



Minutes of Regular Executive Meeting **June 9th, 2021 at 4:30PM**

1. **Call To Order**

Carole called the meeting to Order at 4.42pm.

2. **Vice President Position**

Carole made a motion to appoint Terri Welch to the position of Vice President/Buildings and Grounds Director. Seconded by Natalia Leposavic. All in Favour. All applauded and welcomed Terri to the Board.

Motion approved unanimously

3. **Motion to Approve Minutes of Board Meeting of May 12th, 2021**

Carole asked if everyone had had a chance to read the minutes of the meeting of May 12th, 2021. There being no errors or omissions, a motion was made by Amelia Weatherbe to approve said Minutes. Seconded by Natalia Leposavic. All in Favour.

Motion approved unanimously

4. **President Report – Carole Hickey**

a. **Covid-19 – Lifting Restrictions**

Carole advised that the next phase of the TennisBC Restart Program commences June 15th and we are currently at June 9th. Therefore, it will now be appropriate for the clubhouse and washrooms to be fully opened up. The only remaining restrictions we must keep in place will be the wearing of masks inside, sanitization and physical distancing. Carole will send out a member's update when we are in a position to do so. It was also noted that the cleaning of the clubhouse will need to be taken care of as soon as possible.

b. Janitorial Contract and Supply Issues

Carole advised the Board that we received 3 member applications as a result of our announcement of the janitor contract vacancy. However, one of those candidates had apparently withdrawn. The other two applicant names were discussed. After some discussion as to the capabilities, experience and background of these two members, the Board asked for a vote. However since the position was to be supervised by Terri Welch in her capacity as Buildings and Grounds Director, she made a Motion to hire Juanita and Madeleine for the position. Seconded by Fabio Prado. 6 in favour; 1 opposed.

Motion approved

Accordingly, the Board discussed the details of the proposed contract and decided that it should be made on the basis of 4 hrs. per week (twice a week) commencing July 1st and expiring on October 31st, 2021, at rate of \$25 per hr. This roughly translates into a flat rate of \$400 per month depending on hours worked. It was also agreed that the contract should be paid monthly, based on a generated invoice. Carole advised Terri that she will arrange a walk-through with her and the candidates to identify the specific tasks needed, location of cleaning supplies, etc. Terri agreed to draft up a contract for signatures by the parties; she will also monitor and supervise this contract.

c. Roster Booklet

Carole advised that she had recently circulated to the Board a further version of the roster booklet, but had not yet had any feedback. Since most Board members indicated they had not had a chance to review it, Carole suggested more time may be given. However she also noted that Board feedback is important since the updates are roughly based on the previous 2016 roster book. Once finalized, copies can be printed off and the polices will be implemented for membership information. It was agreed that approximately 30-50 copies of the booklet should be made (some can be ordered and some can be done by Natalia). Carole also mentioned that she had in fact met with Ramona (City Rec & Parks Dept), earlier in the day and advised that the “kids” community lessons we allow at the club will some revenues for the club.

d. Ball Machine

Fabio reported on his research of ball machines and presented the various options for Board feedback. The following options were noted:-

- 1) Slingshot : Cost \$1,400 plus extra battery (per Deepak's email)
- 2) Silent Partner: Cost \$1,400 (ie plug-in battery)
- 3) PlayMate: Cost \$5,000

In addition, Chris mentioned that Carlos, from World of Tennis, also has ball machines for sale, however this has not been looked into yet.

It was also noted that our existing ball machine, which is now very old and quite dilapidated due to incorrect use, is broken and beyond repair. Although initially it was felt that we need more time to consider the best option for purchase, it was ultimately decided that we should go ahead with purchasing a new one, most suitable to our needs. Given the amount of budget funding available for this purchase, Carole made a motion to purchase the simplest and most suitable version of ball machine, being "Silent Partner", at a cost of approximately \$1,500. Seconded by Chris. All in Favour.

Motion approved unanimously

Accordingly, Fabio will proceed to order this ball machine (which needs to be shipped from the USA). A VISA card may be used for the purchase and then reimbursed back to the Board member. Fabio was thanked by the Board.

e. Audrey Barber Announcement

Carole mentioned that a card of condolence was available for the Board to sign for Mel Barber, whose wife Audrey passed away recently. As life-time members of the club, it was felt that we will also do a Passing Shots newsletter later in the Fall, to announce Audrey's passing. Once the card had been signed by the Board members, Amelia advised she will mail it out to Mel.

f. Club Insider Spotlight

Carole referred to the TennisBC newsletter announcement that allows clubs to "promote" or "highlight" their features through their newsletter. The Club Spotlight Insider is the part of the newsletter where these club promotions are announced. As such, Carole has been working on an article on behalf of NWTC which will hopefully promote us. Once prepared, she will circulate it to the Board for input.

g. Club Logo Contest Deadline and Judges

Carole advised that the club logo competition deadline was extended to June 28th, however we still need to select a panel of judges for the review of the entries.

It was noted that some entries had been received and stored in our NWTC Dropbox. Carole also mentioned that Mike Major, who had previously shown a keen interest in a new club logo was considered to have been one of our judges, however that interest appears to have diminished. In any event, Carole asked which Board members would like to be part of the Judging Panel. It was ultimately agreed by Terri, Fabio, Natalia and Chris to be judges. These Board members were gratefully thanked. Carole also advised that we did not have to adopt a new logo if it was felt none of the entries met the criteria.

5. Treasurer Report – Chris Morrey-Jones

a. Financial Reports 2021

Chris highlighted the financial points of his report, copies of which are attached to the Minutes. He also advised we are in pretty good shape and ahead of schedule.

b. Court LED Lighting

Chris got an email from Cooper Lighting regarding a 7-day proposed work schedule. The work is set to commence early July (6th/7th). One court will be done at a time. Chris is to notify Carole as soon as the work dates for the installation have been confirmed in order to ensure the timing does not conflict with community lessons, etc. The work will take about 2 days to complete. Chris advised that he has not notified the City of New West regarding the lighting alterations, however Carole did mention it to Ramona when she met with her.

c. Junior Mini Camps

Clinics – Chris advised there were 48 spaces available, with only 5 spots unspoken for (both at end of August). One camp has 4 spaces available (green ball clinic for ages (7-11 yrs.), and that we are about \$240 short of breaking even. There will be one court in use, 4 days a week for 3 hours each day (Mon-Thurs). Peter was asked to update the junior camp lesson schedule in the website calendar. Chris also mentioned that Shelley needs a new case of balls.

d. Tournament Dates and Tournament Director

Chris suggested the club tournament dates should be from Saturday, August 28th to Sunday, September 12th, and that we can have the Wrap-up Party either on the last day of the tourney or the following weekend. However, we are going to need a new Tournament Director since Peter is away during that time.

Chris advised that Chris Hilliam may be interested in this position and he is computer savvy, which skills are needed. Chris suggested he approach Chris H. and if interested, he could give him an online webinar presentation showing how the software works and how the format is organized, etc. If Chris H. is not interested, we can seek member interest through a member's update. In any event, Chris advised that whoever takes on the job must be computer savvy.

e. Saturday Morning Organized Social Doubles Play - Feedback

Chris advised that this event continues to be very successful. It was noted however, that not all club members' comments get back to Chris. Chris advised that he still plans to speak with Rob Sider regarding his behaviour. A fulsome discussion then followed, as it relates to impacts of the recent compromise of the timing and nature of the organized event format, rules of conduct, court etiquette, and member behaviour. The Board also discussed alternate time slots to hold the event. Fabio, as Organized Play Director, agreed to offer his own managed Organized Play event, and it was suggested this be held on Thursdays between 10 and noon. This might allow alternative time slot options to members who enjoy this type of organized event. Chris will show Fabio how to run it.

6. Buildings and Grounds Director Report

a. Video Installation (Peter)

Peter reported that the inside camera has now been installed inside the clubhouse and angled towards the door. He also stated that he has access to log on to the camera and such access can be made available to others. The other camera, to be installed outside of the clubhouse, is still to be installed.

b. Clubhouse Blinds (Natalia)

Natalia provided the Board with an update on her research regarding the replacement of the clubhouse blinds. She indicated that she had met with two different companies and showed them the needs of our club. The companies under review are Budget Blinds and Bella Blinds. Based on her analysis and assessment of these companies, she provided details and recommendations. Essentially it was felt that Budget Blinds was the more professional company, took more accurate measurements, and also gave colour samples. Although Bella Blinds offered a discount and quoted a price of \$1,200, they are a fairly new company and did not appear to be very reliable with their measurements.

Budget Blinds' quote was made in writing, for the cost of all windows that need blinds, for a cost of less than \$2,400 (with the stairwell and bathroom window covered with frosted glass). This includes installation and tax, a 5year warranty, and a one-time replacement for operational components. The Board discussed the options and it was ultimately decided that we should just go ahead with purchase. Also Terri was comfortable with Natalia's research. Chris confirmed there were sufficient funds in the budget for the \$2,400 payment, however a deposit does need to be paid. Natalia agreed to go ahead with this purchase and arrange for installation.

c. Court Score Cards (Terri)

Terri advised that she had looked into the replacement of our existing score cards on the courts, some of which appear to be in disrepair and have missing card numbers. She advised that she had been able to find some on Amazon.ca at a cost of \$39.99, plus tax and shipping. This means that if we replace all 4 courts with these new score cards, we would be looking at about \$160 plus tax. The Board was in agreement that it was now time to replace these cards. Natalia agreed to go ahead and order them herself and then seek reimbursement. Carole also mentioned that Don had messaged her about one of the toilets not working in the woman's washroom and that a plumber may need to be called. Terri will look into this.

7. **Membership Director's Report – Natalia Leposavic**

a. Membership Update

Natalia mentioned that membership numbers were not very different from before thus she does not really need to report. However, there was one student member who withdrew as a member when he could not find anyone to play with. His membership fee was therefore refunded. Natalia also received an email from Chris Constantine, who requested her membership status remain on hold pending an ongoing health issue. Natalia also advised that all members who renewed last year got their loyalty discount.

b. Open House Day - Feedback

Natalia gave feedback on the Open House, held Sunday, June 6th. Although advertising and planning went well for this event, unfortunately the rain may have caused much fewer people to attend. There were about 9 guests that came through, with at least one new member having joined.

Because of the lack of success with the weather, the Board felt that we should have a New Members Day later in the summer, combined with say 2 hours of a Racket Demo event (through Carlos, World of Tennis). The Board suggested we hold the event on Sunday, July 11th, between 1:00pm and 4:00pm. Planning should get underway soon. Terri mentioned we should look into the BBQ grill plate, which was found by a member to be very grimy and greasy. It may be that we just need to replace the grate part.

8. IT and Communications Director – Peter Szabo

a. Ladder Survey

The ladder is now up and running. Several members have already signed up, both male and female. There were about 50+ men interested and around 15 women. The ladder runs separately between men and women. Once players have registered, they can go in and challenge anyone they want, to begin with. The ladder self-runs through the software and automatically adjusts the rankings once a player has posted their match win/loss. The rules for the ladder are available in the website.

Peter also mentioned that he put together a new desktop computer in the office. Some of the component parts he sourced and some he purchased (an invoice for those parts will follow). However he also advised that the computer setup is not actually finished, it still needs to be configured. He also mentioned that the monitor, while small, is suitable for our needs and serves its purpose. Various other pieces of (usable) office equipment that are lying on the floor of the office can be stored under the table. Peter was thanked for doing this work.

9. Organized Play/Social Director – Fabio Prado

a. Vintage Tennis Social Proposal

Fabio referred to the email circulated to the Board that came from Dave de Ruiten. Dave had essentially requested, as a member initiative, for the Board to approve our having a “Vintage Tennis Social Event” around the time of Wimbledon, akin to all participants wearing whites, etc.

The Board was generally in agreement with the proposal and there was discussion around timing, how it should be held, and who will run it. Fabio agreed to coordinate such an event directly with Dave (and Dave’s wife).

Carole agreed to respond to Dave to let him know he has Board approval and that Fabio will be in contact with him. Once the details of the event have been formalized, we can send out a Members' Update.

10. **Adjournment**

Carole Hickey made a motion to adjourn the meeting at 6:35pm. Seconded by Peter Szabo.

Motion approved unanimously

NWTC

Balance Sheet

As of June 9, 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	38,767.79
Vancity Term Deposits	89,526.92
Total Van City Funds	148,990.01
Total Cash and Cash Equivalent	\$149,026.80
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable (A/R)	\$0.00
Prepaid Expenses	13,567.05
Total Current Assets	\$162,593.85
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	\$260,450.80
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
Total Accounts Payable (A/P)	\$0.00
Total Current Liabilities	\$0.00
Non-current Liabilities	
Access Card Deposits	4,190.00
Total Non-current Liabilities	\$4,190.00
Total Liabilities	\$4,190.00
Equity	
Retained Earnings	227,425.54
Profit for the year	28,835.26
Total Equity	\$256,260.80
Total Liabilities and Equity	\$260,450.80

NWTC
Profit and Loss
 January 1 - June 9, 2021

	TOTAL
INCOME	
FEEES	
Guest Fees	90.00
Initiation Fees	4,000.00
Late Fees	50.00
Total FEEES	4,140.00
JUNIOR PROGRAM	4,560.00
MEMBERSHIP REVENUES	
Adult Membership	24,800.00
Intermediate Membership	285.00
Junior Membership	1,010.00
New Members	4,200.00
Non-Playing Membership	56.95
Student Membership	400.00
Total MEMBERSHIP REVENUES	30,751.95
OTHER RECEIPTS	
Interest Earned	2,701.82
Total OTHER RECEIPTS	2,701.82
Total Income	\$42,153.77
GROSS PROFIT	\$42,153.77
EXPENSES	
ADMINISTRATION	
Advertising/Promotional	222.88
Bank charges	14.40
City of New Westminster Licence	100.00
Custodial	275.00
Executive fees	520.00
Insurance	3,520.42
Online Services - ClubSpark & Credit Card Processing	739.95
Professional Fees	67.20
Tennis BC	658.35
Web Hosting	25.00
Total ADMINISTRATION	6,143.20
BUILDING & GROUNDS	
Building Supplies	150.96
Clubhouse Expenses	631.47
Grounds Maintenance	1,700.00
Power Washing	2,362.50
Repairs	0.00
Total BUILDING & GROUNDS	4,844.93
Uncategorized Expense	0.00
UTILITIES	
Electricity	269.73
Gas	391.70
Metered Water & Sewer	724.65
Refuse Collection	148.65
TV / Internet / Phone	795.65
Total UTILITIES	2,330.38
Total Expenses	\$13,318.51
PROFIT	\$28,835.26

