



Minutes of Regular Executive Meeting

July 21st, 2021 at 5:00 PM

In Attendance:

- Carole Hickey, President
- Terri Welch, Vice President/Buildings and Grounds
- Chris Morrey Jones, Treasurer (Google Meet)
- Amelia Weatherbe, Secretary
- Natalia Lepasovic, Membership Director
- Peter Szabo, IT & Communications Director
- Fabio Prado, Organized Play/Social Director

1. Call To Order

After Chris had successfully signed in via Google Meet, Carole called the Executive meeting of July 21st to Order at 5.08 pm.

2. Approval of Minutes of Previous Meeting

Carole asked if everyone had reviewed the Minutes of the previous meeting. All agreed they had. There being no errors or omissions, a Motion was made by Terri Welch to approve the Minutes of our regular Executive meeting of June 9th, 2021. Seconded by Natalia Lepasovic. All in Favour.

Motion approved unanimously

3. President Report – Carole Hickey

a. Member Complaints

Carole announced that we have a number of club member issues to deal with:

- Marlene Saunders: Carole first pointed out that although a letter of complaint from Marlene Saunders had not been distributed to the Board, she had agreed to allow Marlene to come to the meeting to read the letter to the Board. Carole indicated that the only reason she permitted Marlene's attendance was because Chris, a Board member, was the subject of the complaint. As such, it is important that a Board not only act, but appear to act, in a transparent and fair manner in the circumstances.

Once Marlene had entered the room, she distributed hard copies of the letter to the Board (although Chris was not able to read it since he was attending via Google Meet). After Marlene finished reading the complaint, which involves a complaint about alleged behaviour by Chris Morrey-Jones, she thanked the Board for hearing her. Carole also pointed out the special circumstances under which Marlene had been allowed to come to the meeting, which is contrary to Board policy. Carole also mentioned that she had informed Marlene to forward a copy of the complaint letter to her prior to the Board meeting for distribution to the Executive Committee. This request was ignored. After Marlene left, there was a discussion on how the Executive Committee would deal with the complaint letter. A formal complaint hearing would be put into place in the event the actual complainant, Steve Saunders, were to make a complaint, not the mother of the complainant. Further, Chris needs to have an opportunity to take action, and/or, respond to, the contents of the complaint letter. A formal hearing process has not yet been initiated. Later in the Board meeting, Carole discussed possible options to deal with the contents of the complaint letter, and ultimately, that she would speak directly to Steve and Chris to ascertain whether a formal resolution could be reached to resolve these matters without utilizing a disciplinary hearing process.

ii. Anoma Hettige: Carole informed the Board that she had permitted Anoma Hettige, a suspended member, to come to the meeting to make an apology in person for past actions. Anoma began by referencing her understanding of what led to her suspension and went on to explain further culpabilities. She then made an apology to Carole, which included the Board. She stated that her purpose for being at the meeting was not to have her suspension revoked, but merely to use the opportunity to make the apology in person. Once Anoma left, the Board discussed a course of action, in particular the conditions that she would be subject to if her membership was reinstated. Accordingly, a Motion was made by Carole Hickey that Anoma Hettige be readmitted to the club, as a playing member ONLY (she would come to the club to play tennis but would not be permitted to participate in any club business, organization or administrative activities), for the balance of the 2021/2022 season. Also, readmission is contingent upon compliance with the original rules of probation, and with the option that her 2022/2023 membership application will be subject to review by the Board. Seconded by Fabio Prado. 5 in Favour, 2 Opposed.

Motion approved.

iii. Bosko Buho and Milorad: Carole referred to an emailed complaint she received from Bosko and Milorad, which was sent to the Board on July 1st. The nature of the complaint involved a recent incident that took place on the courts, and alluded to the behaviour of club member, Janet Dickie. Carole informed the Board that this email was forwarded to Janet, Janet had replied, and that Janet's reply had also been responded to.

The Board discussed the nature of the complaint and then went on to advise that a meeting with all parties and witnesses has been arranged for Sunday, July 25th at 11:30am, to deal with the complaint. Carole also informed the Board that Janet had requested the meeting be held in the open air (ie in front of the clubhouse) to accommodate COVID-19 protocol, even though these protocols are no longer in place at the clubhouse. Nevertheless, Carole accommodated Janet's request, and advised that there would be 3 Board members present, plus the parties' witnesses.

b. Janitorial Contract - Review

Carole advised that the janitorial contract had been drafted and was ready for signature, subject to Terri's review. Terri advised she will arrange for the document to be signed. There was some discussion on the hourly pay, which has a base rate of \$25.00/hr. The cleaning frequency is to be twice a week, and for 2 hours per visit (for a total of 4 hrs per week). However, this frequency is a guideline only and is subject to change as needed. The number of hours will be tracked and increased or decreased according to the clubhouse needs. It was noted that only one invoice has been issued so far, in the sum of \$275 (representing the balance of the 1st month).

c. Roster Booklet – Update

Carole advised that the roster booklet has been put into final form. She also mentioned that a written complaints policy will be inserted into the roster booklet, once ready. The roster booklet can be updated annually. Natalia asked if the membership listing was available in ClubSpark. Peter advised it wasn't ready but will be soon.

d. Club Logo Contest – Judging Panel

Since the deadline of the club logo contest has passed, it is now time for the judging of the submissions. The judging panel consists of Chris, Terri, Natalia and Fabio. It was noted that five entries have been placed in Dropbox, and are available for review. Natalia indicated she will arrange for the review process so that judging may proceed. Once reviewed, the judges will report back on their findings at the next Board meeting.

4. Vice President Report – Terri Welch

a. VP Activities - Update

Terri had nothing to report on Vice President duties, however Chris reminded Terri that they still need to meet with VanCity to put a 3rd signing authority in place.

5. Treasurer Report – Chris Morrey-Jones

a. Financial Reports 2021

Chris referred to the financial sheets he distributed to the Board (copies attached) and highlighted the changes since the last meeting. Essentially, we are still in good shape. Carole asked about the half way point for the year and how we were doing with actual vs projected expenses. Chris replied that he had not projected out those costs for the rest of the year yet, but so far they appear to be in line with year-end. In respect of court LED lighting, the deposit was paid out of our account under pre-paid expenses and the balance will be paid when the job is done (under Fixed Assets). The ball machine cost of \$1,500 will fall under Depreciated Assets.

b. Court LED Lighting

Chris reported that there are a few visor components, which stop the lighting from going on to Royal Ave and people's windows, arriving this week. He also advised that the installation work for the lighting upgrade project will commence on Tuesday, July 27th. He then asked Fabio to hold off on his invites for Thursday AM doubles play, since he is not sure which courts will be worked on during that time.

c. Junior Mini Camp

Chris reported we are fully subscribed except for one intermediate spot. Shelley and Diego are fine with all sign-ups. There were two "no shows" even though they were paid for, and those parents have not yet asked for a refund.

d. NWTC Tournament

Chris advised that he has spoken with Madeleine and Juanita regarding the club tournament, which is scheduled for Saturday, August 28th and runs until Sunday, September 12th. The issue is whether or not they need technical assistance with the match scheduling. They are very willing to take the online tutorial which Chris has agreed to give. Apparently TennisBC has a new tournament management software, however Chris made it clear he is not willing to involve himself in the running of the tournament, and recommended we find someone to assist with this, given that the tournament is being run for the first time by Madeleine and Juanita. Several ideas were put forward. In the end, Carole agreed to take on the task of exploring options. It was also noted that the Club tournament wrap-up party will be held the weekend of September 11th/12th.

e. Ball Machine - Update

Chris informed the Board that the machine previously ordered, which was found to be the wrong model, was shipped back to the company last week. The company has already confirmed receipt of same (Fabio should get a refund for that order showing on his VISA). The new model has been ordered and we are expecting delivery on Monday. Chris will arrange for pick up upon his return to Vancouver. Regarding payment, it was suggested we obtain our own corporate credit card for use by Board members. Chris advised he will enquire about this option once he gets back. The Board agreed that this payment option would provide a better way to deal with payment transactions for ordering online as well as purchasing larger items that need to be shipped. It also would remove the issue of reimbursing Board members for purchases made on behalf of the Club.

6. Membership Director Report – Natalia Leposavic

a. Membership Tally – Update

Natalia reported that since the beginning of the season we have 239 club members (there were 190 renewals plus life members). She also reminded us that there will be a reduction in annual dues for new members joining, as of August 1st, when membership rates convert to the half season rate.

b. Clubhouse Blinds – Update

Natalia introduced “Clay”, who represents Budget Blinds (in New Westminister). Natalia invited him to the meeting so that he could demonstrate the blinds we are ordering, where they will go and what they look like. Clay’s presentation was about 15 minutes. He also explained the bathroom and stairwell windows will be converted to frosted glass, instead of having blinds. In total, the cost will be \$2,400, including installation (and a lifetime warranty). It was agreed that payment can be made by e-transfer, which Chris will facilitate upon his return. The work is projected to be installed in the next 4-5 weeks. The Board thanked Clay for his presentation.

c. Open House – Feedback

Natalia reported that the open house was very well attended and we all had a great day with lots of volunteers. There were about 20 people who came through as guests, with a total of about 40-50 people in all. The courts were full for most of the day. The punch, food, desserts and BBQ were all very well received. Sign-ups of new members did not occur on the day, however many will sign up on August 1st at the new half season rate. Shelley also attended. Carlos, of World of Tennis, was also a star attraction and was kept very busy by people interested in demoing rackets.

All in all, the good weather, ample food and fun on the courts made for a very successful event! Natalia will send her receipts to Chris. She also thanked everyone who helped out. Photos and videos were also taken as a showcase for some interesting highlights. Natalia agreed to pick up 2 bottles of wine for Zach and 2 bottles for Anna, to show our appreciation and excellent contribution to the BBQ.

7. **Buildings and Grounds Report – Terri Welch**

a. Score Cards – Update

Natalia reported that we have purchased four new score cards; two of them have already been installed, the other two will be. The score cards are of a very good quality and have numbers going up to 9, so they can accommodate pro sets. The cards were ordered from the USA at a cost of \$300 in total. However, there may be an additional bill in the amount of \$95.00 for Customs and Excise tax (ie UPS). The Board noted that the score cards look very nice.

b. Front Door Jamb

Peter explained the front door jamb issue, which locks perfectly ok. The problem is that the housing is loose, and not all members realize that swiping their fob key requires you to first push the door in, and then pull the knob towards you, which is how the door opens. Carole mentioned that the ladies washroom door jamb/locking mechanism has been fixed by Don Campbell, however the mechanism may still need some WD40.

8. **IT & Communications Director – Peter Szabo**

a. Video Installation – Update

Peter reported that while the inside video camera has been installed, the outside camera still needs to be installed. It will go outside of the clubhouse above the front door and will be installed by Dell. Terri suggested that we get 2 bottles of wine for him. Natalia agreed to take care of buying them. There were multiple questions around how the video works, monitors, and is accessible.

The Board also agreed that some members are forgetting to sign in when entering the club, and it is therefore necessary to send out a reminder to the membership.

b. New Computer - Update

Peter informed the Board that the computer in the office is working but needs another cable for the video. Peter will submit his receipts for these expenses.

9. Organized Play and Social Director Report – Fabio Prado

a. NWTC Club Tournament

Fabio asked for clarification regarding the running of the tournament. It was explained by Peter that the tournament will be run by Madeleine and Juanita, but we still need assistance with match scheduling. Peter reiterated that Chris is happy to arrange for a ClubSpark software demonstration. He and Fabio will be attending this demo. Carole also reminded him that she is look into the options to find technical assistance for tournament match scheduling in terms of running it.

b. Edith Webster Memorial Tournament

The date for the Edith Webster Memorial Tournament has been suggested as Sunday, September 19th, 2021. NWTC is hosting it this year, however names have been put forward in terms of running it. It was suggested to send out an email blast to announce the tournament dates and details of the event. White Rock has been contacted in respect of us hosting the event, and we are awaiting a response from their captain so that we can make up the teams. The Edith Webster Memorial Tournament trophy will be awarded to the winning team in a post-match ceremony, which will include all participants and observers.

c. Marilyn Aldworth Ladies Doubles Memorial Tournament (MALDMT)

The MALDMT has been announced and several ladies have signed up, however Fabio suggested another invite to clarify the signing up and format should be sent out. We need an even number of players to have a round robin (say 16 or 20 players). The registered participants will then allow draws to be posted depending on the number of matches being played.

10. Secretary Report – Amelia Weatherbe

a. Filing of Annual Report - Update

Amelia reported on her email correspondence to Alex Sweezey regarding the filing of the required documentation with the Registrar of Companies. Once she has heard back from Alex, she will report back.

b. Roster Booklet Order

The printing of the roster booklets is under way. Amelia mentioned one quote she had received, however Carole suggested there is another printing place that may offer a cheaper price (on Belmont St). Amelia agreed to hold off on ordering until we get another quote. It was suggested that 40 copies be ordered, at least for now.

c. Office Printer

Amelia advised that the black and white printer in the office has become redundant due to its limitations with colour, and that the Board may wish to consider purchasing a laser-jet colour printer, which does not suck so much ink. It was also noted that the office itself, with its out-of-date furnishings and poor efficiency in space usage, be reviewed by someone with interior decorating experience. Also some of the equipment and furnishings are impractical. Since the Board agreed that there are many avenues to explore when doing an office re-fit, more time and research is required.

11. **Adjournment**

The meeting was adjourned at 7:32pm by Peter Szabo, seconded by Carole Hickey. All in Favour.

Motion approved unanimously

NWTC
Balance Sheet
As of July 19, 2021

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
BMO Chequing	0.00
Petty Cash	60.59
Van City Funds	
Van City Building reserve fund	20,686.76
Vancity Class B Membership Shares	8.54
Vancity Daily Banking	38,289.43
Vancity Term Deposits	89,526.92
Total Van City Funds	148,511.65
Total Cash and Cash Equivalent	\$148,572.24
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable (A/R)	\$0.00
Prepaid Expenses	13,567.05
Uncategorized Asset	275.00
Total Current Assets	\$162,414.29
Non-current Assets	
Property, plant and equipment	
Accumulated Amortization	-233,823.84
Fixed Assets	333,230.84
Total Property, plant and equipment	\$99,407.00
Security Deposits	26.00
Total Non Current Assets	\$99,433.00
Total Assets	\$261,847.29
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	4,250.00
Total Non-current Liabilities	\$4,250.00
Total Liabilities	\$4,250.00
Equity	
Retained Earnings	227,425.54
Profit for the year	30,171.75
Total Equity	\$257,597.29
Total Liabilities and Equity	\$261,847.29

NWTC
Profit and Loss
 January 1 - July 19, 2021

	TOTAL
INCOME	
FEEs	
Guest Fees	303.00
Initiation Fees	4,900.00
Late Fees	100.00
Total FEEs	5,303.00
JUNIOR PROGRAM	5,760.00
MEMBERSHIP REVENUES	
Adult Membership	24,570.00
Intermediate Membership	285.00
Junior Membership	1,010.00
New Members	5,600.00
Non-Playing Membership	123.95
Student Membership	500.00
Total MEMBERSHIP REVENUES	32,088.95
OTHER RECEIPTS	
Interest Earned	2,701.82
Total OTHER RECEIPTS	2,701.82
Total Income	\$45,853.77
GROSS PROFIT	\$45,853.77
EXPENSES	
ADMINISTRATION	
Advertising/Promotional	222.88
Bank charges	19.80
City of New Westminster Licence	100.00
Custodial	825.00
Executive fees	520.00
Insurance	3,520.42
Office/General Administrative Expenses	53.12
Online Services - ClubSpark & Credit Card Processing	840.41
Professional Fees	67.20
Tennis BC	658.35
Web Hosting	25.00
Total ADMINISTRATION	6,652.18
BUILDING & GROUNDS	
Building Supplies	150.96
Clubhouse Expenses	708.97
Grounds Maintenance	2,200.00
Power Washing	2,362.50
Repairs	0.00
Total BUILDING & GROUNDS	5,422.43
JR PROGRAM	
Junior Program Expenses	141.74
Total JR PROGRAM	141.74

NWTC

Profit and Loss

January 1 - July 19, 2021

	TOTAL
SOCIAL EXPENSES	
Social Function	119.17
Total SOCIAL EXPENSES	119.17
Uncategorized Expense	0.00
UTILITIES	
Electricity	503.24
Gas	481.70
Metered Water & Sewer	1,020.47
Refuse Collection	227.18
TV / Internet / Phone	1,113.91
Total UTILITIES	3,346.50
Total Expenses	\$15,682.02
PROFIT	\$30,171.75