



# **Minutes of Regular Executive Meeting**

## **October 20th, 2021 at 5:00 PM**

### **In Attendance:**

- Carole Hickey, President
- Terri Welch, Vice President/Buildings and Grounds
- Amelia Weatherbe, Secretary
- Peter Szabo, IT & Communications Director
- Fabio Prado, Organized Play/Social Director

### **Regrets:**

- Chris Morrey Jones, Treasurer
- Natalia Leposavic, Membership Director

### **I. Call to Order**

The President called the Meeting to Order at 5:02pm.

### **II. Approval of Minutes of Previous Board Meeting**

Carole asked if everyone had had a chance to review the minutes of the previous Board Meeting of August 25<sup>th</sup>, 2021. There were no errors or omissions and/or deletions. There being no further changes, a Motion was made by Peter Szabo to approve the Minutes, seconded by Terri Welch. All in Favour.

*Carried Unanimously*

### **III. President Report – Carole Hickey**

#### **a) Covid-19 Update and Clubhouse Restriction**

Carole raised the issue to the Board that, in respect of next year should we allow unvaccinated members to register with the club, and also should we continue to restrict unvaccinated guests to enter the clubhouse. As this could be a significant topic for next year's season, it was decided to raise it by way of a referendum at the AGM to ensure that all members get a chance to give input on the final decision and future club policy.

i. Patio Door Infractions

Carole asked Terri if anything had happened with the patio door issue. Terri advised that someone had left it unlocked, perhaps by mistake. Members need to be reminded that the last person to leave the club is responsible to lock up and leave via the front door. It was agreed that a further reminder should be sent out to the members in the next Member's Update.

ii. Fob Key Activation

Carole advised that the shutting down of the club on September 19<sup>th</sup> was done to get members to expedite the showing of their proof of vaccination. Since that time, we have received approximately 70 responses with members providing proof. There are still many pending. Fob keys are being reactivated as and when members provide their vaccination proof, as per the last members update.

b) Director Positions 2022

Carole noted to the Board that all positions will be announced as becoming vacant at the AGM 2022 when the "Election of Officers" topic begins. However, the Board agreed that at this AGM we should be giving an overview of duties of the director positions in order to inform the membership of what these positions involve, particularly the 4 director positions that are required under the bylaws. In doing so, it will allow newer members of the club to consider their own interest in a position, either now or into the future. Carole then went around the table seeking feedback from each Board member in terms of their interest in staying on or stepping down. She also mentioned that the Vice President position needs to be viewed by members as a "preliminary" step to becoming president, even though that is not what has occurred in previous elections.

c) Draft AGM 2022 Agenda

The 2022 Agenda will be quite similar to last year's Agenda. A draft has already been created incorporating updated changes. A central issue of planning however, is whether or not we will have the meeting in person or via zoom. The venue and format for the AGM should therefore be looked at as soon as possible, so that the appropriate measures and contingencies can be put in place.

d) NWTC Tournament Feedback

Carole reported that while the New Westminster Tennis Club Tournament received mixed reviews, there was some discussion around what had occurred, and why. It was felt for certain matches, the resulting outcomes were difficult to explain or understand.

However, Carole made sure that that an appreciation gift was awarded to Juanita and Madeline for stepping up to this difficult task and for their efforts in running the tournament this year for the first time. There was further discussion around an incident which occurred during a mens singles match relating to a questionable line call, which resulted in some profanities, which were loudly heard on adjacent courts. Several match walkovers occurred subsequent to this incident, which could not be explained. The lesson learned was that, to avoid these kinds of incidents, it was suggested that the more contentious matches should be refereed in future. Terri pointed out that Juanita and Madeline have some out-of-pocket expenses for prizes that they have not yet been reimbursed for. Carole will ensure this matter is taken care of.

e) Member Complaints:

i) Harminder Bhupal

Carole referred to an email complaint dated October 3<sup>rd</sup> from Harminder Bhupal which was sent to the Tournament Director and the Executive Committee. The Board discussed the nature of his complaint, which was that he and his partner did not receive a prize as finalists of their mixed doubles 4.0+ match. Even though they had defaulted the match, he argued they should have still received a prize. After further discussion on this issue, the Board agreed that the decision not to award a prize may have been made inadvertently, or in poor light, by the Tournament Director. Since the standard prize for doubles finalists is one can of balls per player, it was agreed that they should each receive a can of balls. Carole will notify Harminder accordingly and let them know an oversight had occurred.

ii) Terri Welch

Carole read aloud Terri's complaint, which was against Carole. After she finished reading it, certain clarifications were made on both sides, and a fulsome discussion was entered into to resolve the complaint. The complaint arose out of an issue regarding the whereabouts of the ball machine key, and that some club members appeared to have been entering through the clubhouse instead of through the gate.

iii) Wendy Dawson

Carole referred to a letter of complaint she received from Wendy Dawson, dated October 18<sup>th</sup>. The complaint involved Wendy's perception of what transpired after the Edith Webster Memorial Cup Tournament. As her letter addressed several points, Carole took it upon herself to call Wendy prior to the Board meeting to clarify her concerns, and garner more understanding and information as to the source of information and its basis. In any event, having considered Wendy's comments and Carole's conversation with her, the Board viewed the letter as an airing of concerns which does not require a formal response.

However, there were some issues raised in her letter that need to be part of a referendum at the AGM 2022, as well as the possible need to bring into question the nature of our guest policy, particularly in light of vaccination requirements.

f) Community Lessons Update

Carole reported that the community lessons given under the City's purview at our club over the summer were a huge success. In fact, the City thanked us and it was noted that we received revenues of \$600.00. The Board agreed that we should consider doing this again next year since the revenues to the club are generous and appear to minimally impact on club member use of the courts.

g) Club Pro Transition (Shelley Roxburgh)

Carole advised that Shelley had approached her to advise that she wishes to "transition" her role as Club Pro to someone else, as she would like to step back somewhat from those duties. Shelley believes that her assistant coach, Diego Bedoya, may be interested in taking over the role. She also gave Carole a copy of the coaching contract used by BTC, for her review. Carole then advised the Board that this "change" may be a valuable opportunity for the club to evaluate the needs of the club in terms of hiring a new coach, e.g. coaching formats, authority for use of courts, etc., and that such an opportunity is now. Since it was evident that Diego might be an acceptable candidate for the Club Pro position, the Board agreed that the terms of the contract must be negotiated in a mutually favourable manner. Carole will therefore let Shelley know that the Board has discussed the matter, and that we acknowledge that a "shifting of responsibilities" may need to occur. She will then arrange to meet with Shelley and Diego to discuss a proposal going forward.

h) Edith Webster Memorial Cup Tournament

Carole provided her feedback on the Edith Webster Memorial Cup Tournament, which she reported went well. There were some great matches played, and although the pizza did run out, everyone appeared to have enjoyed themselves, despite Covid-19 restrictions. Carole also advised that she had planted herself at a desk at the club entrance, so that she was able to verify proof of vaccination for both members and spectators (for the most part while also participating in a zoom meeting on her laptop of TennisBC's AGM).

i) Cleaning Contract - Expression of Interest

Carole advised that the cleaning contract expires at the end of the month. Terri recommended that we extend the contract to December 31st (and maintain a 2hr per week cleaning frequency). The contract with Juanita and Madeline Nolan therefore can be verbally extended to that date. However, we will solicit member interest for the position again at the end of December, and send out an expression of interest at that time.

#### **iv. Vice President Report – Terri Welch**

Carole advised she was approached by Geoff Lenahan, Project Coordinator, Douglas College, recently. Geoff wanted to know if we as a club have an interest in participating in a New West multi-sport event. Since the information in his email was somewhat limited however, Terri agreed to reach out to Geoff to get more information on what the event involves. Our interest in the event, if any, needs to be expressed by November 19<sup>th</sup>.

#### **v. Treasurer Report – Chris Morrey-Jones**

- a) Financial Reports September 2021 (See attached)

Given Chris's absence, Carole referred to the financial reports he prepared in September and noted that very little changes had occurred since that time. Carole mentioned that Chris had created a holdback sum of \$2,000 for the vendors, Sasco for the lighting, as an incentive for them to improve the lighting intensity. The club is on the hook for the additional electrician's labour cost, up to a maximum of \$1,000, and Sasco is providing the scissor lift at no additional cost to the club.

Terri offered to organize a Christmas party/social function in December to be held at the clubhouse (subject to required restrictions) and advised that Chris had already consented to this expense (in terms of budgeting). However, the Board discussed having an Xmas party that would be open to all members, and it was suggested that such an event should be based on the policy of attending at their own risk.

#### **vi. Buildings and Grounds Director – Terri Welch**

Terri reported that there has been an ongoing rat issue in the attic of the clubhouse, which prompted her to call City Hal to ask that they remove the branches that are touching the roof (the rats travel along them to get into the attic). The City has apparently advised that the horticulturalist is not due to carry out any inspections in the park until January/February 2022. Terri had also called the exterminator to conduct an inspection of the roof, which appears to have rat droppings in there, but she is unsure of how fresh they are.

Carole asked about the patio deck. Terri advised that repairs had been made to a portion of the deck about 4 years ago, but some of the wood on the outside of the roof still needs to be repaired. This work needs to be budgeted for next year. Other minor outstanding repair work was discussed. In finalizing her report, Terri suggested we may want to look into purchasing more deck chairs, which she will look into.

## **vii. Membership Report – Natalia Leposavic** (see attached report)

Given Natalia's absence from the meeting, Carole read aloud Natalia's email of September 29<sup>th</sup> which detailed three items, including members sign ups, an update on the installation of the clubhouse blinds, and a quote prepared by Classic Printing for the printing of the roster booklets. The Board discussed the quote and compared it to others; however a decision will not be made until we get closer to Budget 2022.

## **viii. Organized Play Director/Social Director**

### a) Organized League Play 2022

Fabio advised that he does not know what the next steps are for league play next year, however he will contact Rob Sider, who is our TennisBC League Coordinator and determine what we need to do to prepare for Mens and Ladies League, going forward.

## **ix. IT and Communications Report – Peter Szabo**

Peter did not have any report for the Board.

## **x. Secretary Report**

### a) Bylaw Filings and Amendments under Societies Act

Carole explained the efforts that we have made in respect of Society and bylaw filings and the challenges of having these matters taken care of through our legal counsel. However, we will continue to seek resolution of this matter to get the documents filed accordingly. Carole also mentioned that the process of streamlining the Dropbox folders is underway. Once completed, our corporate documents and business files will be more accessible.

### b) Stone Paper Calendars

Amelia provided some samples of products provided by a guy named Jason Few, a representative of Stone Paper. Stone Paper make calendars and journals out of paper that is made purely of minerals. The Board discussed the idea but felt that while unique in nature, the cost to purchase any number of them is not warranted, since most of our business is conducted online through the website calendar.

## **xi. Adjournment**

A motion was made by Terri Welch to adjourn the meeting at 7:07PM, seconded by Peter Szabo. All in Favour.

*Carried unanimously*

## NWTC

## Balance Sheet

As of September 28, 2021

	TOTAL
<b>Assets</b>	
Current Assets	
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	29,638.24
Vancity Term Deposits	89,526.92
<b>Total Van City Funds</b>	<b>139,860.46</b>
<b>Total Cash and Cash Equivalent</b>	<b>\$139,884.69</b>
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	0.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$0.00</b>
Prepaid Expenses	
Prepaid Expenses	13,567.05
<b>Total Current Assets</b>	<b>\$153,451.74</b>
Non-current Assets	
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	
Security Deposits	26.00
<b>Total Non Current Assets</b>	<b>\$99,433.00</b>
<b>Total Assets</b>	<b>\$252,884.74</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
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>
Non-current Liabilities	
Access Card Deposits	
Access Card Deposits	4,370.00
<b>Total Non-current Liabilities</b>	<b>\$4,370.00</b>
<b>Total Liabilities</b>	<b>\$4,370.00</b>
Equity	
Retained Earnings	
Retained Earnings	227,425.54
Profit for the year	21,089.20
<b>Total Equity</b>	<b>\$248,514.74</b>
<b>Total Liabilities and Equity</b>	<b>\$252,884.74</b>

**NWTC**  
**Profit and Loss**  
 January 1 - September 28, 2021

	TOTAL
<b>INCOME</b>	
<b>FEEES</b>	
Guest Fees	553.80
Initiation Fees	6,600.00
Late Fees	225.00
<b>Total FEEES</b>	<b>7,378.80</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	6,900.00
Non-Playing Membership	123.95
Student Membership	600.00
<b>Total MEMBERSHIP REVENUES</b>	<b>34,043.95</b>
<b>OTHER RECEIPTS</b>	
Club Tournament Fees	1,120.00
Interest Earned	2,701.82
Other Income	556.50
<b>Total OTHER RECEIPTS</b>	<b>4,378.32</b>
<b>Total Income</b>	<b>\$51,873.07</b>
<b>GROSS PROFIT</b>	<b>\$51,873.07</b>
<b>EXPENSES</b>	
<b>ADMINISTRATION</b>	
Advertising/Promotional	222.88
Bank charges	39.60
City of New Westminster Licence	100.00
Custodial	1,912.50
Executive fees	520.00
Insurance	3,520.42
Members Costs	178.66
Office/General Administrative Expenses	616.63
Online Services - ClubSpark & Credit Card Processing	944.92
Postal Rent	136.00
Professional Fees	67.20
Tennis BC	658.35
Web Hosting	25.00
<b>Total ADMINISTRATION</b>	<b>8,942.16</b>
<b>BUILDING &amp; GROUNDS</b>	
Building Supplies	258.01
Clubhouse Expenses	3,363.22
Court Supplies	407.61
Grounds Maintenance	3,258.74
Power Washing	2,362.50



## NWTC

## Profit and Loss

January 1 - September 28, 2021

	TOTAL
Repairs	0.00
<b>Total BUILDING &amp; GROUNDS</b>	<b>9,650.08</b>
JR PROGRAM	
Junior Program Coaching	5,475.00
Junior Program Expenses	141.74
<b>Total JR PROGRAM</b>	<b>5,616.74</b>
SOCIAL EXPENSES	
Club Tournament Costs	1,149.77
Edith Webster Memorial Expenses	245.35
Social Function	610.38
<b>Total SOCIAL EXPENSES</b>	<b>2,005.50</b>
Uncategorized Expense	0.00
UTILITIES	
Electricity	853.52
Gas	661.70
Metered Water & Sewer	1,316.29
Refuse Collection	305.71
TV / Internet / Phone	1,432.17
<b>Total UTILITIES</b>	<b>4,569.39</b>
<b>Total Expenses</b>	<b>\$30,783.87</b>
<b>PROFIT</b>	<b>\$21,089.20</b>

Natalia's Membership Report:

a. Membership – Update

**XII.** Since last report we have one more membership renewal, one new adult member and one new junior member. I also adjusted life members number, since passing of Audrey Barber. To summarize, there are 205 adult, intermediate, junior, student and non-playing, 3 honorary and 45 life members for the total of 253 club members.

b. Clubhouse Blinds

**XIII.** Blinds were installed on September 15, 2021. The feedback I have heard so far is all positive.

**XIV.** Quote from Budget Blinds and Warranty information to be filed at the club for future executive use, if needed.

c. Roster Printing

**XV.** I reached out to Classic Impressions printing company who did roster printing in the past and obtained pricing. We should keep this quote on file and revisit this in the spring in preparation to print club roster for 2022.

I will go over this during the meeting and you can use my email as a base for meeting minutes.

Natalia L.  
NWTC Membership  
604-454-4740