



# **Minutes of Regular Executive Meeting**

## **May 12th, 2021 at 5:30PM**

### 1. **Call To Order**

Carole called the meeting to Order at 5:37pm.

### 2. **Approval of Minutes of Board Meeting of April 6th, 2021**

The President asked if everyone had had a chance to read the minutes of our previous board meeting. Chris commented that there may be information missing regarding the employment contract in respect of how many hours per week would be needed. Carole will listen to this part of the recording to confirm if number of hours per week was discussed. A motion was made by Chris Morrey-Jones to adopt the Minutes of the Meeting of April 6<sup>th</sup>, 2021, subject to any revisions being required regarding the employment contract. Seconded by Peter. All in Favour.

***Motion approved unanimously***

### 3. **IT & Communication Director Report**

#### a. Proposal for Light Switch on Timer

Peter mentioned that a discussion among members as to the need for a light switch outside the door downstairs that can be hooked up to a timer. The light switch can be programmed so that the timer can automatically go off at 11PM, if that is what we want. This is a simple fix. Chris commented that for an extra charge we can have the LED lighting contractors to conduct this work.

#### b. Email Server Clean Up

Peter wants to clean up the email server and asked if Board members were moving their emails to their computers, and then deleting them from the server. For those who have not done so (i.e. to empty trash), he asked that we carry out this task so that the server can be reduced in capacity.

c. Member Interest - Running a Ladder

Peter advised that interest had been expressed in running a ladder. He had discussed with other members creating a singles ladder but needs to see if there is sufficient interest. There were also some discussions on having a mixed ladder versus a split one. However, the Board generally agreed to have separate ladders for men and women. Peter said he can send out to the membership a sign-up invite to see how many members are interested in this.

d. Roster Publication

Peter asked what to do about the membership roster and whether or not the document should be deposited in ClubSpark. Chris questioned whether we should canvass the membership to find out whether members want their contact information included. Carole mentioned she had drafted the roster booklet and sent a copy to the Board for review and feedback. The members contact info can be included or removed on a case-by-case basis. Regardless, the roster booklet, which includes the Rules of Play and Code of Conduct, can be both distributed in printed form, and filed in ClubSpark for members to access (as a pdf). Peter will send out an email blast to the membership to find out who wants their names and contact details included in the roster book.

e. Calendar Maintenance

Peter advised that he gave Shelley the option to book her group/individuals lessons in the website calendar outside of her regular lesson plan, so she can now publish her lessons on her own. He also gave Fabio administrative rights to update events on the website calendar. There was some discussion around members not reading the member's updates, and not referring to the website calendar, however we can only continue to send updates.

f. Sourcing Options for Office Computer

After having recycled a computer from the office, Peter announced that our office computer is dying and we probably need a new computer. Peter can find some replacement parts, which would cost no more than \$3-400, and we may also need a monitor. Peter will source the computer requirements as soon as he gets time. Chris noted that this cost can come out of our budget.

#### 4. **President Report**

##### a. Covid-19 (Re-Opening of Clubhouse)

Carole announced that nothing has changed since the opening of the clubhouse. She also indicated that she sent the Board a document called “Return to Sport Guidelines”, which includes excellent safety information. The document discusses the design of a covid-19 safety plan in respect of a return to sport and open the facility. Although we already follow most of these policies, our license agreement (Sec. 10) sets out a requirement to make available, under the Workers Compensation Act, a WorksafeBC safety plan. The 2020 plan is most probably out of date; however Carole will review and update our plan to ensure compliance with the PHO and our license agreement with the City.

##### b. Housekeeping Board Matters

Carole announced that Janet Dickie has stepped down from her duties as Vice President/Buildings and Grounds Director. A letter has been sent to the Board dated May 9<sup>th</sup>, 2021, Chris made a motion to accept said resignation. Motion seconded by Carole Hickey. All in Favour.

***Motion approved unanimously***

Carole also mentioned that our license provides that we are not supposed to be hosting tournaments with individuals who are not members of the club. In addition (Sec. 15) requires us to obtain consent for any club alterations. Given the alterations we intend to make for the LED lighting, she recommended that we send the design drawings of the proposed work to the City to seek their permission to install them. Peter pointed out that the new lighting has directional supports so that the lighting concentrates directly onto the courts. In any event, Carole recommended that the Board consider notifying the City of any and all alterations affecting the outdoor lighting now, while there is sufficient time to do so before the work commences.

##### c. Ball Machine (Repair vs Replace)

The Board discussed whether or not we should repair the existing ball machine or purchase a new one. Fabio mentioned that a member of the club had been using a ball machine which looked to be a good one. Fabio suggested that we look into the cost of this ball machine, which he suspects would be around \$1,100.

Fabio agreed to explore the brand name for this ball machine, and to get more information on cost. Then we can take a vote at the next Board meeting as to whether or not to purchase it.

d. Community Lessons

Carole advised that community lessons are set to proceed as planned.

e. Member Lesson Plan

Having spoken with Shelley, Carole was able to advise that the member lessons plans were all posted, set up and ready to proceed. The new coach, Jack, from BTC, has now been hired and looks to be a good addition to our team of club pros. Natalia has given a fob key to Jack.

f. Saturday Morning Organized Play

Carole has received several emails from Rob Sider, a member, regarding prime time organized use of the courts. Rob is of the opinion that the Saturday morning play event encroaches on the member's "prime time". Carole recalled background info on the issue as to what is considered to be prime time (since 2016). Rob's concern is that this event takes the majority of the prime time on weekends away from the members.

Natalia, Chris and Carole met with Rob Sider to discuss his concerns and to attempt a compromise of the court usage on Saturday morning. Chris has agreed to all if not the majority of Rob's demands and has arranged a compromise that will hopefully placate those individuals who formed Rob's Sider's group of players.

Chris mentioned it was obvious that Rob Sider had misunderstood the message in the members update regarding the organized event which occurred the previous Saturday and the Saturday before resulting in two unpleasant verbal exchanges between Rob Sider and other members. It would appear, from a member's comments to the Treasurer and Organized Play for Sat morning doubles, that Rob's interactions on the court have escalated and become almost aggressive and unsportsmanlike. There were in fact two member complaints regarding Rob from participants on that particular Sat morning following the event.

Although the Board agrees that the Rules of Play should be clearly communicated to members, these rules need to be followed by all people who belong to this club and should not be circumvented in any fashion.

In conclusion, following Chriss lead, the best option to address members concerns regarding the Sat am socials should be voted on as follows:

Motion made by Chris as follows:

*“That the 1<sup>st</sup> shift of players will commence at 8:30am and must be off the court by 10:15am. The 2<sup>nd</sup> shift will start at 10:15am and must be off the court by noon. The rules around the play format will involve no-ad scoring and if the set reaches 5-5, a regular set tie breaker will be played (7 points).”*

Motion seconded by Carole. 1 abstention.

***Motion approved***

## **5. Vice President Report**

- a. Buildings and Grounds
  - i. Video Installation (Update)

Vaso and Del spoke about the installation of the video, which task is under way.

- ii. Janitorial Contract

Chris reported on the status of the contract, which is that Arwi has billed the Club for \$200, based on 2 hours of cleaning per week. The contract was a verbal one between Janet and Chris and Arwi. Chris and Janet spoke to her mid-month and asked her to clean only 1 hour per week. However, the invoice from Arwi for \$200 was based on her own terms of 2 hours per week. It was obviously some confusion or misunderstanding by Arwi, Chris and or Janet, but the matter of the payment remained outstanding. A motion was made by Carole to pay the \$200 invoice as presented. Motion seconded by Peter. 1 opposed.

***Motion approved***

It was then discussed how to solicit interest in the Vice President/Building and Grounds Director position. Carole should be sent to Peter for distribution to the membership which solicits interest in filling this position. Three separate email blasts will be prepared for peter to send out 1) 2) and 3) to find interest in Arwi's replacement Rules of Play). The cleaner position should advertise 6 hours per month, @ \$25 per hour, to include regular cleaning.

## 6. Treasurer Report

### a. Financial Report

Chris pointed out some highlights in the Profit and Loss Statement:

- Spent \$222 on a new NWTC sign, which will be ready soon (see under Administration);
- Payment of \$350 from a new member has not arrived yet.

Chris advised that we are in pretty good shape. He then pointed to the Balance Sheet and explained the following highlights:

- Vancity daily banking is at \$34,445 (this reflects a 50% deposit towards the LED lighting already having been paid).

### b. Court LED Lighting

Chris reported on latest update from the Contractor. There will be 16 lights delivered on or about June 18<sup>th</sup>, plus transit time. The work is due to start in early July, with work being conducted during the day on one court at a time, but not during organized play events or during lessons.

Carole referred to an article that Shelley brought to her attention called “Project Bounce”; a recycling program that offered by BTC. There is a cost of \$25 without the containers. However, Carole will first check with Jason to see if there is a continued interest in his recycling efforts.

### c. Junior Mini Camps

Chris reported that Shelley has signed up 2 camps a week beginning July 19<sup>th</sup> until end of August. The camps will be run on one court only – Mon-Thurs (Fri is fill in day). There will need to be at least 3 participants to make each clinic viable, with a maximum of four. Last year the cost to run it was \$75 for 3 days (with 6 participants). This year we can do it for \$25/per clinic, for a total of \$100/day. Fully booked it would bring in \$4,800 in revenues. Shelley would like to give Diego a raise to \$75 per hour. More discussion on the rates applied for Diego followed.

## 7. Membership Director Report

Membership Director is absent from the meeting and her reports will be tabled.

## 8. Organized Play and Social Director Report

### a. Member Survey Response

Fabio send out a Survey Monkey to the membership and reported that the majority of the members enjoy Organized Play, and support the idea of a ladder.

### b. Clarification of Organized Play and Social Director Role

Fabio reported that Chris was doing a great job with the Organized Play event. The Friday night Mixed Socials event was going well (there were about 10 couples who attended last week). June 6<sup>th</sup> is the confirmed date for the Open House Date.

## 9. Secretary Report

### a. Housekeeping Matters

#### i. Protocol for Review of Minutes

Amelia explained the protocol for the review of the monthly minutes to ensure all Board members understood the process, and that all Minutes are posted.

#### ii. Filing of Annual Report 2021 (Change of Directors)

Amelia mentioned that Alex Sweezey has still not filed the Annual Report and Notice of Changes of Directors. In view of the fact that Janet Dickie has resigned, Chris will to Alex to ask him to hold off on filing pending announcement of a new Vice Pres.

#### iii. City of New Westminster License

Amelia advised that we now have an original copy of the License with the City of New Westminster. The original has been scanned and placed in DropBox. Chris requested a copy of the license which Amelia agreed to send.

#### iv. Proposal for Marilyn Aldworth Tourney

Amelia asked the Board if there was interest in having an annual ladies' doubles tournament in honour of Marilyn (i.e. memorial tournament). The Board agreed to the idea in principle and Fabio advised he can assist Amelia with format, etc.

## 10. Adjournment

Chris made a motion to adjourn the meeting at 7:17pm, Seconded by Carole Hickey.  
***Motion approved***

