



NWTC

Regular Executive Meeting **April 6th, 2021 at 6:00PM**

1. Call to order

Carole called the meeting to Order at 6:00pm. She also welcomed our two returning Board members, Janet Dickie and Fabio Prado.

2. Approval of Minutes of Board Meeting of February 16th, 2021

The President asked if everyone had had a chance to read the minutes of our previous board meeting. A question was raised as to whether there were any changes omissions or errors. There being no further changes required, Chris Morrey-Jones made a Motion to approve the Minutes of the Meeting of February 16th, 2021. Seconded by Peter Szabo. Janet and Fabio abstained from the vote. All in Favour.

Motion approved unanimously.

3. President Report

a. Housekeeping Board Matters

i. 15% One-Time Loyalty Discount

Carole explained the loyalty discount that was initiated last year and asked that we have a discussion around whether or not the Executive is entitled to receive the 15% one-time loyalty discount. Everyone had an opportunity to air their positions. As the Executive pays a reduced fee for their services, and after comments were reviewed, Chris made a motion that Executive fees shall remain at \$100.00 for the current season. Seconded by Janet. All in Favour; (6); Abstained (1).

Motion approved unanimously.

ii. Disciplinary Committee

Carole referred to the AGM 2021 when she addressed a member suspension (A. Hettige), and recounted the member's inappropriate conduct throughout the past year. She included many examples of her misconduct, as well as defamatory actions taken against a board member. Also that there was a weak apology given on the morning of the AGM, but no other action taken towards reparation. Janet described the very disruptive and erratic behaviour of this member for the two years previous during her time as President. Several attempts at ameliorating the members behaviour have been made, including both verbal and written expectations, and a suspension, without success. The member recently resigned her membership in the club and has now applied to re-join. After this discussion, Chris made a motion that A. Hettige not be admitted to the club for the 21-22 season, but may apply again for membership in the 22/23 season. Seconded by Janet Dickie (1 against; 1 abstained).

Motion approved.

Accordingly, the Board will draft a letter to A. Hettige as noted above, and will be signed on behalf of the Executive Committee.

iii. Director Keys

The President asked who had what keys and whether anyone still needed keys copied. All Board members seemed to have the keys they required. The President advised the Board that the cleaning staff will have all the keys they need to carry out their duties. She also noted that she holds a master set of keys for the entire facility.

b. Covid-19 (Re-Opening of Clubhouse)

Carole advised that the opening of the clubhouse on April 1st was well received and that many members had shown up.

c. Open House

The President announced that Volunteer and Cleanup day went very well, with social distancing in place, including the outdoors, kitchen, main room and office areas. There was a great deal of discussion as to how we should manage social distancing protocols, and the need to place signs such as "no congregating", "keep clear", caution tape and directional arrows, in various areas of the clubhouse.

The kitchen and downstairs washrooms will continue to have restricted access. We will also block off the main room and the patio door will remain locked. Carole will send out a member's update to inform the membership of our Covid-19 strategies, with wording that further measures will be taken if congregation continues to occur.

These measures could include full closure of the club. The video cameras are in the office and now available ready for installation. Janet and Natalia will arrange for Vaso and Dell to have this work done.

Carole mentioned that Amelia had organized a club tourney (membership drive) for several ladies from Burnaby this past weekend. The event was very well received by them (we are expecting new members to join). Unfortunately there was some inappropriate behaviour and rudeness by a particular member of the club that caused some embarrassment for some club members, as well as for women playing in the tourney. This type of behaviour and lack of mutual respect needs to be addressed by the Board and prevented from continuing. The Executive will consider having a cautionary discussion with this member to explain the rules of conduct. Janet, Carole and Chris will arrange to meet with this member.

The President raised the issue of courtesy and respect as well as communication amongst Board members. The Board needs to work together as a team as communication is very important. Going forward she strongly encourages the Board to provide feedback, negative or positive, to procedural issues and other communiques in order to create a cohesive unit when it relates to Board matters.

The Board agreed the Open House should be held on Sunday, May 16th, 2021, from 12:00 – 4pm. Efforts will be made to advertise this event in as many ways as possible (including the Queens Park digital display sign). In addition, we should advertise this event in the Record.

i. Club Spotlight

The President mentioned that TennisBC has invited clubs to showcase their club around the Province via advertising in their newsletter. Since this would be an awesome opportunity to promote ourselves as a club, Carole and Amelia offered to take this event on, on behalf of the Board.

d. New Westminster Parks Program Lessons

Carole referred to her email that requested feedback from the Board regarding community lessons through a partnership with New Westminster Parks & Rec. She advised that the dates for these lessons were set out in her email and are planned for July. There was some discussion around the topic, including the revenues it will generate, access for the guests to be via the gate entrance, etc. Janet will check with City staff to ensure we are not contravening any terms of our license. Carole also mentioned that member lessons may be taken on again this year by Shelley, as long as there is compliance with Covid-19 restrictions; these lessons will not be held during peak times.

e. Passing Shot Items for Spring 2021

Ideas for passing shots include Ladies night (Tuesday, April 20th) and Organized Mixed Doubles play (Saturday, April 24th). Open House Day will be held Sunday, May 16th. There is no league this year because of Covid-19 and its restrictions. Accordingly, Amelia agreed to ask Hilary to prepare a Spring Passing Shots.

The President advised the Board that these topics will also be announced in the next Member's update.

4. **Vice President Report**

Janet announced she was back on the Board as Vice President.

a. Lee Stevens' Compensation

Amelia read the email from Lee Stevens from March 5, 2021, which alluded to a repeated request for compensation of \$79 for printing work he did for the SGM in 2018. Janet gave some background on this request since the first request from him came at a time when she was President. Janet explained that the reason the Board refused his request for compensation was because these printing costs were; a) a result of using an expensive printer (not the office printer); and b) they were incurred for materials being prepared to set up his own position prior to the SGM. The Board discussed the matter further and then a vote was taken. Janet made a motion to deny the request by Lee Stevens to be compensated for the \$79. Seconded by Chris Morrey-Jones. All in Favour.

Motion approved unanimously.

It was noted that this was the 3rd and final time the Board will deal with this.

b. Buildings and Grounds Inspection

Janet advised that she did a walk-through of the building with Don Campbell and noted various repairs. She advised that she will be preparing a proposal for the Board's review and input that will highlight the important repairs or tasks required. The power washing of the courts also went very well. The ball machine has now been repaired. Windscreens may need replacing next year. Also, one of the outside signs was spray painted. This can be replaced if deemed necessary.

c. Janitorial Employment Contract

Janet requested an update on the status of the janitorial contract, which is due to be renewed. After some discussion on the rate to be applied, given Covid-19 uncertainties, Janet will arrange to meet with Arwi to negotiate a new rate.

5. **Treasurer Report**

a. Financial Report

Chris ran through his two financial statements (copies attached) and highlighted the status of our financial situation. We have about \$3,900 owing to us in credit card receipts (which is added to profits) so we are now close to \$20,000 in net income. This also reflects that TennisBC was paid for liability insurance (special TennisBC rate). Tomko has been paid \$2,300. Membership revenues have come in at \$26,000; and initiation fees are at \$1,500. The operating income shows \$2,700 in interest for GICs paid out on March 5th. Two of them are escalating GICs, which has a great rate. Fabio asked about the budget. Chris explained that the 2021 Budget is tracked through membership dues, however, the tracking results tend to show up more clearly in September.

b. VanCity Signing Authority – Changes

Chris announced that Vaso had been removed as Vice President, and then gave Janet a form to fill in and sign which will her signing authority for cheques. Chris also mentioned that we are now banking solely with VanCity as we are no longer banking with BOM.

c. Court LED Lighting

Chris advised that he had sent a quote and background information dated 2016 (supplied by former president Andre Scali) to various Board members for their review.

Chris read some parts of the report that dealt with light meter readings, measurements taken, and the comparison of the meter readings between 2012 and 2016. There was also some discussion as to the cost of the lights, and the timing to have the lights installed. Chris compared the two quotes between Musko (\$75,000, with installation cost unknown), and Sasco (\$25,460, including labour and installation). Chris also advised that the company Sasco has agreed to hold a free demo event in Burnaby which will show us how the lights work, and their impact on the courts. Interest from various Board members was indicated and Chris agreed to arrange a date with Sasco.

d. Junior Mini Camps

Chris talked to Shelley and advised that the junior minicamps will be run for 6 weeks, 3 mornings a week, starting July 19th and through all of August, from 9am to noon. Court 4 will be used for access. The registration process that we used last year will be the same this year, with a date for registration yet to be decided upon. Volunteers for the event are available. Chris also mentioned that the fees may be increased this year, since Diego has been such a hit with the kids. Amelia asked who should deal with the enquiries we are receiving on our landline regarding junior camp. Carole indicated she should forward them to her. We will also update the website calendar to inform the public of the upcoming event, since we now have the dates.

6. Membership Report

a. 2021 Numbers to Date

Natalia reported that as of today, we have 127 active adult members, 77 renewed at loyalty rate (outside of Executive). 32 had renewed at regular rate prior to April 1st. A late fee of \$15.00 will be applied to any member who renews later than April 15th. The nature of the late fee and timing of it was discussed. It was then decided that we need to send a member's update to announce the triggering of the late fee.

Natalia will email directly from the ClubSpark, a reminder to all members who have not renewed yet. Chris mentioned the late fee notice should also be posted at the club according to the bylaws.

b. Injured Member Enquiry

Natalia advised that there was an enquiry by a member, Dave Payne, who joined in 1981 but suffered an injury and now cannot play. It was agreed by the Board that he can return next year without having to pay an initiation fee. Natalia will notify Dave Payne of the Board's decision

7. IT & Communications Report

Unfortunately we ran out of time to discuss Peter's reports, so they will be tabled for the next meeting. Peter did mention that submissions for the Club Crest logo competition are being stored in Dropbox.

8. Organized Play Report

a. Survey Proposal - Social and Organized Play Activities

Fabio mentioned that last year was a good year despite Covid-19 and that members were satisfied with the running of the club. Despite that, he believes that a survey should be conducted with the membership and distributed a questionnaire sheet which he had prepared for the Board's review. There was some discussion and it was generally felt it was a good idea. It was agreed that a more fulsome discussion regarding the questions asked should be pursued, and that once developed, a proposal should be put forward.

9. Adjournment

Chris made a motion to adjourn the meeting at 8:11pm, Seconded by Carole Hickey.

Motion approved unanimously.

NWTC

Balance Sheet

As of April 6, 2021

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
BMO Chequing	0.00
Petty Cash	36.79
Van City Funds	
Van City Building reserve fund	20,686.76
Vancity Class B Membership Shares	8.54
Vancity Daily Banking	39,091.61
Vancity Term Deposits	89,526.92
Total Van City Funds	149,313.83
Total Cash and Cash Equivalent	\$149,350.62
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable (A/R)	\$0.00
Prepaid Expenses	200.00
Total Current Assets	\$149,550.62
Non-current Assets	
Property, plant and equipment	
Accumulated Amortization	-233,823.84
Fixed Assets	331,654.79
Total Property, plant and equipment	\$97,830.95
Security Deposits	26.00
Total Non Current Assets	\$97,856.95
Total Assets	\$247,407.57
Liabilities and Equity	

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Profit and Loss
 January 1 - April 6, 2021

	TOTAL
INCOME	
FEEES	
Initiation Fees	1,500.00
Total FEEES	1,500.00
MEMBERSHIP REVENUES	
Adult Membership	19,240.00
Intermediate Membership	185.00
Junior Membership	710.00
New Members	1,400.00
Non-Playing Membership	56.95
Student Membership	200.00
Total MEMBERSHIP REVENUES	21,791.95
OTHER RECEIPTS	
Interest Earned	2,701.82
Total OTHER RECEIPTS	2,701.82
Total Income	\$25,993.77
GROSS PROFIT	\$25,993.77
EXPENSES	
ADMINISTRATION	
Bank charges	8.10
City of New Westminster Licence	100.00
Executive fees	210.00
Insurance	3,520.42
Online Services - ClubSpark & Credit Card Processing	393.79
Professional Fees	67.20
Tennis BC	658.35
Web Hosting	25.00
Total ADMINISTRATION	4,982.86
BUILDING & GROUNDS	
Building Supplies	150.96
Clubhouse Expenses	450.32
Grounds Maintenance	700.00
Power Washing	2,362.50
Repairs	0.00
Total BUILDING & GROUNDS	3,663.78
UTILITIES	
Electricity	146.23
Gas	194.00
Metered Water & Sewer	428.83
Refuse Collection	148.65
TV / Internet / Phone	477.39
Total UTILITIES	1,395.10
Total Expenses	\$10,041.74
PROFIT	\$15,952.03

