

Minutes of Regular Board Meeting of the New Westminster Tennis Club

Date: **February 16th, 2021** Time: **5:00PM**

Meeting Hosted by: Carole Hickey,
President

Format of Meeting: NWTC Clubhouse

Recorded by: Amelia Weatherbe

Attendees:

Carole Hickey
Amelia Weatherbe
Chris Morrey-Jones
Peter Szabo

Absentees

Natalia Leposavic
Vaso Leposavic

AGENDA TOPICS

1. Call to Order | Presenter *Carole Hickey*

Carole called the meeting to order at 4:56pm and welcomed the Board to the meeting.

2. Approval of Minutes of Previous Meeting | Presenter *Carole Hickey*

Carole asked if all have had a chance to review the Minutes of January 12th, 2021 and asked if there were any errors or omissions. There being no changes, a Motion was made to approve the said Minutes by Chris Morrey-Jones, seconded by Peter Szabo. All in Favour.

Motion Carried.

3. President's Report | Presenter *Carole Hickey*

a) COVID-19 Status Update

Carole announced that nothing had changed and that doubles play had been nixed as per guidelines from TennisCanada.

Carole then opened a discussion up with the Board around the re-opening of the clubhouse with the appropriate restrictions in view of the fact that the power washing and volunteer day cleanup is coming up late March. The Board generally agreed that, unless something happens to change the current Health Order or TennisBC guidelines, we should plan to announce at the AGM 2021 that we will re-open the clubhouse. Guest restrictions and lessons for non-members will be decided upon at that time also. It was also noted that members will need to be reminded to act socially responsible during all times while at the club. In any event, a Members Update for this announcement will follow the AGM.

b) Janitorial Contracts 2021

Carole advised that the current janitorial contract with Don Campbell expires on February 28th, 2021. Chris confirmed that Don is paid for his work on receipt of an email from Don, but the Groundskeeping Contract is a gentleman's agreement, which is up on April 1st. It is assumed that Don will continue with this contract. In any event, Carole advised that she will seek an expression of interest from the Membership for the clubhouse janitorial contract. In addition, she will email Don giving thanks for his groundskeeping contributions and will ask him if he is interested in continuing with that contract.

c) Spring Clean Up Day/Power Washing

Power washing will be done on March 25th and 26th. Volunteer Day/Cleanup Day will be held on Sunday, March 28th. Volunteers for Cleanup Day will be solicited via an email blast with the added incentive to provide pizza. Carole will announce these dates at AGM and send out a Member's Update. It was noted that these activities will initiate the season opening of the club. These dates have been confirmed with Don (subject to change re Covid). Peter will update the website calendar.

d) AGM 2021:

- i. AGM 2021 Agenda – Carole pointed out the revised version in the package distributed and ran through each topic for the Board's feedback.

It was noted that this will be the final version of the Agenda. Some highlights are as follows:

- ii. Voting Member Quorum (214 Voting Members) – Carole advised as Chair, she will ensure that a Quorum exists. A quorum is 22 members (6 of us plus 16 members is 22). This Quorum represents 10% of the Voting Membership based on a total Voting Membership of 214 members. Carole will announce the Quorum.
 - iii. Organized Play/Social Director Position - The Board discussed the merging of these positions and it was ultimately agreed that creating a dual role by merging these positions would allow a Director to organize both inside (social functions) and outside (tennis play) events.
 - iv. Website Calendar Template – The Board discussed how to present the template at the AGM. After some discussion, it was agreed that the best way to explain this new template would be to advise members that our website calendar has a “new look and feel” and will respond to the membership questions on what events are going on at the club and when. The Board has been contemplating the addition of a new event for league training (for both men and women). If adopted, this can also be added to the calendar. All events will be subject to adjustment as and when required. At any rate, it was agreed that Peter, as IT & Communications Director, would present the template to the membership as he can explain how it works.
- e) Housekeeping Matters - Text Exchange (AH)

Chris circulated a copy of the text he received from Anoma, which turned out to be slightly different from the one received by Carole. Discussions around these texts went around the Board, including topics of AH’s past behaviour and other controversial issues. The issue of AH’s texted resignation was also raised when he asked Amelia to send him a copy of the two-page document regarding termination of her membership.

Chris also mentioned that he intended to speak to Alex Sweezey about courses of action open to us, including our ability to propose Motions, such as those contemplated for the AGM.

4. Treasurers Report | Presenter *Chris Morrey-Jones*

a) Financial Statements (Budget 2021)

Chris presented his financial statements from January to February 2021 and announced that all changes per our previous meeting have been incorporated. He highlighted some changes, i.e. the Western Fence insurance claim for the repair work done to Court 3 fence, \$2,700 interest made from GiCs, etc. He then ran through the line items shown in Budget 2021, whilst Carole considered what changes may still need to be made. When it came to the lighting upgrade quote from Sasco Contractor, which the Board had previously reviewed. While the Board agreed that a 2nd quote from another lighting expert be obtained, the item should be budgeted for. Carole questioned whether we should check whether the lighting change is a substantive enough one to get the City's permission, but it was agreed this was not necessary. No further questions, then Chris agreed to make the necessary revisions.

b) Junior Program (Preliminary Discussions)

Chris announced that he had talked to Shelley about the 2021 camps. However, the uncertainty around Covid-19 means we must wait and see and the topic may be brought up at the AGM.

c) Membership Renewal Notice

Chris shared the ClubSpark screen online to the Board and explained how the membership invoicing works. After some discussion on the procedures involved with sending out membership invites, waivers and consent releases, the Board felt they had a better understanding of ClubSpark's features, as well as the procedures involved, and thanked Chris for the demo.

Chris then advised that the invites for renewal will go out during the week of February 22nd. The deadline to renew is March 31st, 2021.

5. Buildings and Grounds Report | Presenter Vaso Leposavic

a) Video Installation Update

Vaso was absent from the meeting and no report has been received from Vaso to the date of this meeting. However, it was noted that the budget for this work has been included in this year's budget. Vaso will be contacted as a reminder to provide an update on this item.

b) Court Lighting Upgrade

Since this topic had already been discussed in the Treasurer's report, Chris reiterated that a 2nd quote will be obtained, for comparison purposes. It was also noted that since the cost of the item is significantly higher, it is classed as a capital expenditure. As such we need to add another Motion to the Agenda which Votes to approve a Capital Expenditure. It was so agreed.

6. Adjournment of Meeting

The meeting was adjourned at 6:58pm. A motion was made by Peter to adjourn, Seconded by Chris. All in Favour.

Motion Carried.