



# Minutes of Regular Executive Meeting

## August 25th, 2021 at 5:00 PM

### In Attendance:

- Carole Hickey, President
- Terri Welch, Vice President/Buildings and Grounds
- Chris Morrey Jones, Treasurer
- Amelia Weatherbe, Secretary
- Natalia Lepasovic, Membership Director
- Fabio Prado, Organized Play/Social Director

### Regrets:

- Peter Szabo, IT & Communications Director

### 1. Call To Order

The meeting was called to Order at 5:17pm.

### 2. Approval of Minutes of Previous Meeting

Carole asked if everyone had had a chance to review the Minutes of the previous meeting and if there were any errors or omissions, There being none, Natalia Lepasovic made a motion to approve the Minutes of the Meeting of July 21<sup>st</sup>, 2021, seconded by Terri Welch. All in Favour.

***Motion approved unanimously.***

### 3. President Report – Carole Hickey

#### a. Covid 19 Restrictions

At this time the Board will monitor the PHO and TennisBC regulations closely. Masks will be encouraged inside the clubhouse where members tend to congregate. It was also noted that occupancy is limited to 50 people.

#### b. Member Complaints – Outcomes

Overview of Panel's decision respecting Saunders complaints: Neither party followed the instructions in Chris's email for Saturday morning organized play. Chris explained what transpired in his opinion.

i. Saunders' Complaint:

The session meeting document regarding this complaint is attached.

ii. Williams' (Tony and Bryn) Complaint:

The Session meeting document regarding this complaint is attached.

The two matters, Tony and Bryn Williams, are related and interconnected. During the Board meeting Natalia, Membership Director, revealed that Bryn sent an email to Chris asking for exemption of membership fees due to his financial situation. Chris forwarded the email to Natalia to reply to Bryn. Natalia replied offering Bryn an option to come as a guest three times before August 1<sup>st</sup> and after that to pay discounted membership fee. Bryn never acknowledged that he received this email from Natalia, Membership Director, and basically ignored it, since he continued to come to the club and play. The Membership Director also noted that Bryn had signed in not only as a guest, but as a club member on numerous occasions, before having paid his membership dues. Natalia advised the Vice President (VP) that these events were occurring. Bryn appears to have signed in as a guest approximately 10 times in total. The Membership Director wanted this info and these emails are included in the Minutes of the meeting.

The VP advised that she had actually received a complaint from Bryn, which, for some reason she had failed to disclose to the Board. As this matter has now been concluded to the satisfaction of all parties who attended the session, there is no need to consider any further complaint. The Panel considered Bryn's complaint and had invited Bryn to attend the session and he did not show up.

The VP advised that she will be conducting her own complaint enquiry. Despite this, the Board has determined this matter has been concluded and the session documents will be filed in Drop Box.

The Board acknowledged that it has now dealt with all complaint matters.

c. Guest Fee Policy

i. Deduction of Guest Fees Upon Joining

Currently the policy of the club is that guest fees are not deductible from membership fees. However, this can be a topic at the AGM 2022.

d. Roster Booklet

The roster booklets were very well received by members. The printing needs to be bigger and we are currently making corrections to player contact info. The next publish will be in the Spring of 2022. Natalia agreed to look at printing quotes for the 2022 budget (Classic Impressions Inc. has done it in the past).

e. Ball Machine

A tutorial was held on Saturday, August 21<sup>st</sup> with very little attendance. Currently no further tutorials are planned. After consulting with Carlos, “World of Tennis”, a racket demo day will be held in the Spring of 2022. Right now, racket demo day can be arranged by individual members through Carlos, at their own convenience.

f. Club Insider Spotlight – Update

This is progressing and is scheduled for the Spring of 2022.

g. Edith Webster Memorial Tournament

All is on track although more women than men have signed up to date. Sunday, September 26th, 2021 is the confirmed date to hold the tournament, which NWTC will be hosting. NWTC will be hosting a BBQ for the event (for which there is a budget); all members will be welcome.

4. **Vice President Report – Terri Welch**

a. VP Activities

There was no report from the VP.

b. Signing Authority

The VP is not willing to get signing authority. Amelia agreed to be the 3<sup>rd</sup> signatory.

c. Club Logo Contest Judging

Judging is on hold until the Spring of 2022.

5. **Treasurer Report – Chris Morrey-Jones**

a. Financial Reports 2021

The club is in very good financial shape (see attached financial reports) with a profit of \$24,000 showing and it appears we are running at a profit. The President asked Chris to bring forward the proposed budget items for the 2022 fiscal year, plus the actual budget to date in readiness for our next Board meeting, in order that we get a more accurate picture of the club’s financial position moving forward into 2022.

b. Court LED Lighting

The project is complete and has received favourable feedback from the membership. The lighting shields might need to be adjusted, but this can be done at any time. The balance of the purchase price will be payable once the inspections are complete.

### c. Junior Mini Camp

These camps were a great success. All are completed (except for one rainout). More money came in than went out. A refund will be offered to that parent if the mini-camp doesn't go ahead.

### d. NWTC Tournament

Chris explained that there had been some hiccups with the tournament but they have been running smoothly while Madeleine has been in Montreal.

Terri raised the question of the company credit card. Chris advised that he had many enquiries and it was determined that the cost of having the card outweighs the benefits or the convenience of having a credit. This topic may be re-visited next year.

## 6. Buildings and Grounds Report – Terri Welch

### a. Buildings and Grounds – Update

Terri noted that the boards on the deck are rotting and in need of replacement. Terri will look into this matter and provide an update for the next Board meeting. An inspection may be required.

### b. Janitorial Contract – Review

Contract has been signed; many have given good feedback for the cleanliness of the club.

## 7. Membership Director Report – Natalia Leposavic

### a. Membership Update

The numbers since 1st July were more than expected – we got 14 more new members as of August 15h. Total membership now is 9 new members and 5 renewals. There are 256 regular members including life members.

### b. Clubhouse Blinds – Update

Contractor advised that they expect delivery within a week. Once the product arrives, they will contact us to schedule installation. If delivery goes as scheduled, the new blinds will be fitted and installed in next two weeks, most probably before the tournament closing party.

## 8. Organized Play/Social Director – Fabio Prado

### a. NWTC Tournament (BBQ and Wrap Up)

Madeleine and Juanita are managing the tournament well to this point. The windup party is under control and Carole will ask Zach and Anna if they will be responsible for the BBQ. The organization of the tournament prizes is still to be decided.

The service of food throughout the tournament is dependent upon Orders from the PHO and the Guidelines around the transmission of Covid-19. We are still looking for volunteers to help with the BBQ.

b. Marilyn Aldworth Annual Memorial Tournament

There was good feedback from the membership for this tournament. There was a question raised as to whether we should include men in the tournament. This may become an AGM topic for next year.

9. Secretary Business – Amelia Weatherbe

a. Colour Printer Research

Research has been conducted to determine the options for a new office printer to replace the existing (black and white) printer which is also low on toner ink. Two different models are up for consideration; a Brother model costing \$469 (Staples) and an Epson model costing \$400 (Costco). Both are laser type printers. Chris confirmed that there is a budget for this type of purchase, either this year or next year. Amelia and Natalia will make a decision on which is the better printer and proceed with purchase. In the interim, Amelia will purchase a new toner for the existing printer.

b. Annual Report Filing 2021

The information necessary to file the Annual Report for 2021 was submitted to Alex Sweezey several months ago. Alex's request for Director changes has been provided. The Annual Report for 2021 is pending filing.

c. Board Meetings Remaining for 2021

It was agreed to have two more Board meetings by the end of the year. The next one will be held on Wednesday, September 29<sup>th</sup>. The final one will be held on December 8<sup>th</sup>. A preliminary budget meeting for the proposed 2021 budget will be held early in the New Year. The AGM will likely be held late February 2022.

10. Adjournment of Meeting

The meeting was adjourned at 7:15pm by Carole Hickey, Seconded by Chris Morrey-Jones. All in Favour.

***Motion approved unanimously.***

**NWTC**  
**Balance Sheet**  
As of August 24, 2021

	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
Cash and Cash Equivalent	
BMO Chequing	0.00
Petty Cash	24.23
Van City Funds	
Van City Building reserve fund	20,686.76
Vancity Class B Membership Shares	8.54
Vancity Daily Banking	32,715.44
Vancity Term Deposits	89,526.92
<b>Total Van City Funds</b>	<b>142,937.66</b>
<b>Total Cash and Cash Equivalent</b>	<b>\$142,961.89</b>
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	0.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$0.00</b>
Prepaid Expenses	13,567.05
<b>Total Current Assets</b>	<b>\$156,528.94</b>
<b>Non-current Assets</b>	
Property, plant and equipment	
Accumulated Amortization	-233,823.84
Fixed Assets	333,230.84
<b>Total Property, plant and equipment</b>	<b>\$99,407.00</b>
Security Deposits	26.00
<b>Total Non Current Assets</b>	<b>\$99,433.00</b>
<b>Total Assets</b>	<b>\$255,961.94</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable (A/P)</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Non-current Liabilities</b>	
Access Card Deposits	4,330.00
<b>Total Non-current Liabilities</b>	<b>\$4,330.00</b>
<b>Total Liabilities</b>	<b>\$4,330.00</b>
<b>Equity</b>	
Retained Earnings	227,425.54
Profit for the year	24,206.40
<b>Total Equity</b>	<b>\$251,631.94</b>
<b>Total Liabilities and Equity</b>	<b>\$255,961.94</b>

## NWTC

## Profit and Loss

January 1 - August 24, 2021

	TOTAL
<b>INCOME</b>	
<b>FEEES</b>	
Guest Fees	513.80
Initiation Fees	6,000.00
Late Fees	225.00
<b>Total FEEES</b>	<b>6,738.80</b>
<b>JUNIOR PROGRAM</b>	<b>6,072.00</b>
<b>MEMBERSHIP REVENUES</b>	
Adult Membership	25,125.00
Intermediate Membership	285.00
Junior Membership	1,010.00
New Members	6,500.00
Non-Playing Membership	123.95
Student Membership	600.00
<b>Total MEMBERSHIP REVENUES</b>	<b>33,643.95</b>
<b>OTHER RECEIPTS</b>	
Club Tournament Fees	310.00
Interest Earned	2,701.82
<b>Total OTHER RECEIPTS</b>	<b>3,011.82</b>
<b>Total Income</b>	<b>\$49,466.57</b>
<b>GROSS PROFIT</b>	<b>\$49,466.57</b>
<b>EXPENSES</b>	
<b>ADMINISTRATION</b>	
Advertising/Promotional	222.88
Bank charges	29.70
City of New Westminster Licence	100.00
Custodial	1,387.50
Executive fees	520.00
Insurance	3,520.42
Members Costs	178.66
Office/General Administrative Expenses	514.72
Online Services - ClubSpark & Credit Card Processing	905.60
Postal Rent	136.00
Professional Fees	67.20
Tennis BC	658.35
Web Hosting	25.00
<b>Total ADMINISTRATION</b>	<b>8,266.03</b>
<b>BUILDING &amp; GROUNDS</b>	
Building Supplies	159.97
Clubhouse Expenses	3,136.92
Court Supplies	311.88
Grounds Maintenance	2,700.00
Power Washing	2,362.50

**NWTC**  
**Profit and Loss**  
**January 1 - August 24, 2021**

	TOTAL
Repairs	0.00
<b>Total BUILDING &amp; GROUNDS</b>	<b>8,671.27</b>
<b>JR PROGRAM</b>	
Junior Program Coaching	3,600.00
Junior Program Expenses	141.74
<b>Total JR PROGRAM</b>	<b>3,741.74</b>
<b>SOCIAL EXPENSES</b>	
Social Function	610.38
<b>Total SOCIAL EXPENSES</b>	<b>610.38</b>
Uncategorized Expense	0.00
<b>UTILITIES</b>	
Electricity	651.92
Gas	571.70
Metered Water & Sewer	1,168.38
Refuse Collection	305.71
TV / Internet / Phone	1,273.04
<b>Total UTILITIES</b>	<b>3,970.75</b>
<b>Total Expenses</b>	<b>\$25,260.17</b>
<b>PROFIT</b>	<b>\$24,206.40</b>