund whereas BTC really needs a way to boost our capital reserve so it may not be a good fit.
  + **Tennis BC AGM**-held on Sept 26 via Zoom. Incursion of pickleball onto some member clubs’ public courts (new painted lines, sharing time, noise) stated their need for assistance was ‘urgent’ in dealing with their respective municipalities. Pickle ball is becoming widely popular by a younger demographic and is no longer viewed as a sport played just by older people. TBC has formed a Pickleball Committee to develop a strategic approach to work with pickle ball. They will advocate for municipalities to develop separate courts from tennis.
  + **ITF Tournament 2021 dates** – possible dates for next year- Sept 10-18 however will need to consider bubble up date. Eliza to confirm bubble up date with Farley Group.
  + **Vancity-** If bubble replacement is needed, the option to borrow money from Vancity is available. However, as advised by Farley group, the bubble material is still patchable and will last for another few years.
  + **Christmas dinner –** discussion indicated no strong interest at this time and a preference to delay it until we can get together again (perhaps post Covid?).
* **Financials** – Craig
  + Accountants review of yearly financials should be completed by mid November in time for AGM.
  + Since indoor season started in mid- September, we recorded $13k for putting the bubble up which was budgeted for October. With the registration of many new members this year, we will earn higher initiation fees. Our season officially starts in October which is when the bubble up fees were budgeted for.

2020 Sept 2020 Budget Actual vs. Budget

Total Revenue 29,908 26,976 2,932

Total Expenses 27,476 12,079 15,397

Income (Loss) 2,432 14,897 (12,465)

**Sept 2020 Results: Net Income $2.4k vs $14.9k Budget, $12.5k below budget**

**- Revenues $29.9k vs. 27.0k Budget, $2.9k above budget**

- Various Court Rentals (coaching, contract, public/guest fees) +8k that were not budgeted for in September; however, P&P fees were <$5k> lower due to later   
sign-ups that will happen in October

- **Expenses $27.4k vs. $12.0k we are $15.4k above budget**

- Timing issue Bubble up was budgeted for Oct 2020 (13k)

* **Communications Update** – Lawrence –
  + Notice of AGM and open director’s positions will be included in the communication to be out before the AGM. AGM held be held via Zoom. No special motions.
* **Membership status** – Mike/Eliza
  + Current registrations at 268 members, 44 Pay & Play (capped at 44), had 119 people on the waitlist!
* **Coaching status** – Nick/Peter
  + Both Shelley and Jack have signed contracts. The coaching committee interviewed 5 different contactors. Looking to hire 2-3 coaches who already have existing clients. Potentially looking at filling the 6am-8am time slot during weekdays. All coaches will have TPA certifications and will start November 1st. Once coaches are confirmed, communication will be sent to members.
* **Operations Management –**
  + Bubble operation status with COVID-19 protocols – opening of indoor season went smoothly. Signage, disinfecting products and protocols put in place were well received by members, guests and staff.
  + Backup Generator status -Sept 24, the backup generator turned itself on (at the same time as the main blower) possibly due to brown outs in the area. Emergency call was made to BC Comfort (contracted by Farley Group). I attended on site to manually shut down the back up while waiting for BC Comfort’s arrival.
  + All non-members of BTC have been required to register guest accounts in order to sign the COVID-19 waiver prior to entering BTC facilities. This includes contract bookings, Coaches students, Junior Development and clinic participants.
  + Tuesday and Thursday Doubles status- The new rules with staggered court times is working out well for both Doubles. The only change for Thursday Social doubles is players are randomly assigned courts and are only switching partners within the same court, not cross court. Two NEW pages have been set up under members’ profiles upon sign in: ‘Tuesday Competitive Doubles’ and ‘Thursday Social Doubles’. Court assignment and schedules are posted online in real time using Google Sheets.
* Next Meeting Date – Nov 4, 2020 @ 6:00pm
* Adjournment- 7:55pm.

\*\*\*\*\*\*AGM Date – Nov 25, 2020 6:30pm