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 **Board Directors**

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

* **Call to Order** – Lawrence
* **Approval of Past Meeting Minutes**
	+ Approved minutes with changes from Dec 9, 2020
* **General Board Items** – Lawrence
	+ **2021 Events Calendar** – Reviewed key events
	+ **Leagues** – Doubtful we will have them this year due to Covid rules; the BTC tournament will not likely go ahead due to lead times needed to organize.
	+ **2021 Committees** –
		- 1. Rules – Mike (chair), Lawrence, Nick, Barb
			2. Bubble Replacement & Transition – Rhys (chair), Lawrence, Frank, Jas, Nick, Craig, Gary
			3. Coaching – Frank (chair), Nick, Peter, Barb
			4. Finance – Craig (chair), Lawrence, Rhys
			5. Tournament – Nick (chair), Gary, Barb
			6. SafeSport – Michelle (chair), Gary
* **Bringing Matters To Board** – Sat
	+ For further discussion at next board meeting:
	+ We need a systematic way of bringing items for discussion to the board.
	+ Board agenda items should be at a strategic level or focused on high impact topics and issues
	+ Directors must make decisions based on what is best for the club, the majority of its members, its long-term viability, and conduct themselves professionally
	+ Directors will support board decisions regardless of their own vote on the subject
	+ Committees will fully involve all committee members in discussions, communications and decisions
	+ Topics for the agenda must meet the following criteria:

- if within a committee’s scope it must first be referred to that committee for review

- operational items must first be referred to the BTC Manager for review

- as required, the committee/BTC Manager will request an agenda topic & make recommendations

- for straight forward items a verbal review and recommendations will suffice

- for more complex items a thorough analysis and discussion using an issues document template will be used

- a completed issues document for complex items will be provided to all board members in advance of the meeting and include:

 a) one page summary template

 b) topic, key issues and background summary

 c) data and metrics on impacts (all known key metrics, member impacts, staff impacts, systems impacts, risks, scope, optics, other club's solutions)

 d) options reviewed and impacts/ pros-cons listed

 e) recommendations

 - once a matter is decided, it will not brought to the board for further discussion unless:

 a) there is significant or important new information/data

 b) conditions of the decision have changed

* **Operations Management** – Eliza (absent)
	+ Carried forward to next meeting
* **Facility Condition** – Rhys
	+ Committee on bubble replacement was established as noted above
	+ There are lots of patches, the bubble is past theoretical end of life and there are risks of an extreme weather event bringing it down. Farley Group says we may have 2 more years in it.
	+ Options for a loan seem to outweigh the costs of borrowing for a few years and the risks of keeping old bubble get higher annually with maintenance costs and the old HVAC system
	+ New bubble is about $800k + taxes + contingencies, but we could re-use new generator & older furnace to help reduce costs.
	+ The gap for borrowing is smaller now that savings are increasing due to higher coaching revenues, and from Pay&Play and public play (our savings could be doubled this year)
	+ Other issues for a new bubble include expanding the air-lock, a large door for vehicle entry for lighting etc., grade-beam repairs required and the ground footprint required for all this.
	+ It was agreed the bubble replacement committee will begin reviewing this all and put together a project plan with an event timeline, costs analysis and requirements (Burnaby permission; Tennis Canada & link if any to potential future training center and permits needed)
* **Financials** – Craig
* Dec financials are on track and revenues trending over budget by $30k YTD, mostly due to coaching revenues well above plan
* We are trending to have a $65-70k savings this year toward the bubble
* Coaching revenues discrepancies are still being reviewed we are implementing a different way to recognize court fees to correct the issue
* **Court Dividers & Leveling** – Jas
* Courts 1 & 6 are quite slanted and can cause bad bounces; we will bring to Burnaby’s attention when appropriate
* Dividing net excess on courts can and have caused injuries; Eliza, Gary and staff will find a solution and try to roll up excess net at the bottom
* **Societies Act & Constitution** – Frank
* Reminder that changes to material decisions previously made by a board vote must be voted on again (at a meeting or via email) and confirmed in minutes
* Decisions involving a new strategic or significant material impact cannot be made by committees alone, unless given authority by the board, and must be voted on by the board and recorded in minutes
* A recent email vote approved a change to 24 hour court bookings, limiting them to one hour
* A motion was made and discussed to confirm a change to our current year membership target from 275 to 271 – motion carried and ratified in a vote
* For future AGM’s, our legal counsel confirms there is no need for constitution changes if we want to combine virtual and in person attendance

* **Rules** – Mike
* The Rules Committee has developed a plan to investigate options to simplify BTC’s booking rules; Recommendations for next season’s rules will be made in April or May
* Steps include reviewing other club’s rules, a member survey and testing our booking system
* Other minor rule changes implemented now by the committee are:
* Members cannot book courts 1 and 6 using advance booking hours as these courts are intended for 24-hour bookings only (if available)
* Serving practice bookings on court 6 are suspended (likely for rest of bubble season)
* **Next Meeting Date – Feb 10, 2021**
* **Adjournment**

**To-Do List**

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| --- | --- |
| Lawrence | -  |
| Sat  | - |
| Craig  | - Review accounting of BTC coaching court fees and advise status.  |
| Frank | -  |
| Michelle | -  |
| Barb  | -  |
| Jas  | - |
| Rhys | -  |
| Peter | - |
| Mike | -  |
| Nick  | -  |
| Gary  | - |
| Eliza | - Review accounting of BTC coaching court fees and advise status. - Expand Jegy to add 6am – 8am court times in system. - Deal with Jegy to resolve issues with coaching hours and court fee tracking.  |
| All  | - |